

Technology for Seniors

SERIES 2: CREATING & USING AN EMAIL ACCOUNT

What is an Email?

- ▶ Email (also seen as *e-mail*) is short for electronic mail system
- ▶ It is similar to a letter that you send in the post with a stamp but it is sent via the internet to a recipient
- ▶ An email address is required to receive email
- ▶ Your email address is unique you and you alone



- ▶ There are many different types of email servers that you can choose from
- ▶ Some may be issued by your service provider
- ▶ The best email servers are Gmail and Yahoo because they are easy to navigate, organize, and are very user friendly

How Do I Get One?

- ▶ Open your Internet browser
 - ▶ There are many free Internet browsers to choose from!
 - ▶ The most popular include:
 - ▶ Google Chrome
 - ▶ Internet Explorer
 - ▶ Mozilla Firefox
 - ▶ Safari (if using an Apple product)



- ▶ Locate your address bar
 - ▶ There are many free Internet browsers to choose from!
 - ▶ The most popular include:
 - ▶ Google Chrome
 - ▶ Internet Explorer
 - ▶ Mozilla Firefox
 - ▶ Safari (if using an Apple product)



Accessing the Website



- ▶ Type in the name of the desired website
- ▶ Opening Gmail:
 - ▶ You can go directly to www.gmail.com
 - ▶ You can also open up www.google.com and click on the 'Gmail' link in the top right corner

Bookmarks
chrome://bookmarks/

Gmail Images   

Google
UK

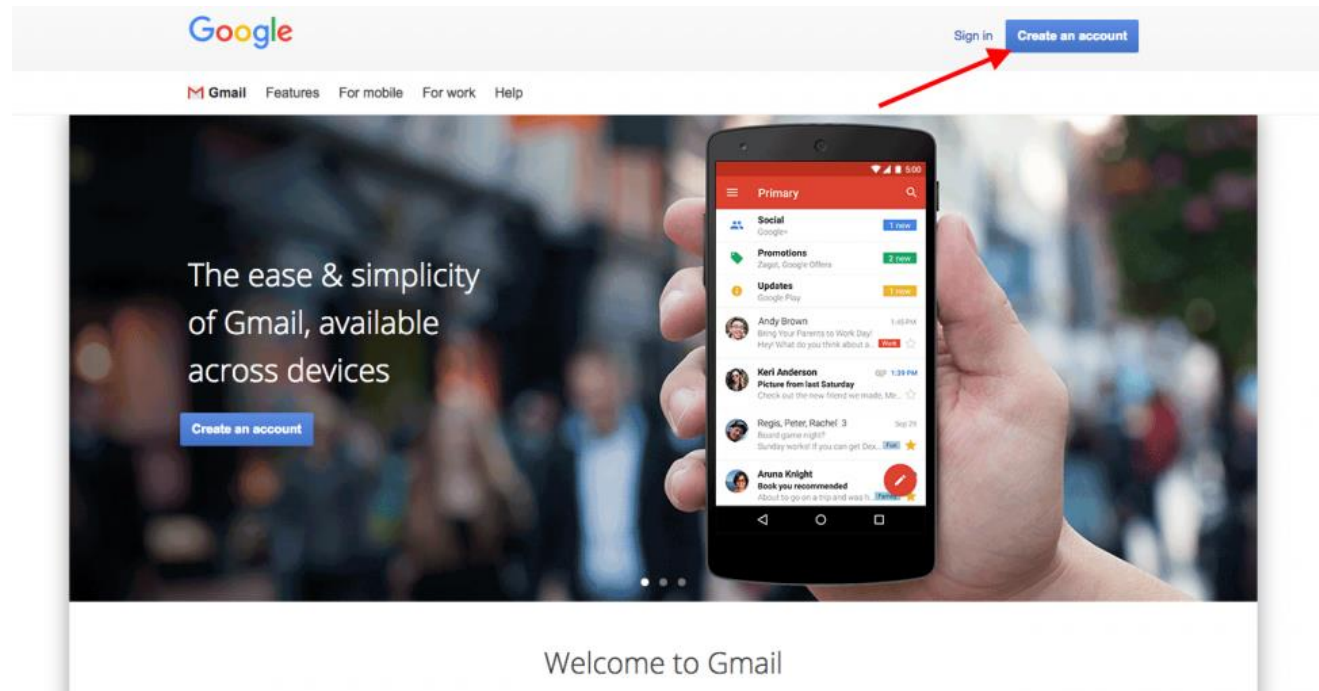
Google Search

I'm Feeling Lucky

Wherever your country, whatever your sport, stand #WithRefugees this month

Sign In or Create an Account

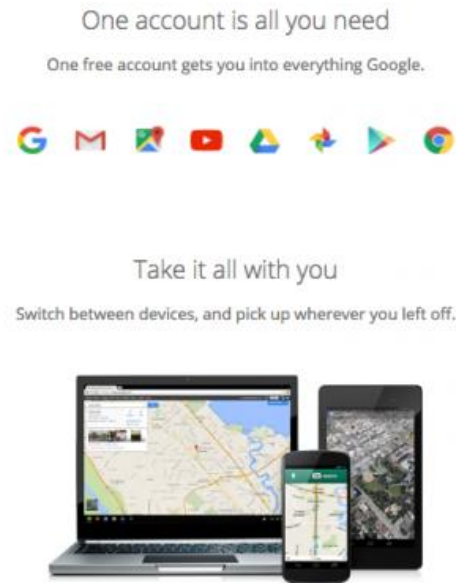
- ▶ Once you have created your Gmail account, this is where you will sign in
- ▶ If using a personal device or computer, save your password for easy access to avoid logging in every time!
- ▶ If you are creating an account, click 'CREATE AN ACCOUNT' in the top right corner



