Working with Google Applications

Gmail, a popular email

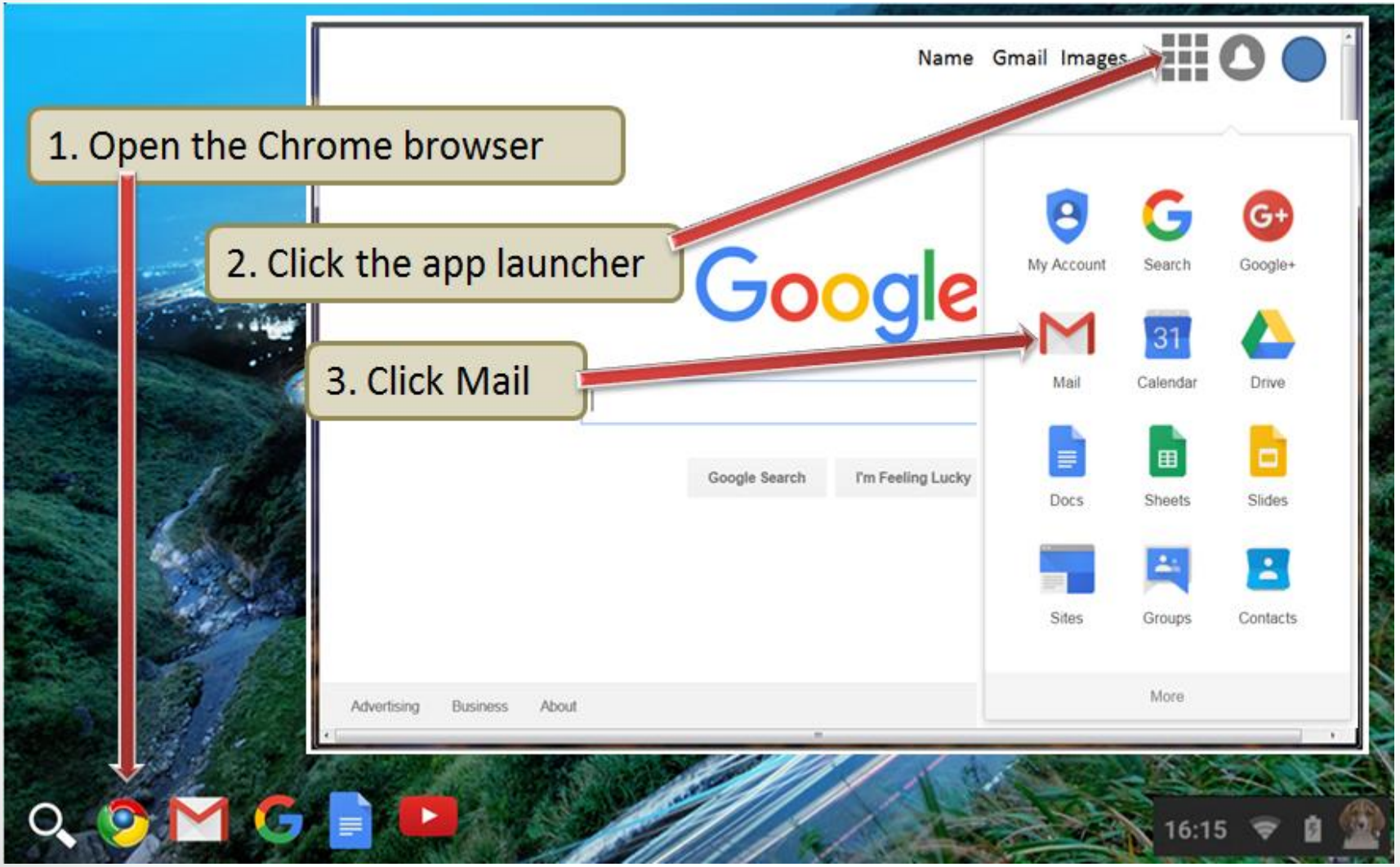
What's email and why use it?

