

You've Got



Basic E-mail

Location: Technology Room, Central Library
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(The following document adapted from information found on <http://www.google.com>)

Internet E-mail Account

To Set Up a New Account

1. Open your browser. If Google is not your default home page, enter www.google.com in the address bar. Click on **Gmail**.

2. Click on **Create an account**.

3. In order to create an account, you will have to answer a series of questions, such as **Desired Login Name** and **Choose a password**.

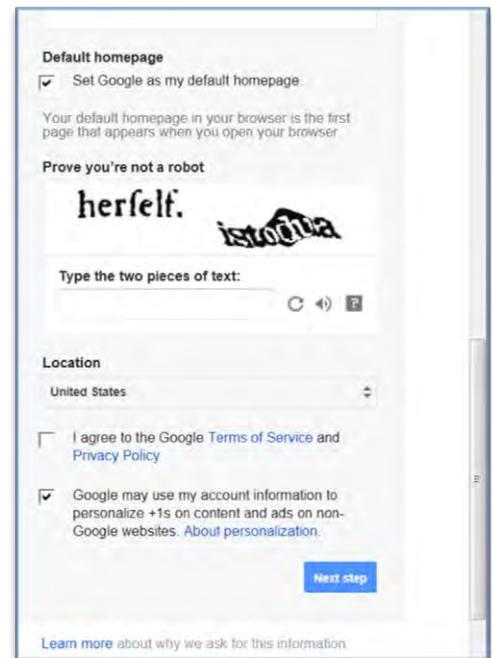
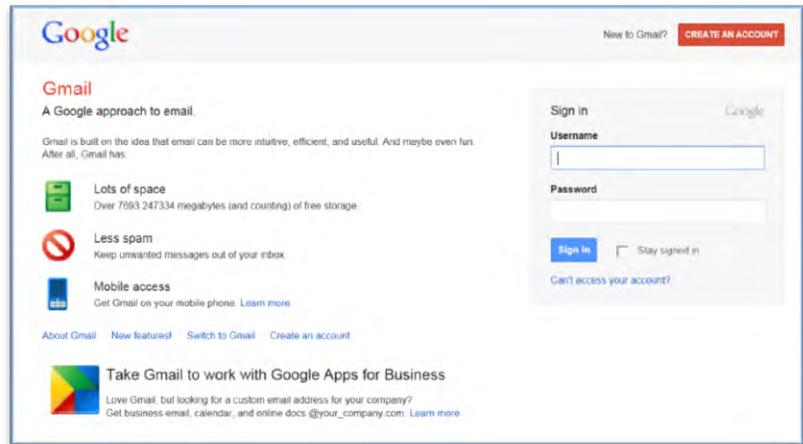
4. You may **Stay logged in** even if you deselect that feature. Be sure to **Sign out** if you share your computer with others.

5. If you do not want Google as your default homepage, be sure to deselect that option.

6. “Prove you’re not a robot” can be troublesome. Use your zoom feature to see the two pieces of text you need to enter. Return zoom to original setting – usually 100% before clicking Next Step .

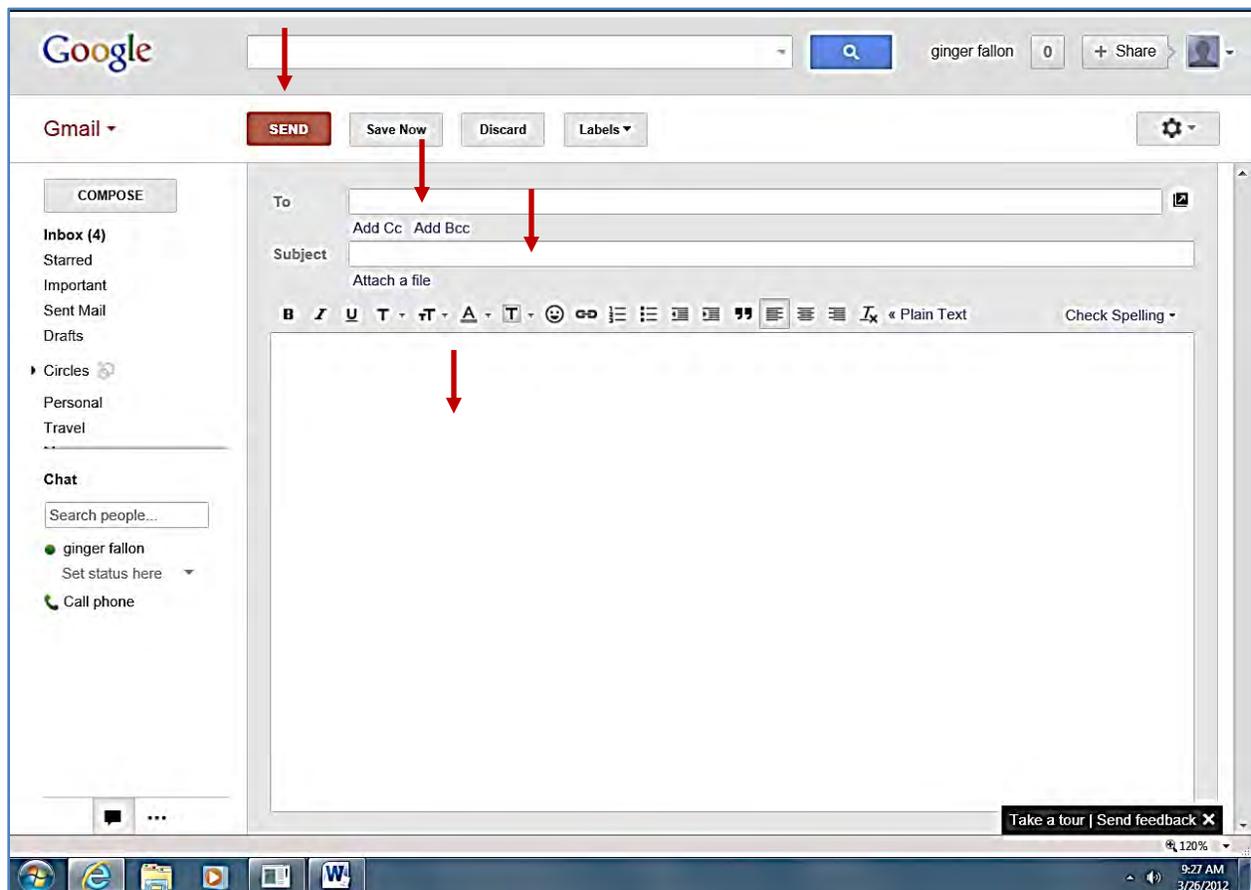
7. After you have completed answering all the questions and reviewed Google policies, terms and conditions, click **Next Step** where you have the opportunity to create a profile (not required) then **Continue to Gmail**. (At some point you may be asked to enter a recovery e-mail address. If you do not have a secondary e-mail address, click **Save and Continue**.)

