

**Curriculum Resource**

Introduction to Gmail

**OALCF Alignment**

Competency	Task Group	Level
Competency B - Communicate Ideas and Information	B1. Interact with others	1
Competency D - Use Digital Technology	N/A	1
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.

**Goal Paths (check all that apply)**

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

**Embedded Skills for Success (check all that apply)**

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

**Notes:** I am aiming for ease of use with this Digital resource.

# Introduction to Gmail

## ***What is Gmail?***

Gmail is an easy-to-use type of **email**—or electronic mail—that allows you to send written messages to people using a computer or phone or other mobile device.

- ✓ There are many other types of email, but Gmail is one of the simplest and most common.
- ✓ Gmail allows you to send messages to anyone with an email address.
- ✓ Gmail is **FREE** to use!



*Gmail can help when you are looking for a job or keeping in touch with friends.*

## ***What is a Gmail Address?***

When you sign up for Gmail you will get a Gmail address, which is a type of **email address**. An email address is important for:



- ❖ Connecting with employers.
- ❖ Renewing your health card or driver's licence.
- ❖ Keeping in touch with family and friends.

This resource will teach you how to **sign up for** your Gmail address and **use** Gmail.

## Goals of this Resource

By the end of this resource, you will have an introduction to:



Sign in

to continue to Gmail

- ✓ Getting a Gmail address and signing in to Gmail.
- ✓ The main features of Gmail, like how to send and save messages.
- ✓ Some of the special features that Gmail offers.
- ✓ Some practice activities to make sure you're on the right track.

## Gmail

### 1. Signing Up For Your Own Gmail Address

*The first step in using Gmail is creating an account. Since Gmail is a Google product, you will make a Google account.*

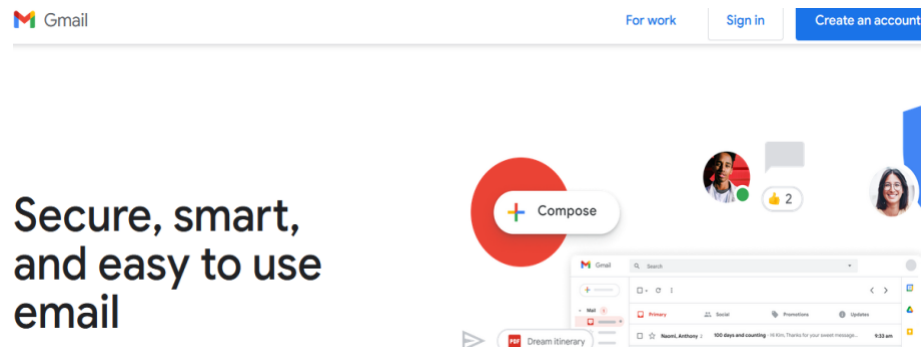
- a. Go to [Google.com](https://www.google.com) and click the **Google apps** symbol in the top right-hand corner of your screen. It looks like this:

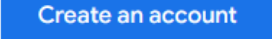


- b. Then click the **Gmail** symbol. It looks like this:

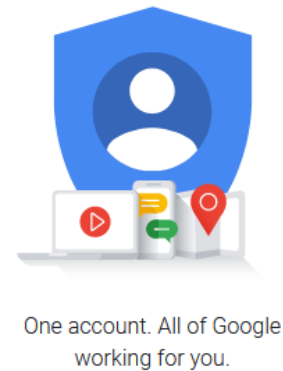


You will arrive at a screen that looks like this:



- c. Click on the  button.

You will arrive at a screen that looks like this:



- d. Enter your first name and last name.
- e. Choose a username.  
*(Your username will become the first half of your Gmail address.)*
- f. Choose a password.

**Username Quick Tips:**

- ✓ Pick a username your friends and family will recognize.
- ✓ It is easiest to use **your real name** as your username.
- ✓ If your username is taken, try adding your favourite number to your real name.

