



# **The Basics**

## **(A Step-By-Step Guide)**



## **Table of Contents**

<b><i>What is Gmail?</i></b>	<b>3</b>
<b>Why is it Important to Use Gmail?</b>	<b>4</b>
<b><i>How to Access Gmail on a Computer?</i></b>	<b>5</b>
<b>How to Access Gmail in Tablet?</b>	<b>7</b>
<b>How to Sign Up?</b>	<b>8</b>
<b>How to Sign In?</b>	<b>15</b>
<b><i>How to Use Email?</i></b>	<b>16</b>
<b>How to Compose New Messages?</b>	<b>16</b>
<b>What is Inbox?</b>	<b>20</b>
<b>Where Can I Find the Email I Sent?</b>	<b>21</b>
<b>Gmail Features</b>	<b>22</b>
<b>Google Meeting</b>	<b>22</b>
<b>Where to find Google Meeting?</b>	<b>23</b>
<b>How to create a meeting on your computer?</b>	<b>24</b>
For computer users:	<b>24</b>
<b>How to Open Meeting Invites?</b>	<b>28</b>
For smartphone users:	<b>30</b>
<b>Google Meeting Features</b>	<b>30</b>
<b>Look Out for Scam Emails</b>	<b>32</b>
<b>How to Protect Myself?</b>	<b>32</b>
<b>Best Practice for Password</b>	<b>33</b>



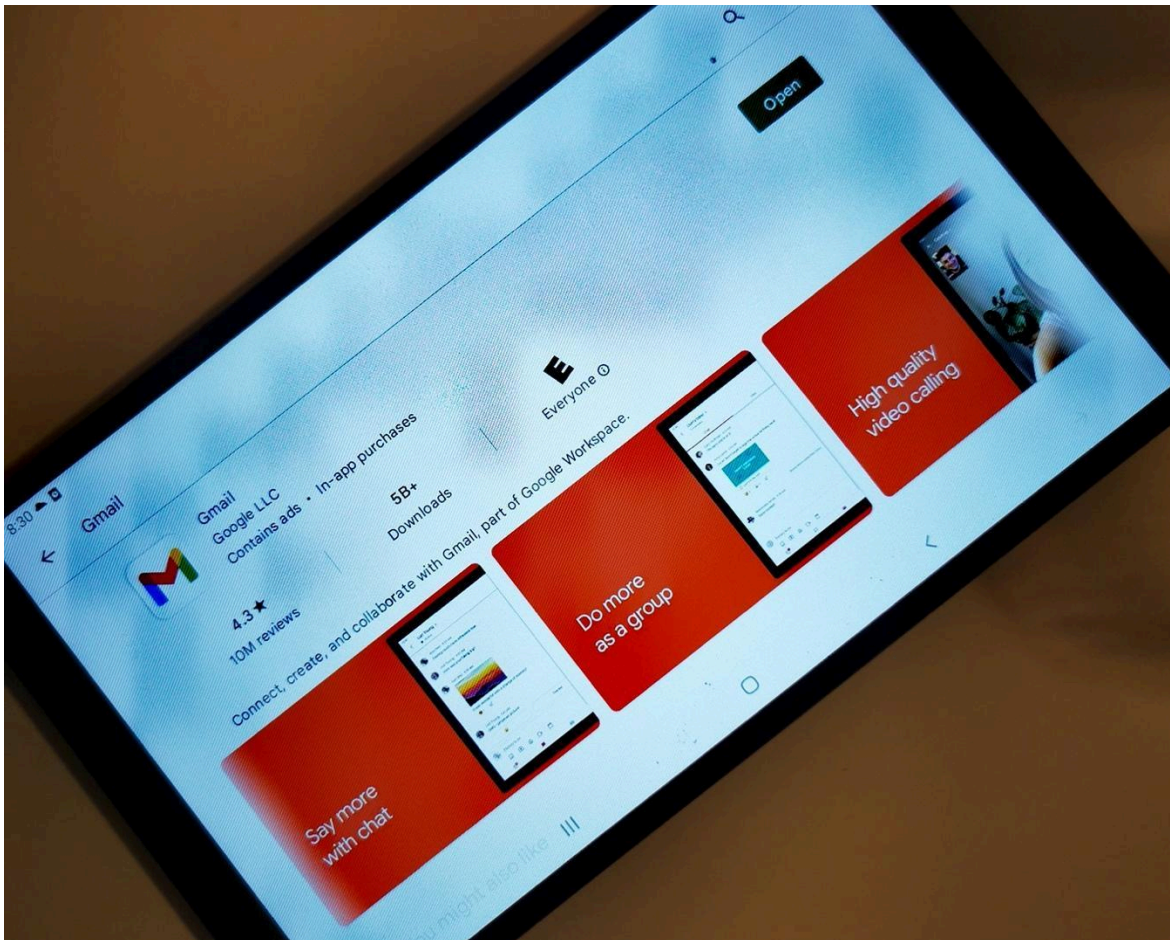
## What is Gmail?

Gmail today is one of the easiest and most convenient forms of communication- sending mail electronically. There are 1.8 billion users who communicate via Gmail on a daily basis.

It has everything you are looking for:

- send an email
- chat one-on-one or in groups
- start or join video meetings to connect with your children, old friends and new friends.

It has a unique email ID that end with @gmail.com. Install your Gmail application on your Tablet/Mobile today!



## Why is it Important to Use Gmail?



People used to communicate through sending letters to one another to stay connected across the country or world but with technological advancements there are now millions of people who communicate regularly via Gmail and similar platforms faster online on daily basis.

Here is a quick look on how important it is for you to set up a Gmail account:



If you want to connect with your children or friends, you will need an email address to communicate.



If you are attending an education program or applying for a job, you will be required to share your email address to be connected.



If you are making a bank account, the bank will ask you for your email address to contact you

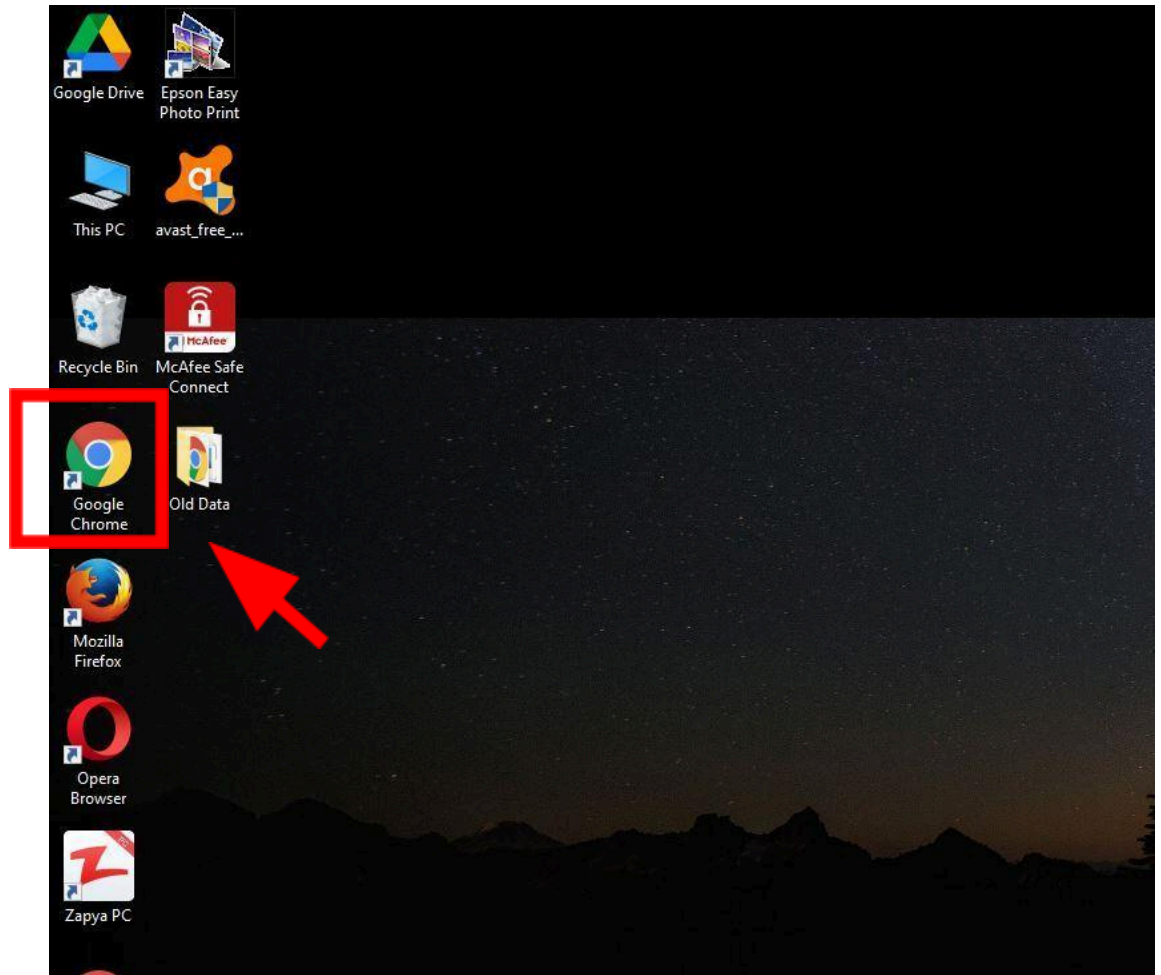


If you want to setup a social media account such as Facebook, Instagram, Twitter or other applications, all of these platforms require an email address.


