Email & Google Gmail

What's email and why use it?

- Email is short for Electronic mail - it is 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

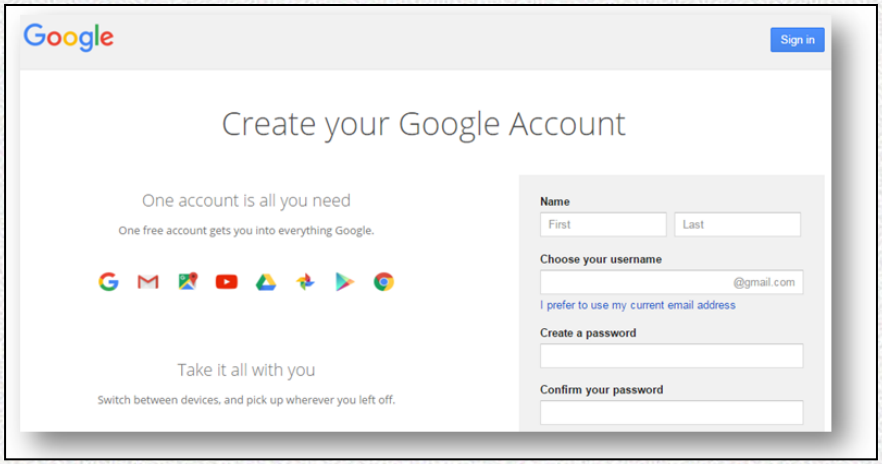
- **Always** log off your email account and close the browser completely when using a public computer.
- **Don't** click on links in email unless you are certain of the url.
- **Don't** open files with the extension **.exe**, **.zip**, or **.scr**
- **Do not** email anyone your bank account, social security 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 Account for Gmail

One account is all you need to access Google Apps like Gmail

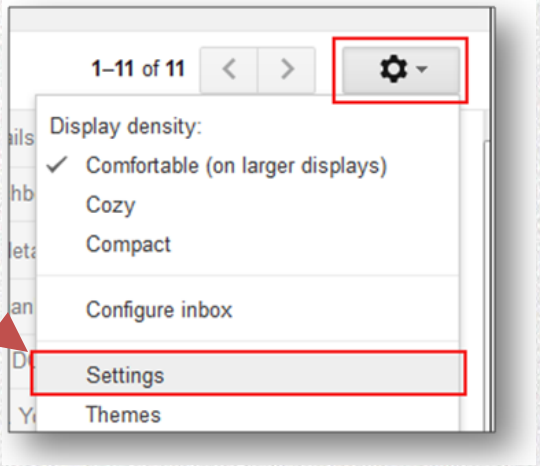
Select the link below to access the Website to create a Google account for Gmail™ email.

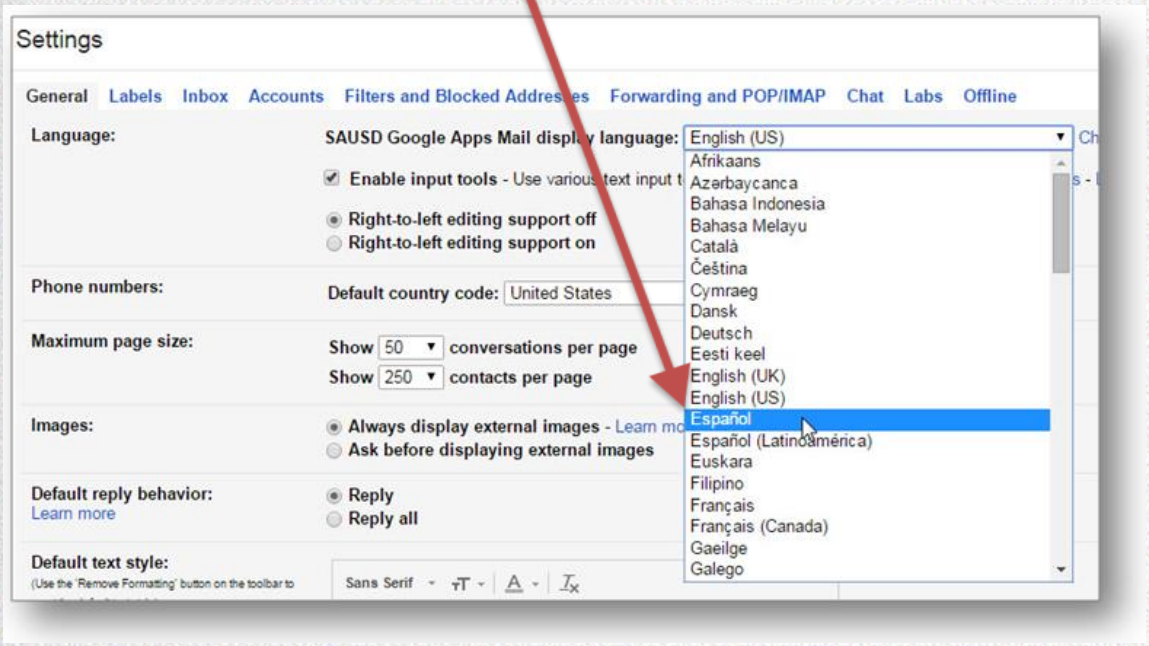
English: https://accounts.google.com/signup
Spanish: https://goo.gl/U5hx6H