*Click **Help** for information on how to change password and other questions about your account.



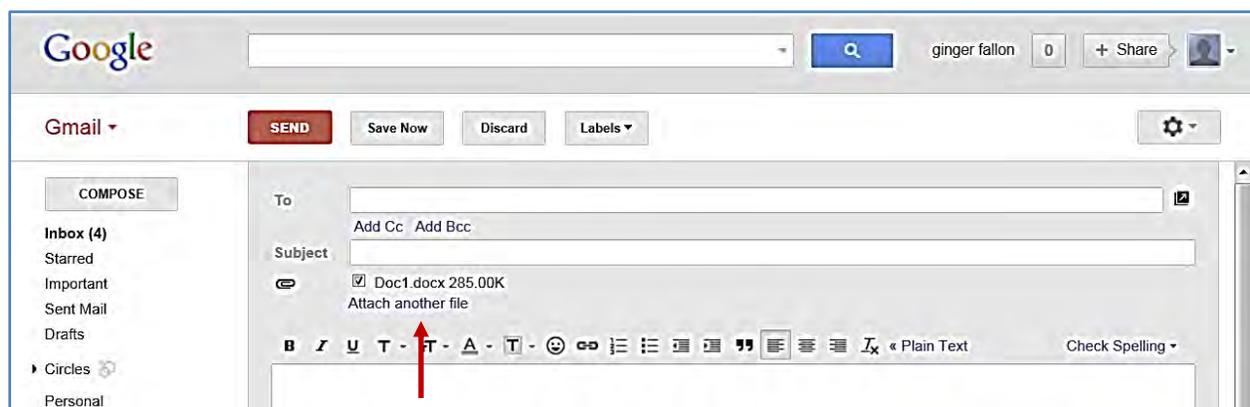
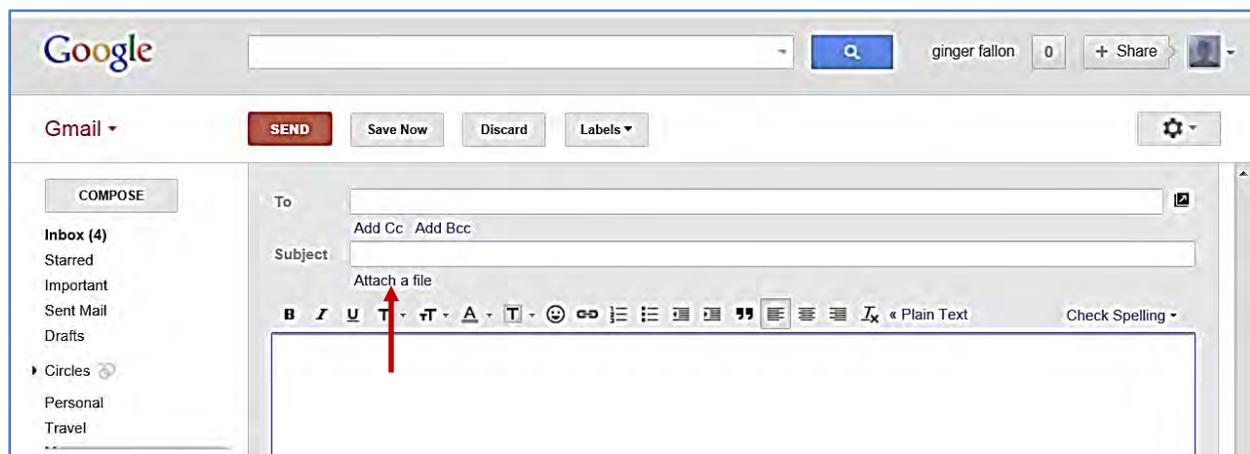
To Send an E-mail

