



# Gmail

# Mini Course



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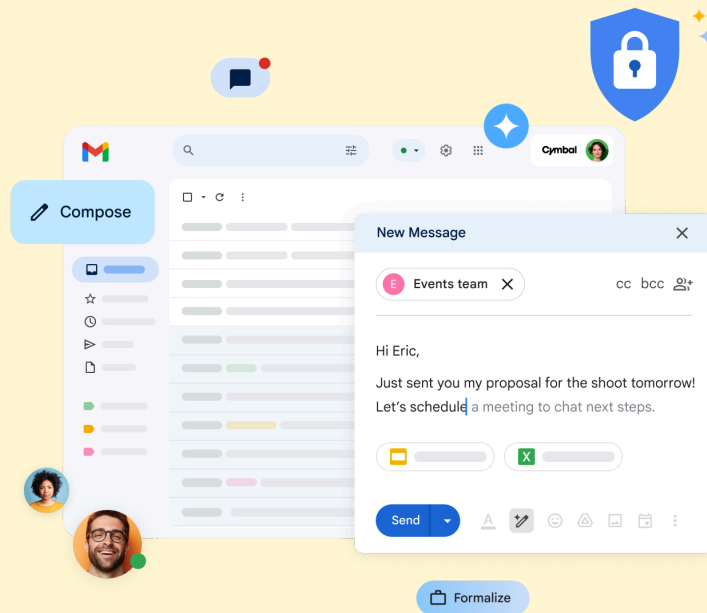
# Course Goals

**By the end of this mini-course, you'll be able to:**

Create and manage a Gmail account

Send, receive, and organize emails

Use attachments, search, and basic Gmail tools with confidence



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# Welcome to Gmail

Gmail is a **free email service** from Google

You can send and **receive messages, store contacts**, and use it across all your devices

Comes with **15GB of free storage** and is connected to tools like Google Drive, Calendar, and Meet

## Creating a Gmail Account

1. Go to [www.gmail.com](http://www.gmail.com) and click **Create account**
2. Enter your first and last name
3. Choose a unique username (example: janedoe1998@gmail.com)
4. Create a strong password (at least 8 characters, include letters, numbers, symbols)
5. Add a phone number and recovery email (to reset your password later)
6. Agree to Google's Terms to finish setup



# Gmail Interface Tour

**Left Panel:** Inbox, Sent, Drafts, Spam, Trash

**Main Area:** List of your emails – bold means unread

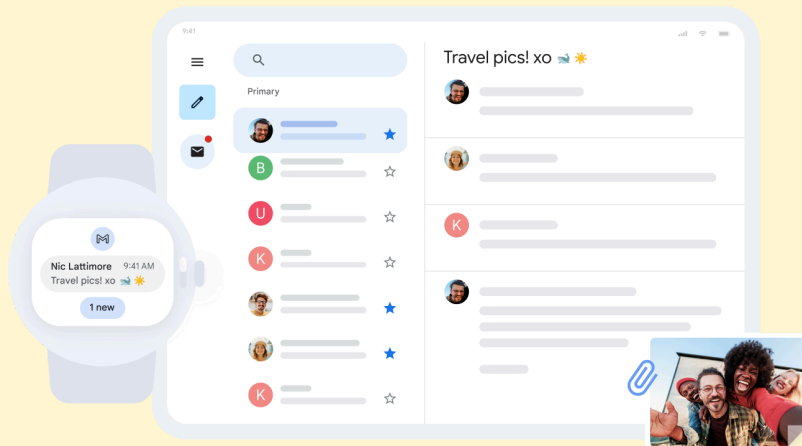
**Top Bar:** Search, Settings (gear icon), and Google apps (dots icon)

Buttons:

**Compose** – start a new email

**Reply / Forward** – inside an open email

**Star** – mark important messages



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# Sending Attachments

Click the paperclip icon in the email window

Choose files from your device (photos, PDFs, documents)

Files must be under 25MB – larger files upload via Google Drive

Drag-and-drop works too!