## How to Access Gmail on a Computer?

### **Step 1**

**Open Your Internet Browser:** If you are using Chrome, you can always look for this icon on the screen of your computer/tablet/mobile phone to open Gmail account.



Note: an internet browser is a place where you can look up for a particular website. There are different kinds of internet browsers. Some of the famous and widely used are:

- Google Chrome 

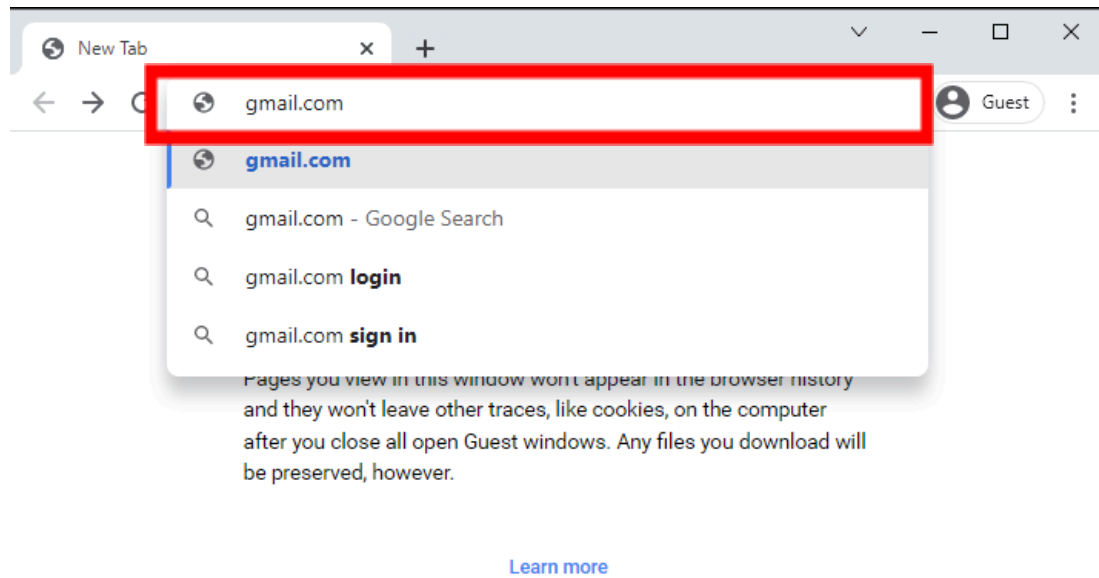
If you are using Apple device, you will also come across:

- Safari 

## **Step 2**



Type gmail.com. Once the Chrome page is open. Type “gmail.com” in the search section of your Internet browser and press “Enter” in your computer keyboard.



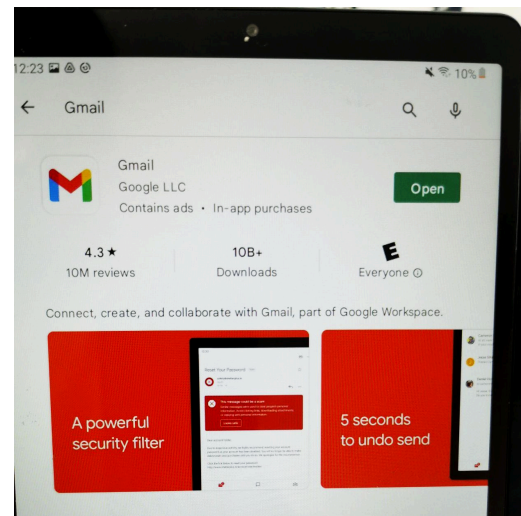
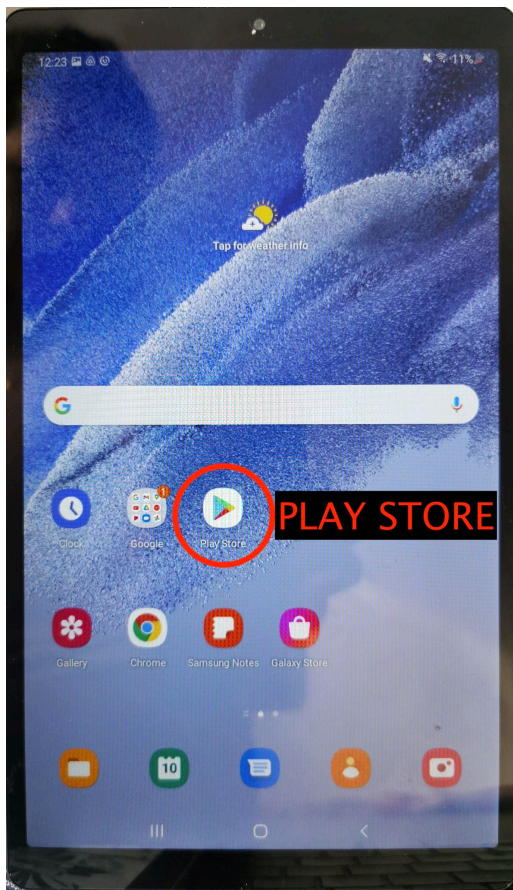


## How to Access Gmail in Tablet?

Note for trainer: Users can follow the same steps for tablets. However they can also use the G-mail application to open their emails.

### Step 1

- If G-mail is not installed, go to Play Store or App store depending on the OS.
- Type G-mail and install the App as shown here



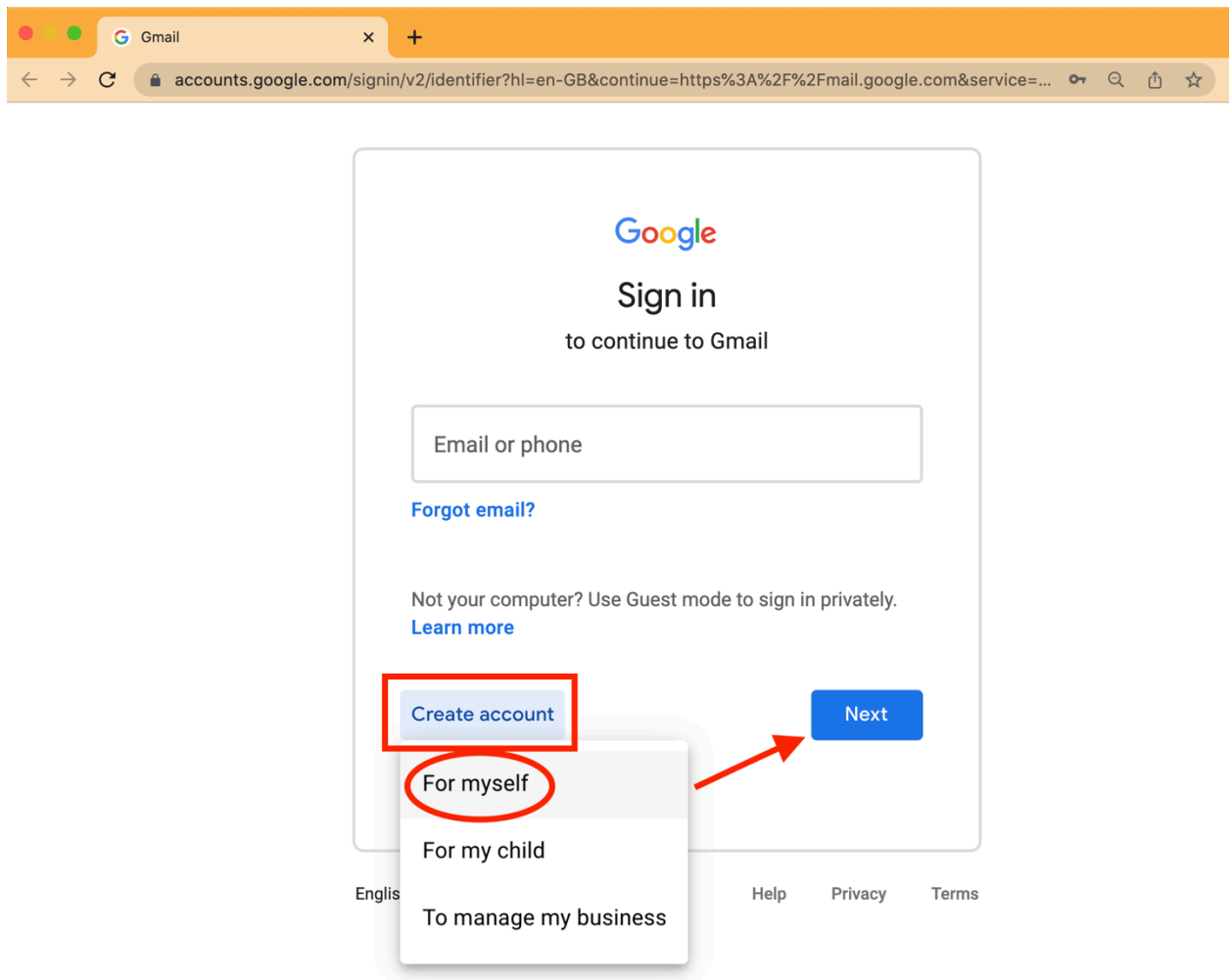


## How to Sign Up?

If you do not have an email address or an account with Gmail yet, you will need to open a new account by following the below steps:

### Step 1

- After opening the Gmail page, click on “Create account” and select the “For myself” option. Then hit the blue “Next” button in the right end corner.



