

## Computer Lesson 2 Rev. 1.2 Let's Go Gmail

Let us set a Gmail Account: (Assuming you do not have a Gmail account).

- 1) Start browser Microsoft Internet Explorer.
- 2) Type mail.google into the web address box.
- 3) Key in **Control/Enter**—Press **Enter** key while **Ctrl** key is pressed down.
- 4) Bookmark this web page by clicking on **Favorites**, then **Add to Favorites**.
- 5) Click on **Create an account**.
- 6) Fill in **First Name, Last Name**.
- 7) Fill in the email address you like to have. Then click on **check availability!** to see if it is available.
- 8) If not available, repeat step 7 with different email address until the address you like is available.
- 9) Choose your password for this account. Re-enter password.
- 10) Choose a question for security purpose. If you like none of the off-shelf questions, choose **Write my own question** and write it.
- 11) Write your answer.
- 12) Fill in my email address, justin94538@gmail, as your Secondary email if you do not any email account yet.
- 13) Type the characters you see in the picture.
- 14) Click on **I accept. Create my account**.

Let us learn Gmail. (Assuming everyone already has a Gmail account).

- 1) Click on **Favorites**, Click on the Gmail bookmark.
- 2) Sign in.
- 3) Go to **settings; Gmail display language**; Choose 中文 (繁體)
- 4) Click on **Save changes**. You should see Chinese web page.
- 5) Go to 設定; Gmail 顯示語言; Choose **English (US)**.

## Computer Lesson 2 Rev. 1.2 Let's Go Gmail

- 6) Click on 儲存變更. You should see English web page.
- 7) We use English web page in class. You can use Chinese web page out of class as you wish.

Create your first Contact:

- 1) Go to **Contacts**, Click on the **Add Contact Icon**.
- 2) Add me as your new contact:
- 3) Name: Justin Lee
- 4) Title: President
- 5) Company: Niles Electronics, Inc.
- 6) Email: [justin94538@gmail.com](mailto:justin94538@gmail.com) , Choose **Other**.
- 7) Phone: 510-651-2789, Choose **Home**.
- 8) Click on **add** above the phone.
- 9) Phone: 510-468-1286, Choose **Mobile**.
- 10) Website: <http://www.nileselectronics.com>, Choose **Work**.
- 11) Click on **Save**.

Compose an email:

- 1) Click on **Compose Mail**. You should see a letter form.
- 2) Click on **To:**. You should see your contact list.
- 3) Click on **Justin Lee**; Click on **Done**. You should see my name and email address in the box right next to the "**To:**".
- 4) Fill in the subject box with " Introducing myself"
- 5) Compose your mail contents.
- 6) If you would like to finish it later, click on **Save Now**. Then you can do other things without losing your unfinished mail.
- 7) If you decide not to keep it, click on **Discard**.
- 8) After you finish your writing, click on **Send**. You should see a message stating **Your message has been sent**.
- 9) If you click on **View Message**, you should see the message you just sent.

## Computer Lesson 2 Rev. 1.2 Let's Go Gmail

- 10) Click on **Sent Mail**. You should be able to find the mail you just sent in this folder.

Reply an email:

- 1) If you decide to reply a mail after finish reading it, click on **Reply**. You will see the original sender's name and email address show up in the box of **To**.
- 2) You can click on **Add Cc** to send a copy to someone.
- 3) If you decide to send a copy to someone without the recipient knowing, click on **Add Bcc**.
- 4) Write your message at the top of the text area.
- 5) After finish writing, click on **Send**.

Forward an email:

- 1) If you decide to forward a mail after you finish reading it, click on **Forward**. You should see a new form for you to write.
- 2) Fill in the **To** box with the recipient's address.
- 3) Write your message at the top of the text area to say something about why you forwarding this mail.
- 4) After finish writing, click on **Send**.

Use picture suggested by friend (if you receive a suggested picture):

- 1) Click on **click here** after *To use this picture*.
- 2) Choose one of two options. I suggest use the default which is **Visible to other Gmail users**.
- 3) Click on radio button **Save**.

Add all your classmates to your contacts:

- 1) Click on **Start**. Click on **All Programs**.
- 2) Look for folder **Accessories**, Click on it.

## Computer Lesson 2 Rev. 1.2 Let's Go Gmail

- 3) Look for **Notepad**, Click on it. You should see a Notepad Window.
- 4) Adjust both Gmail and Notepad windows so that you can see both windows without overlapping.
- 5) Find the mail I sent to you titled Lesson 1 through 3. Open it.
- 6) Click on **show details**. You should see all your classmates.
- 7) Highlight all your classmates' information then right click in the highlighted area. Click on **Copy**.
- 8) Move cursor to the blank area of WordPad window and right click. Click on **Paste**. You should see the highlighted information has been copied to this window.
- 9) Go to Gmail window and click on **Contacts**.
- 10) Click on **add contact icon**.
- 11) Go to Notepad, highlight the name you intend to add as your contact. Right click at the highlighted area, click on **Copy**.
- 12) Go to Gmail window and click on the Name in the contact information box. You will see a vertical bar blinking. Right click in this box. Click on **Paste**. You should see the name box is filled in with the name you highlighted in WordPad window.
- 13) Use this Copy and Paste to fill in the Email address.
- 14) Click on Save. You have created a new contact.
- 15) Repeat step 10 through 14 to add another contact. Keep repeating this procedure until you finish.
- 16) Do not close the WordPad. We need it to create labels.

### Add labels:

- 1) Click on **Settings** in Gmail. Click on **Labels**.
- 2) Go to Notepad, highlight the name you intend to set up a label (folder) for this person. Right click at the highlighted area, click on **Copy**.

## Computer Lesson 2 Rev. 1.2 Let's Go Gmail

- 3) Go to Gmail window and click on **Create a new label**. Right click. Click on it. The box is filled the name you copied. Click on **Create**.
- 4) Repeat step 2 and three for other person until you finish all your contacts.