

Southern Downs Community Directory
"Our Community, only a click away"

USER GMAIL GUIDE

Revision 1

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HOW TO CREATE A GMAIL ACCOUNT

Step 1. In your web browser, go to www.gmail.com. When the page loads, select "Create an Account".

by Google **Welcome to Gmail**

A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- Less spam**
Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**
Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com>. [Learn more](#)
- Lots of space**
Over 7468.509623 megabytes (and counting) of free storage.

Sign in with your **Google Account**

Username:

Password:

Stay signed in

[Can't access your account?](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

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Step 2. Fill in the fields First Name, Last Name, Desired Login Name. Click the check availability button to make sure the login/email address you've chosen is available. Your email address will be <desired login name>@gmail.com.

Continue by choosing an 8 character password. Re-enter the password to make sure you've entered it correctly. If you'll be using this email account from a public computer, it is highly recommended that you remove the tick from Stay signed in.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith



Choose a password: Password strength: **Strong**
Minimum of 8 characters in length.

Re-enter password:

Remove tick → Stay signed in

Enable Web History [Learn More](#)

Step 3. Select a security question and enter an answer. This is required for if you forget your gmail account password. Finally enter the word verification on the screen, read the terms of service and click "I accept. Create my account."

Default Homepage	<input checked="" type="checkbox"/> Set Google as my default homepage. Your default homepage in your browser is the first page that appears when you open your browser.
Security Question:	What was your first teacher's name <input type="text"/> If you forget your password we will ask for the answer to your security question. Learn More
Answer:	Mrs Jones <input type="text"/>
Recovery email:	<input type="text"/> This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More
Location:	Australia <input type="text"/>
Word Verification:	Type the characters you see in the picture below.  <input type="text" value="domfiers"/>  Letters are not case-sensitive
Terms of Service:	Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. Learn more Printable Version <div style="border: 1px solid #ccc; padding: 5px;"><p>Google Terms of Service</p><p>Welcome to Google!</p><p>1. Your relationship with Google</p></div> By clicking on 'I accept' below you are agreeing to the Terms of Service above and both the Program Policy and the Privacy Policy .

If everything goes well, your account will be created. The next page you're shown will take you to your gmail account.



Introduction to Gmail

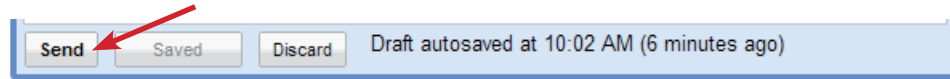
Congratulations!

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.

[Show me my account »](#)

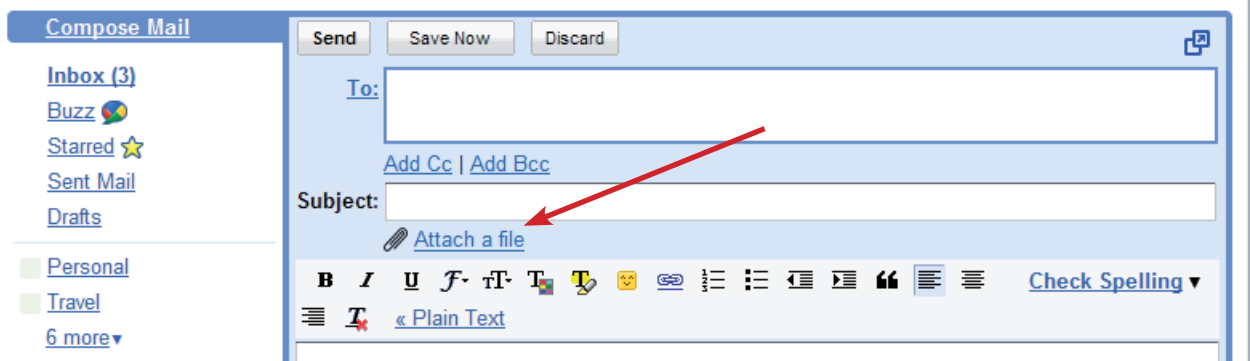
Enter an email address in the “To” field, and enter a subject. Next, type your message.

When finished click the send button near the bottom of the page.

