Gmail Basics

How to Create & Use Your New Account
Course Learning Objectives

By the end of this class students will:

• Have created their own Gmail account

• Know how to navigate their inbox, send messages etc.

• Learn about some of the other features that come with Gmail
Creating Your Account

You’ll Need:

• First, Last Name
• Email address
• Password
• Cell Phone
Create your Google Account

First name
Last name

Username @gmail.com
You can use letters, numbers & periods
Use my current email address instead

Password Confirm
Use 8 or more characters with a mix of letters, numbers & symbols
☐ Show password

password
Password1!

One account. All of Google working for you.

Sign in instead
Next
Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. Standard rates apply.

Check Your Text Messages!

Your personal info is private & safe
Using Your Inbox

• Sending Emails
• Replying to Emails
• Attaching Files
• Spam
Composing an Email

New Message
Recipients
Subject

I made a Gmail account!
emailaddress@gmail.com
I made a Gmail account!
Aren't you proud of me
Re‌plying to an Email

As a loyal Colorado State Univer‌sity alumn, you understand better than anyone what makes our university a special place. As we plan for CSU’s future, I hope you’ll provide your input by participating in a brief survey.

The purpose of the survey is to understand attitudes towards CSU today, your experience as an alumn, and how do you make annual philanthropic gifts. Your opinions are vital to help shape future programming and planning.

This survey is not a solicitation for a gift. CSU has partnered with the SurveyLab team of Grunze‌bach Gilr and Associates (GG+H) to conduct this survey. Your responses will be securely collected and will not be shared with any third parties. The survey will take approximately 6-8 minutes to complete.

If you have any technical issues with the survey, please email SurveyLab at gg@survelab.com. If you have any additional questions, please contact DirectorRelations@coloradostate.edu.

Follow this link to the survey:

Take the Survey

Or copy and paste the URL below into your Internet browser:

https://www.surveymon‌ly.com/s/3881013

Thank you in advance for your valuable feedback and your continued support of Colorado State University.

Yours regards,

[signature]

Follow the link to set up alert for future survey emails.

*Reply*
Thank you, in advance, for your valuable feedback and your stalwart support of Colorado State University.

Warm regards,

Kim Toblin, Ph.D. (19), CFRE
Vice President for University Advancement
Colorado State University

Follow the link to opt out of future survey emails:
Click here to unsubscribe

Type Here

Send

Click Send!
Attaching a Document/Picture

Look for the paper clip!

Anything you’ve saved from the internet will be under “downloads” on the left side, but files on your computer at home may be under Documents, Pictures, or Desktop.
Attaching a Document/Picture

You’ll know your file is attached to the email when you see the title here.

Click Send!
Additional Resources

NorthStar

Goodwill Community Foundation

Google Website Official Guide

Youtube Video Tutorial

Come Say Hi at the Library Computer Lab!
Questions? Comments?
Did we meet your needs?

Computer/Technology Class Evaluation 2021

Thank you for taking a Computer/Technology class from Poudre River Public Library District.

Please help us by answering this 7 question survey.

* 1. Name of today's class:

* 2. How did you hear about today's class?

[Next]

- https://www.surveymonkey.com/r/2021PRPLD
Thank-you for using

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