Gmail Language Option

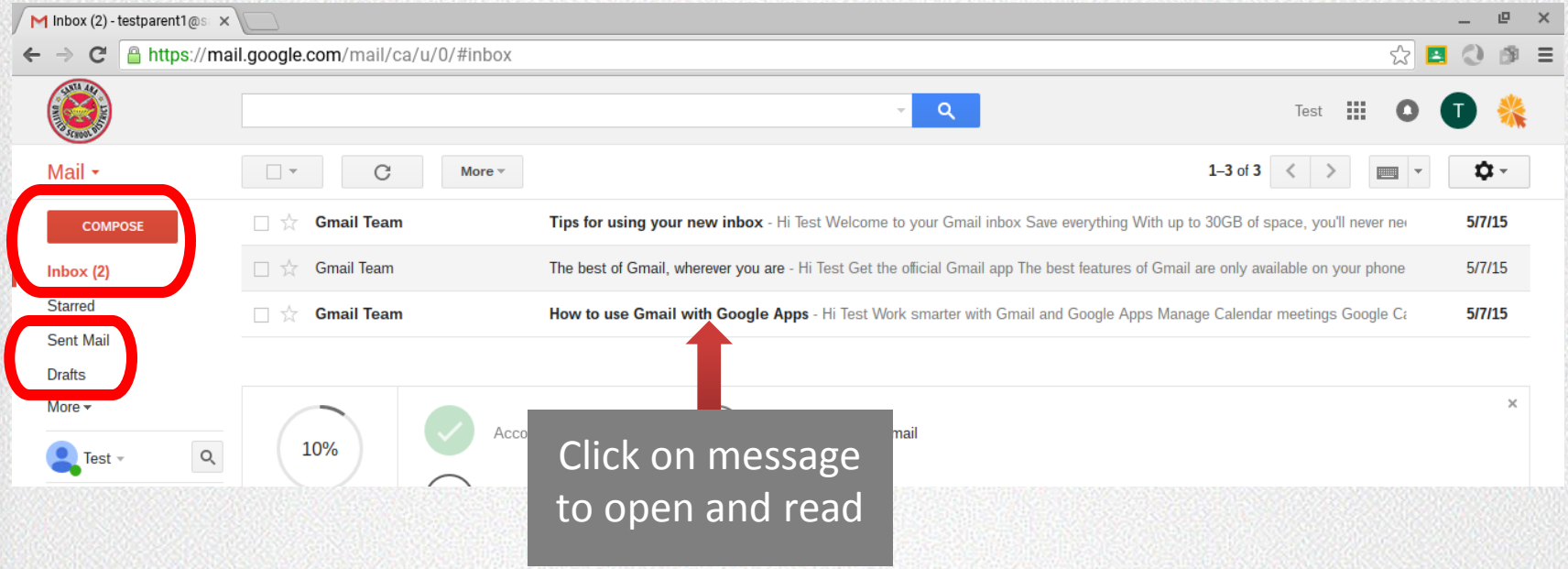
1. Login to your Gmail
2. Select the Settings clog
3. Select Settings from the dropdown menu
4. Select Español





