



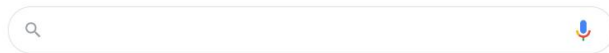
Getting started online. Staying connected.

This guide will help you use e-mail on a laptop or PC.

1. Signing up for an e-mail address.

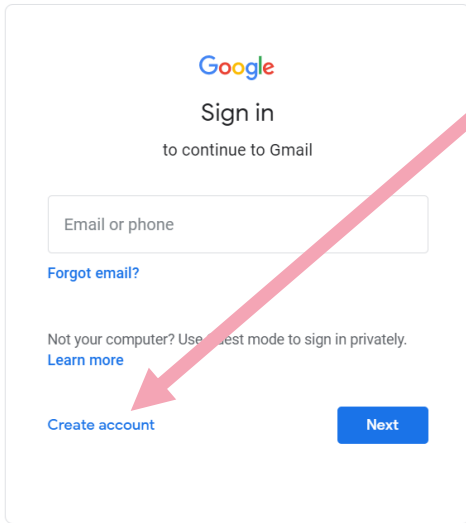
There are lots of e-mail providers to choose from, but Gmail is popular and easy to use.

Open your internet browser and type www.gmail.com into the bar at the top. Press enter.

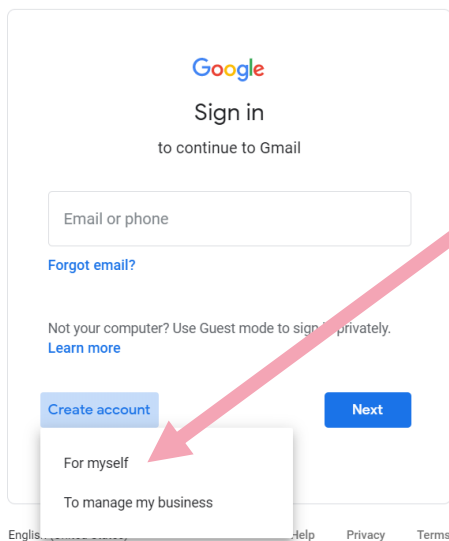


#FactsAboutTrans

If you don't already have a Gmail address, this is the first thing you will see. Point the mouse at "create account" and click.



English (United States) ▾ Help Privacy Terms



You will be given two options, click on "for myself".

English (United States) ▾ Help Privacy Terms

#FactsAboutTrans

You will be taken to the first page of a form. Click each box in turn and type in your answers. Make sure the password uses at least one capital letter, at least one number and a punctuation mark of your choice. The password should be hard for someone else to guess. You should write down what you choose for your e-mail address and your password and keep it somewhere safe.

English (United States) ▾ Help Privacy Terms

Click next.

Why we ask for this information

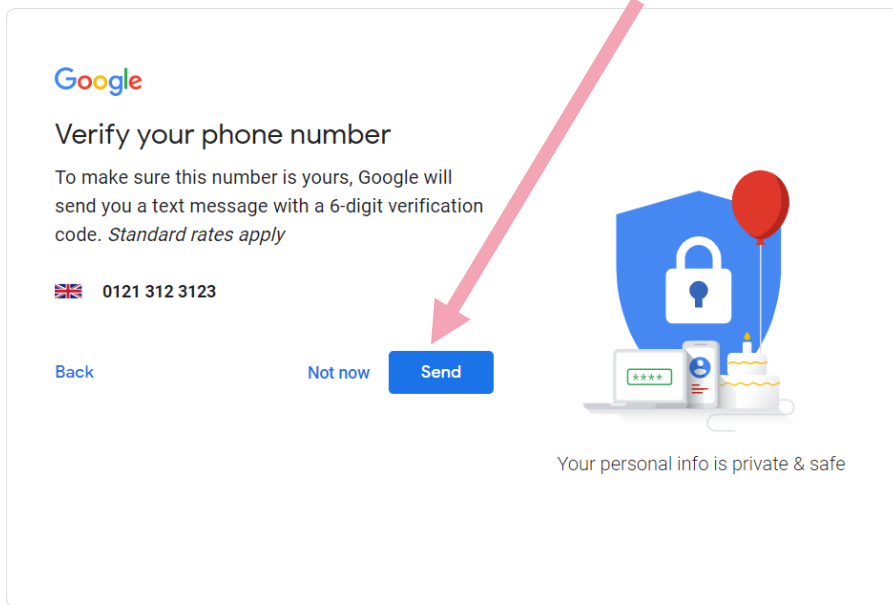
Fill in the other parts of the form. It's a good idea to use your mobile phone number rather than a landline.

Some of the boxes on this part of form are "drop-down menus". Click on the little arrow next to the writing and choose from one of the options.

Once this page is complete, click next.

#FactsAboutTrans

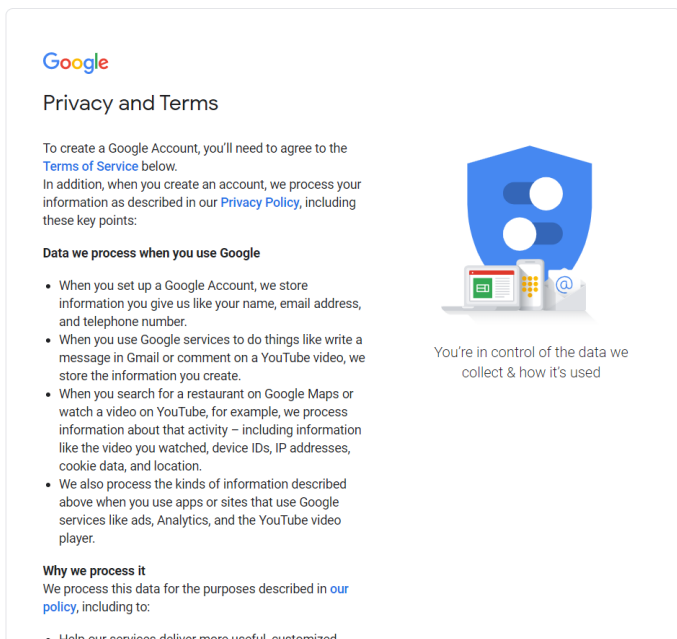
Gmail will want to check your phone number to make sure you're a real person. Click the "Send" button and they will send a text message with a code in it. Type the code into the box and then click ok.



