INTRODUCTION

A Google Account gives you access to many Google products. With a Google Account, you can do things like:

- Send and receive email using Gmail
- Find your new favorite video on YouTube
- Download apps from Google Play

Create a Google Account

Step 1: Choose a Google Account type

There are two options

1.For myself

2.To manage a business

Select option one. When you create a Google Account ,"for myself " they ask for some personal info. By providing accurate info, you can help keep your account secure and make our services more useful.

1. Go to the Google account Sign In page.
2. Click Create account.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click Next.
   - Optional: Add and verify a phone number for your account.
7. Click Next.

Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

- Add a recovery phone number
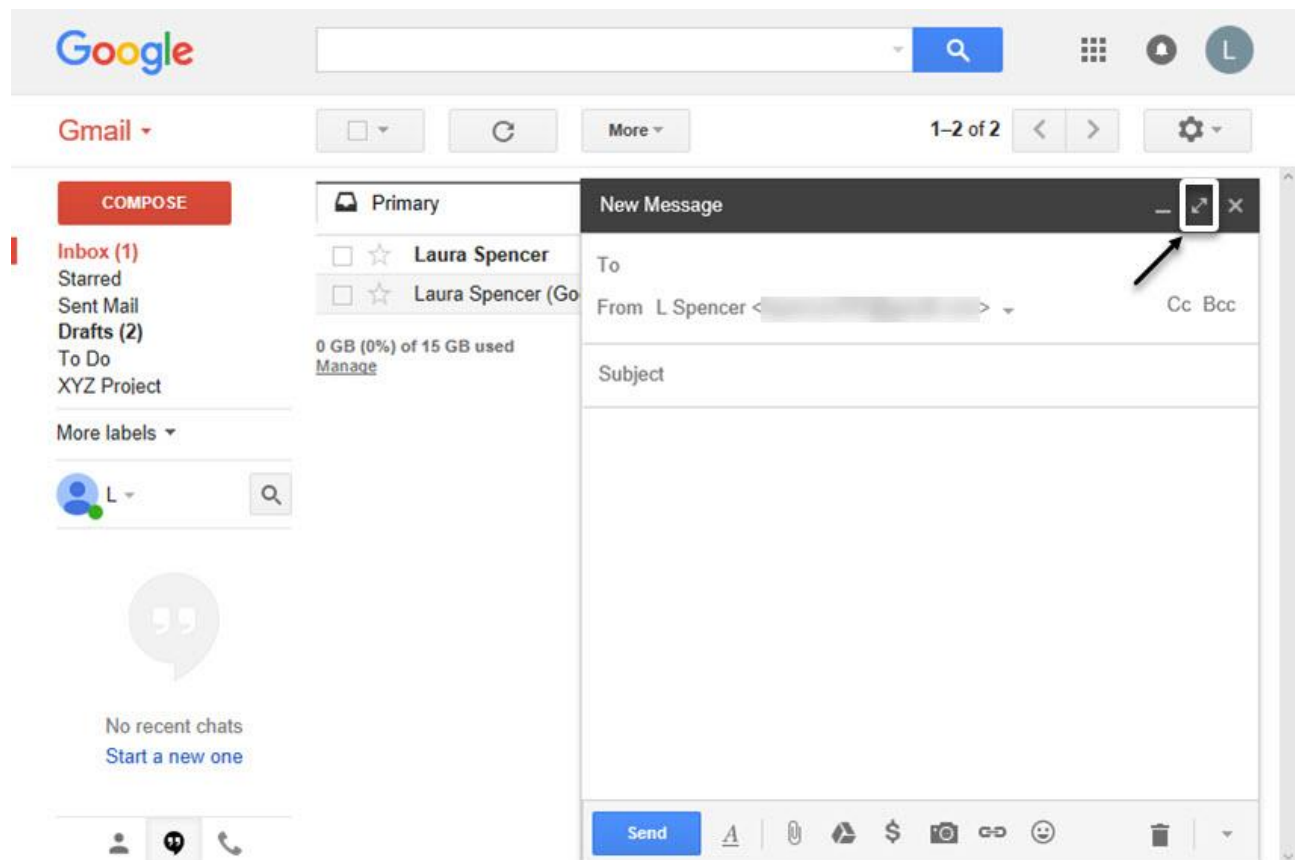- Add a recovery email address

How to Send an Email on Gmail

Step 1: Open Gmail
Start by opening your Gmail inbox.

Step 2: Create a New Gmail Message
From the open Gmail inbox, click the **Compose** button in the upper left of the screen.

Step 3: Fill Out the New Message Form

On the **New Message** form there are four basic areas to fill out:

- the **To** field
- the **From** field
- the **Subject** field
- the body of the message

There are also links in the upper right corner of the New Message form that allow you to copy others on the message.

1. How Fill Out the To Field

The first field to fill out is the **To** field.

Type the email address of the individual you want to receive your message. The email address needs to be exact.

2. How to Fill Out the From Field

The **From** field defaults to the Gmail address you are using to create the message. You cannot change it unless you have combined your email address with other email addresses.

3. How to Fill Out the Subject Field

The next field to fill out is the **Subject** field.

The **Subject** field is a brief description of the message. It displays in the recipient's inbox before they open the message.

Be careful what you type into the **Subject** field. Typing an unprofessional subject line or leaving the subject line blank could get your message filtered to your recipient's Spam folder.

4. How to Send Copies on Gmail

You can send a copy of your message to additional recipients. There are two ways to do this:

Minu Mary P J Christ College Autonomous

- **By adding Cc recipients.** Cc recipients are often added to a message for informational purposes only. For example, if ABC project affects your project you may be a Cc recipient to messages about ABC project even when there is no need for you to respond to those messages.
- **By adding Bcc recipients.** Bcc stands for blind copy. When you blind copy a recipient onto a message, no one will be able to tell that they are receiving a copy of the message but you and that person.

To activate the **Cc** and **Bcc** options, place your cursor in the **To** field.
The **Cc** and **Bcc** options appear in the upper right corner of the **New Message** form.

Step 4: Build Your Message

In addition to typing the text of your message, you can control the way your message looks. You can send attachments or even money with your message.

Start by typing the text of your message below the subject line.

Step 5: Review Your Message

Before you send your new Gmail message you should review it carefully. Make sure that it says what you want it to say and that the information is correct. Gmail also provides a way for you to check spelling errors.

If your message is not quite complete you can save it as a draft. If you decide not to send the message you've created you can save it as a draft as well.

Step 6: Send Your Message in Gmail

You are now ready to send your message.

1. How to Send a Gmail Message

When you are ready, it's not difficult to send your new Gmail message.

2. How to Forward a Message on Gmail

A variation of sending a message is forwarding a message. You can only forward a message that you have already sent or that you have received. You can find messages you have already sent in your **Sent Mail** folder.

Open the message you wish to forward. Click the arrow in the right corner of the message.

Minu Mary P J Christ College Autonomous

A drop-down menu displays. Click the **Forward** option. Type the email address of the person you wish to forward the message to in the **To** field. Type any additional information you wish to include in the body of the text.