The Set-Up

- ▶ Google will require some personal information from you in order to set up your new email account
- ▶ Choose a Username
 - ▶ This is unique to you and you alone. If a username is already taken by somebody else, Google will ask you to pick another.
 - ▶ **Examples:** johndoe1975, jmdoe75, buffalobillsny2010, captainamericaXYZ
- ▶ Choose a Password
 - ▶ Your password should be at least 8 characters long and include numbers of special symbols
 - ▶ Make sure it is something you will remember and can write down

Create your Google Account



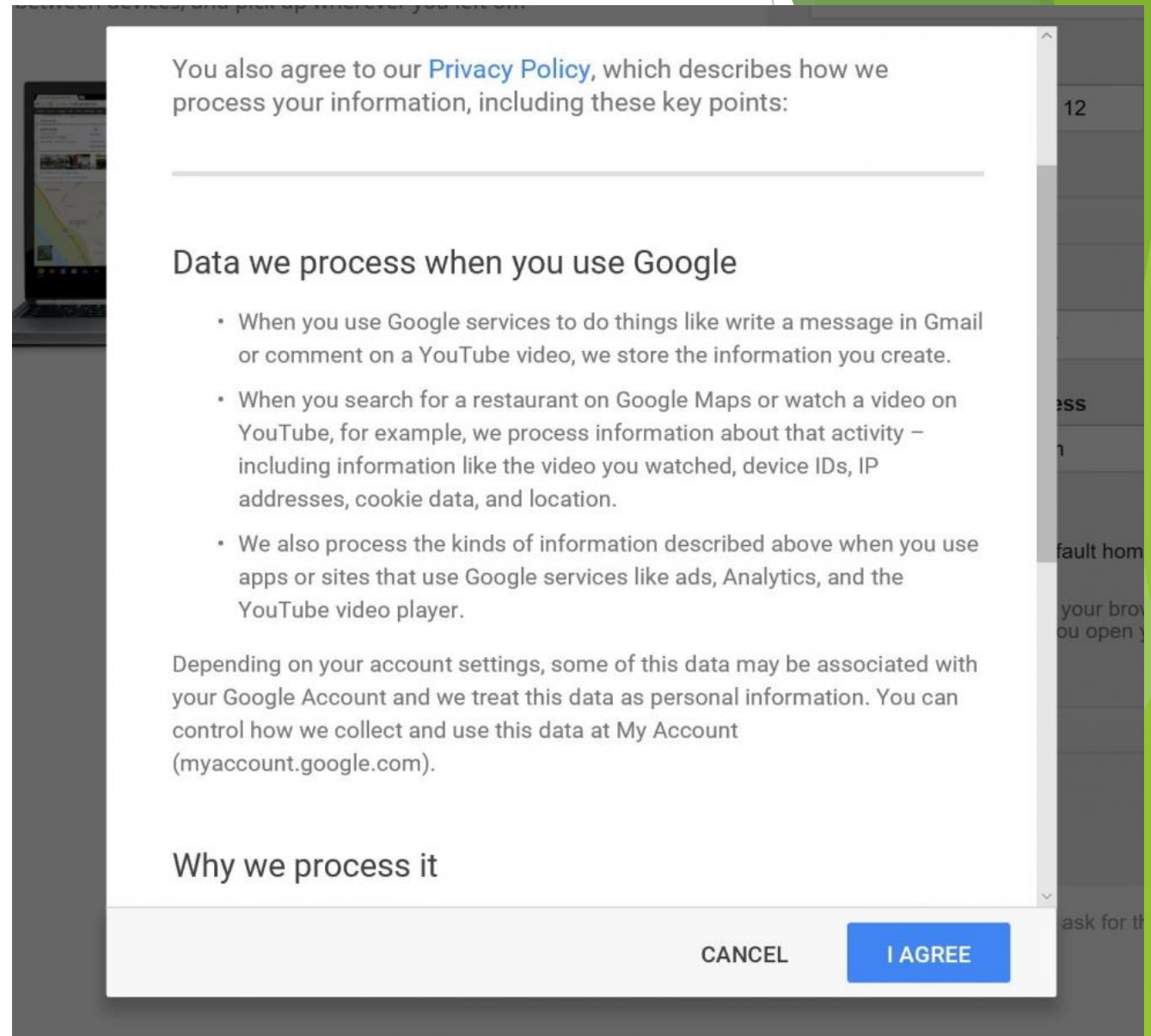
The form is titled "Create your Google Account" and contains the following fields:

- Name:** Two input boxes for "First" and "Last".
- Choose your username:** A single input box with "@gmail.com" as a placeholder.
- Create a password:** An input box.
- Confirm your password:** An input box.
- Birthday:** Three dropdown menus for "Month", "Day", and "Year".
- Gender:** A dropdown menu with "I am..." as the placeholder.
- Mobile phone:** A dropdown for country code (showing "+44") and an input box for the number.
- Your current email address:** An input box.
- Location:** A dropdown menu with "United Kingdom" as the selected option.