English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

Next you will be asked to read the terms and conditions. . You can move down the page using the bar at the side. Move the mouse pointer over the dark grey bar and click. Hold down the mouse button and pull the pointer down the screen. This will move the page down and is referred to as scrolling.



#FactsAboutTrans

When you have reached the bottom of the Terms and Conditions, you will see two statements with two boxes. Click on each box in turn so they both have a tick in them. Then click on “create account”.

on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

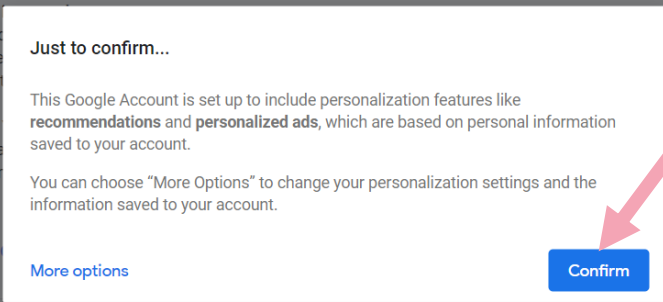
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking “More Options” below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ▾

- I agree to the Google Terms of Service
- I agree to the processing of my information as described above and further explained in the Privacy Policy

Cancel

Create Account



your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking “More Options” below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ▾

More options

Just to confirm...

This Google Account is set up to include personalization features like **recommendations** and **personalized ads**, which are based on personal information saved to your account.

You can choose “More Options” to change your personalization settings and the information saved to your account.

Confirm

I agree to the Google Terms of Service

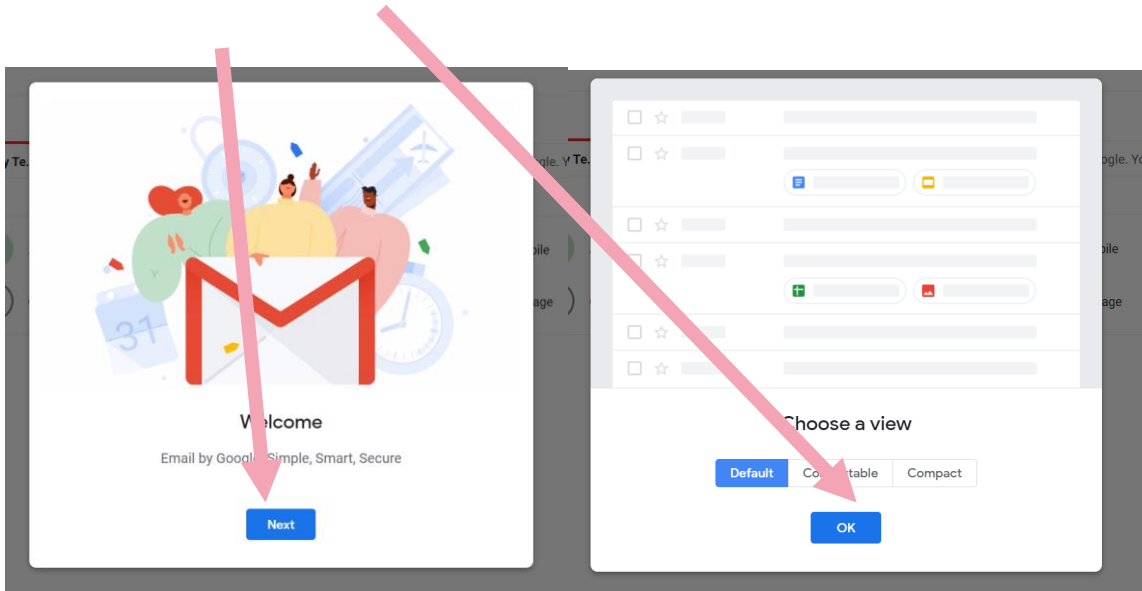
I agree to the processing of my information as described above and further explained in the Privacy Policy

You will be shown a confirmation box.

