




Using GMail & Google Calendar

Signing up
Logging in
Stars, labels
Calendar

Creating a Gmail



Sign in

with your Google Account


Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

Create account

Next



Create your Google Account

First name

Elena

Last name

Casarosa

Username

ecasarosa3@gmail.com

You can use letters, numbers & periods
Available:

[casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[Use my current email address instead](#)

Password

.....


Confirm password

.....

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

Next



Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending 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](#)

[Cancel](#) [I agree](#)

Logging in (phone or computer)

On a computer:

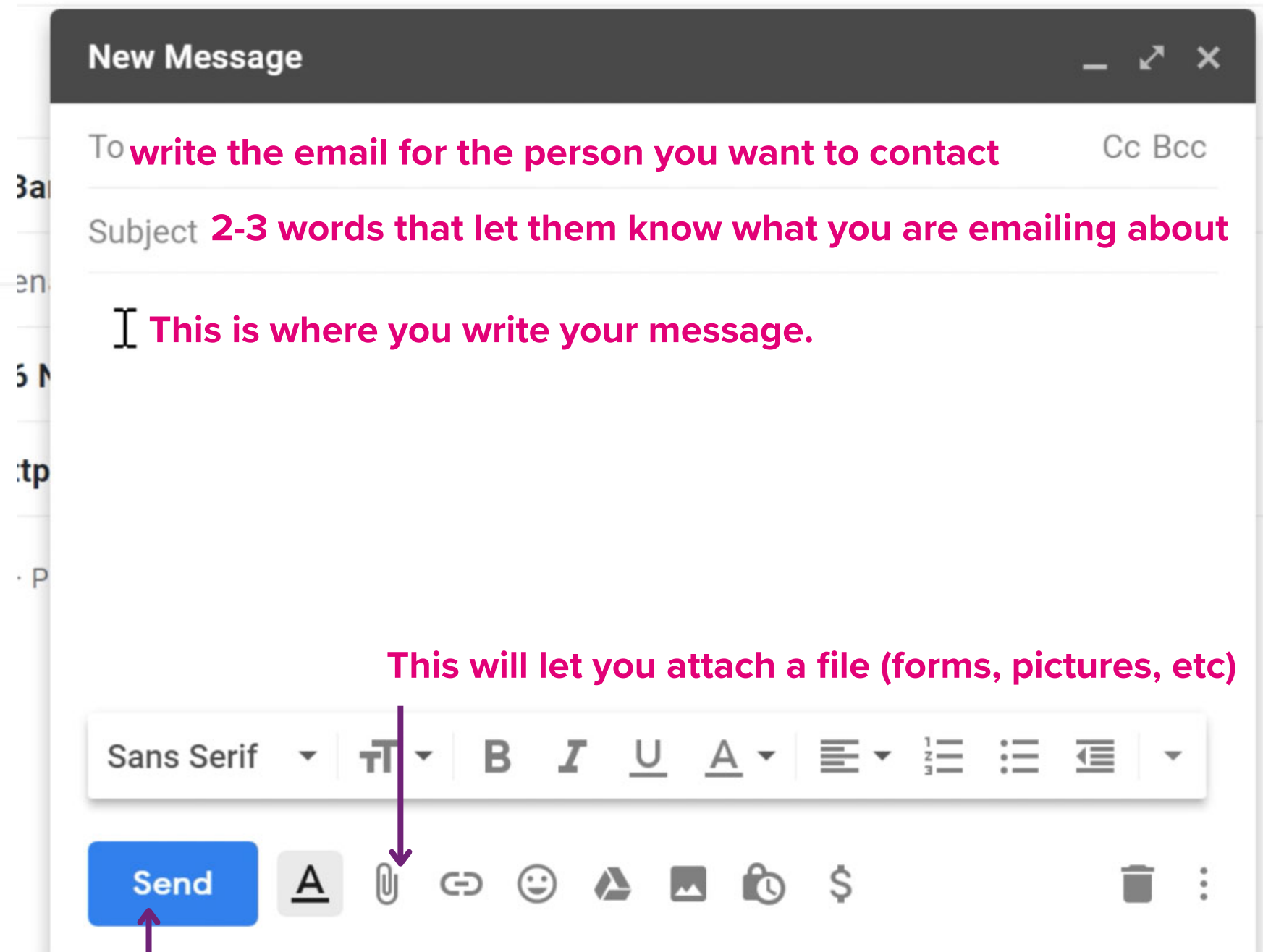
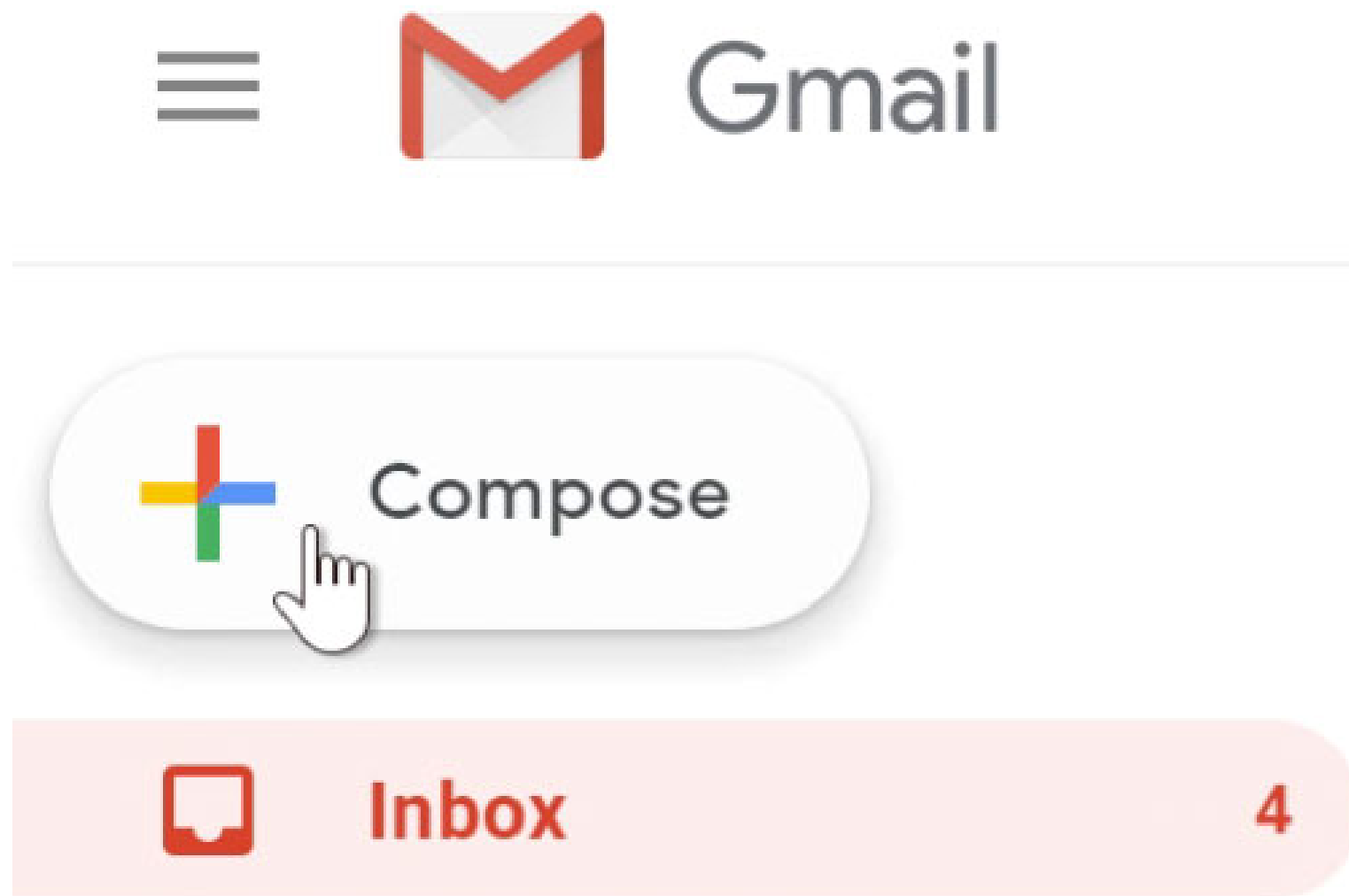
- Go to gmail.com.
- Enter your email address and click next.
- Enter your password and click next.

On a smartphone:

- Download Gmail from your app store. it may look like one of these:
- Open the Gmail app, it will look like this:
- Enter your email address, then click next.
- Enter your password and click next.

