



**Gmail**

**Kooras yar**



Golaha Qorshaynta Bulshada Ottawa

# Yoolalka Koorsada

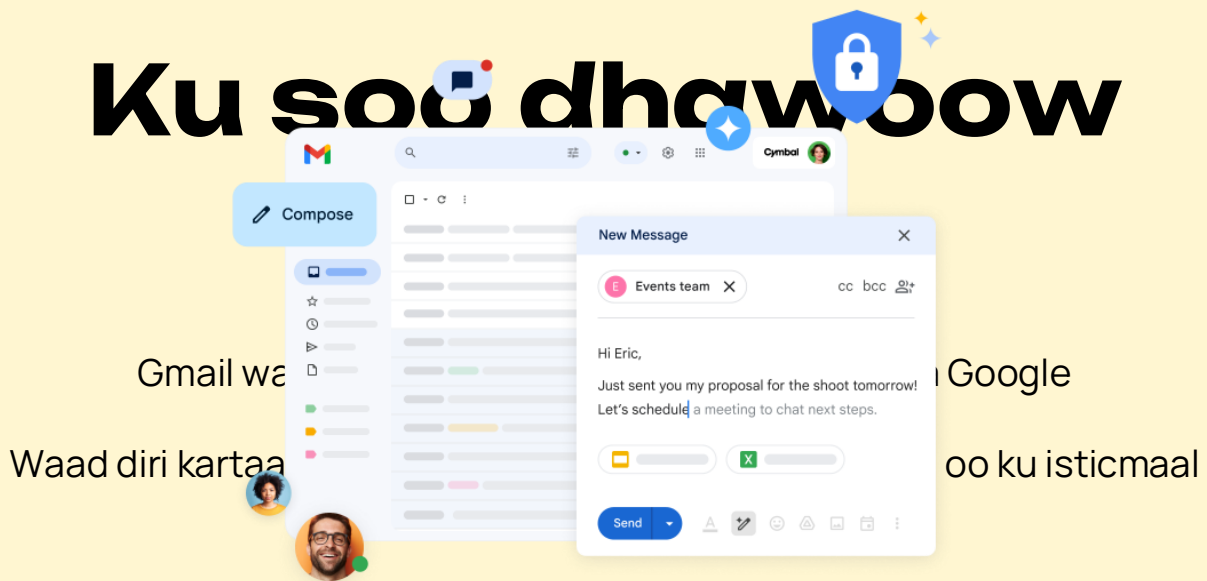
**Dhamaadka koorsadan yar, waxaad awoodi doontaa inaad:**

Abuur oo maamul akoon Gmail ah

Dir, hel, oo abaabul iimaylo

Isticmaal lifaaqyada, raadinta, iyo qalabka Gmail ee aasaasiga ah si kalsooni leh

## Ku soo dhawow



La imaada **15GB ee kaydinta bilaashka ah** wuxuuna ku xidhan yahay aaladaha sida Google Drive, Calendar, iyo Meet



## Abuuritaanka Koontada Gmail

1. Tag [www.gmail.com](http://www.gmail.com) oo guji **Akoon samee**
2. Geli magacaga hore iyo kan dambe
3. Dooro isticmaale gaar ah (tusaale: janedoe1998@gmail.com)
4. Samee furaha sirta ah (ugu yaraan 8 xaraf, oo ay ku jiraan xarfo, nambaro, calaamado)
5. Ku dar nambar telefoon iyo iimaylka soo kabashada (si dib loogu habeeyo eraygaaga sirta ah)
6. Oggolow Shuruucda Google si loo dhammeeyo dejinta



# Gmail Interface Tour

**Guddiga bidix:** Sanduuqa-gelinta, Diray, Qoraallada, Spam, Qashin

**Aagga ugu weyn:** Liiska iimayladaada – geesinimo macnaheedu waa mid  
aan la akhriyin

**Baar sare:** Raadi, Settings ( icon gear), iyo Google apps (astan  
dhibcood)

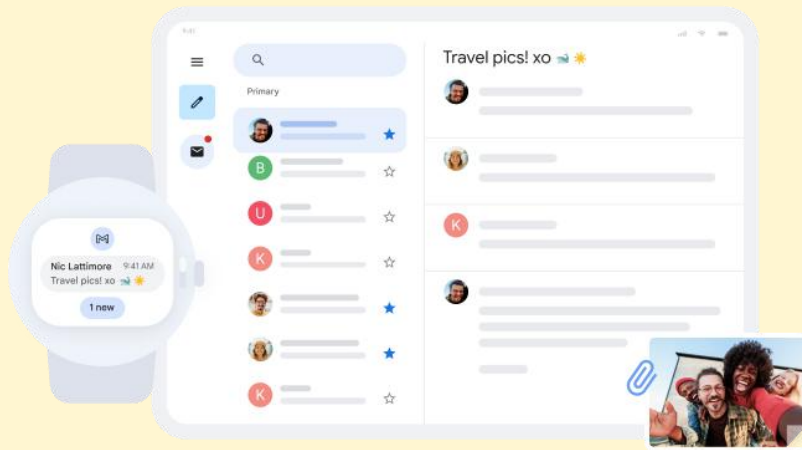


Badhamada:

**Abuur** – bilow iimayl cusub

**Jawaab / Sii gudbi** - gudaha iimaylka furan

**Xiddig** – calaamadee fariimaha muhiimka ah



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# Dirista Lifaaqyada

Guji astaanta warqadda ee daaqadda iimaylka

Ka dooro faylasha qalabkaaga (sawirro, PDFs, dukumeenti)

Faylasha waa inay ka hooseeyaan 25MB - faylalka waaweyn ee lagu soo geliyo Google Drive

Jiid-iyo-jiidba sidoo kale wuu shaqeeyaa!

Ha iloobin inaad ku xusto lifaaqyada fariintaada



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# Helitaanka & Ka- jawaabista iimayllada

Farriimaha cusub waxay u muuqdaan kuwo geesinimo leh **Inbox**

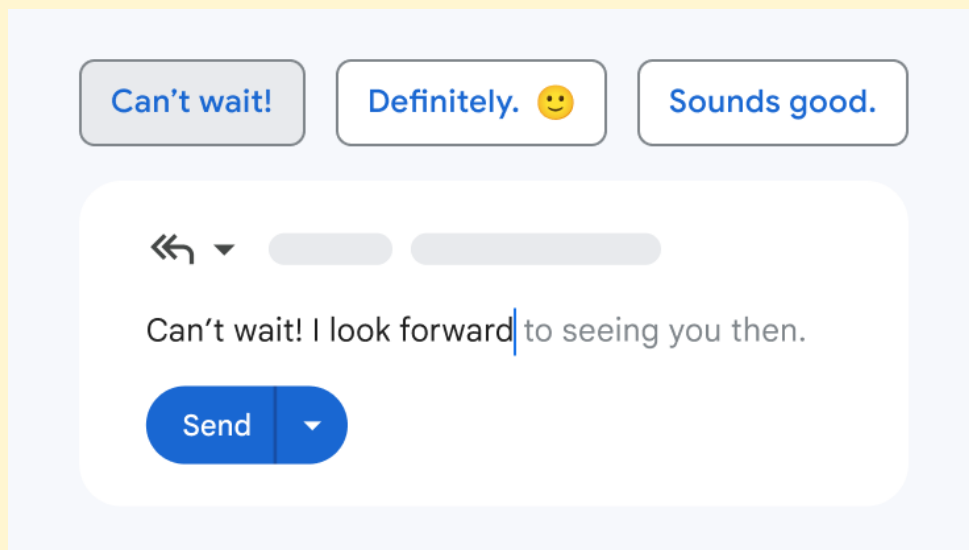
Guji fariin si aad u furto

Guji **Ka jawaab** inuu ka jawaabo, ama **Ka jawaab Dhammaan**  
haddii dad badan lagu soo daray

Isticmaal **Horey** inuu qof kale u diro

Waad awoodaa **Kaydka** iimaylyadii hore si aad sanduuqa gelinta  
u ahaato mid nadiif ah

**Tirtir** emails aadan u baahnayn



# Abaabulida sanduuqaaga

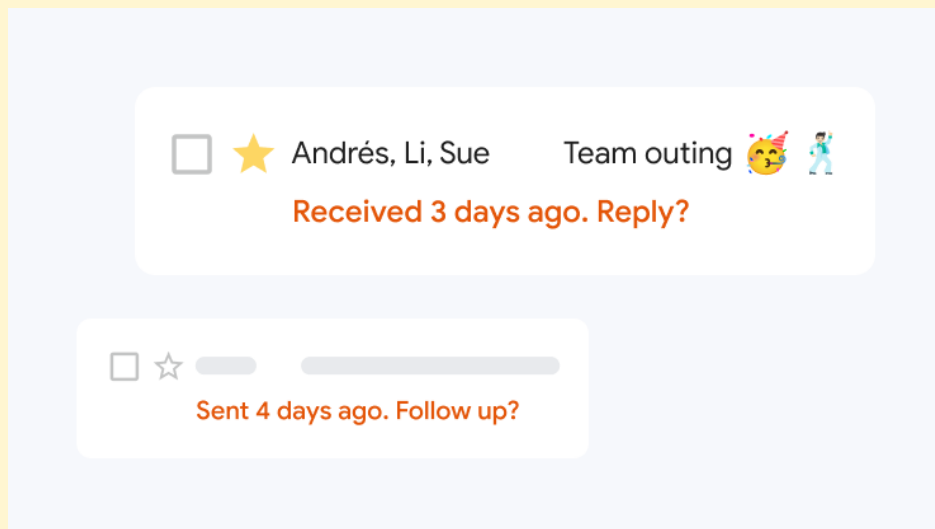
Isticmaal **Calaamadaha** (sida faylalka) ee kooxda iimaylada:  
"Bill", "Qoyska", "Shaqo"