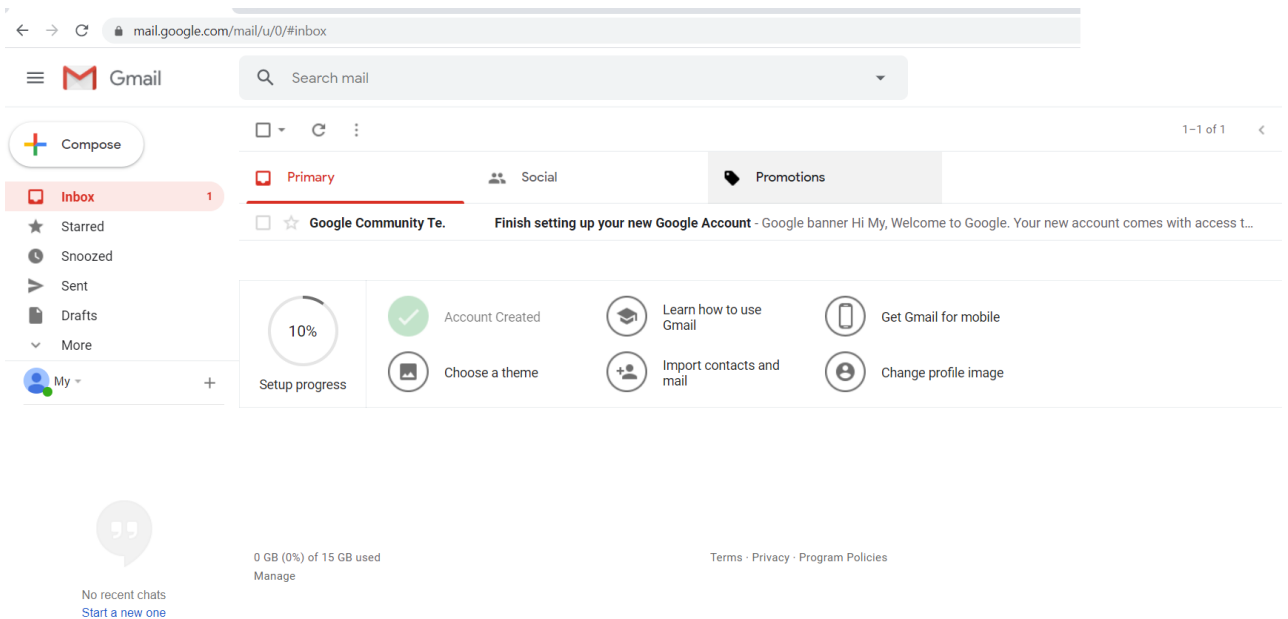
Click “confirm”.

#FactsAboutTrans

You will see some additional boxes that welcome you to your account, just click “next” and “ok”.



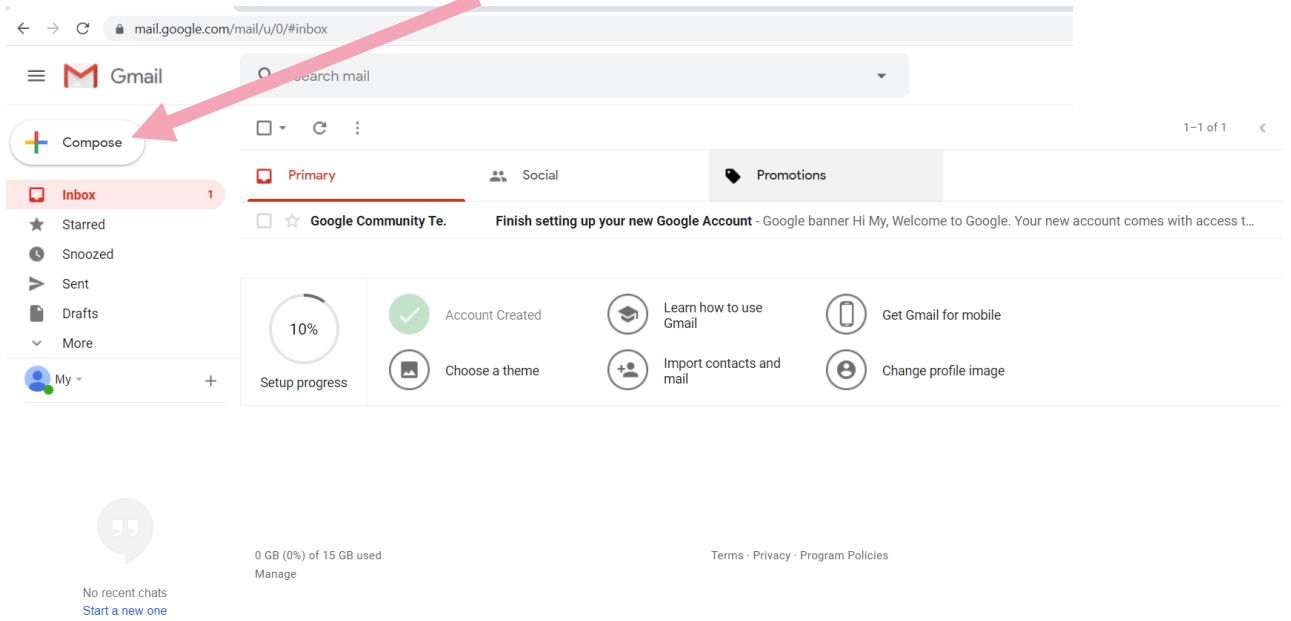
You will then be taken to your inbox.