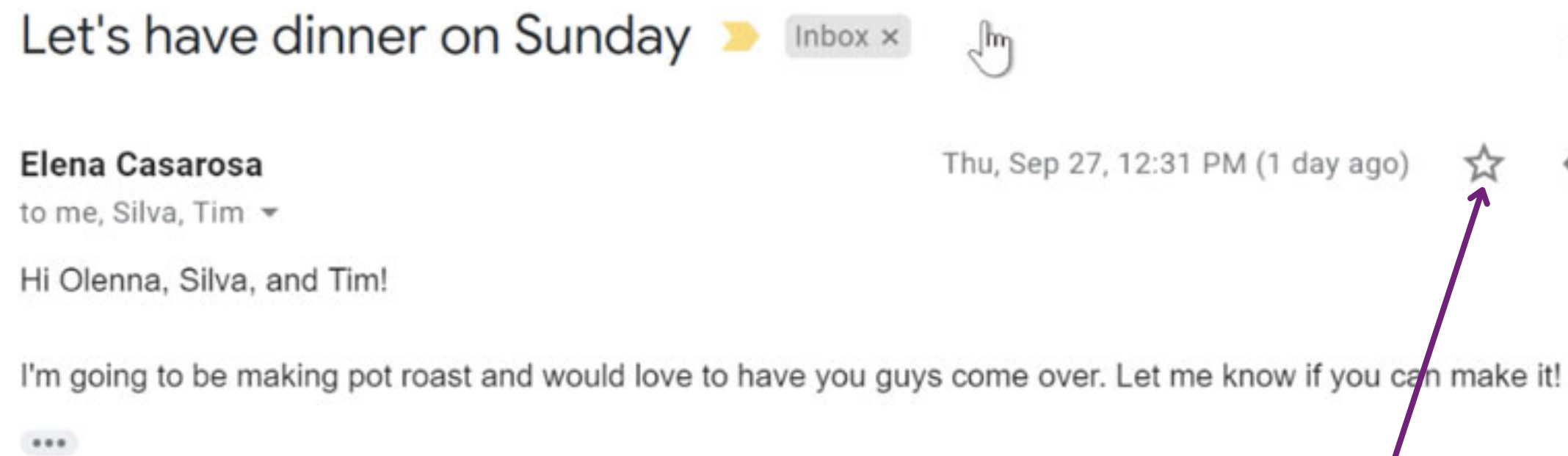


Sending a new email



Reading an email

- Unread emails are **bolded**
- Click an email to open it



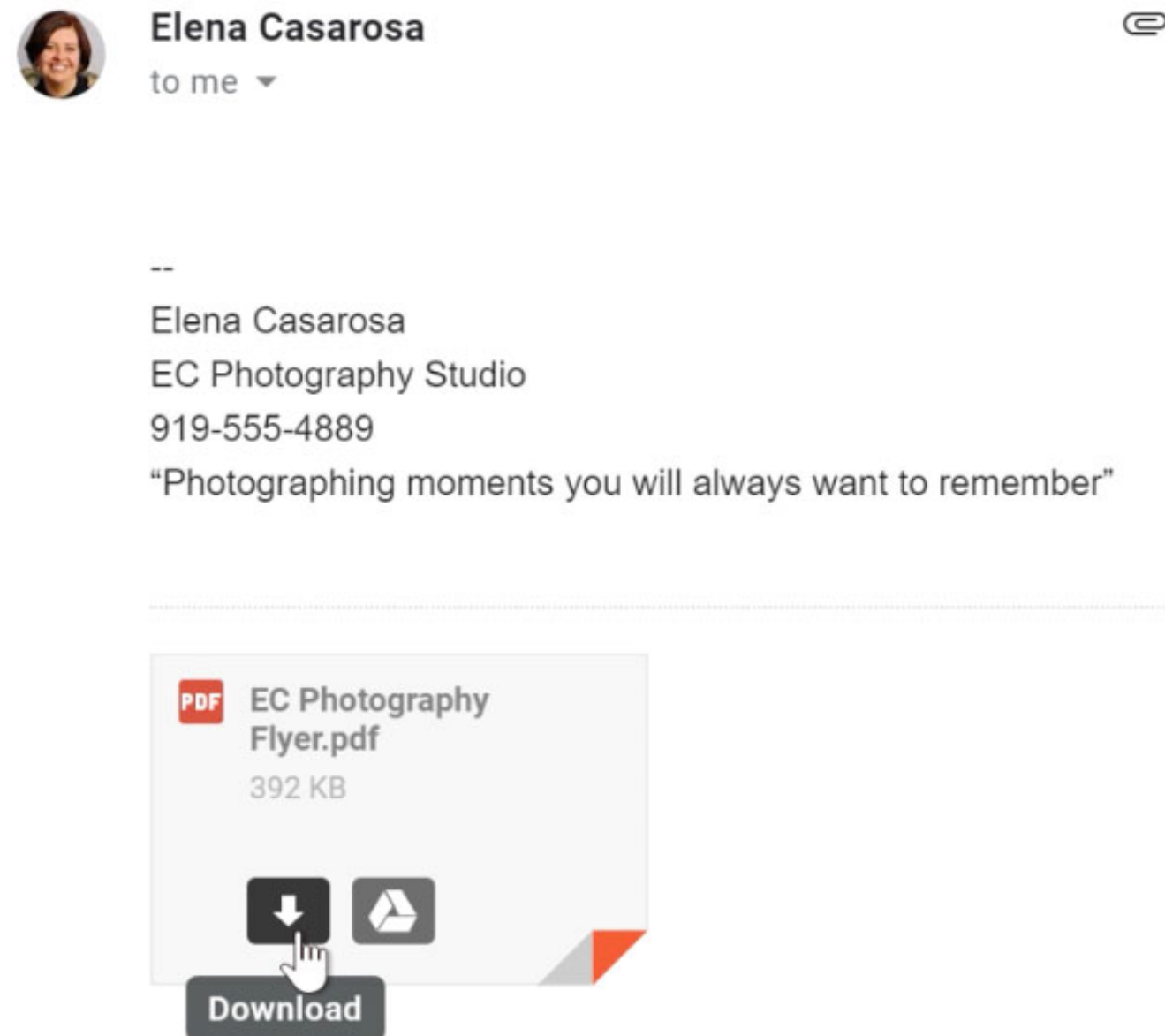
Click the arrow to reply to an email

Click the three dots to see more options.
These options include "Reply All" which is helpful if you have many people on the same email.