### Step 2

- In the blank spaces add your “First name” and “Last name”.





- o In the Username box, you can add your name and last name without space between the words or separating it by a dot like in the picture below.
- Sometimes, the “Username” which you created is taken by someone else with the same name, therefore you need to click on the usernames suggested by Gmail as shown below.

In this case we are selecting the 2<sup>nd</sup> username (asadyaqub05) by clicking on it.

- Then add a password to protect your account from others to see your personal and work emails. A strong password should be 8 characters or more using letters, **one capital letter**, numbers and symbols like @ \* \$ !
- In the screenshot, you will see that our password is “Buqay@77”
- Press “Next” when you have filled all blank spaces with the required information

### Step 3

- The next step is adding your phone number for securing your account from getting hacked. This is optional.



- As you can see in the picture below, you can also add additional email address (if available) to further secure your account. This is optional too.
- Then add your date of birth and Gender.
- Click “Next”

Google

## Welcome to Google

asadyaqub05@gmail.com

Phone number (optional)  
343 \*\*\* \*\*

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)  
We'll use it to keep your account secure

Day: 03, Month: June, Year: 1997  
Your date of birth

Gender: Female

Why we ask for this information

Back **Next**

Your personal info is private and safe

### Step 4

- If you add your number for security purposes, a page like “Picture #” will come on your screen where G-mail would like to send a code to your phone number to verify it is you.



- Click the send button and you will receive a code on your phone which you should type in the “picture 6” page. Then Click “Verify”



## Verifying your phone number



To make sure that this number is yours, Google will send you a text message with a six-digit verification code.  
*Standard rates apply*

 (343) 262-5066

[Back](#)

[Not now](#)

[Send](#)



Your personal info is private and safe


English (United Kingdom) ▾

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



## Verifying your phone number

To make sure that this number is yours, Google will send you a text message with a six-digit verification code.  
*Standard rates apply*

 (343) 262-5066

Enter verification code  
G- 558255

[Back](#)

[Call instead](#)

[Verify](#)



Your personal info is private and safe



## Step 5

- If you would like to receive video calls and messages or make google services including ads click “Yes, I’m in”
- If you don’t want any of that, click “Skip”. For the purpose of this guide, we click on Skip for now.

Google

### Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Receive video calls & messages
- G** Make Google services, including ads, more relevant to you

[More options](#)

[Back](#)

[Skip](#)

[Yes, I'm in](#)

Your personal info is private and safe

English (United Kingdom) ▾      [Help](#)   [Privacy](#)   [Terms](#)



## Step 6

- After skimming through the terms and policy of Gmail, click on “I agree”



### Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

#### Data that we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address and telephone number.
- When you use Google services to do things such as write a message in Gmail or comment on a YouTube video, we store the information that you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube; for example, we process information about that activity – including information such as the video that you watched, device IDs, IP addresses, cookie data and location.
- We also process the kind of information described above when you use apps or sites that use Google services such as ads, Analytics and the YouTube video player.

#### Why we process it

We process this data for the purposes described in [our policy](#), including to:

- Help our services deliver more useful, customised content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalised ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

#### Combining data

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](#)



You're in control of the data we collect and how it's used



## Step 7

Congratulations! Your account is ready to be used now.

The screenshot shows the Gmail interface. At the top left is the Gmail logo. A search bar is in the top center. In the top right, there are icons for help, settings, and a user profile icon labeled 'A' which is highlighted with a red box. Below the search bar, there are tabs for 'Primary', 'Social', and 'Promotions'. The 'Primary' tab is active and shows a message: 'Your Primary tab is empty. Personal messages and messages that don't appear in other tabs will be shown here. To add or remove tabs, click [inbox settings](#).' The left sidebar contains 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet' (with 'New meeting' and 'Join a meeting' options), and 'Hangouts' (with a contact 'Asad'). The right sidebar shows various service icons. At the bottom, there is a storage indicator '0 GB of 1 GB used' and a link to 'Terms · Privacy · Programme Policies'.



## How to Sign In?

If you already have an account with Gmail, please follow the below 2 simple steps for entering to your account:

### Step 1

- Open gmail.com in your internet browser
- Type your Email address in the “Email or phone” box and click “Next”

Google  
Sign in  
to continue to Gmail

Email or phone  
asadyaqub05@gmail.com

[Forgot email?](#)

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

[Create account](#) [Next](#)

English (United Kingdom) Help Privacy Terms

Google  
Asad Yaqub  
asadyaqub05@gmail.com

To continue, first verify that it's you

Enter your password  
Buqay@77

Show password

[Forgot password?](#) [Next](#)

### Step 2

- Now type the password of your email and press “Next” to open your account as shown in the picture below

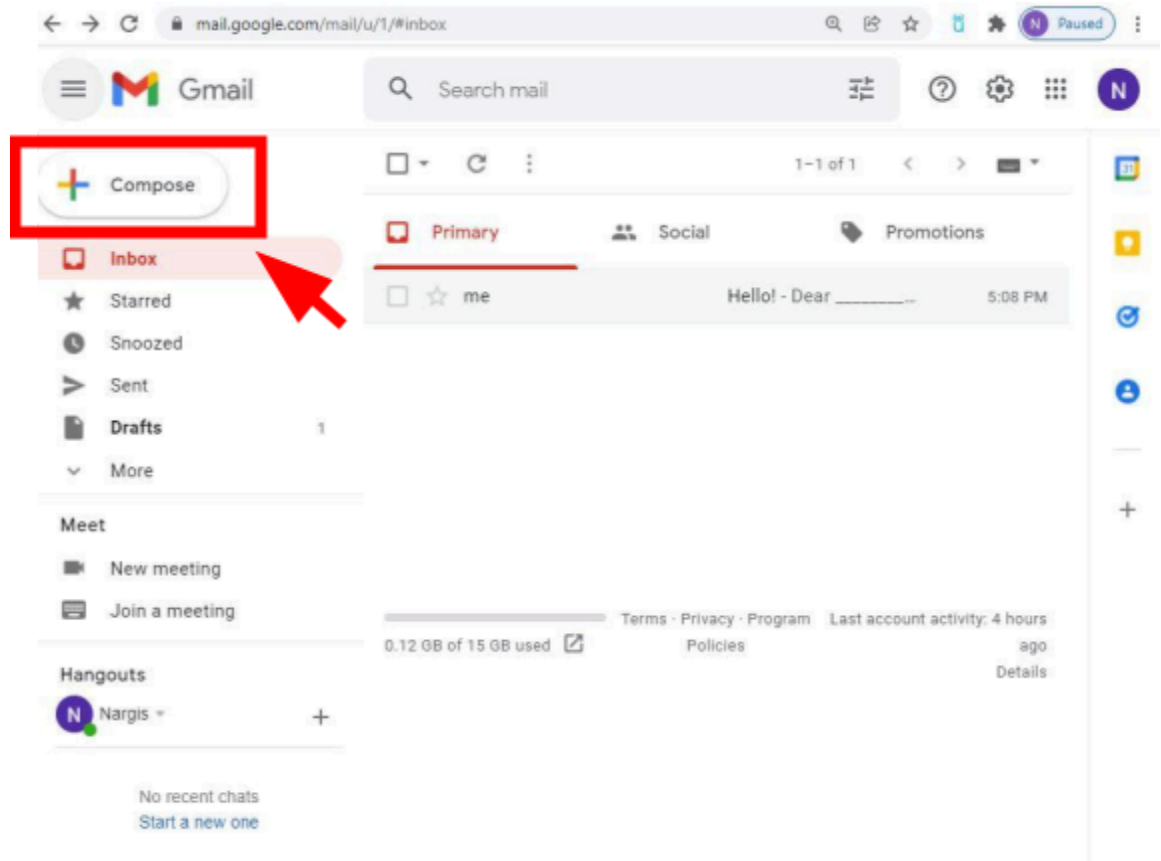


## How to Use Email?

There are a few key features in Gmail that you will learn about its functions in this guide such as, Compose a New Message, Inbox and Sent buttons.