1. Click on *Compose Mail*.
2. Enter e-mail address of recipient and subject of e-mail. E-mail etiquette recommends a subject. Many people will delete e-mails without opening them if there is no subject listed.
3. Click in message box and enter your message. You can change your font by using the format font toolbar. Click *Check Spelling*.
4. If you want to add either a Cc address or blind CC address, click on the *Add Cc* and/or *Add Bcc links*.
5. Click *Send*.



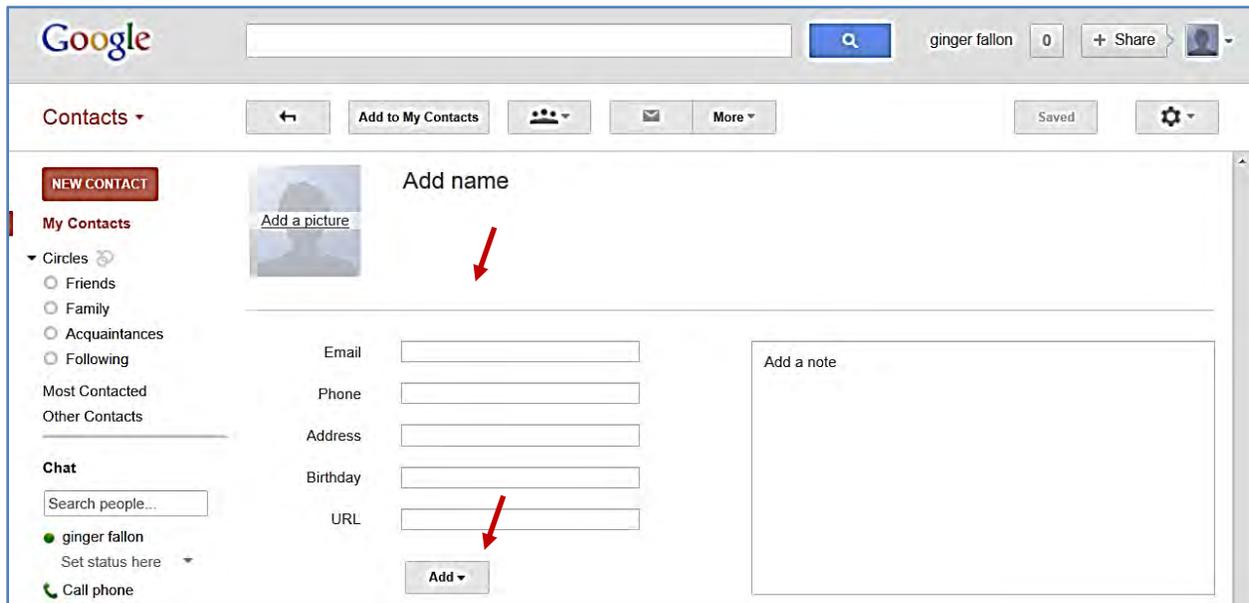
To Attach a File to Your New E-mail Message

1. Click **Attach a file**.
2. Locate the file on your hard drive, floppy, or flash drive. (The file must be closed in order for you to attach it to an e-mail).
3. Select the file (one left click).
4. Click **Open** to complete the process. You will see a paperclip  appear and the name of your file when the process is complete.
5. Additional files may be added in the same way. **OR**, if you want to add a series of files from the same source, hold down the CTRL key on your keyboard, select the files you want added, click Open, and all the selected files will be added as attachments.
6. To remove an attached file, simply click in the checked box and patiently wait for your computer to remove the file.