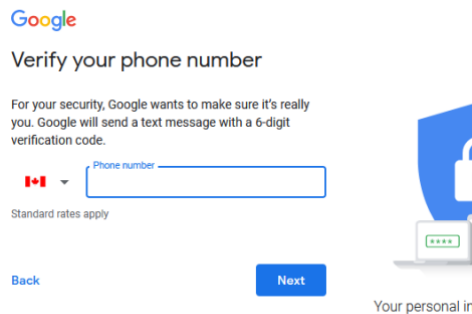


**Password Quick Tips:**

- ✓ Always keep your password **private!**
- ✓ Create a password you will remember and write it down somewhere safe.
- ✓ Your password should be **unique to you** and not easy to guess.



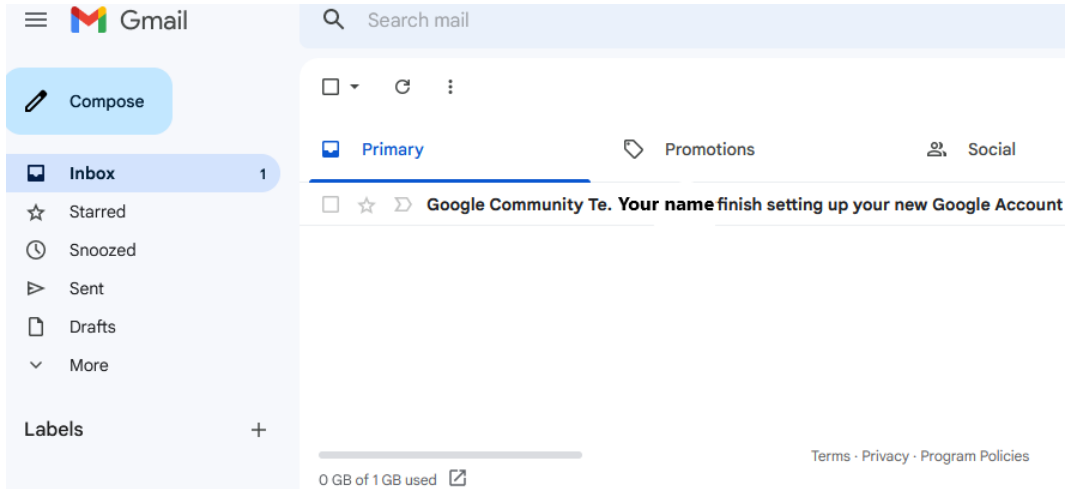
At this point, you may be asked to enter a phone number:



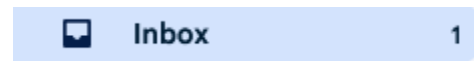
If so, you will receive a text to that phone number with a code. **Enter the code.** You will be asked for a little more information about yourself. Then you will be taken to your Gmail **inbox**. If you choose not to enter a phone number, just continue to “next” after entering your date of birth and gender. Your new email is created and ready to use!

## 2. Receiving Messages in Gmail

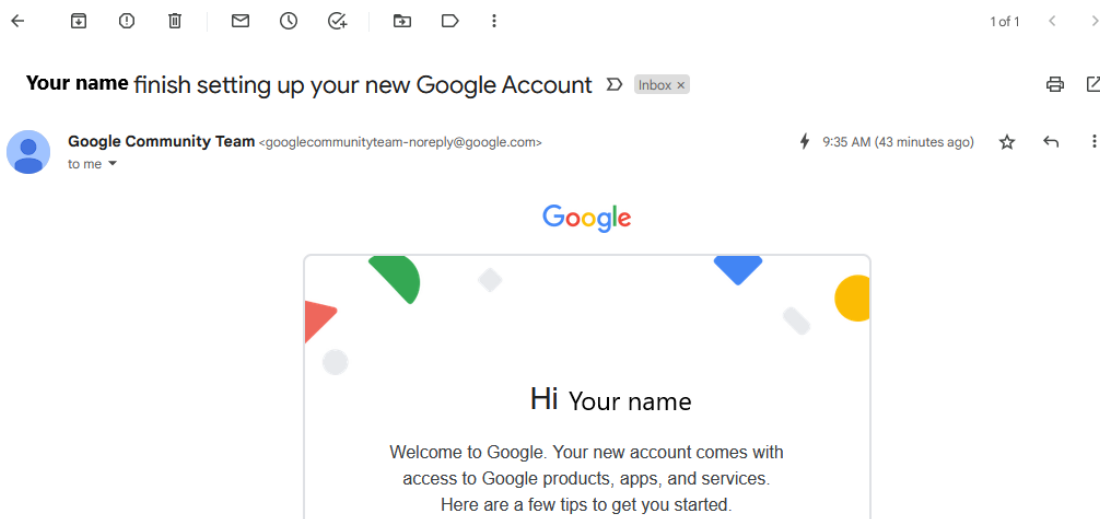
When you start using Gmail, your screen will look like this:



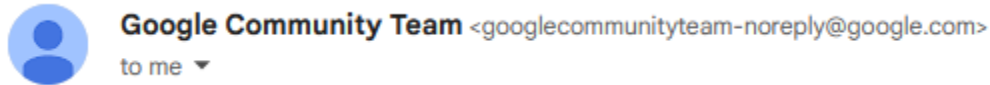
On the left side of the screen, the Inbox button is showing that you have 1 new message:



On the right side of the screen is your inbox, with your one message in bold. To read the message, just click on it. It will open a new window that looks like this:



- a. This part tells you **who it is from**:



*In this case, it is a welcome email from the Google Community Team, which all new users receive.*

- b. This part is the SUBJECT line, written by the message sender:

**Your name** finish setting up your new Google Account Σ Inbox x

*In this case, the Google Community Team is letting you know that the email is about finishing the set-up of your new account.*

- c. This is the message itself:

**Hi** Your name

Welcome to Google. Your new account comes with access to Google products, apps, and services. Here are a few tips to get you started.


There are also some buttons at the top of the screen:





And some buttons at the top right:





Let's consider the most important ones.

- 

The **reply** button allows you to reply directly to the sender of the message you are reading.
- 

The **print** button allows you to print the message you are reading, if you have access to a printer.
- 

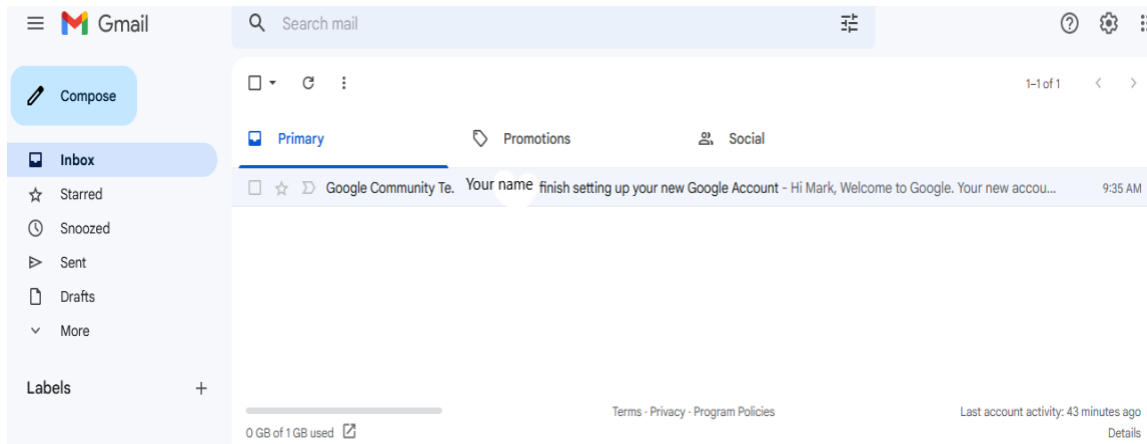
The **delete** button allows you to get rid of messages you don't want.
- 

The **star** allows you to highlight important messages.
- 

The **arrow** takes you back to your inbox (or you can click the blue inbox button).




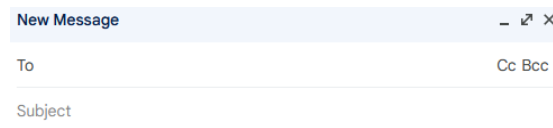
When you return to your inbox, your screen will look like this:



The number 1 on the Inbox button is gone, and the message from Google is no longer bolded, because you have read it. ***So remember: you can always spot new emails when the number on the Inbox button goes up and there are bolded messages in your inbox!***

### 3. Sending Messages in Gmail

To send a message in Gmail you will click the  **Compose** button in the top left corner.