Getting Around Gmail

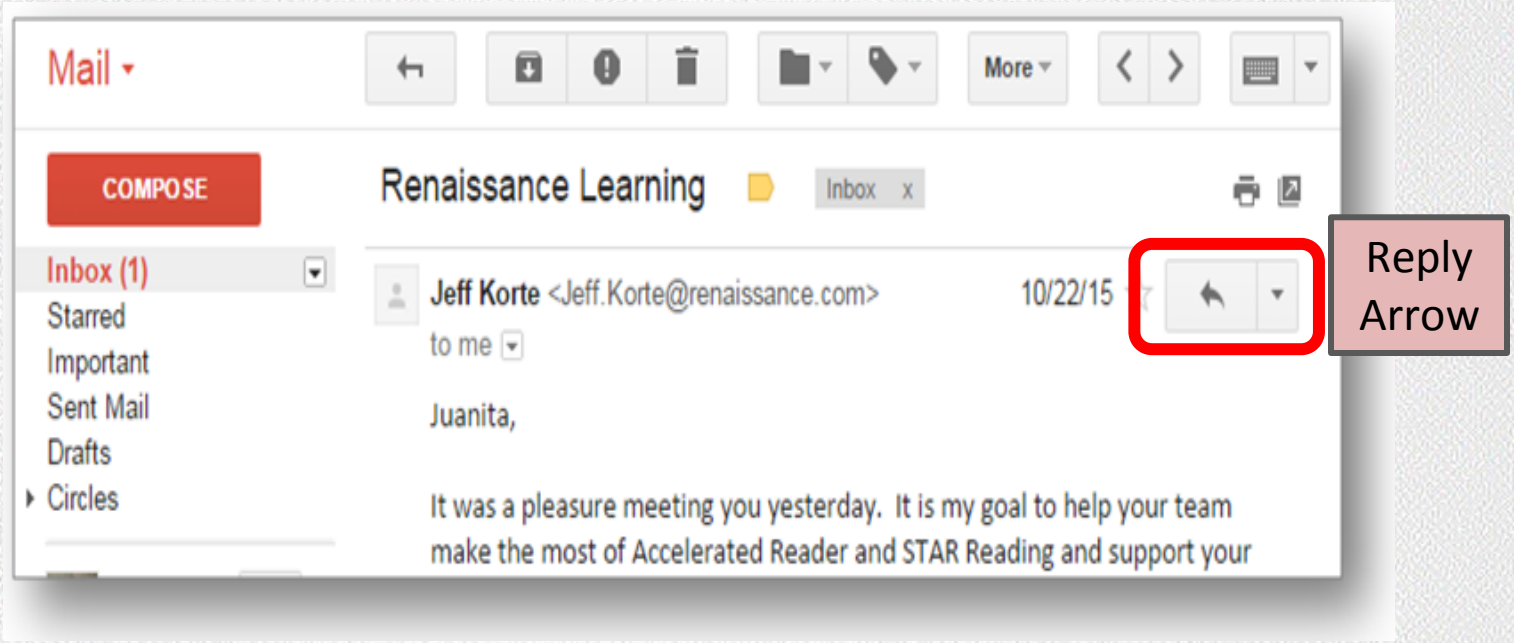
Inbox Sent Mail Drafts Compose



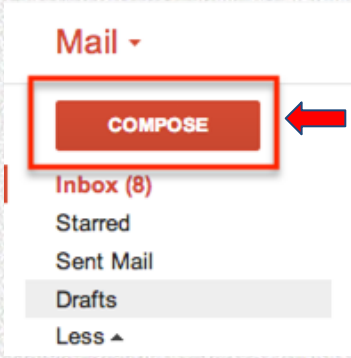
[Video Link for Gmail: Understanding where your messages go]

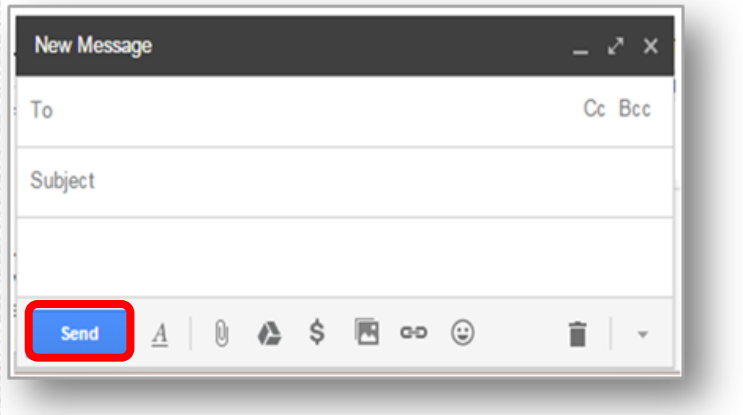
Replying to a Gmail

- Open the email you wish to send a reply.
- Select the “reply” arrow in the top right corner.
- Gmail automatically fills in the person’s email address.
- Type your message and click send.