A blue "Next step" button is located at the bottom right of the form.

Terms & Conditions

- ▶ To get to the next step, you'll need to agree to Google's terms and conditions for using an email account
- ▶ They will be long and you are not required to read them to continue but it is suggested as they include information about their privacy policy



Verify Your Account

- ▶ You will need to verify your account to prove to Google that you are who you say you are. A box will pop up asking how you would like to do this:
 - ▶ Input your phone number (cell phone or landline both accepted)
 - ▶ Choose if you prefer a text or a voice call
 - ▶ When you receive the message/call, you will be given a 5-6 digit numerical code that you will type into the box to confirm that you have received the message
- ▶ If you choose to receive a text message, another box will pop up asking you to enter the 5-6 digit verification code →
- ▶ CONGRATULATIONS! You've successfully created your new Gmail account

Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: [0121 234 5678](#)



• Standard text messaging rates may apply.

How should we send you codes?

Text message (SMS)

Voice Call

Continue

Verify your account



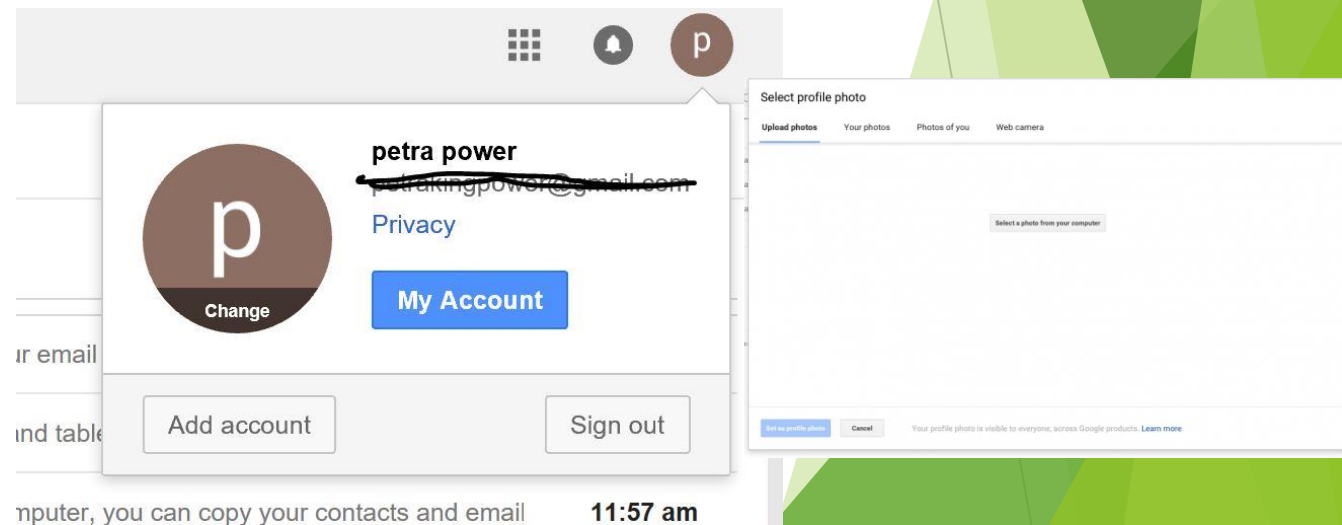
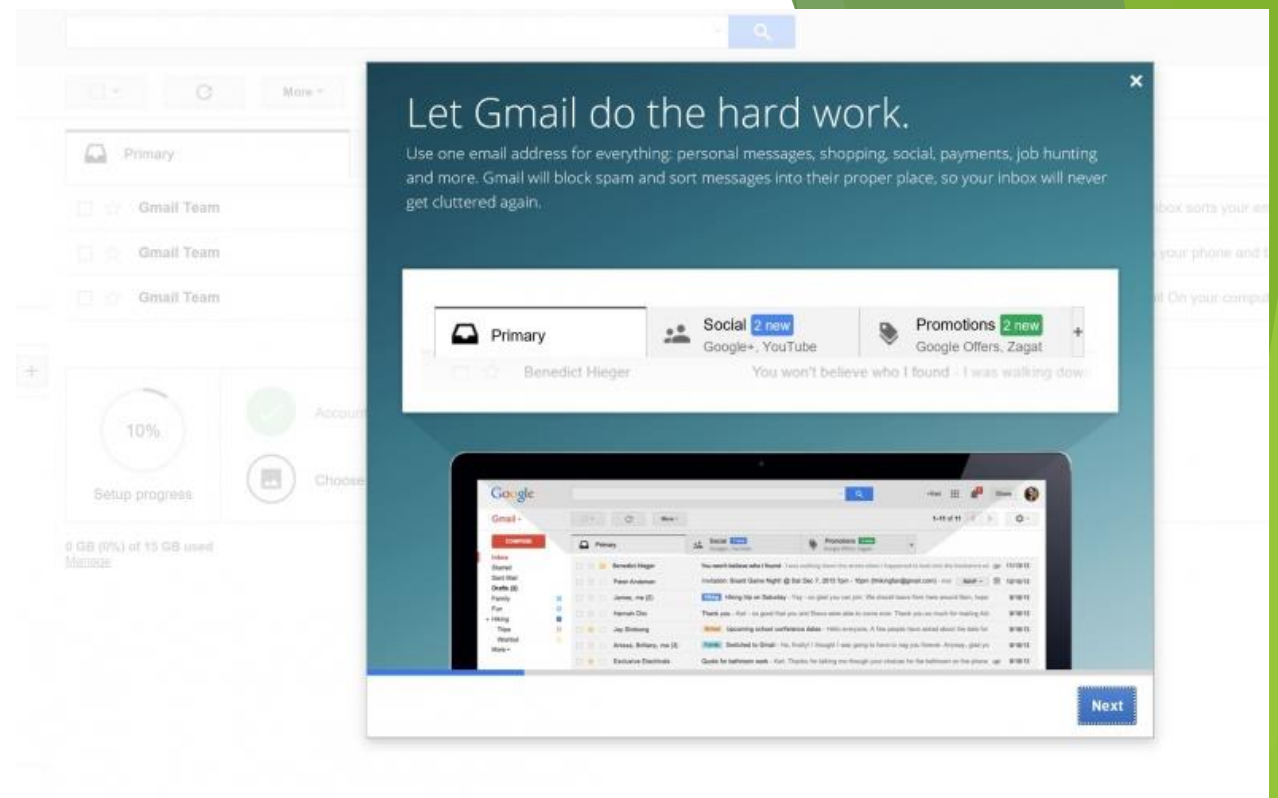
Enter verification code