### 1. How to Compose New Message?

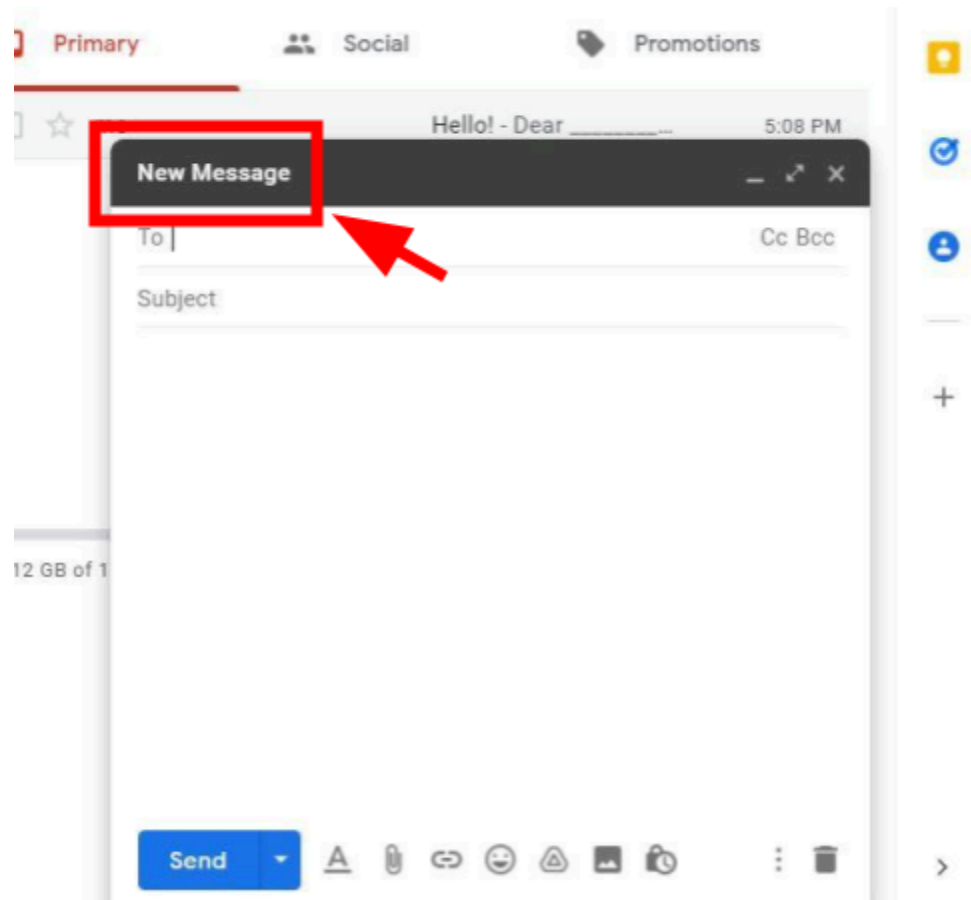
Your Gmail interface would look similar as shown in the figure below. To write your first new message, you may click on the “Compose” button.







Upon clicking, a “New Message” window will show up where you may write your message.



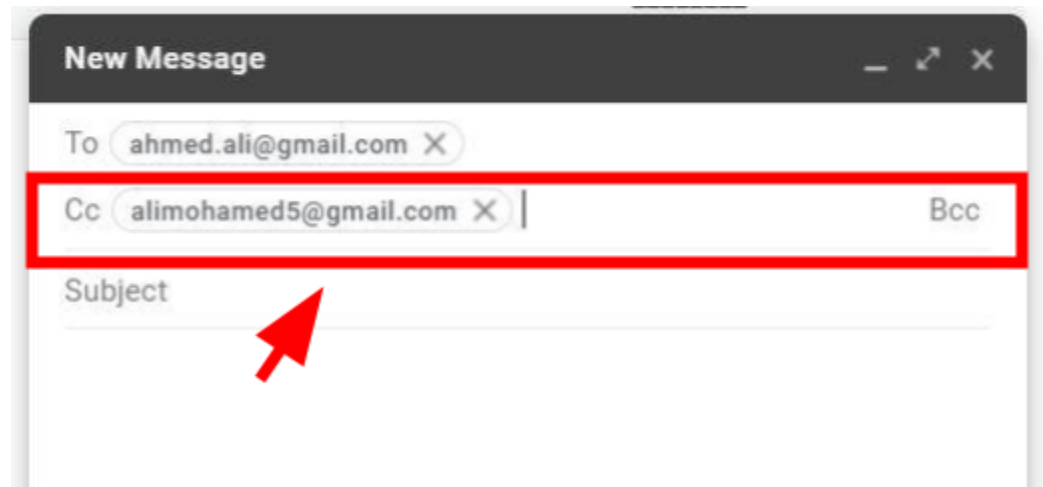
There are Four important and basic areas to fill in the “New Message” window:

- In the “**To**” field, you may write the person’s email address you want to send your message to. The email address usually will look like this but is not limited to: [ahmed.ali@gmail.com](mailto:ahmed.ali@gmail.com) or [ahmedali9@gmail.com](mailto:ahmedali9@gmail.com)

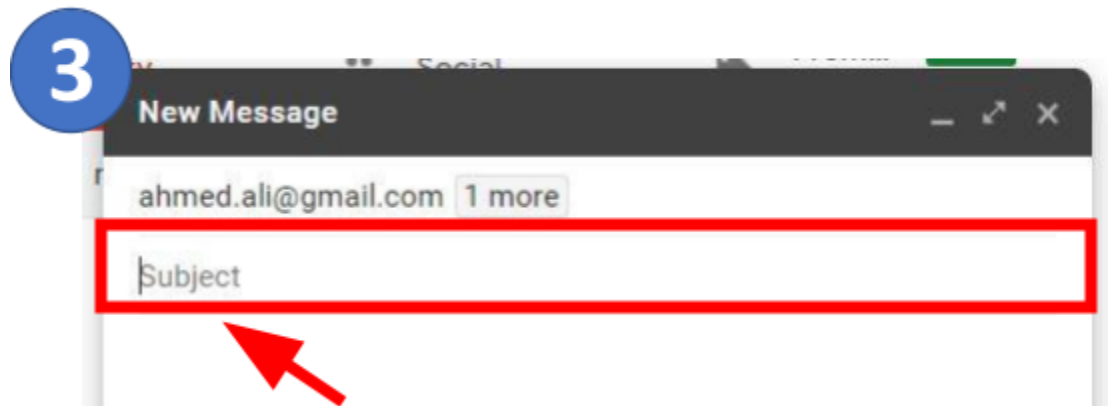




- If you want to include another person also in the email, click on “Cc” located in the same field as “To”, on the right side.