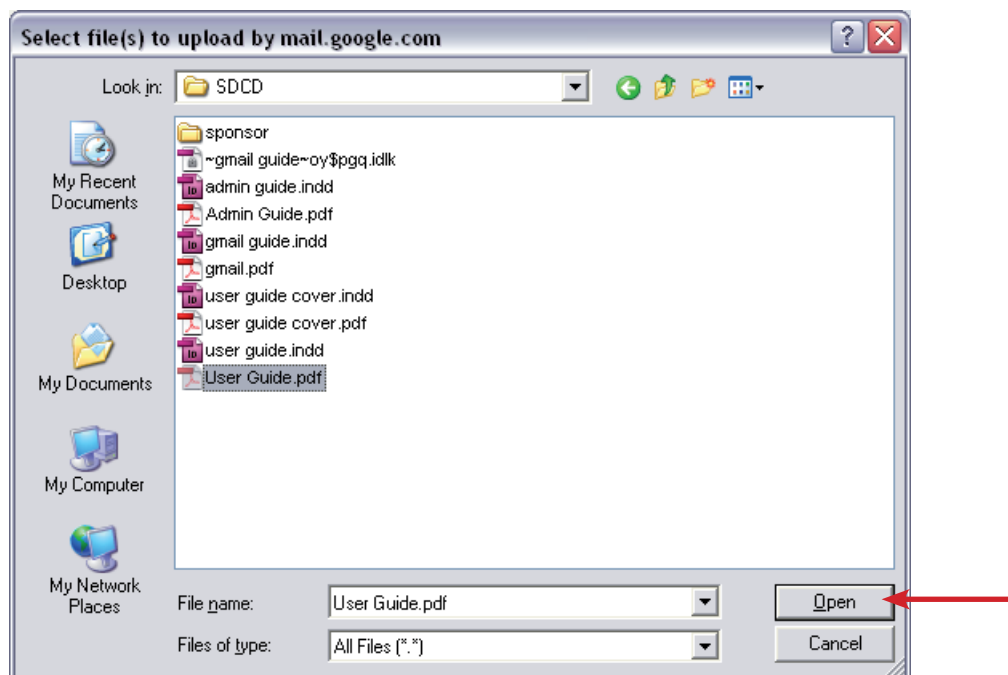


HOW TO ATTACH A FILE

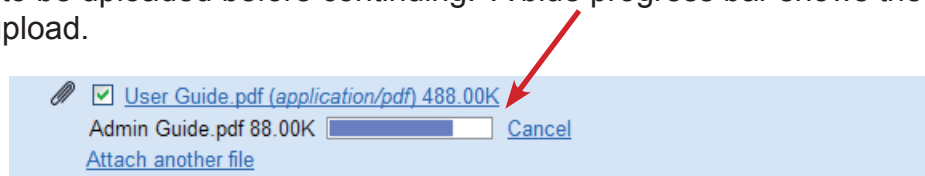
When composing an email, click the “attach a file” link.



You will be given a window which allows you to browse your computer for the file you want to attach. When you find the file, highlight it and click the open button.



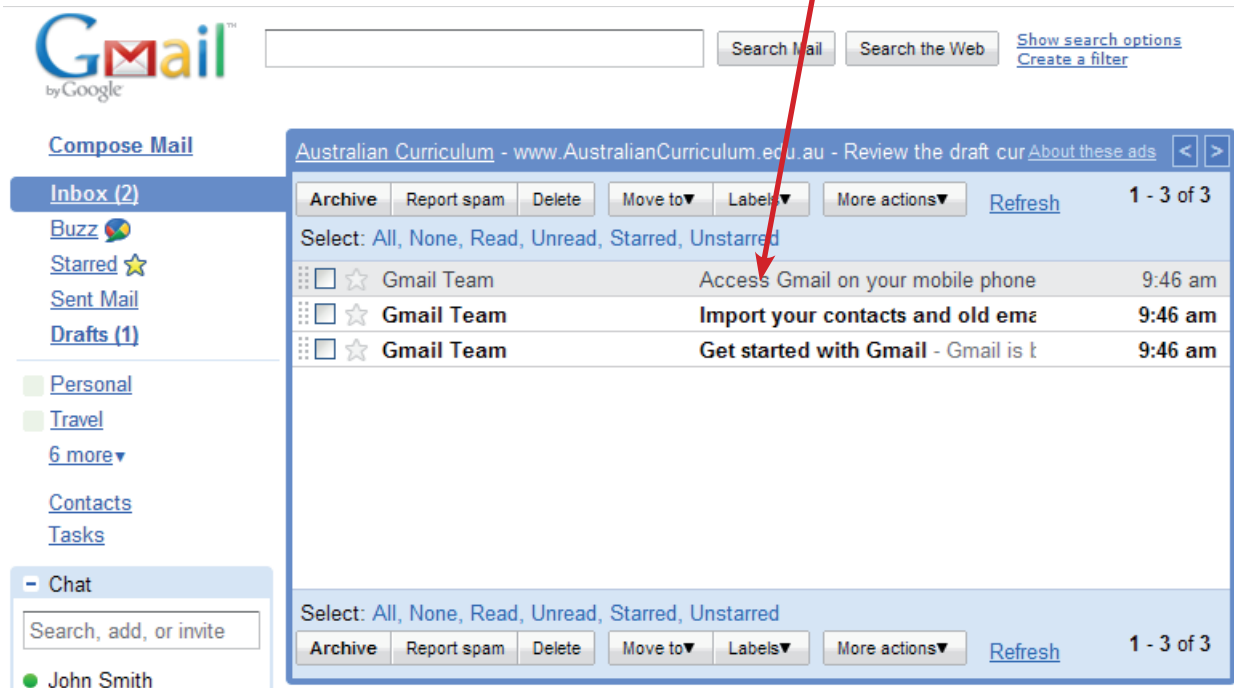
Wait for your file to be uploaded before continuing. A blue progress bar shows the upload progress of the upload.