Continue

Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).

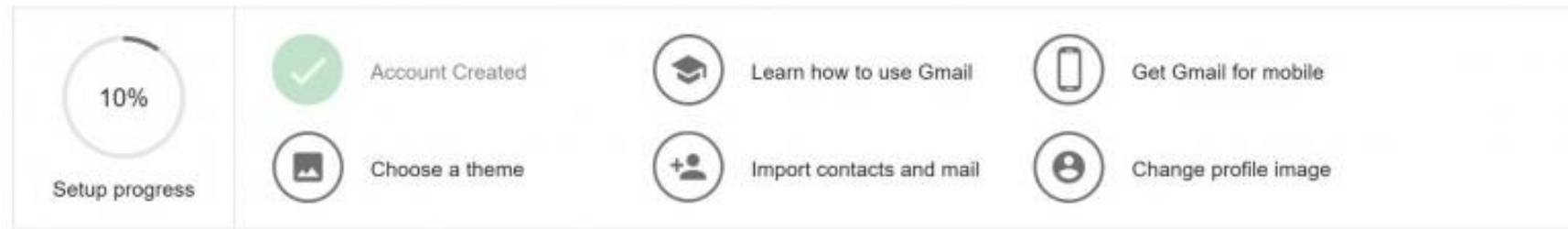
Using Gmail

- ▶ You will be directed automatically to the Gmail Dashboard
- ▶ Following these tutorials will help you navigate the website with ease
- ▶ On the left-hand side you can see your Inbox, Sent folder, and Trash
- ▶ You will also be able to make new folders based on your personal preferences
- ▶ Profile Picture
 - ▶ This is not a requirement but you can add a photo of yourself so that people can see who they are receiving mail from!
 - ▶ Select “Change” under the circular image with your initial and choose a photo from your computer or device



Other Setup Options

- ▶ There are a variety of things you will be prompted to do but these are not required
 - ▶ Choose a theme to make your inbox visually appealing
 - ▶ Connect your Gmail to your phone
 - ▶ Follow other tutorials for how to use Gmail
 - ▶ Import contacts from another email account or your mobile device