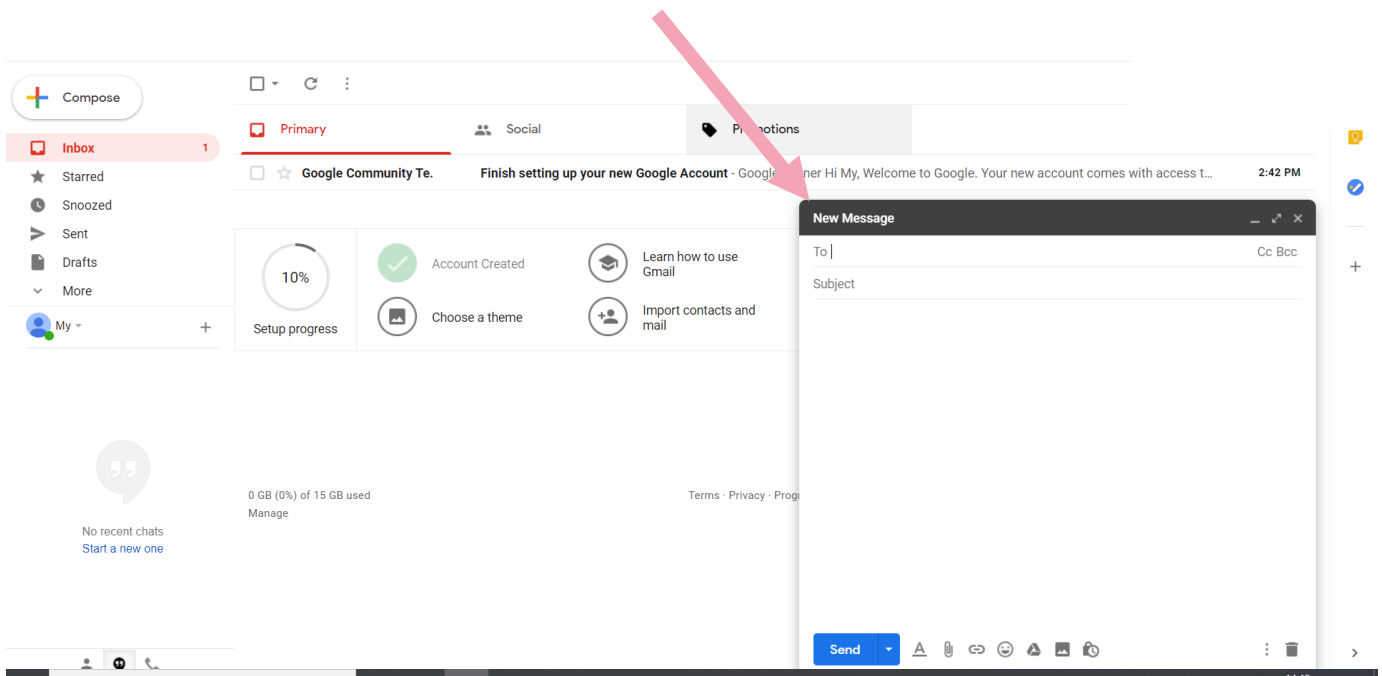
#FactsAboutTrans

2. Sending an e-mail

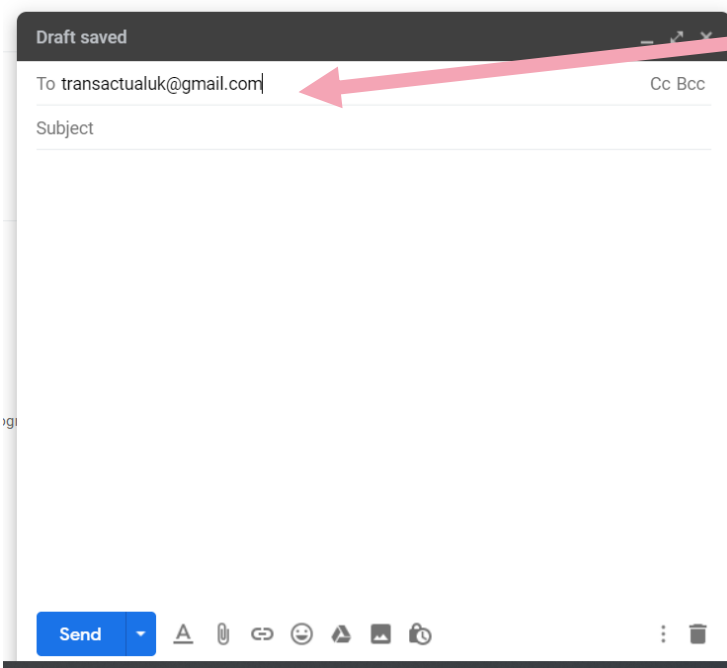
To send an e-mail, click “compose”.



A box will appear in the bottom right of your screen.