Don't forget to mention attachments in your message



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# Receiving & Replying to Emails

New messages appear bold in your **Inbox**

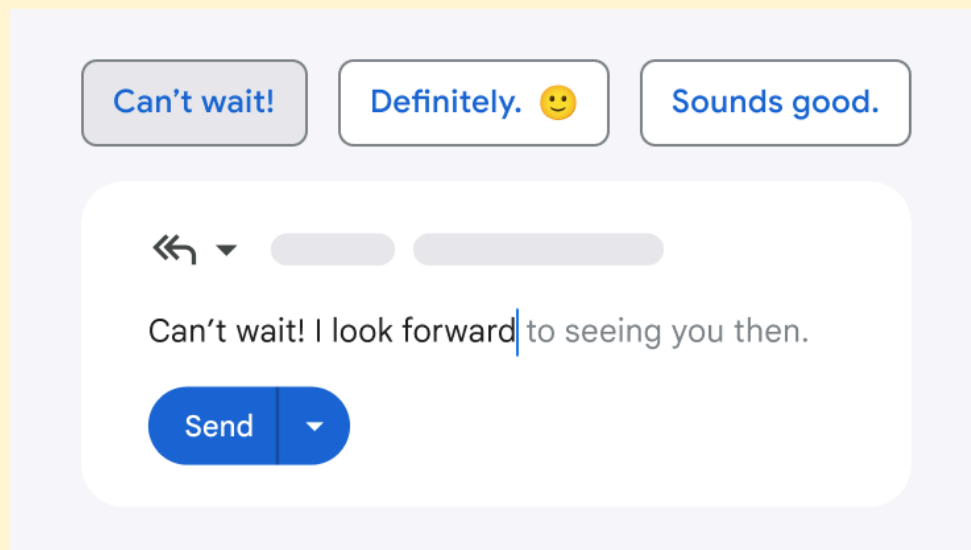
Click on a message to open it

Click **Reply** to respond, or **Reply All** if many people were included

Use **Forward** to send it to someone else

You can **Archive** old emails to keep inbox tidy

**Delete** emails you don't need



# Organizing Your Inbox

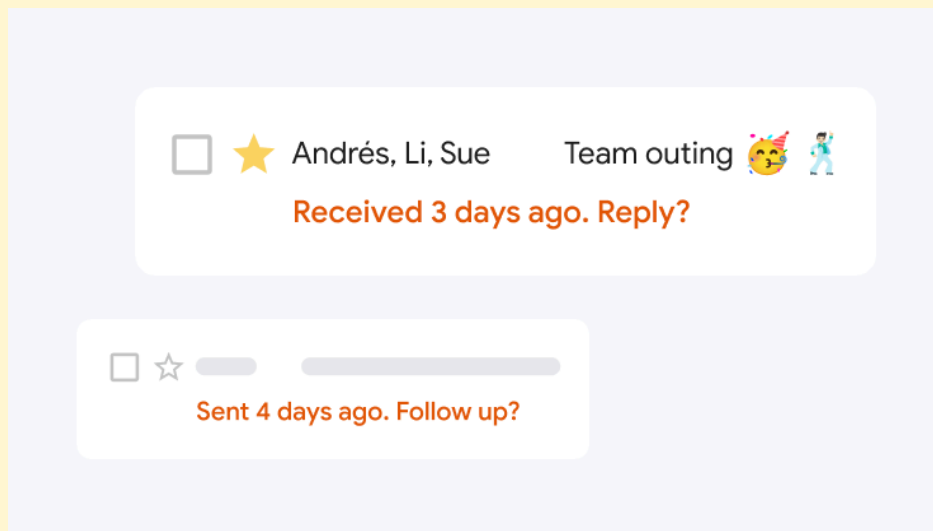
Use **Labels** (like folders) to group emails: “Bills”, “Family”, “Work”