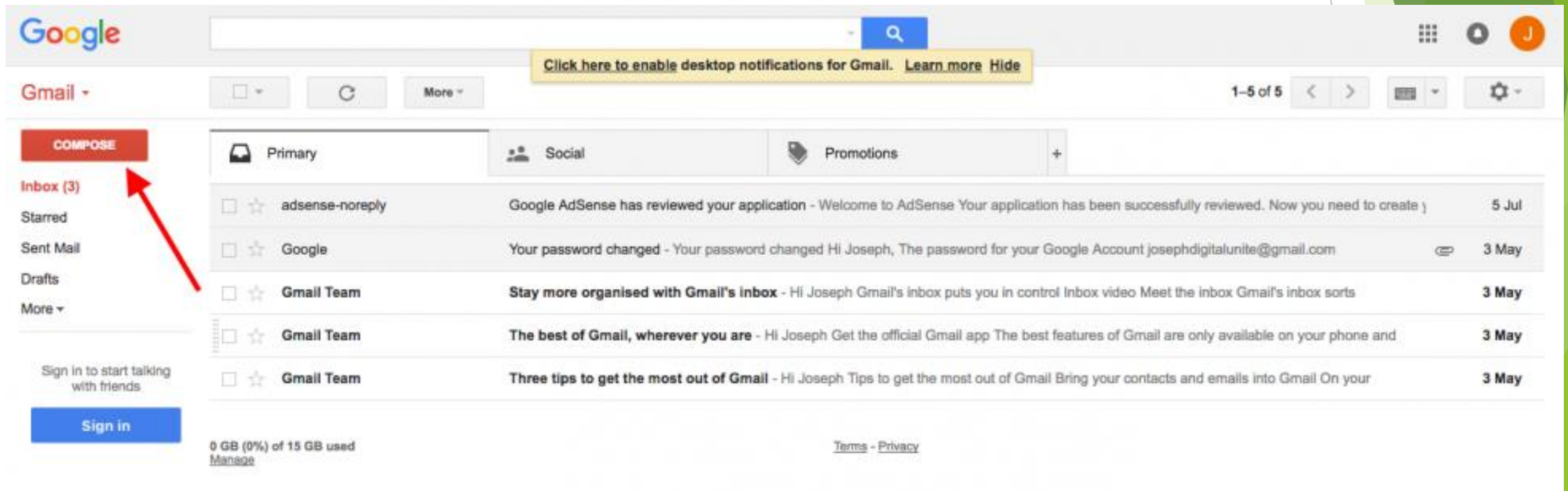


0 GB (0%) of 15 GB used

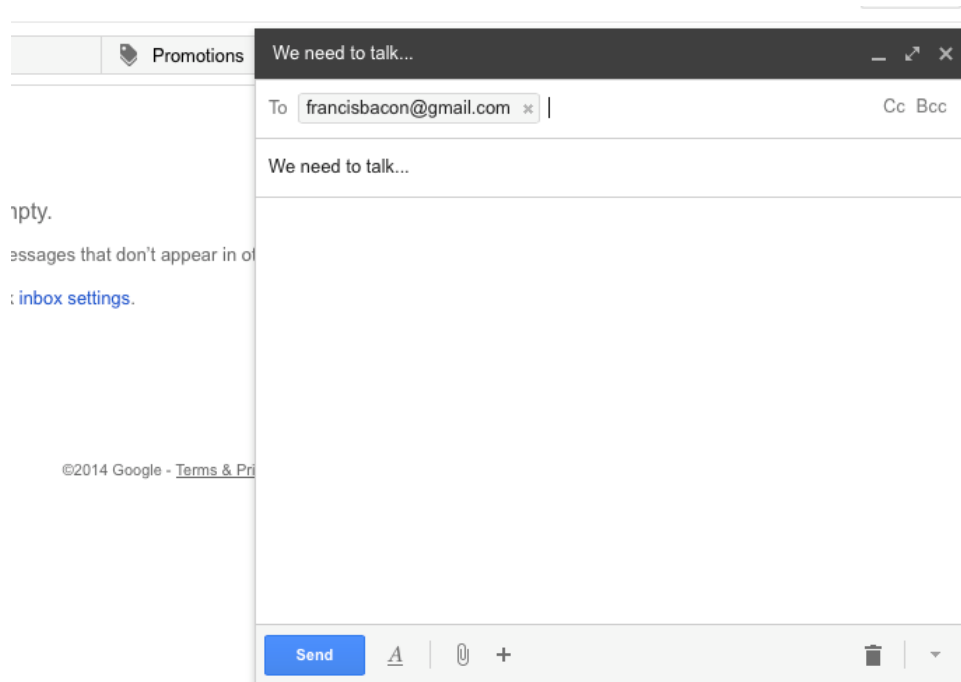
[Terms - Privacy](#)

Sending An Email

- ▶ At the top of the left-hand sidebar you will see 'COMPOSE' highlighted in orange → Click on it to open a new window!