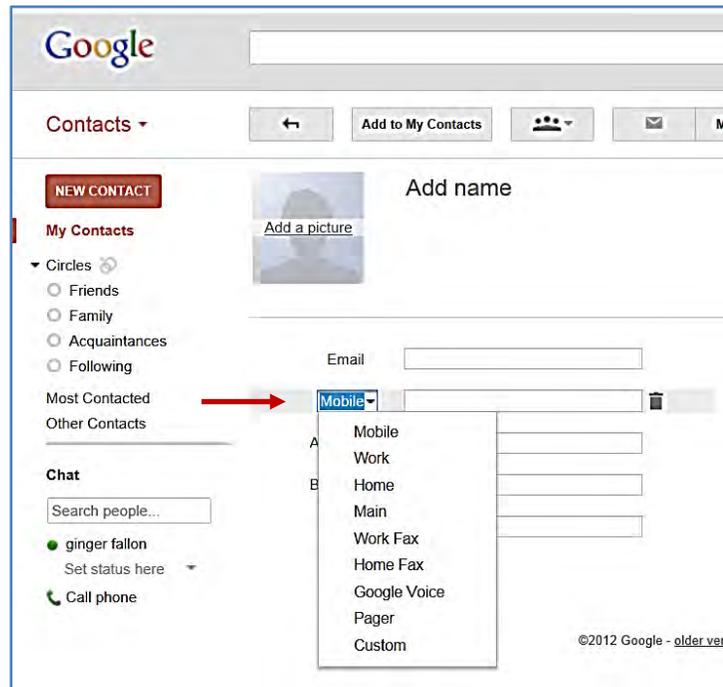


To Create Contacts

1. Click the **Gmail dropdown arrow** on the left side of your screen.
2. Click **Contacts**. Click the **New Contact** button
3. Enter contact information. Additional fields may be added.
4. Information is automatically saved by Gmail.

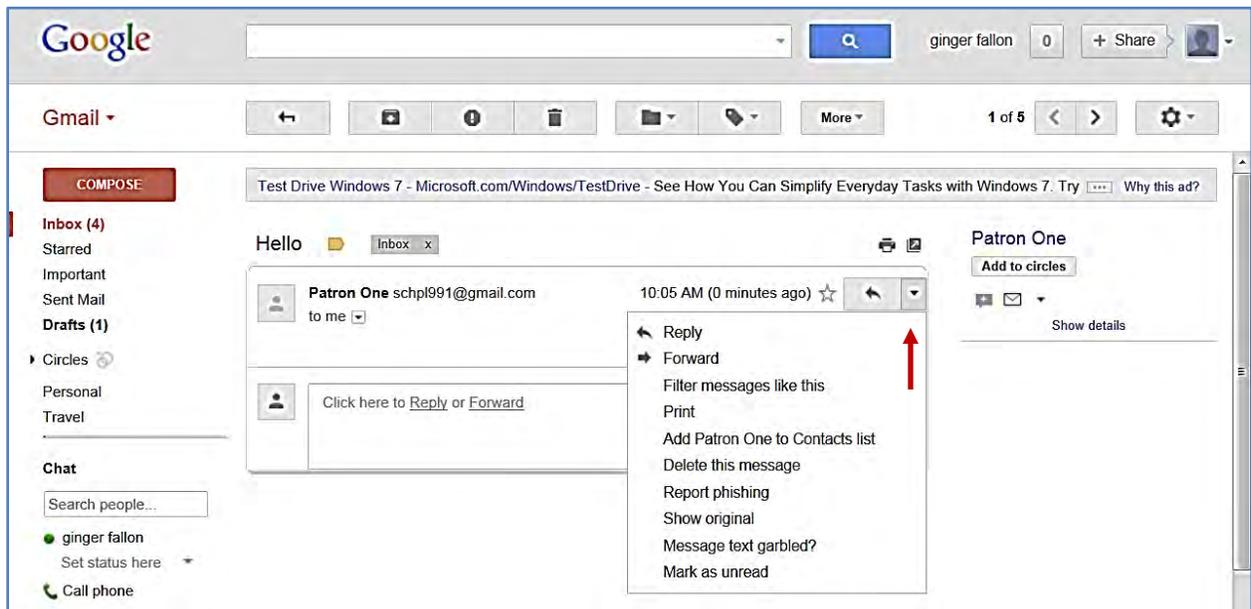


Each category also has additional options. For example, *Phone* has subcategories you can add.