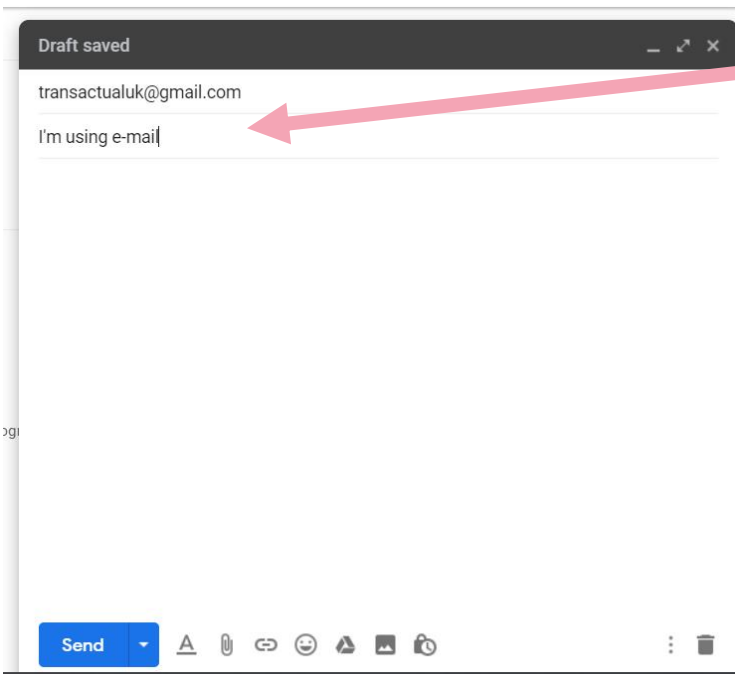


#FactsAboutTrans



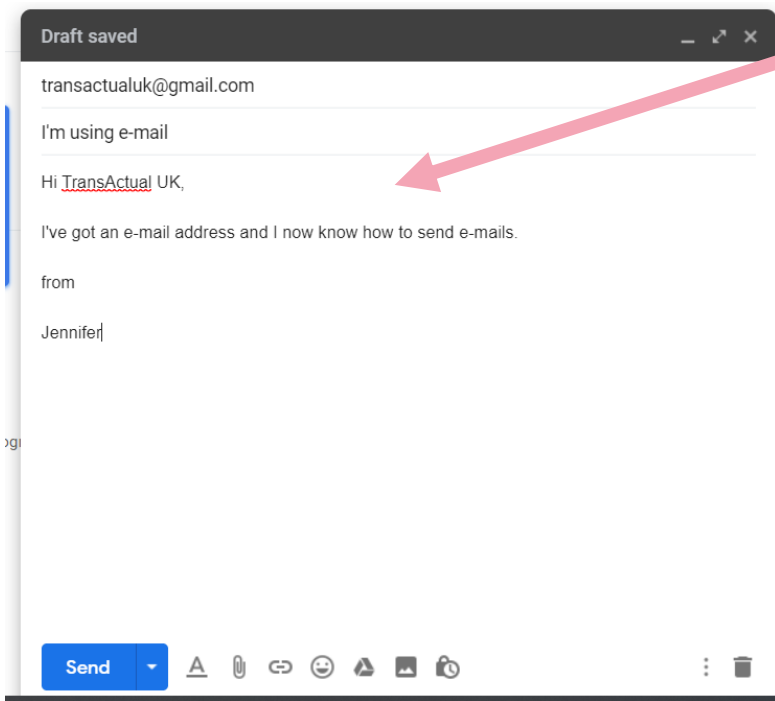
Click in the box which says "to". Type in the e-mail address of the person you are writing to.

You will find the @ symbol by pressing the shift and @ button at the same time.



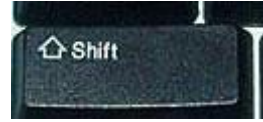
Click in the box which says "subject". Type in the subject of your email. Make sure that the subject is short and to the point.

#FactsAboutTrans

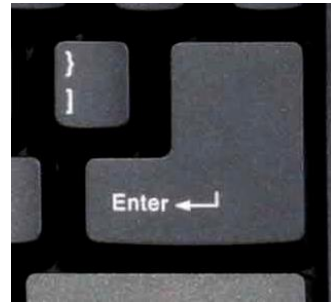


Click in the largest box and type your message.

To use a capital letter, press the “shift button” on the keyboard at the same time as the letter you want.



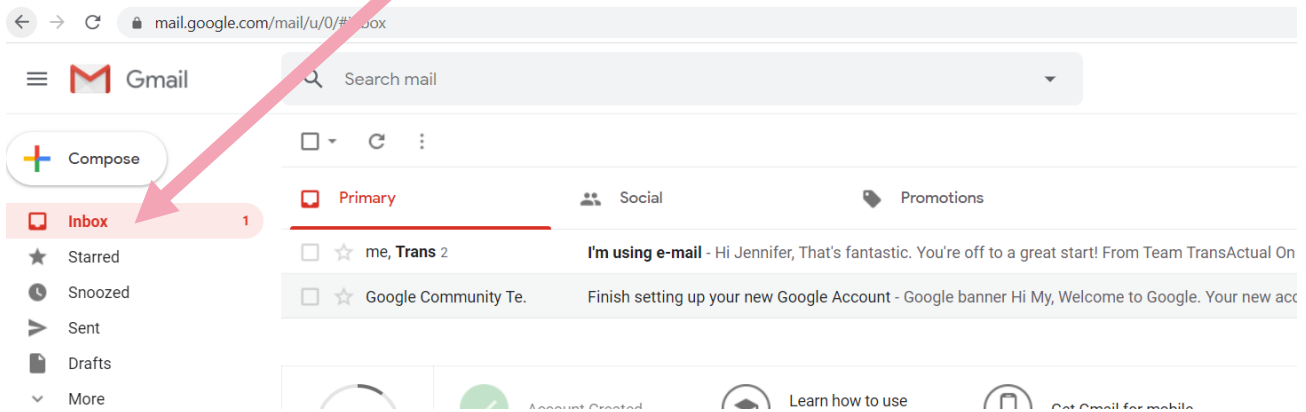
To start a new line in your e-mail you should use the “enter” key on the keyboard.



When you've finished writing your e-mail, click the “send” button.