Click the **Star icon** to mark important emails

Gmail also auto-tags emails into **Primary**, **Social**, and **Promotions**

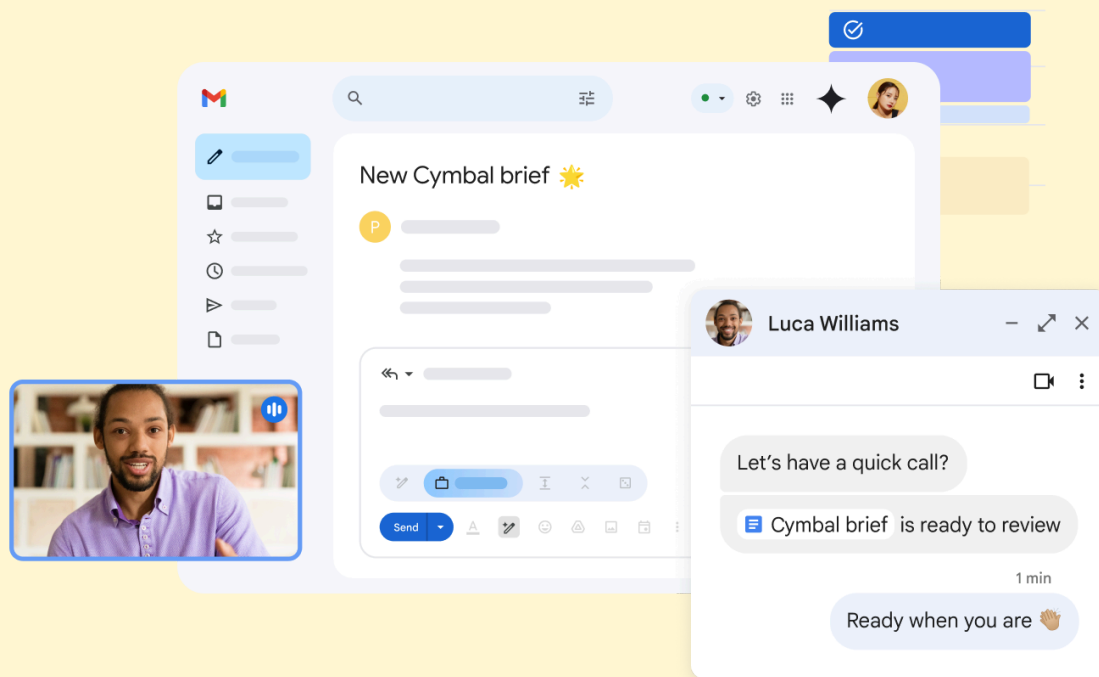
Use the **Move to** and **Label** buttons to stay organized

Archive removes it from inbox but keeps it saved



# Searching in Gmail

- Use the **Search bar** at the top of Gmail
- Search by name, subject, date, or keyword
- Examples:
  - from:John
  - has:attachment
  - before:2023/01/01
- Use filters to narrow your results



# Gmail Settings & Customization

Click the **Gear icon** → **See all settings**

Change your **theme** (dark mode, colors, photos)

Add a **profile photo** that others see

Create a **signature** (e.g. name, contact, company)

Set up a **vacation responder** for when you're away



# Safety & Best Practices

Watch out for **phishing**: suspicious emails asking for passwords

Never click unknown links or download weird attachments

Turn on **2-Step Verification** for better security

Use the **Report Spam** button for junk emails

Regularly clean up your inbox to stay organized

## Stay safe with the most secure email for business

With AI-powered threat defenses, enterprise-grade security and privacy controls, and Google's security-by-design cloud infrastructure, Gmail helps keep your data protected, confidential, and compliant.



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# Resources & Quiz

Resources that can improve your Gmail experience:

[Youtube Video](#)

[Technical Guide \(Help Center\)](#)

## Quiz

To access QUIZ ([CLICK HERE](#))