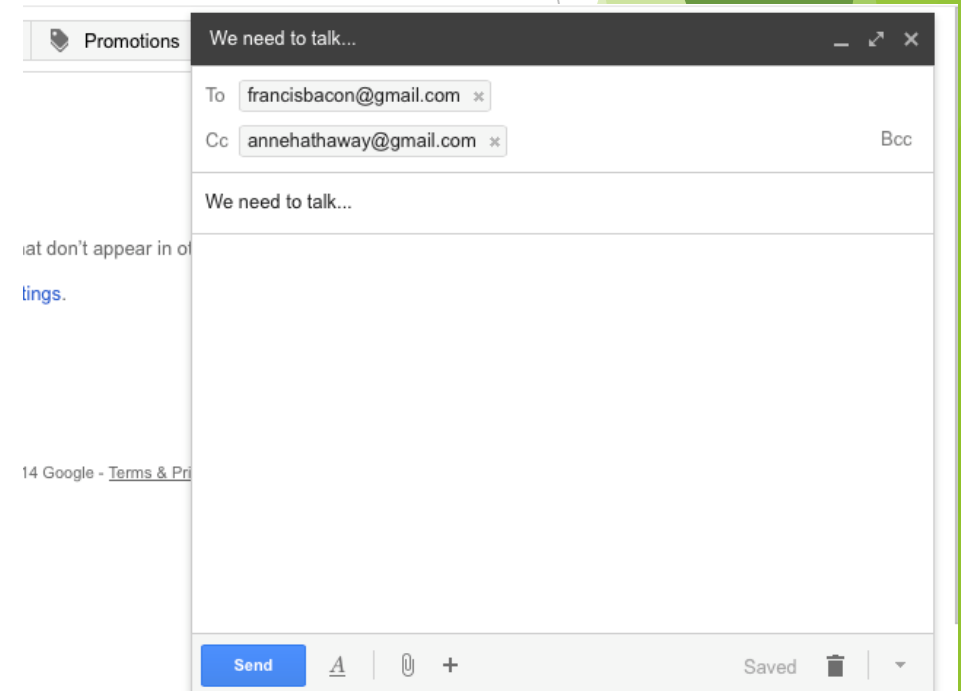


- ▶ The message window will look like this:



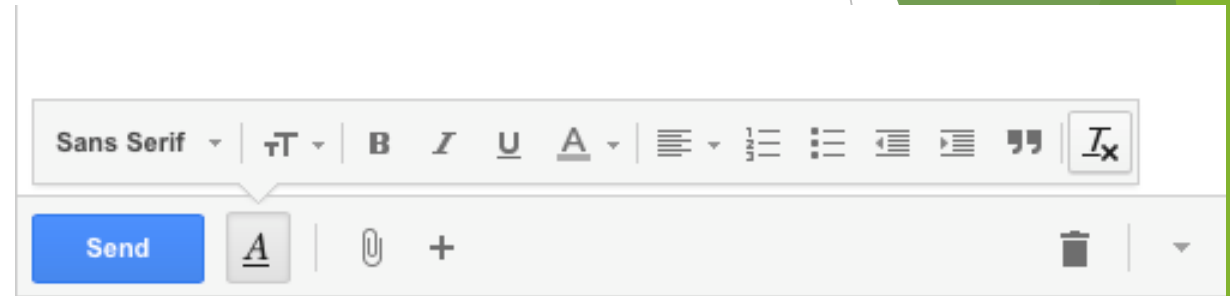
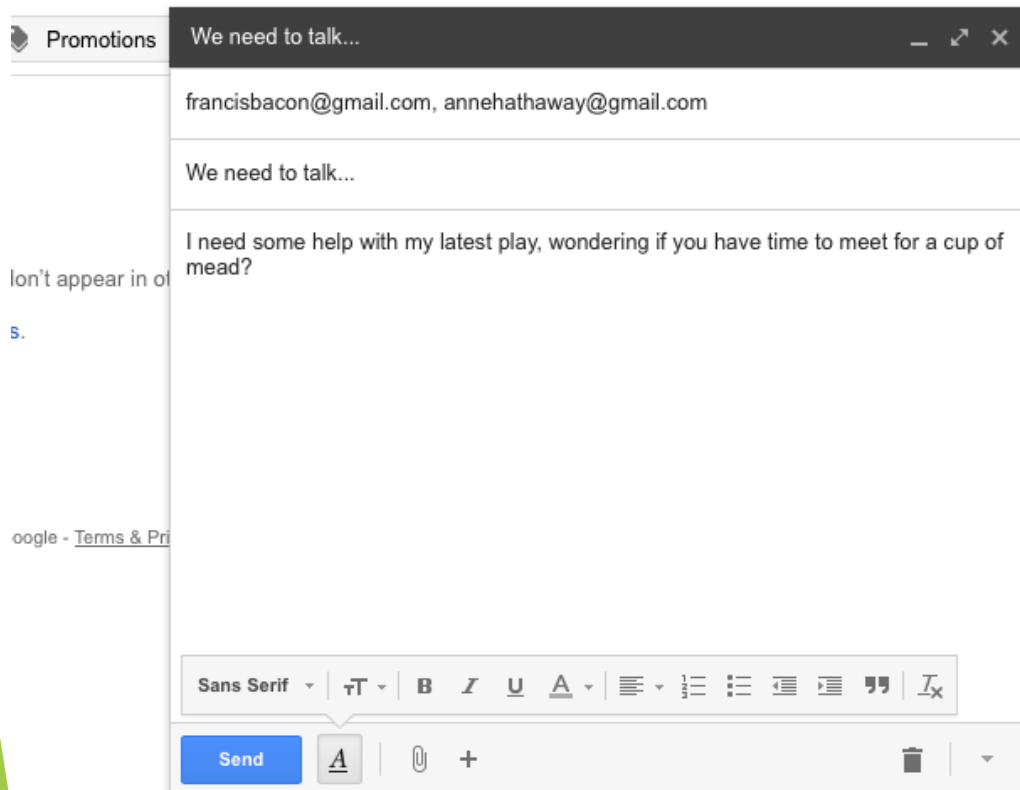
- ▶ Type in the email address of the person you wish to contact in the **To:** area
- ▶ You can send your message to multiple email addresses by hitting 'Enter' after the '.com' or placing a comma
- ▶ Enter the title of your email or reason for writing in the Subject line

- ▶ Another option to include multiple email addresses is Cc or Bcc
- ▶ **Cc:** means 'carbon copy'- all recipients of the message will see who else got the message. This is useful for group conversations
- ▶ **Bcc:** means 'blind carbon copy' - use this if you want someone to receive the message but not have their email address shown to the other recipients