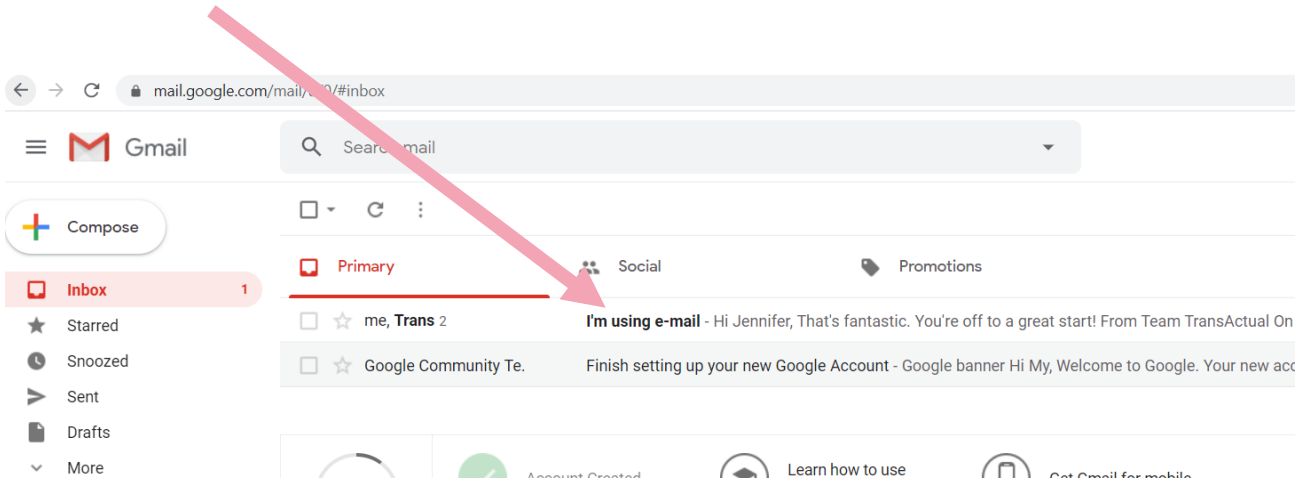
3. Reading an e-mail

Your email inbox will automatically show up when you log into Gmail. If you're not sure that you're in your inbox, you can click on the 'Inbox' link.

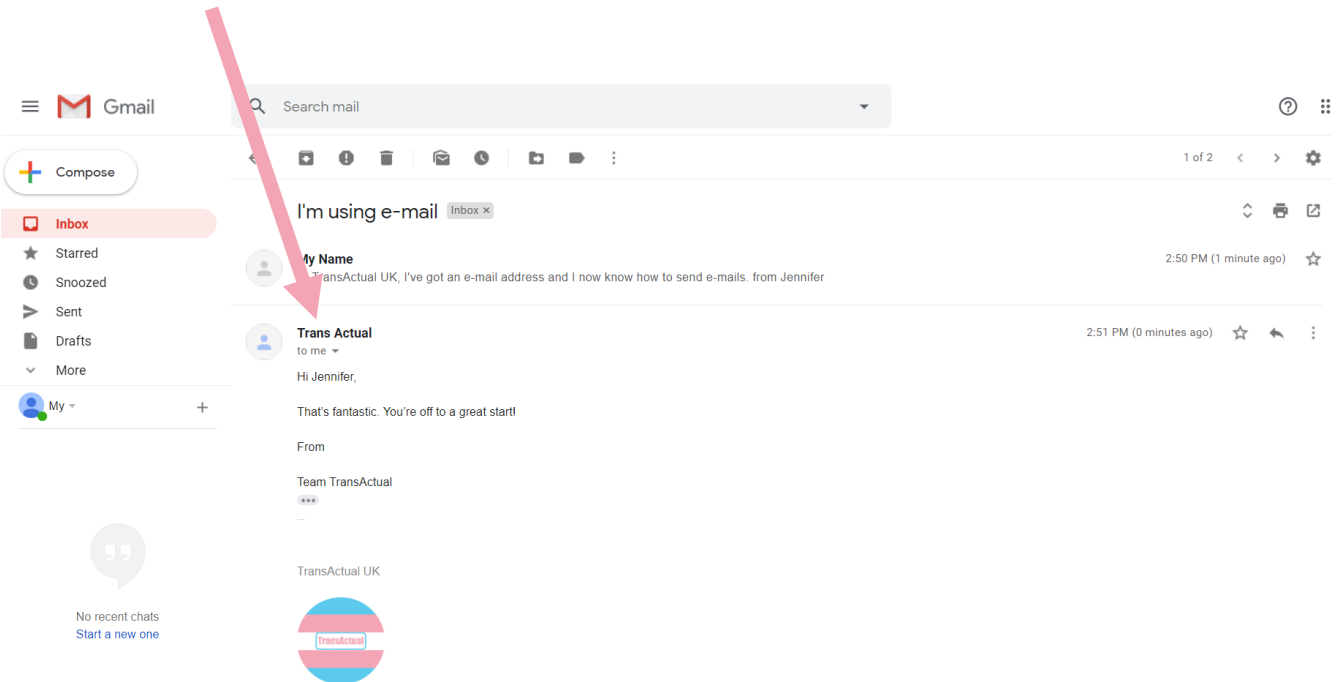


#FactsAboutTrans

New e-mails will show up in **bold**. To read an e-mail, click on the subject of the e-mail.