Click the star to mark important emails

Download an attachment

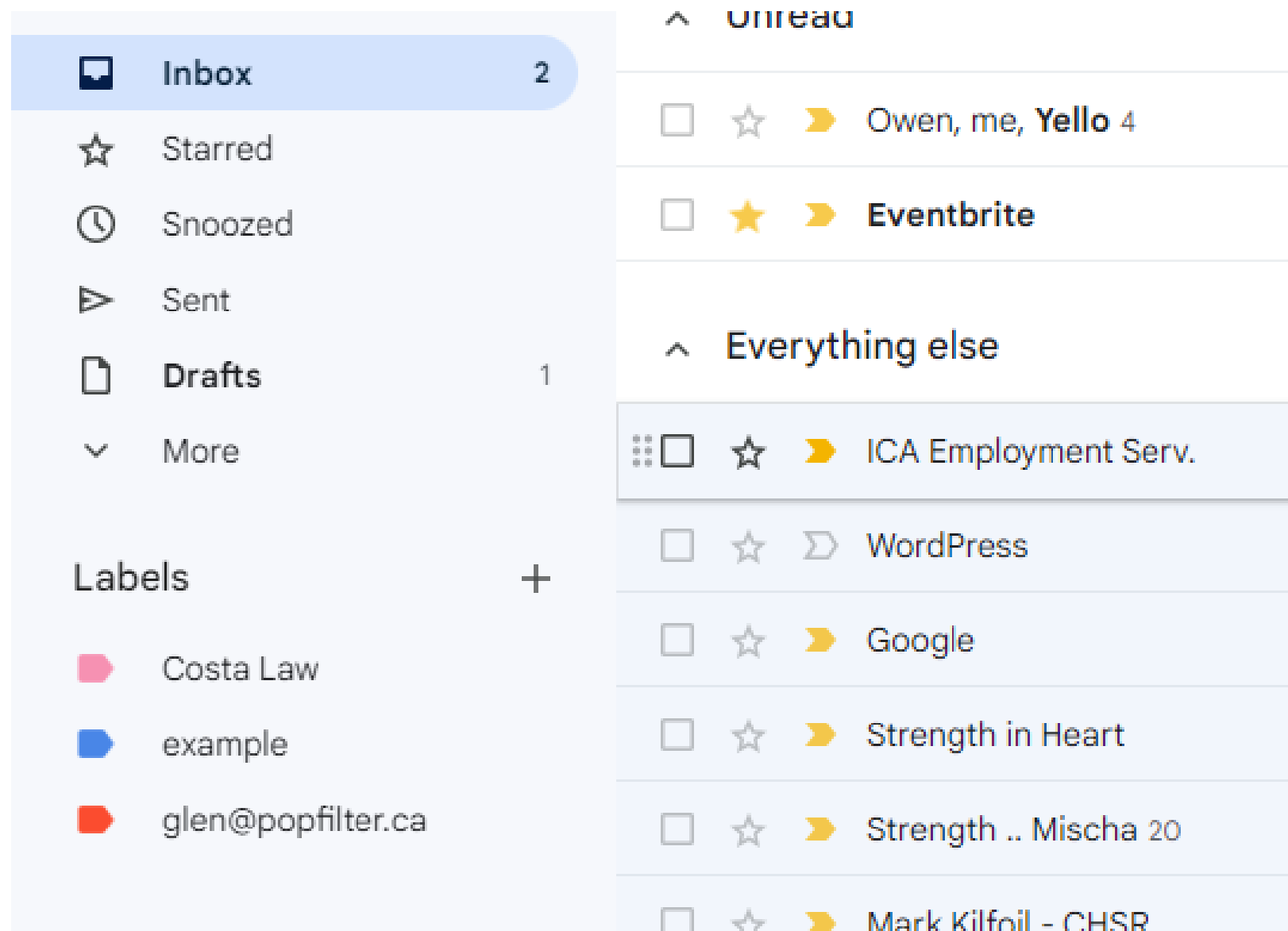
- If you receive an attachment (file, picture, etc) in an email be careful. Only download it if you trust the person who sent it to you.
- Do not download attachments from people or companies you don't know.