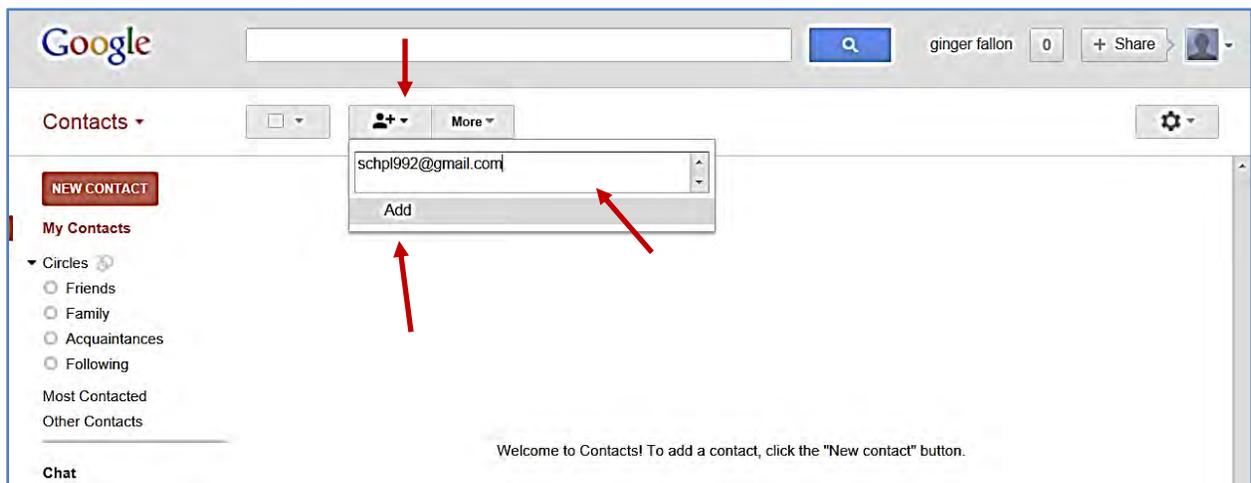
OR

5. Open an e-mail from someone you want to add to your Contacts.
6. Click on the down arrow next to “Reply” on the right. A drop down menu will appear.
7. Click *Add*



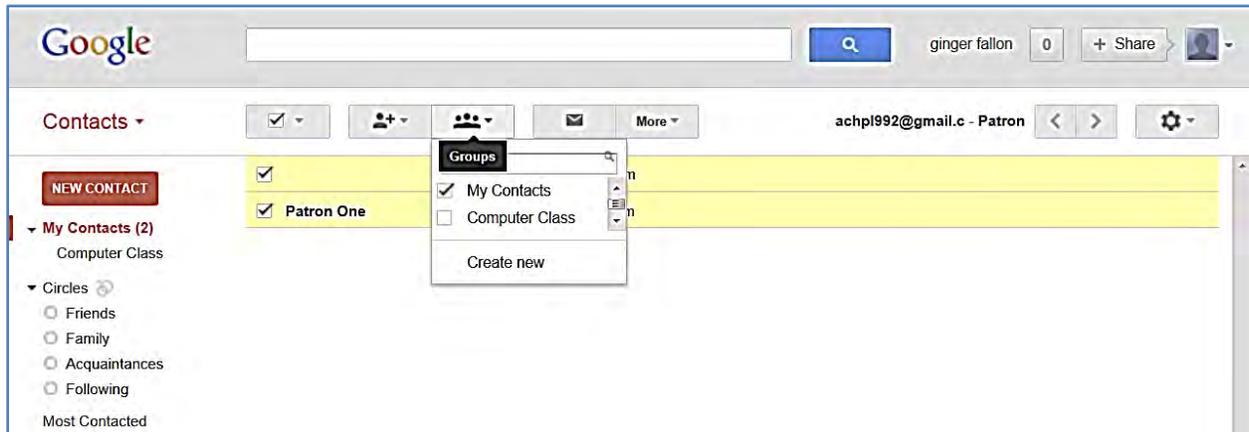
OR

8. A quick way to enter an e-mail address without other information – From the *Welcome to Contacts* window, click *Add to My Contacts* shortcut, enter e-mail address, click *Add*. You can update contact information later by selecting the address from the *My Contacts* list.