A window will open that looks like this:








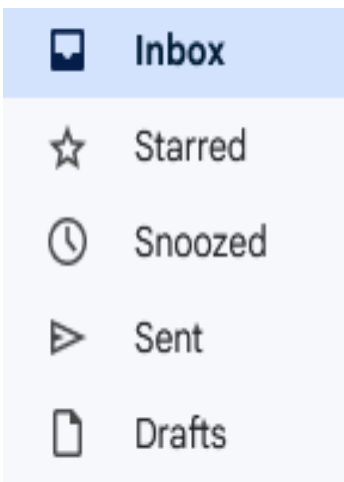
There are three key parts to any message you send.

- a. After the word **To** on the top left, you will write the email address of the person you are sending your message to.
- b. After the word **Subject**, you will write the subject of your message.
- c. In the space provided below this, you will write your message.

Once you have finished writing your message, click the  button.

**Quick Tips:**

- ❖ When you receive an email, Gmail will remember the address of the sender and automatically fill it in when you begin to enter the address in a new message.
- ❖ Try to make the subject of your email **simple and clear**.
- ❖ You can add emojis      by clicking on the happy face on the bottom.



When you send a message, you can find what you wrote by going into the **Sent** folder on the left.

*Some of the other folders can be helpful too:*

Messages you mark with a star will stay in your Inbox but also appear in your **Starred** folder.

If you don't finish writing a message (because you have to leave it or there is a problem with the computer you are using), it will be saved in the **Drafts** folder.

You can complete an unfinished message by opening it from the Drafts folder and sending it when you are ready.

#### 4. Other Helpful Tips

- a. When sending a message, you can **“attach”** a document or a photo. If you are asked to send a resume, for example, you can attach a copy of that resume by clicking on the paperclip symbol next to the send button at the bottom of the message you are writing:




When you do so, a window will open up with a list of the files saved on the computer you are using. Click on the file you want and it will become “attached” to your message.

- b. When you start to get **a lot of messages**, they will stack up in your inbox. When you get more than **50**, older messages no longer appear on the screen. To get them, click the little arrow (the one on the right) on the top right of your inbox page:





- c. You can also search for old messages by typing the name or email address of the sender into the search bar at the top of the Inbox. If you can't remember the sender's name, you can enter a word or a phrase that might have been used in the email you are looking for.

 Search mail

- d. You actually have three inboxes, one for your **Primary** emails, one for **Promotions**, and one for **Social** media messages. You can see these listed below the search bar:

 Primary

 Promotions

 Social

Some of your messages may not appear in your “Primary” inbox, if they are ads or promotions. But your emails from your **friends and family** will always be in Primary.

## 5. Signing Out

When you are finished using Gmail, you should sign out—*especially if you are using a public computer!*



*IMPORTANT: If you don't sign out of Gmail, people may be able to access it.*

To sign out, click the coloured circle with a letter in it in the top right corner:



*The letter should be your first initial, and the colour may be different.*

A window will open giving you the option to sign out. **Click it, and you're done!**

## 6. Activities

### Activity #1

- ✓ Find a partner from your class or a friend.
- ✓ Exchange email addresses.
- ✓ Sign up or sign in to Gmail.
- ✓ Compose a new message and send it to your friend.



### Activity #2

- ✓ Find the email your partner sent to you and click on it.
- ✓ Reply to your partner's message using the **Reply** button.
- ✓ Send the message and then go to the **Sent** folder.
- ✓ Check out the messages you have sent.

### *Review*

- ❖ Now you are familiar with how to start using **Gmail**.
- ❖ You have learned how to **send and receive** email messages from Gmail.
- ❖ You have also learned about some of Gmail's **most important features**.
- ❖ You can go back to this guide any time you want to review the steps for using Gmail.

Canada 

EMPLOYMENT  
ONTARIO

Ontario 

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