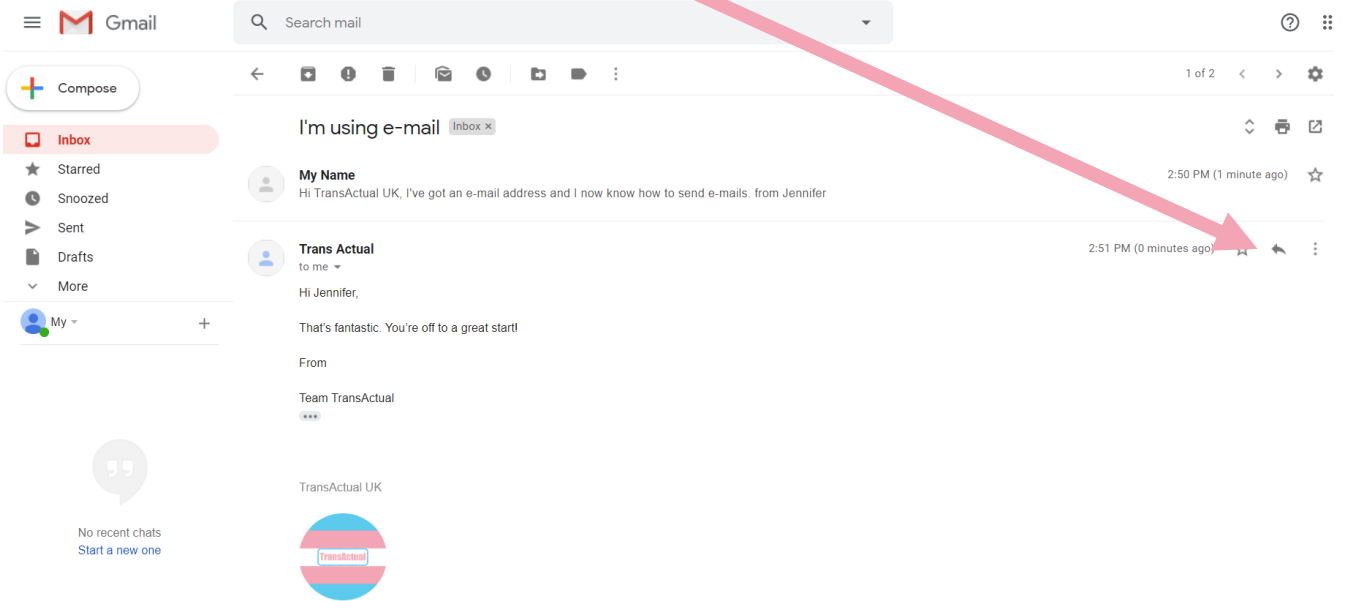
This will show you the e-mail you have been sent and who it is from.



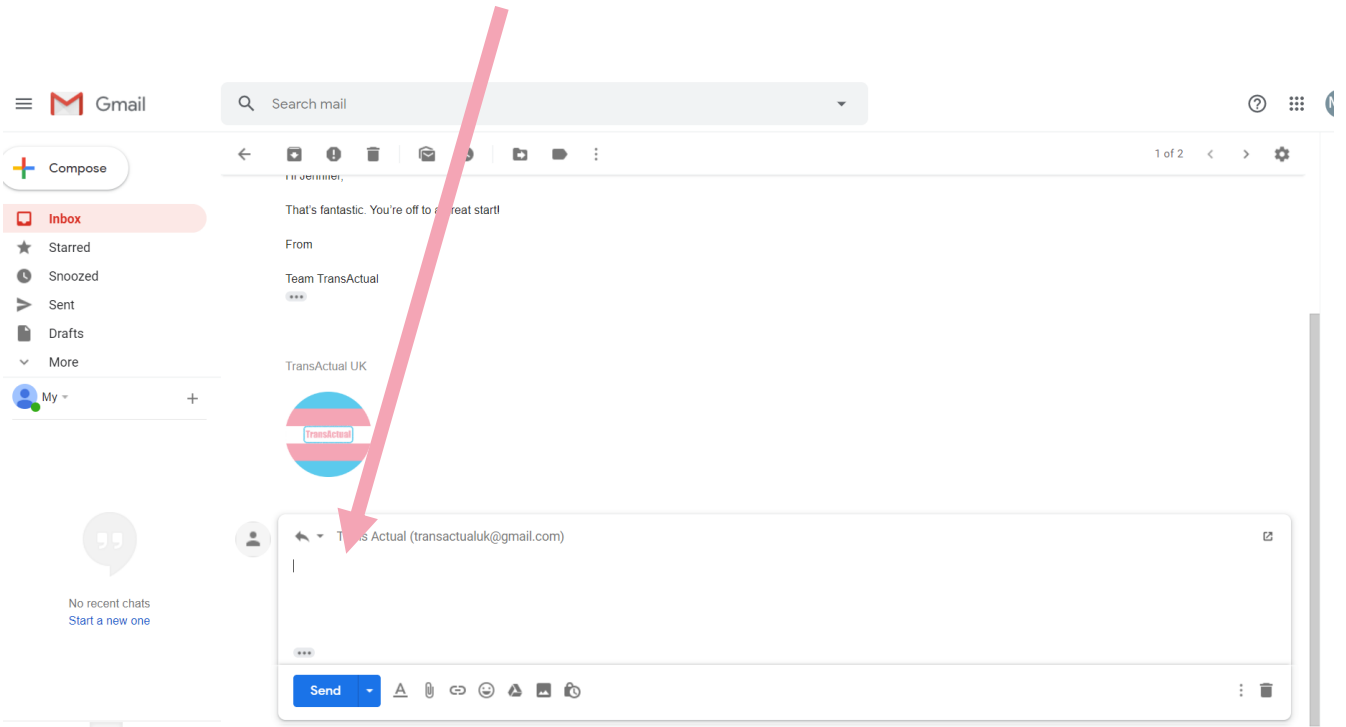
#FactsAboutTrans

4. Replying to an e-mail

If you want to reply to an e-mail you can click on the arrow button on the right of the e-mail you are looking at.