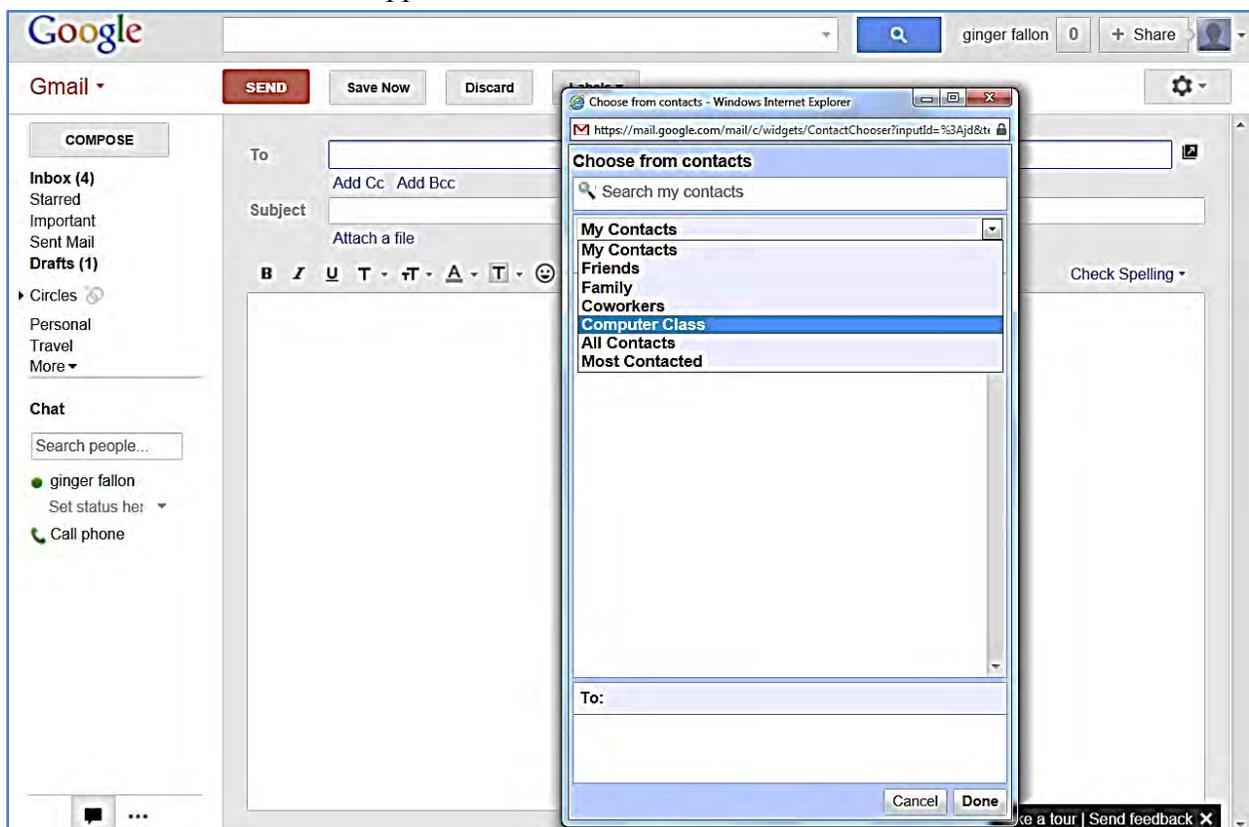


To Add Contacts to a Group

1. Click *My Contacts* on left side of screen.
2. Click on e-mail addresses you want to enter into a group.
3. Click on *Groups* and a drop-down menu of Groups will appear. Click on group of your choice. *Or* create a new group by either entering new group name in textbox or clicking on *Create new*.

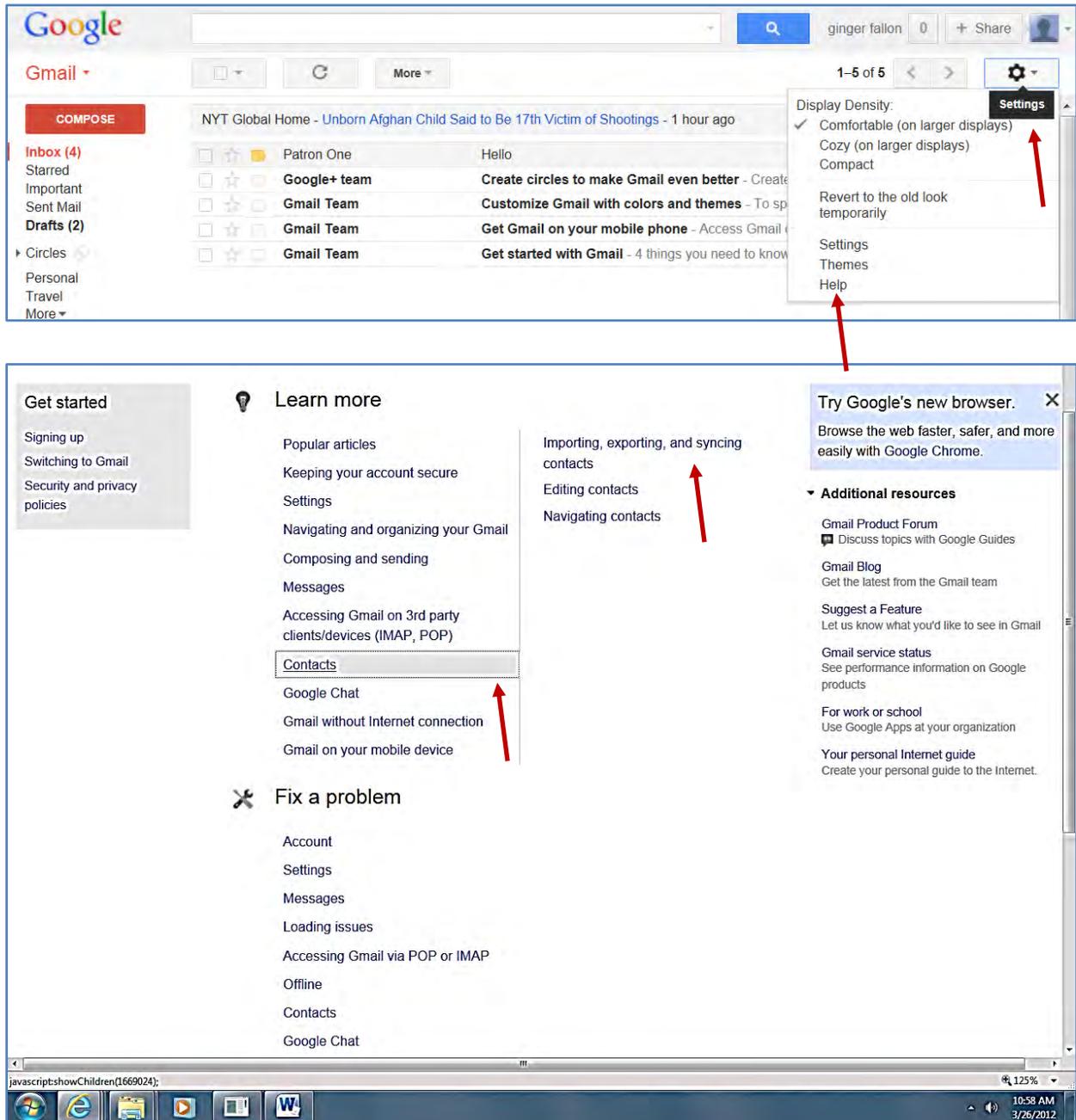


If you want to send everyone in a Group the same e-mail, click on the *To* at the left of the address bar, select the group and either All or some of the addresses in the Group folder. Click *Done* and the addresses will appear in the address bar.