Font & Style Preferences

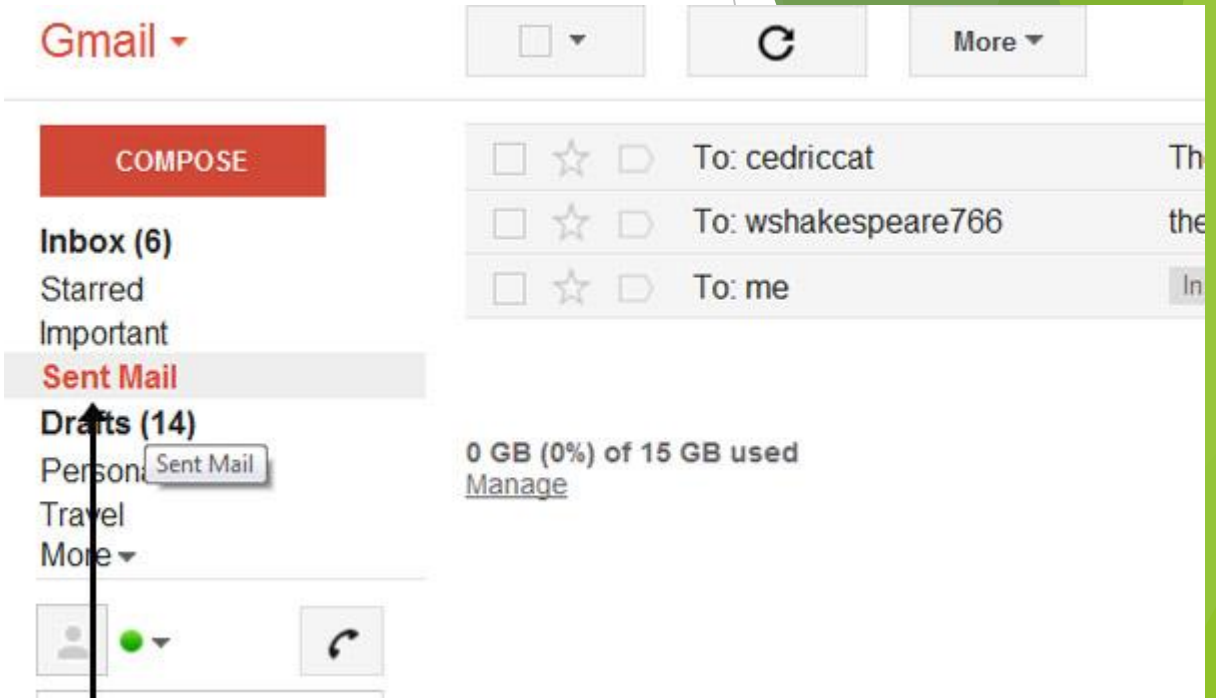
- ▶ You can change the font, color, and size format or you can leave it as is depending on what you like best



- ▶ Once you have decided on your font, type your desired message into the body
- ▶ You can type as much or as little as you choose
- ▶ When you are finished, click the blue **Send** button at the bottom!