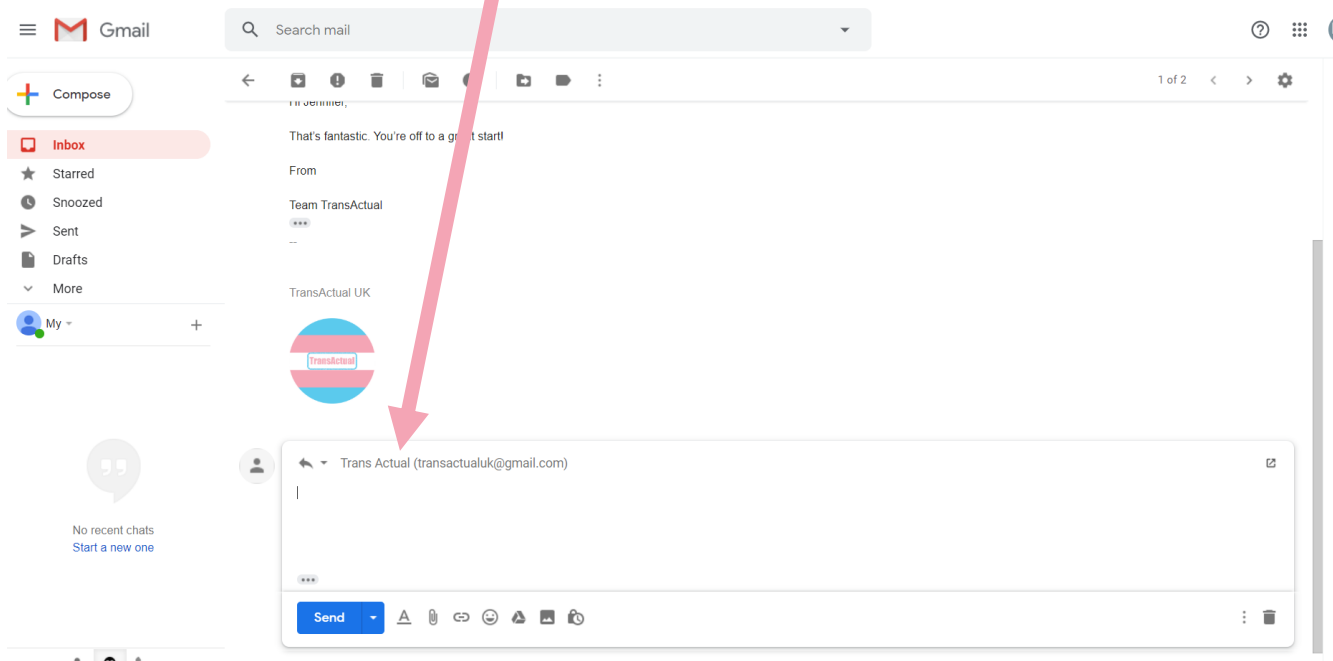


A box will appear below the e-mail you are replying to.

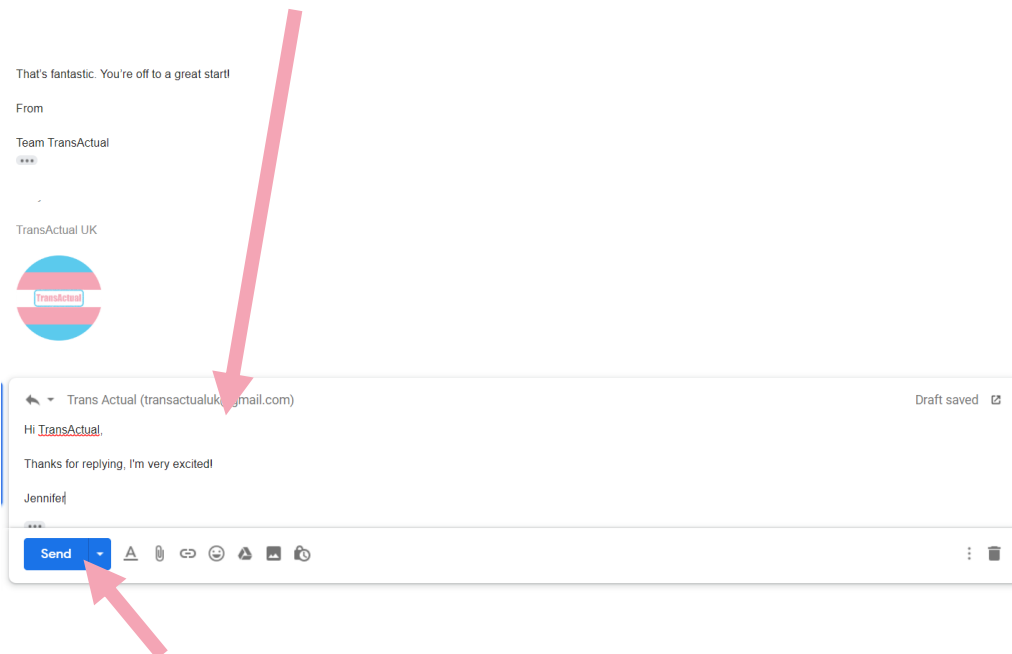


#FactsAboutTrans

You do not need to add an e-mail address or subject, that will already be filled in.



Click into the blank box and then type your message.



When you've finished your message, click "send".

#FactsAboutTrans

5. Using e-mail safely

E-mail is fantastic but it is important to use it safely.

- Never send passwords and bank details to people you don't know.
- Be careful of e-mails claiming to be from your bank or energy provider, especially if they are asking you to click on a link or fill in some details. If in doubt, phone them using a number from their website or from a paper copy of a letter or bill.
- Only click on links that you know you can trust. If you click a link that you think you can trust, but something doesn't seem right you should click away from the website.
- If you receive an e-mail from someone you don't know, treat it with caution. Especially if they are trying to sell you something or asking for money. These e-mails are often a scam.