- Attachments will show at the end of an email!
- Click the down arrow to download it.
- Remember where you downloaded it!

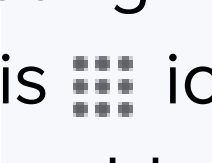
Organizing emails - stars & labels

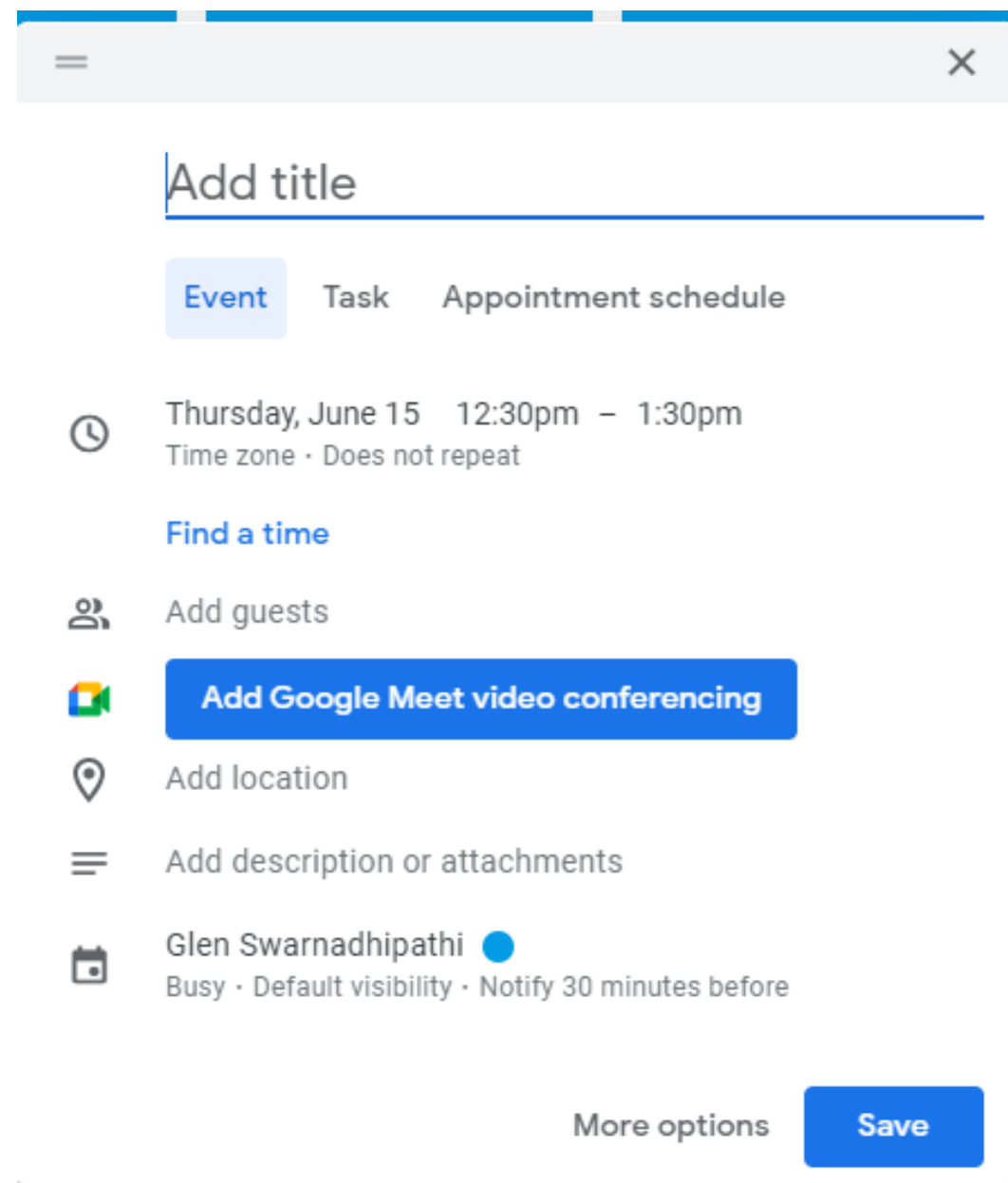
- You can use stars and labels to create specific folders for your emails.
- The star function will automatically be available to you. Other labels will need to be created.