- Email is short for Electronic mail - a fast, easy, and inexpensive way to communicate with family, friends, and colleagues.
- Email messages are sent from one person to another via a computer or mobile device such as a phone.
- Email is more professional than a text - it is used in business.
- The email message typically contains text, but can also contain files, images, or music

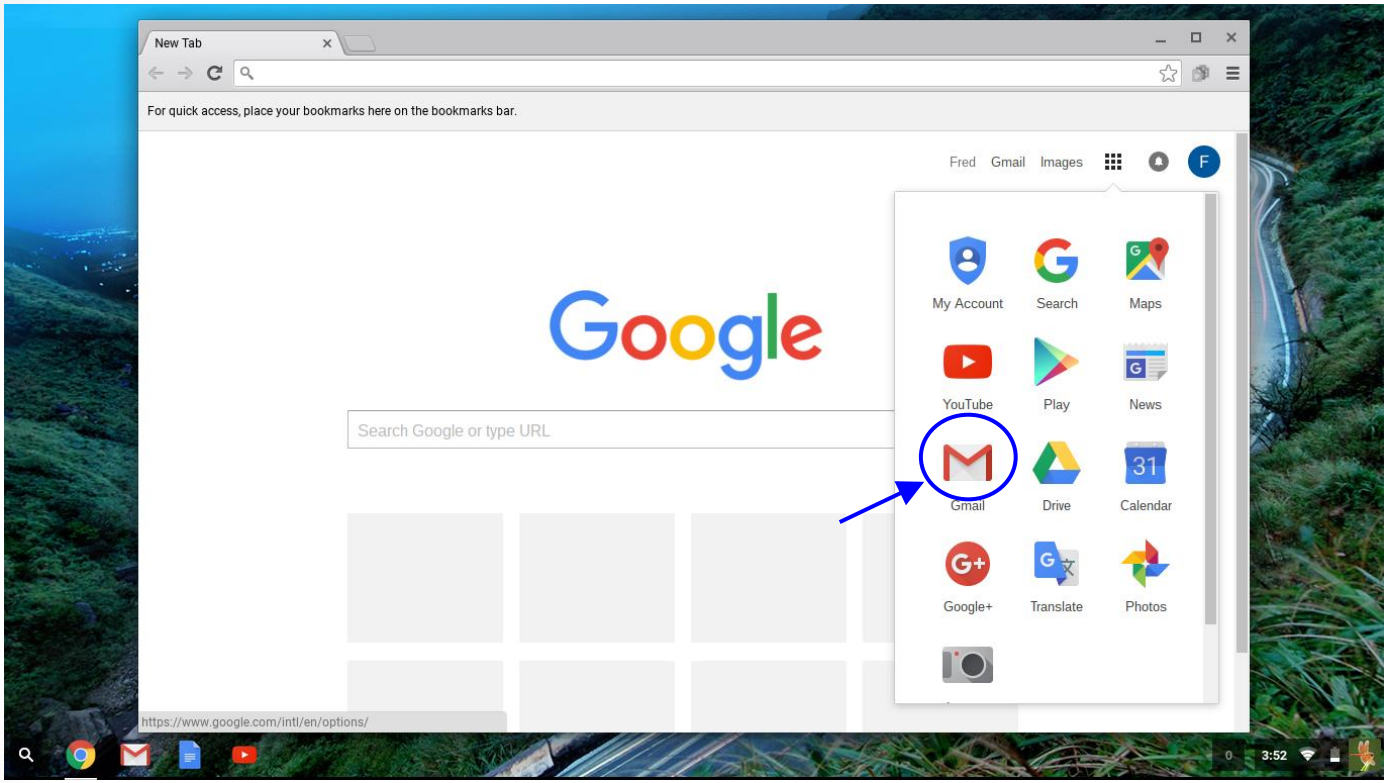
EMail Safety Tips

- **Always** log off your email account and close the browser completely when using a public computer.
- **Don't** click on links in email unless you are certain of the url.
- **Don't** open files with the extension .exe, .zip, or .scr
- **Do not** email anyone your bank account, social security number or credit card numbers
- **Remember** not everything is true – hoaxes sent via email are very common.
- **Avoid** Sweepstakes and Surveys.
- **Never** buy from or reply to a Spam email.

Google Gmail App



Using Google's Gmail



*Click on the below link for more information on using Gmail

[Email and Google Gmail]

THANK
YOU