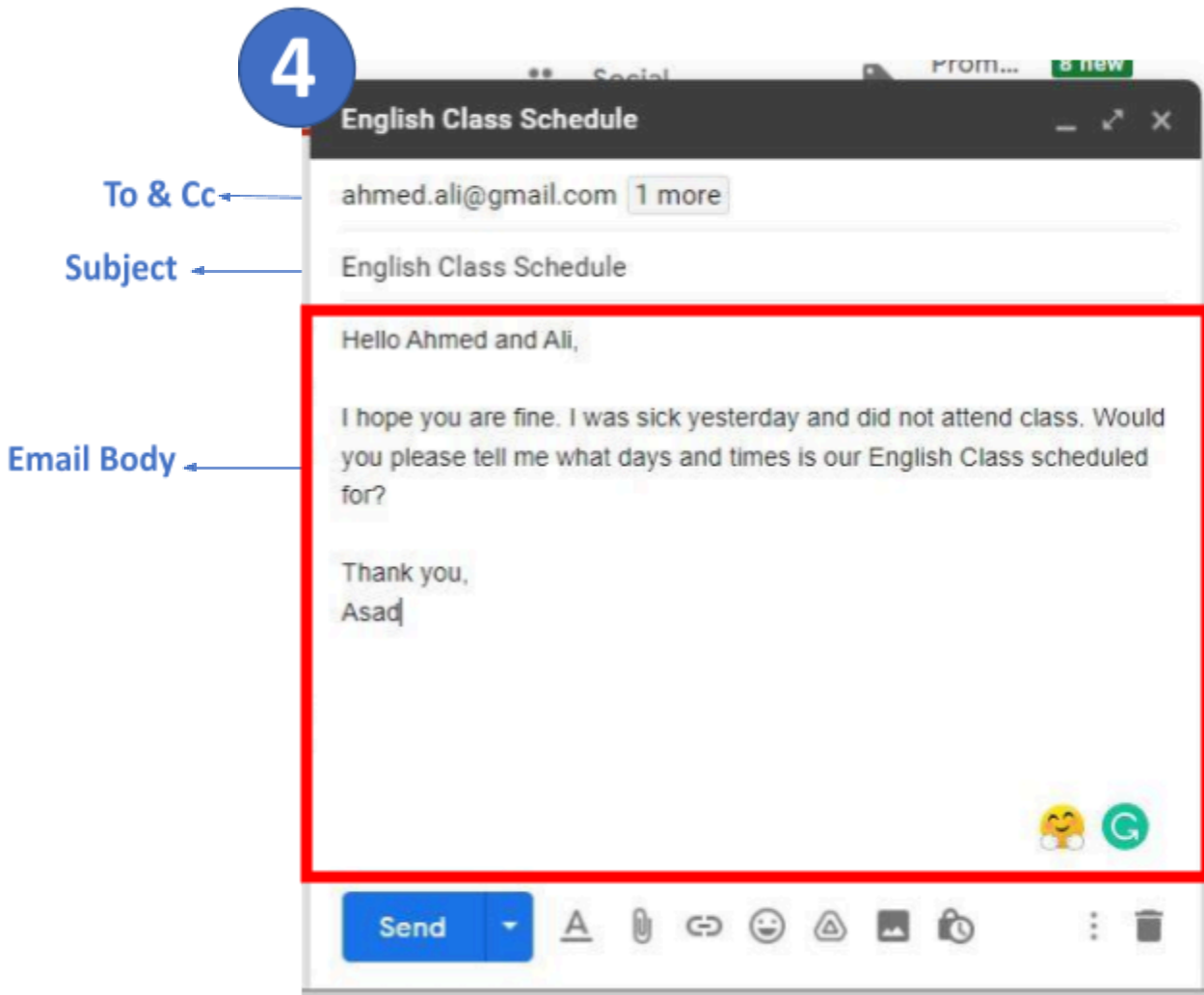


- The **Subject** is a brief one line of text that will appear to people in their Inbox before they open your email. We will learn what Inbox is later.





- The last part is the “**Email Body**” where you can write your message to the recipient of your email.



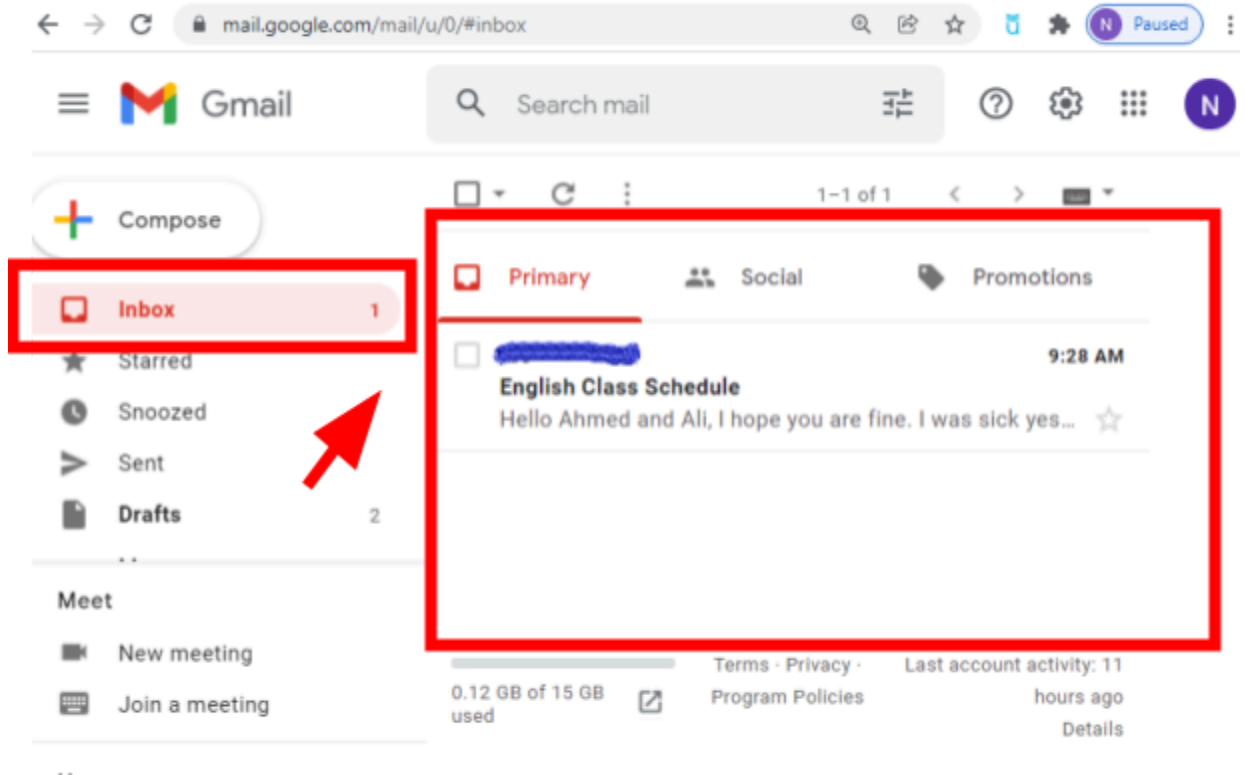
Once your New Message is all set and crafted. We are ready to send our email. You may click on the “**Send**” button.





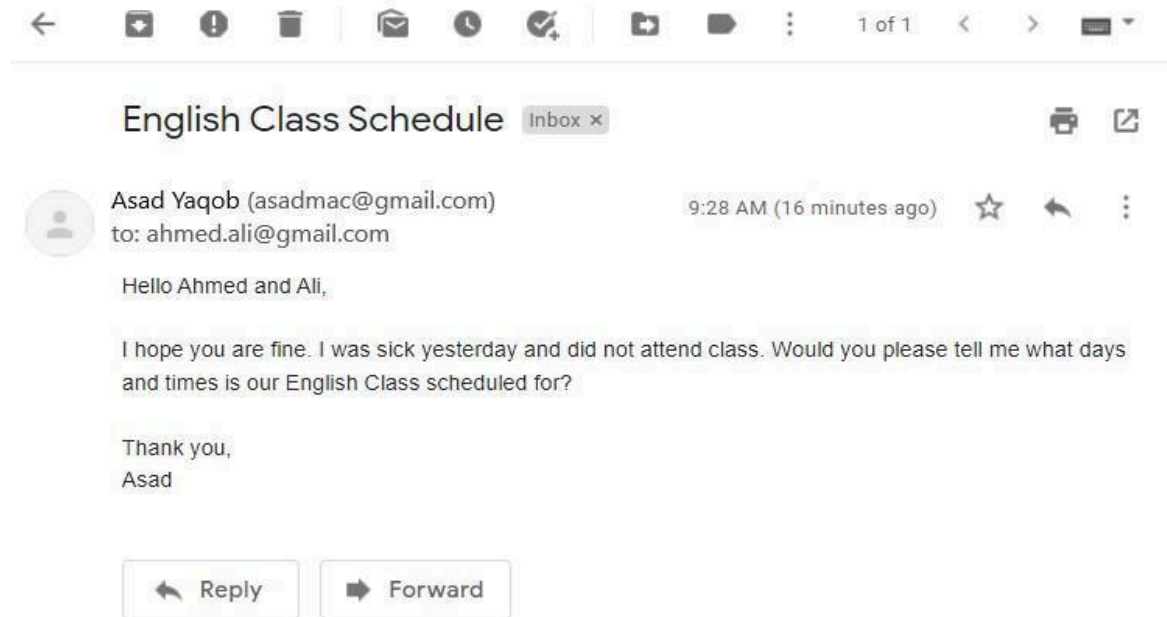
## 2. What is Inbox?

All the new emails you receive, will appear on your **Inbox**. It will have the **Name and Last Name** of the person who sent you the email and the **Subject**- just like shown in the image below.





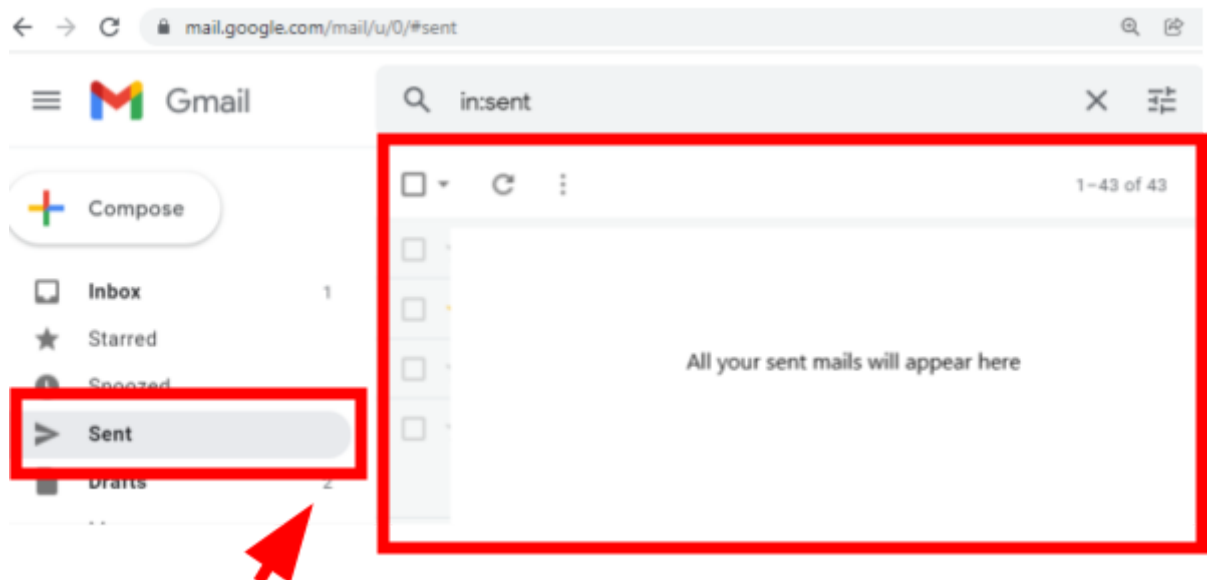
To check what is written in the email you received, click/tap on the Subject of the email and the message email will be shown to you as below.