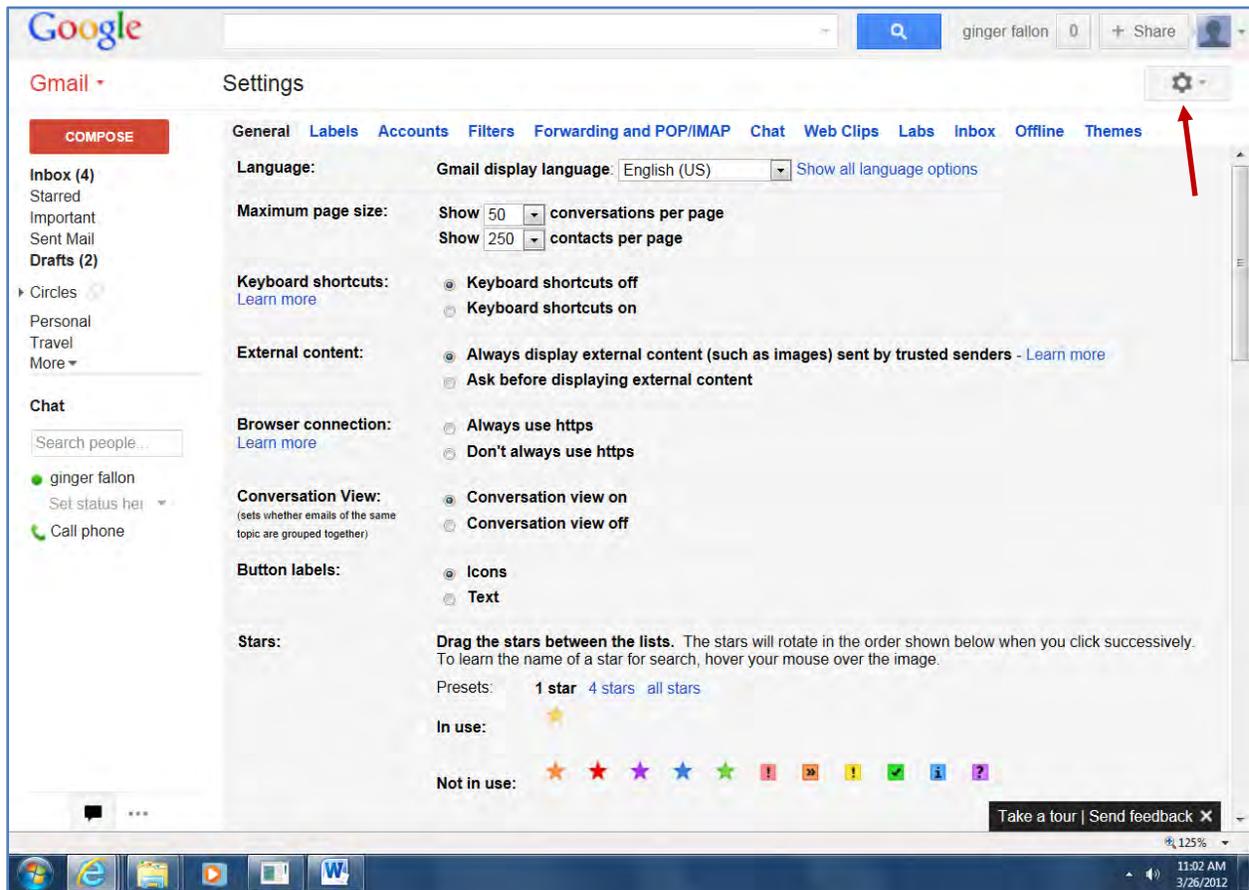


To Import/Export Contacts

1. Gmail gives you step-by-step directions on how to import or export contact information through the **Help** feature. You must first save the file to your computer as a CSV file (common separated value). You're Contacts source will also have a "wizard" or set of directions to prepare the file for "export" from the original source to then "import" it to your Gmail account.