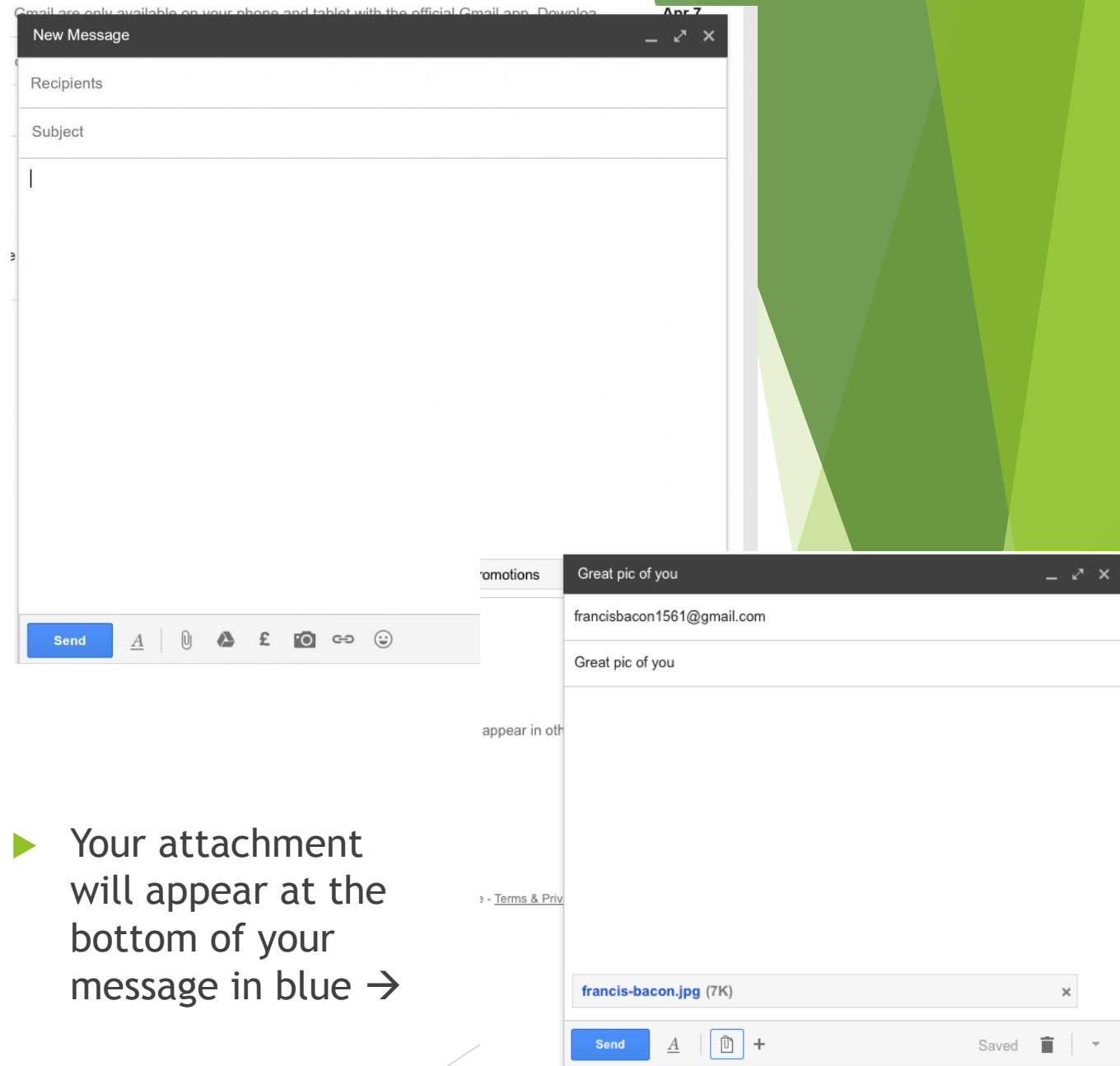
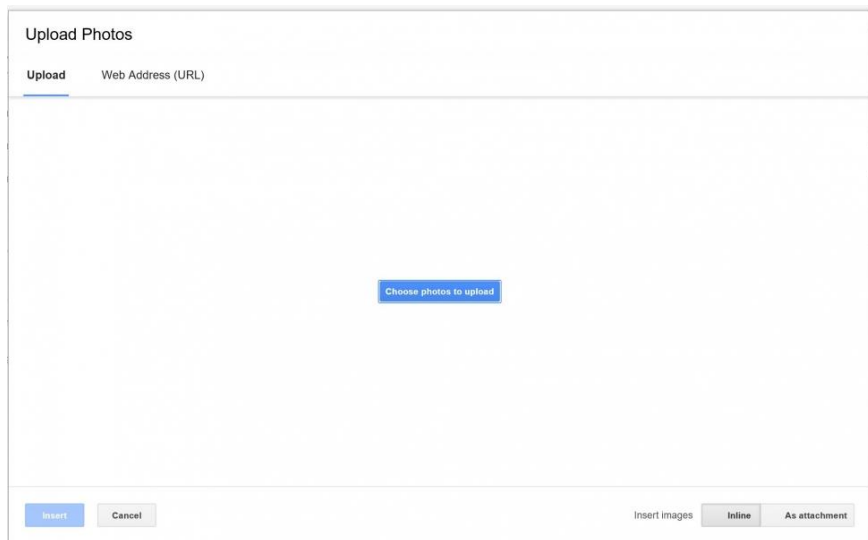
Navigating the Sidebar

- ▶ On the left-hand side of your email you will see several folders
 - ▶ **Inbox:** All incoming mail will be located here
 - ▶ **Starred:** Any mail that you 'star'
 - ▶ **Important:** Any email that you note is important
 - ▶ **Sent Mail:** View any emails that you have sent in this folder
 - ▶ **Drafts:** Messages that you've started but did not finish can be found here. You can continue working on a draft at any time
 - ▶ **Trash:** Once you delete an email it will go here; you can empty your 'trash' or keep them in case you need them in the future



Attachments

- ▶ One of the last things we're going to talk about is sending an attachment with your email
- ▶ This can be a document (Word document or other file), or a picture(s)
- ▶ The paperclip icon allows you to upload a file
- ▶ The camera icon allows you to upload a picture
- ▶ Both of these must be already available on your computer



- ▶ Your attachment will appear at the bottom of your message in blue →

Questions, Concerns, or Catastrophes?

- ▶ The great thing about using Gmail is that Google supplies a variety of step-by-step tutorials on how to use the site and its features.
- ▶ If there is something you would like to learn, don't hesitate to ask.
- ▶ You can schedule an individual time with your program host to answer any specific questions or get a one-on-one tutorial.
- ▶ Open hours every THURSDAY from 2pm-3pm: Walk-ins encouraged!

USING SOCIAL MEDIA

SEPTEMBER 18

2pm-3pm

Facebook has a purpose! Connect with friends, local business, and find events near you.

NEWS RESOURCES

OCTOBER 16

2pm-3pm

Finding credible news websites is easier than ever. Check out sites like NPR, CNN, the New York Times, and learn about the library website!