- To make a new label click the "+" button near "Labels"
- To mark an email as belonging to a specific label right click on it and hover over "Label As." This will show you the different labels you have.
- Make sure to keep labels up to date.

Using the google calendar

- Your gmail account will automatically come with a google calendar. You can find it by clicking this  icon near the top right of your browser and selecting "Calendar".
- To add a new event click the button labeled "+ Create".



The screenshot shows the 'Create Event' dialog box in Google Calendar. At the top is a text input field labeled 'Add title'. Below it are three tabs: 'Event' (selected), 'Task', and 'Appointment schedule'. The 'Event' tab is active, showing a clock icon, the date and time 'Thursday, June 15 12:30pm - 1:30pm', and the text 'Time zone · Does not repeat'. Below this is a link 'Find a time'. Further down is a section for 'Add guests' with a person icon. Below that is a blue button labeled 'Add Google Meet video conferencing' with a Google Meet icon. Below the button is a location pin icon and the text 'Add location'. Below that is a hamburger menu icon and the text 'Add description or attachments'. At the bottom left is a calendar icon, the name 'Glen Swarnadhipathi' with a blue status dot, and the text 'Busy · Default visibility · Notify 30 minutes before'. At the bottom right are two buttons: 'More options' and 'Save'.

- This menu will open up. To change the date and time of the event click where it says the day of the week and date.
- To add a guest, add their email to the "Add Guests" spot.
- If you are meeting online with someone, google gives you the option to create a Google Meeting using the big blue button "Add Google Meet video conferencing"
- If you are meeting in-person, you can use the "Add location" space to include an address.
- Remember to click "Save" when you are done creating the event.

Email vocabulary

- The following words are used on all major email platforms, like Gmail and Outlook.
 - Reply - send an email back to the person who sent it to you
 - Reply All - if multiple people were included in an email they will all see your reply
 - Forward - This is when you receive an email and pass it on to someone else
 - CC - include other people in the email, just to keep them aware. This signifies that they are watching the conversation but not usually expected to reply.
 - BCC - this includes other people in the email, but they can't be seen by others. This is only used in certain cases, like if you want to send an email to a whole class but you don't want them to learn each others emails (for privacy reasons).
 - Attachment - This is when a file is included in the email using the paperclip icon.
 - Link - Sometimes instead of attaching a file people will include a link to where the file is located on the internet. You can also use links to share websites with people.