To respond back to the email, click/tap on the “Reply” button, type your message in the body of the email and click on “Send” button.

### 3. Where Can I Find the Email I Sent?

All the emails you send will land in your “Sent” Folder.





## Gmail Features



**Note:** To open Google Meeting, the settings are slightly different for laptop vs. a tablet or on a mobile phone G-mail application. For this Guide, we will begin with usage of google meet on computer first

### What is Google Meeting?

G-mail allows you to meet your friends, children, colleagues and loved ones to connect over a video call. This feature is called “Meet” in Gmail.

**Google Meeting is used for different purposes:**

- Celebrating a family event online
- Work conferences
- Job interviews
- Project meetings
- Classes
- Training or workshops
- and much more

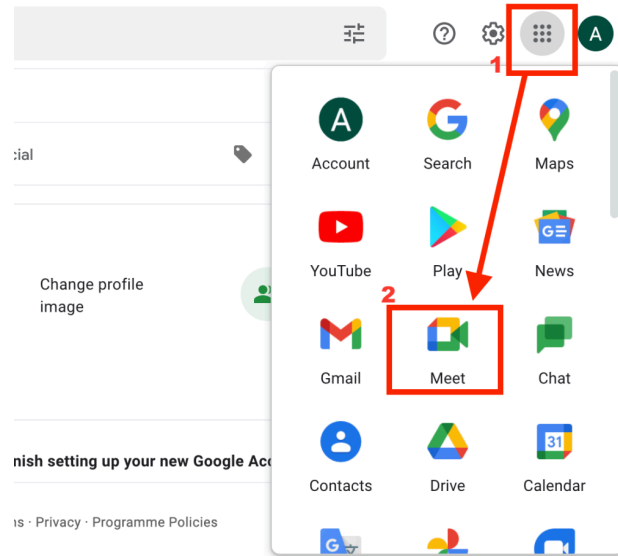




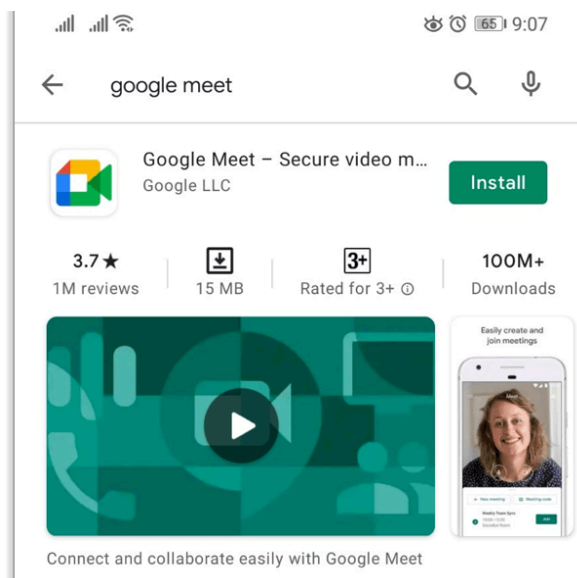
## Where to find Google Meeting?

### For Computer Users:

- Open your internet browser
- Enter your username and password to Sign-In to your G-mail to open your email account
- Click on the 9 dots in square shape in the right upper corner
- As shown in the screenshot here, click on the video camera icon where it says “Meet”



### For Smartphone Users:



- In your Tablet or smartphone, the G-mail and Google Meeting applications should be installed

- If the applications are not installed, go to Play Store (Android) and if Apple users, go to App Store

- Search G-mail and click install. Then search Google Meeting and install it.

- Open your account in Gmail application in order to be able to use Google Meeting later



## How to create a meeting on your computer?

For computer users:

- Click on “New Meeting”
- Then you will be given 3 options:
  - **Create a meeting for later:** This will help you schedule a meeting for a time in future
  - **Start an instant meeting:** This option helps you start a meeting at the moment



## Premium video meetings. Now free for everyone.

We re-engineered the service that we built for secure business meetings, Google Meet, to make it free and available for all.

The screenshot shows the Google Meet interface. At the top, there is a blue button labeled "New meeting" with a camera icon, which is highlighted with a red box. To its right is a text input field labeled "Enter a code or link". Below the "New meeting" button, there is a link that says "Learn more about Google Meet". A blue arrow points from the "New meeting" button to a dropdown menu that appears when the button is clicked. The dropdown menu contains three options: "1 Create a meeting for later" with a link icon, "2 Start an instant meeting" with a plus icon, and "Schedule in Google Calendar" with a calendar icon.




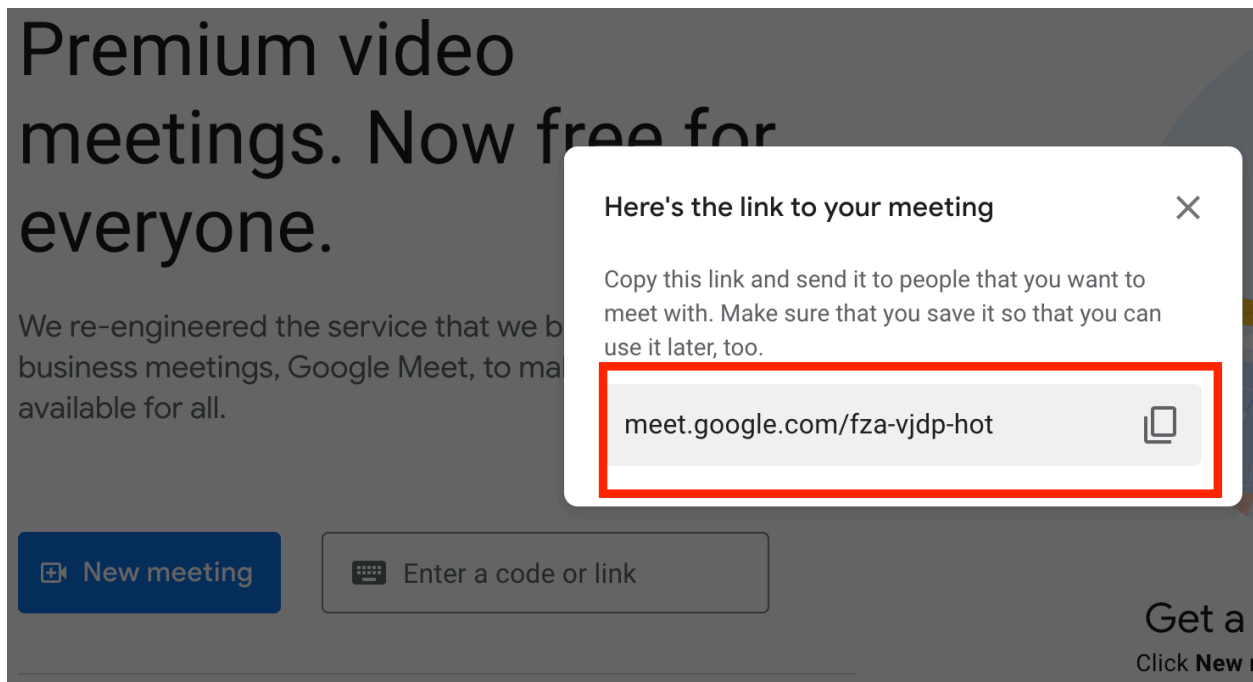


## Option 1

- If you want to create a meeting for later, click on the first option and you will be taken to another page where the link of the meeting will appear (see screenshot below)

Note to trainer: Please mention that all google meetings have a link (show how the link looks like) which they can use to share or use to open a meeting call.

- Click on the  button to copy the link. Others can use the link to connect with you at the time you ask them to meet. Do not lose the link.