Once the attachment has been uploaded, you can add additional attachments, or just continue with your email as normal.

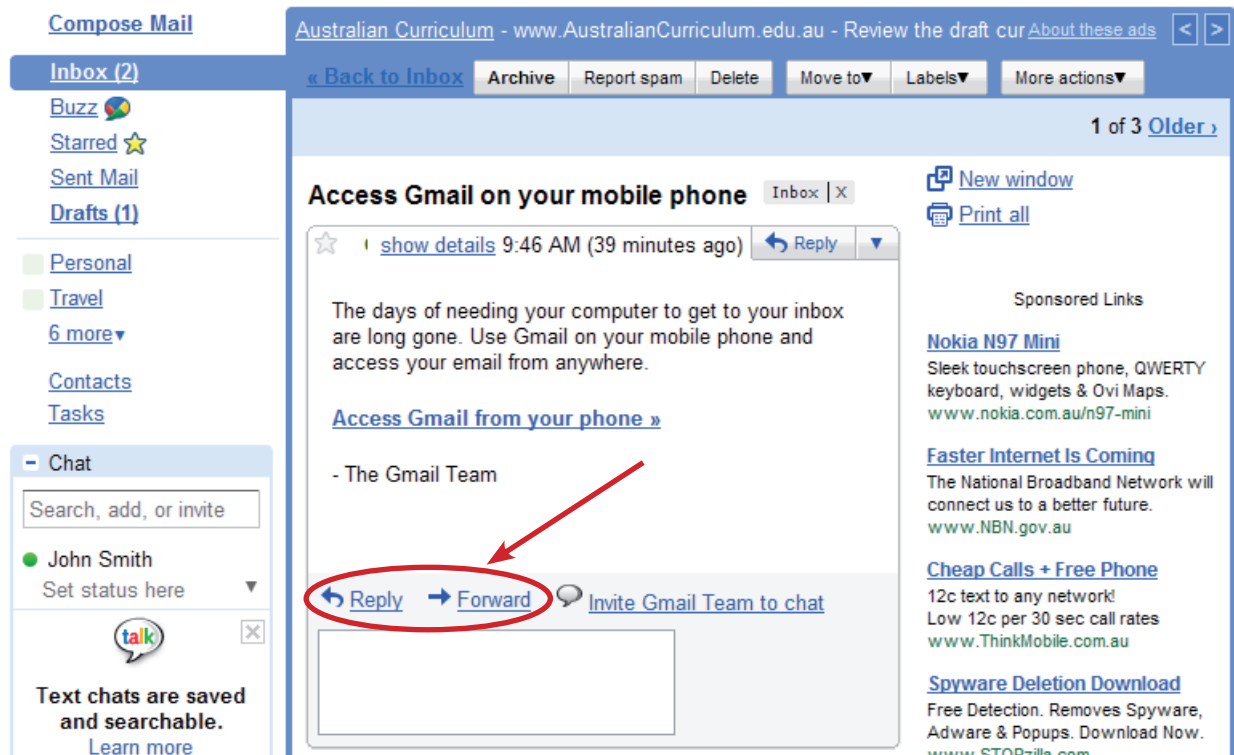
HOW TO CHECK AN EMAIL

Click inbox. Select an email you want to read by clicking on the text.



Your email will be loaded on your screen for you to read.

To reply to an email, click the reply link and complete your email as normal. If you want to forward an email on to another person, click the forward link.



For a full guide on how to use gmail, visit <http://mail.google.com/support/>