To Personalize Your Account

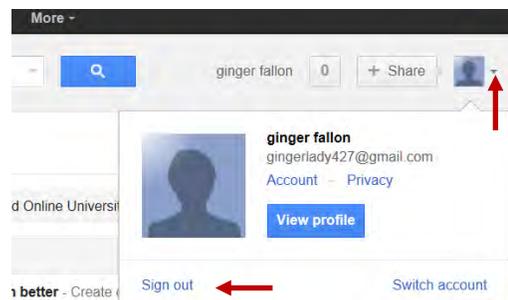


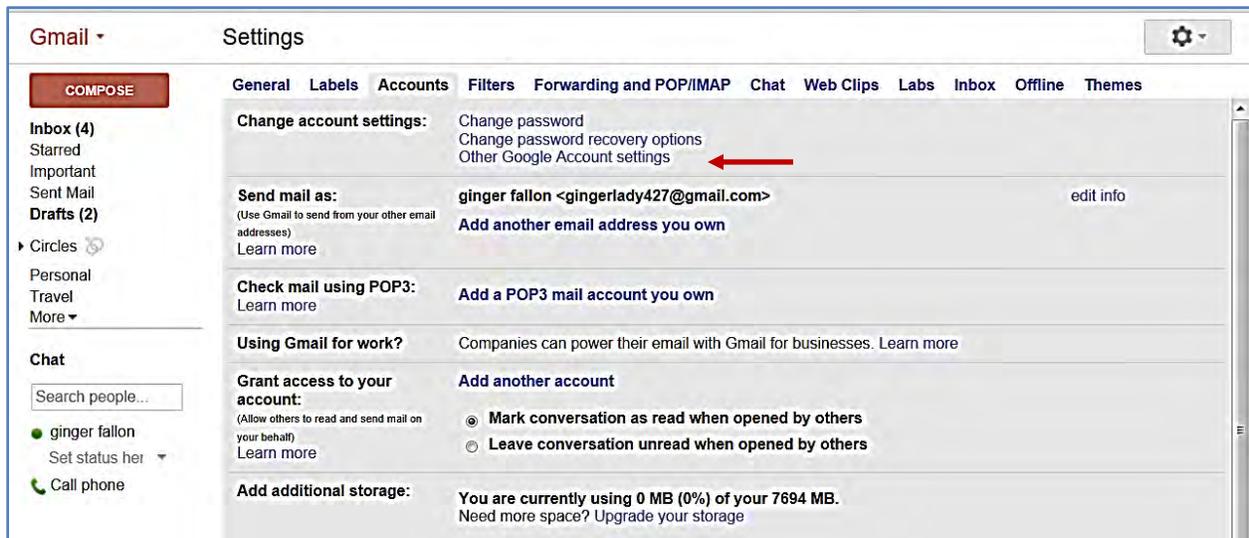
1. Click on **Settings**.
2. General Settings tab will allow you to upload a picture for your e-mails, include a signature on every e-mail, turn off/on keyboard shortcuts, and enter a “Vacation Responder”.
3. Themes tab allows you to change the color design for your Gmail account.
4. Other tabs, such as Chat, Web Clips, and Labs add special features to your e-mail account.

For those who share a computer, remember to SIGN OUT when done. Just exiting Google may not log you off your e-mail. Make sure the next person clicking on Gmail will not have access to your account!

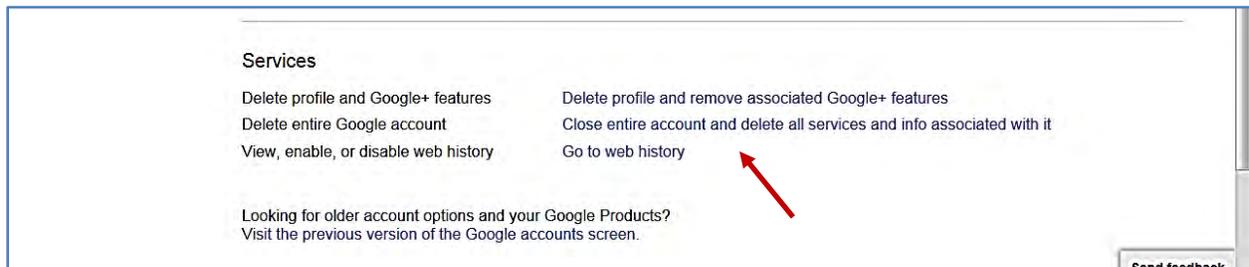
Changing Your Gmail Address

1. Click **Settings** at the top of any Gmail page, and open the **Accounts** tab.
2. **Change Account settings** options include changing password, recovery options, how your sender information will appear under **Send mail as**.





If you decide you want to delete your Gmail account, click *Other Google Account settings* and scroll to *Services*.



For additional information about how e-mail works and how messages get from here to there, visit <http://communication.howstuffworks.com/email.htm>

Now, you try it!

1. Exchange e-mail addresses with a classmate. Send that person a short e-mail with one interesting fact about yourself.
2. Reply to the e-mail from your classmate.
3. Exchange e-mail addresses with another classmate. Enter the address in your Contact list using the New Contact icon.
4. Enter the first e-mail address in your Contact list directly from the e-mail.
5. Create a new Group called “Class” and enter your two contacts in the folder.
6. Click on Settings. Select a theme for your account. Enter a signature.
7. Sign-out of G-mail.