The screenshot shows a Google Meet interface. The main heading reads "Premium video meetings. Now free for everyone." Below this, there is a sub-heading: "We re-engineered the service that we built for business meetings, Google Meet, to make it available for all." At the bottom left, there is a blue button labeled "New meeting" with a camera icon. To its right is a grey input field labeled "Enter a code or link" with a keyboard icon. A white pop-up window is centered on the screen, titled "Here's the link to your meeting" with a close button (X) in the top right corner. The pop-up contains the text: "Copy this link and send it to people that you want to meet with. Make sure that you save it so that you can use it later, too." Below this text, the meeting link "meet.google.com/fza-vjdp-hot" is displayed in a grey box, with a copy icon to its right. The entire link box is highlighted with a red border.

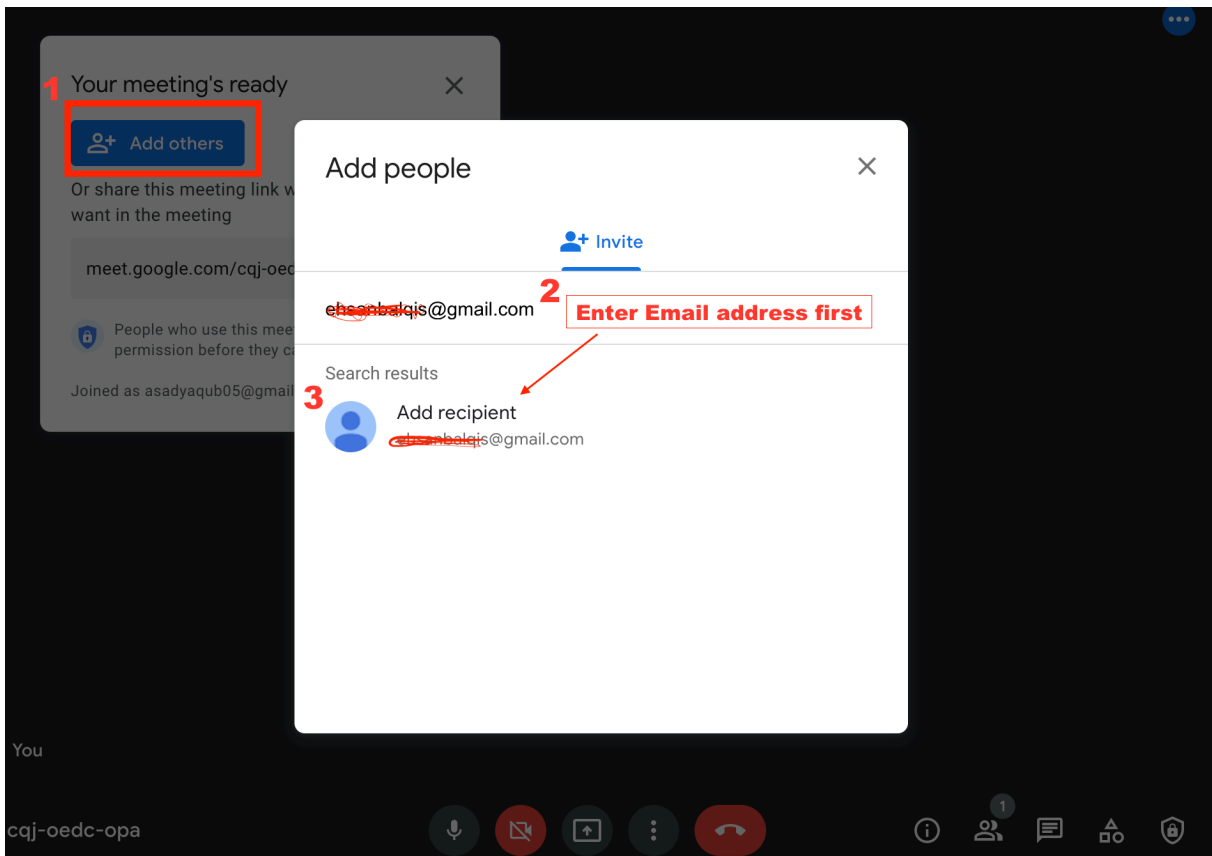
## Option 2



- If you want to start a meeting right away, click on the second option.
- Your meeting call will appear
- You can add other people by clicking “Add Others”
- After clicking on “Add others”, write the Email address of the person you are inviting and then click on “Add recipient”
- You can add as many email addresses as you want and they will join you right away

**OR**

- You can also copy the link of the meeting as shown in the screenshot and share it with your friends to join



**Option 3**



- “Schedule in Google Calendar” option helps you create a meeting invite which will automatically be saved in your Gmail calendar
  - The calendar will notify you when the scheduled meeting is close by
  - You can also add guests to invite and they will receive your meeting invite by email

Note: Trainer can explain the 3rd option only if necessary.

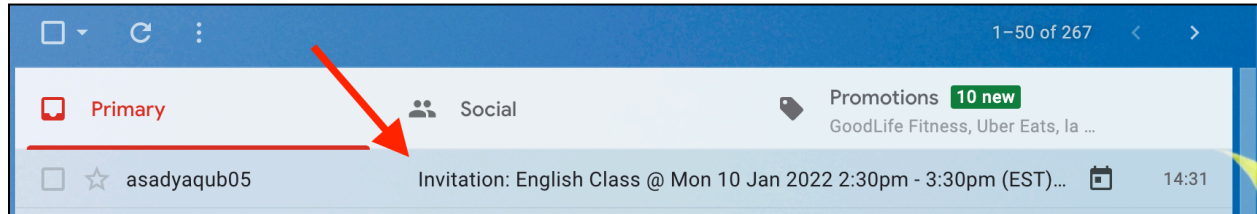
The screenshot shows the Google Calendar 'Add meeting' interface. It includes a title field (1), a date and time selection section (2) with options for 'All day' and 'Doesn't repeat', a 'Join with Google Meet' button, a location field, a notification field (30 minutes), an organizer field (Asad Yaqub), a 'Busy' status field, and a 'Default visibility' field. A description field (3) is at the bottom. On the right, there is a 'Save' button (5) and a 'Guests' section (4) with an 'Add guests' field containing a red box labeled 'write email address here'. Below the guests section, there is a list of permissions: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). A note states '\* Calendar cannot be shown'.



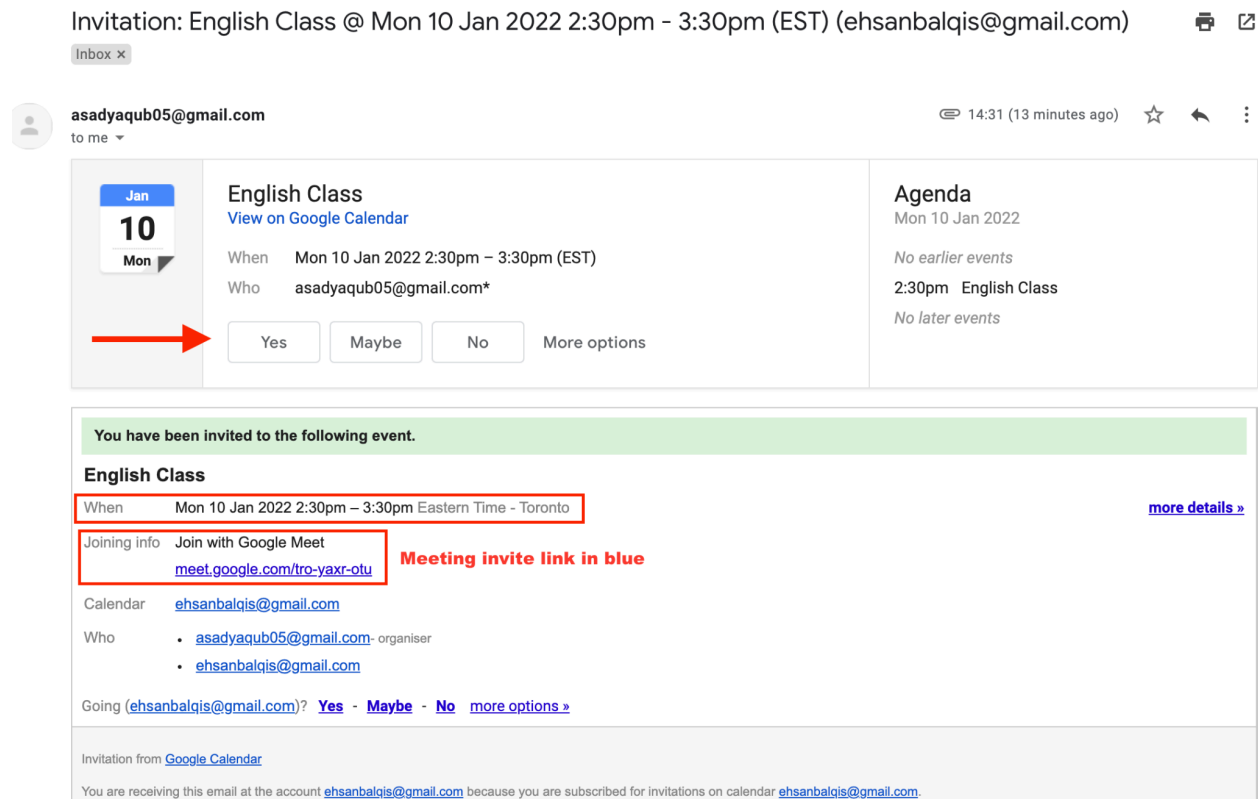
## How to Open Meeting Invites?