Guji **Astaanta xiddiga** si loo calaamadiyo iimaylada muhiimka ah

Gmail sidoo kale wuxuu si otomaatig ah u calaamadeeyaa  
iimaylada **Asal ahaan, Bulsho iyo Dalacsiin**

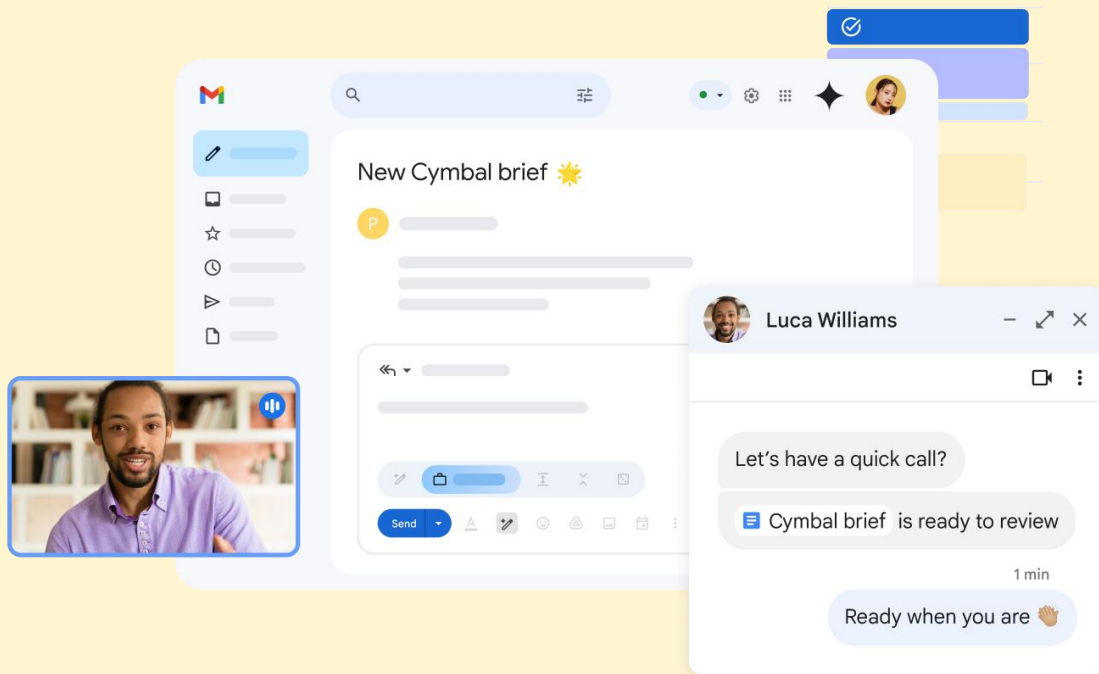
Isticmaalka **U dhaqaaq** iyo **Summada** badhamada si loo  
habeeyo

Kaydku waxa ay ka saartaa sanduuqa-galka laakiin waxa uu  
kaydiyaa



# Ka raadinta Gmail

- Isticmaalka **Baar goob** xagga sare ee Gmail
- Ku raadi magaca, mawduuca, taariikhda, ama erayga muhiimka ah
- Tusaalooyinka:
  - ka: John
  - wuxuu leeyahay: lifaaq
  - ka hor: 2023/01/01
- Isticmaal filtarrada si aad u soo koobto natiijooyinkaaga



# Gmail Dejinta & Habaynta

Guji **Gear icon** → **Eeg dhammaan goobaha**

Beddel kaaga **mawduuca** (qaab mugdi ah, midabyo, sawiro)

Ku dar a **sawirka profile** in kuwa kale arkaan

Samee a **saxiix** (tusaale ahaan, magaca, xidhiidhka, shirkad)

Samee a **ka jawaaba fasaxa** marka aad maqan tahay



# Badbaadada & Dhaqanka ugu Fiican

Iska ilaali **phishing**: iimaylo shaki leh oo weydiinaya furaha sirta ah

Weligaa ha gujin xiriiriyeyaasha aan la aqoon hana soo dejin lifaaqyo yaab leh

Daar **2- Xaqiijinta Tallaabo** si loo helo amni wanaagsan

Isticmaalka **Ka warbixi spam** badhanka iimaylada junk

Si joogto ah u nadiifi sanduuqaaga si aad u habaysan

**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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# Khayraadka & Kediska

Ilaha hagaajin kara khibradaada Gmail:

[Youtube Video](#)

[Tilmaamaha Farsamada \(Xarunta Caawinta\)](#)

## Kedis

Si aad u gasho QUIZ ([RIIX HALKAN](#))