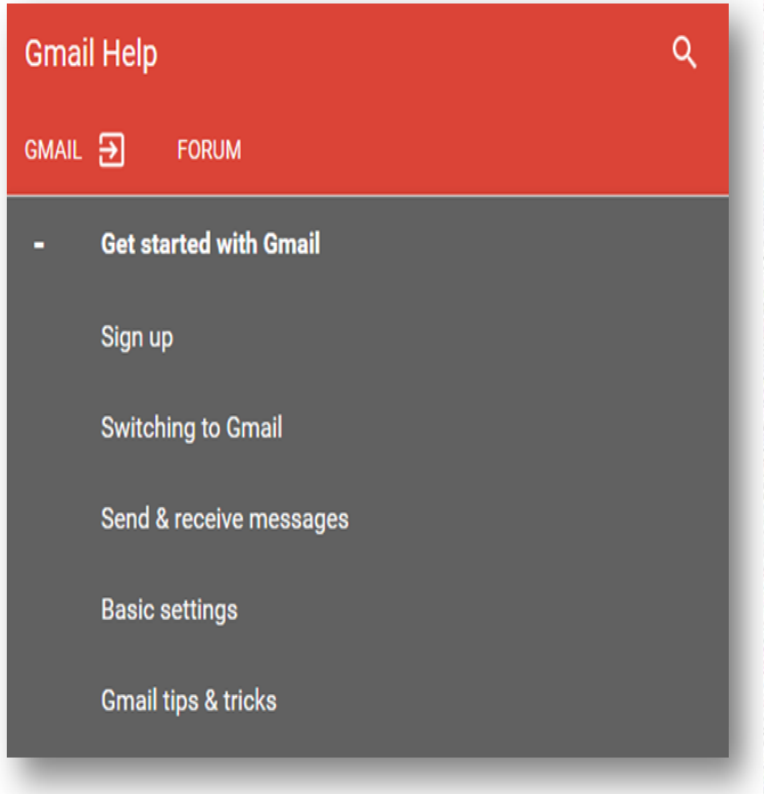
Composing an Email in Gmail





- Think before you send. Like any digital material, emails can easily be forwarded.
- Avoid discussing emotional issues over email.
- Avoid using ALL CAPS. This is interpreted as yelling.

Gmail Support



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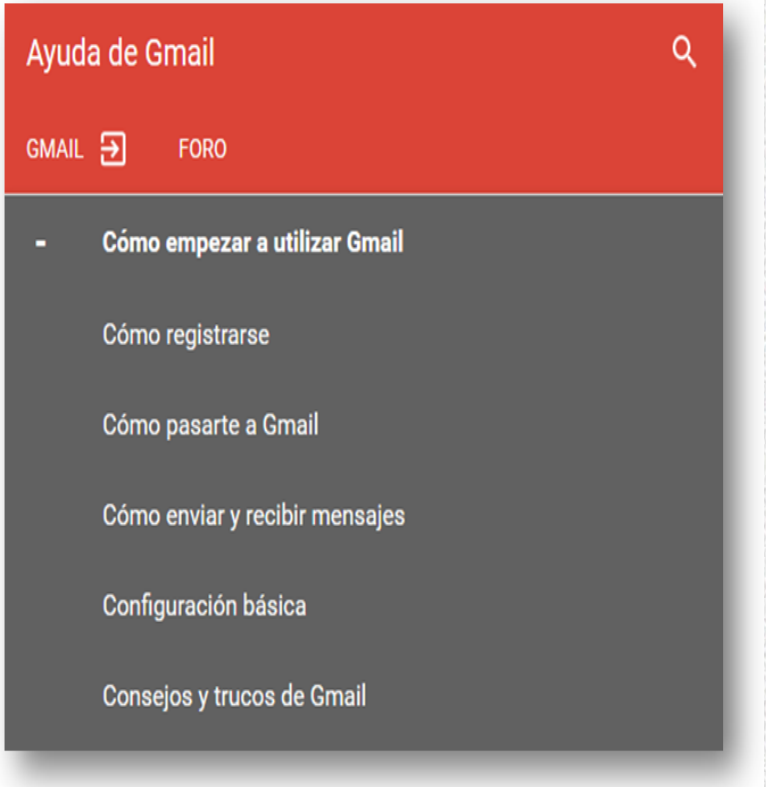

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THANK
YOU