If your colleague or your friends have invited you to a Google meeting, you will usually receive the invite through E-mail or they will share the link of the meeting with you through other platforms of communications such as text message.

Invites sent my Email can be seen as following:



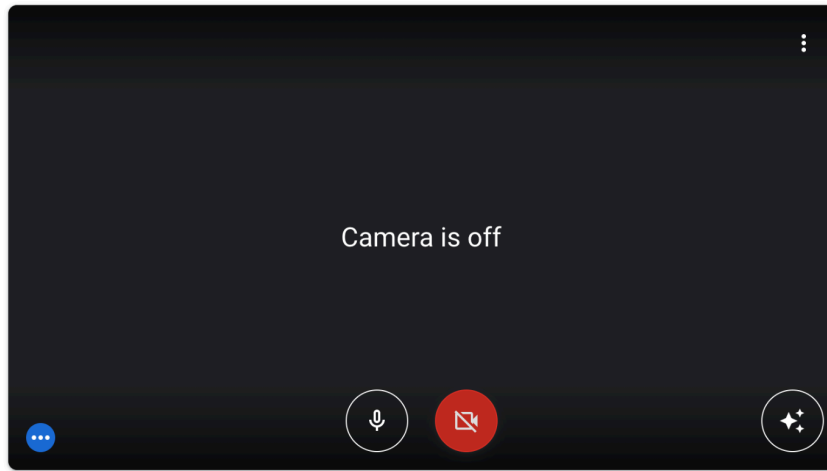
This is a screenshot of the meeting invite received. It's subject will appear as "Invitation: \_\_\_\_\_"



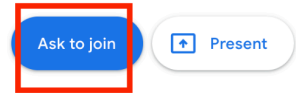
When you open the invitation email, you will see the meeting invitation link in blue which you can click to join a call.



After clicking on the meeting link, you will be taken to another page where you should click on "Ask to Join" as shown in the screenshot below:



Ready to join?

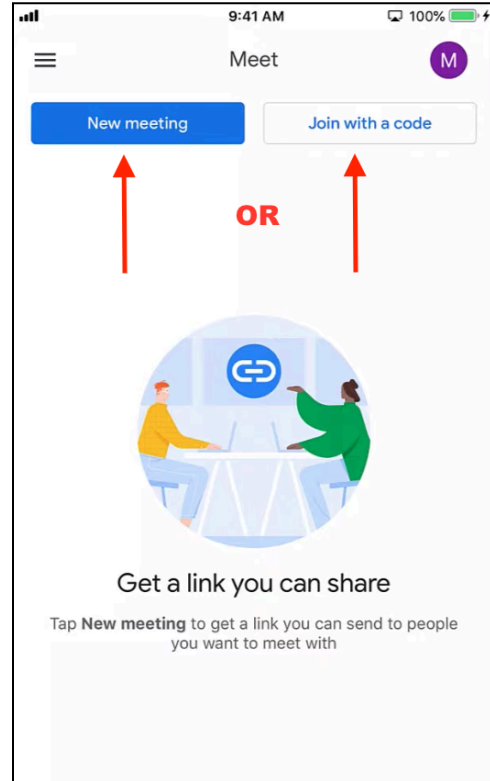
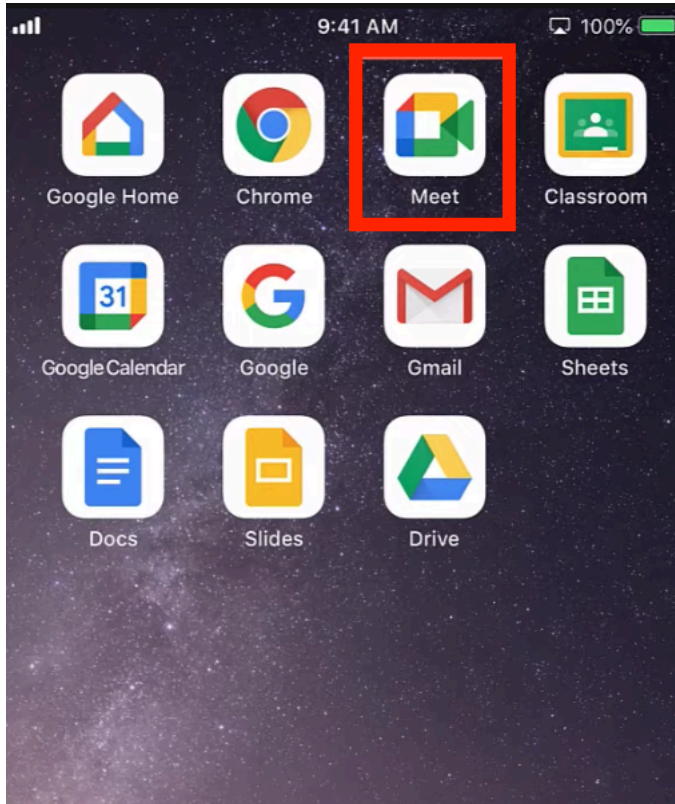




**For smartphone users:**

Opening your Google meeting on a smartphone is slightly different. You will need to install the application first to be able to use it.

The buttons are similar to that of a computer in Google meet application:





## Google Meeting Features

Some of the Basic features of Google Meet that will be covered for workshops are:

- **Audio (Mute and unmute option):** If you click on this button and it turns red, it means people will not be able to hear your voice. Click again if you want to be heard!
- **Video camera:** If you click on this button and it turns red, it means people will not be able to see you. Click again if you want to be seen!
- **Sharing screen:** If you would like to share your computer screen to show a document or picture to other call participants, click on share screen button.
- **Chatting while in a meeting:** You can use this option to chat with other participants during the video call.
- **End call button:** If you no longer wish to continue the meeting, click on this button to exit.

The screenshot shows a Google Meet interface with a 'Your meeting's ready' dialog box. The dialog box contains the following text: 'Your meeting's ready', 'Add others', 'Or share this meeting link with others that you want in the meeting', 'meet.google.com/cqj-oedc-opa', 'People who use this meeting link must get your permission before they can join.', and 'Joined as asadyaqub05@gmail.com'. A red arrow points from the 'Add others' button to the text 'Share link of the meeting for others to join you'. Another red arrow points from the meeting link to the same text. Below the dialog box, a large green circle with a white letter 'A' is visible. At the bottom of the screen, there is a toolbar with several icons. Red callouts point to these icons with the following text: 'Mute: this means they can hear you' (pointing to the microphone icon), 'Video: this means they can't see you' (pointing to the video camera icon), 'Share what is on your screen here' (pointing to the screen sharing icon), 'End Call' (pointing to the red end call icon), 'See who has joined you' (pointing to the participants icon), and 'Chat during meeting' (pointing to the chat icon). The name 'You' is visible on the left side of the screen, and 'cqj-oedc-opa' is visible at the bottom left.



## Look Out for Scam Emails

Since electronic mail has become part of our daily communication, phishing or email fraud has also increased.

According to Gmail, “**Phishing** is an attempt to steal personal information or break in to online accounts using deceptive emails, messages, ads, or sites that look similar to sites you already use.”



For example, a phishing email might look like it's from your bank and request private information about your bank account.

### How to Protect Myself?

- Save your G-mail password somewhere safe and never share it with anyone else.
- Don't respond to requests for your private info over email, text message, or phone call.
- Only give out contact info like your email address or phone number to a website if you've confirmed it's reputable. Don't post your contact info on public forums.





## Best Practice for Password

Google

Asad Yaqub

asadyaqub05@gmail.com

To continue, first verify that it's you

Enter your password

Buqay@77

Show password

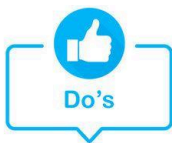
Your email is protected by a specific password which you create when you are making a new account with Gmail or any other mailing platforms.

Since there are potential threats for your personal information to be stolen or hacked, a strong password is key to saving you from internet hackers.

Below are a few suggestions and examples for creating a strong password:



- Don't use short passwords such as: "dog" / "123phone" / "people00" and etc.
- Don't use passwords that are easily predictable. For example, "123456" / "Password" / "Football" or "111111" and etc
- Don't use your name, date of birth, and social security number or bank account number as your password: "Cathy12" / "February121994" / "456097120" and etc



- Use longer passwords. For example, use more than 8 characters: "Jy\$If90@@Wp!"
- Use a combination of letters, number, capital letters and symbols: "@LoEv3ra8456W"
- Change your password every other month
- Use random passwords