



Introduction

WHAT IS AN EMAIL?

An email is like a letter... only virtual!



WHAT ARE THE COMPONENTS OF AN EMAIL ADDRESS?

1

2 3

username@gmail.com

1

Your unique username

2

The “at” sign (@)

3

The domain name

WHAT IS AN EMAIL INBOX?

An inbox is like a virtual mailbox. It has an address, and you need a key (the password) to open it.

Various email services are available. Most of them are free to use:



Thunderbird



Outlook



Gmail



VIDÉOTRON

Creating an Email Address

In this workshop, we're going to create an email address using Google's Gmail service.

ACCESSING GMAIL

1. Accessing Gmail using the Google Chrome web browser icon on your device's desktop or taskbar

> Open the home page by double-clicking the Google Chrome icon with your mouse.

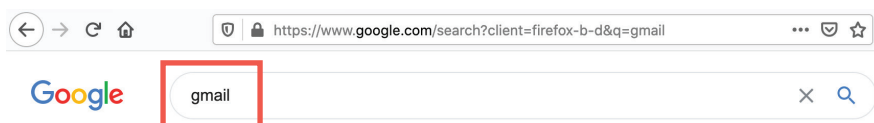


2. Accessing Gmail on a device without Google Chrome

> Open the home page by double-clicking the icon of any web browser with your mouse.

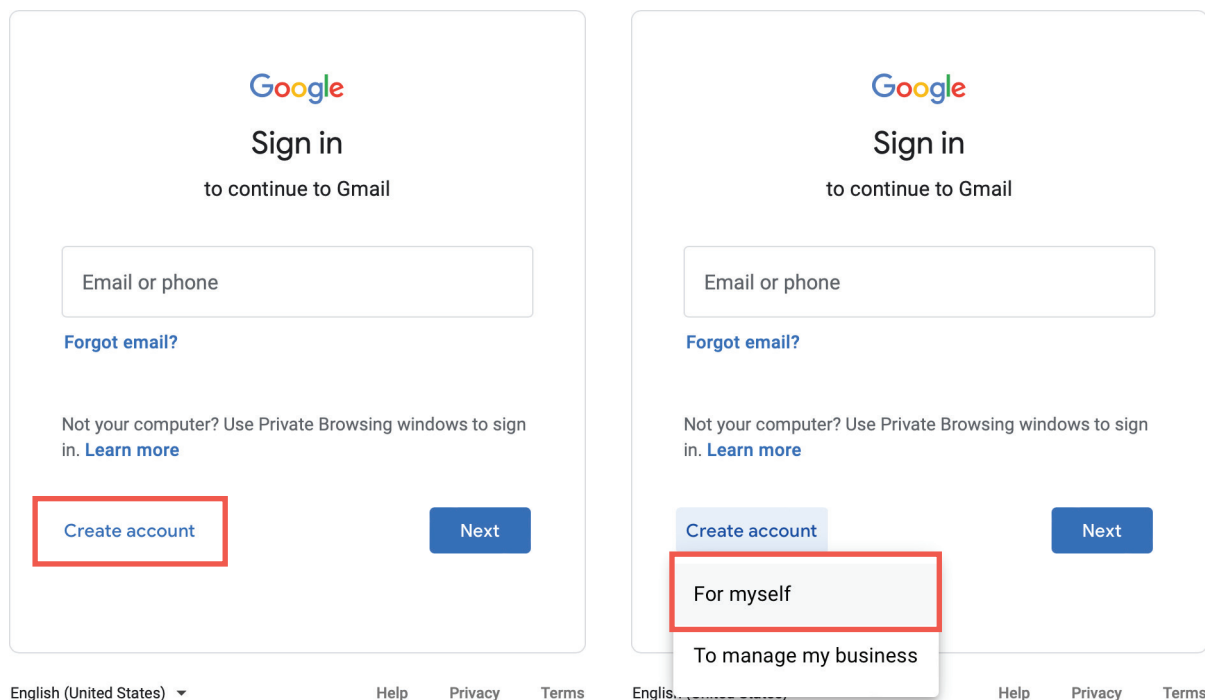


> Type the word "Gmail" in the web browser's search bar. Click on the link with the words "Gmail" and "email".

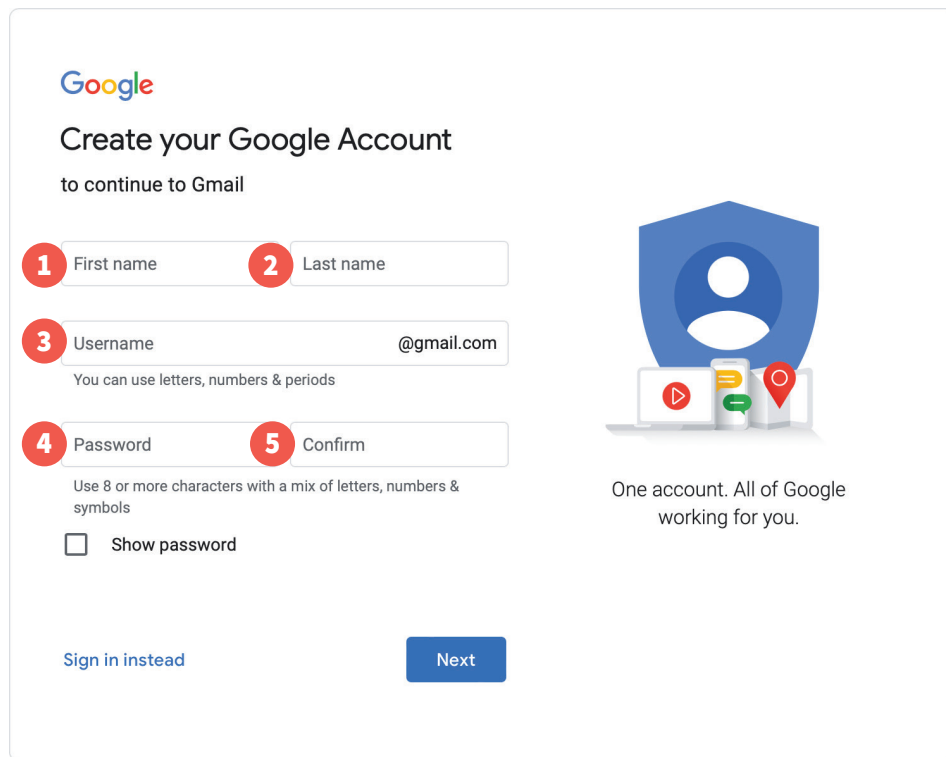


CREATING A GMAIL ACCOUNT

1. Click on the "Create account" link and choose "For myself"




2. Complete the form




The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading "Create your Google Account" and the subtext "to continue to Gmail". The form consists of five numbered steps: 1. First name, 2. Last name, 3. Username (with a placeholder "@gmail.com" and a note "You can use letters, numbers & periods"), 4. Password (with a note "Use 8 or more characters with a mix of letters, numbers & symbols"), and 5. Confirm. There is a "Show password" checkbox. At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. To the right of the form is an illustration of a blue shield with a white person icon, and below it, a laptop, a smartphone, and a location pin, with the text "One account. All of Google working for you."

- 1 Enter your first name.
- 2 Enter your last name.
- 3 Next, you need to choose and enter a username. It will become the first part of your email address.

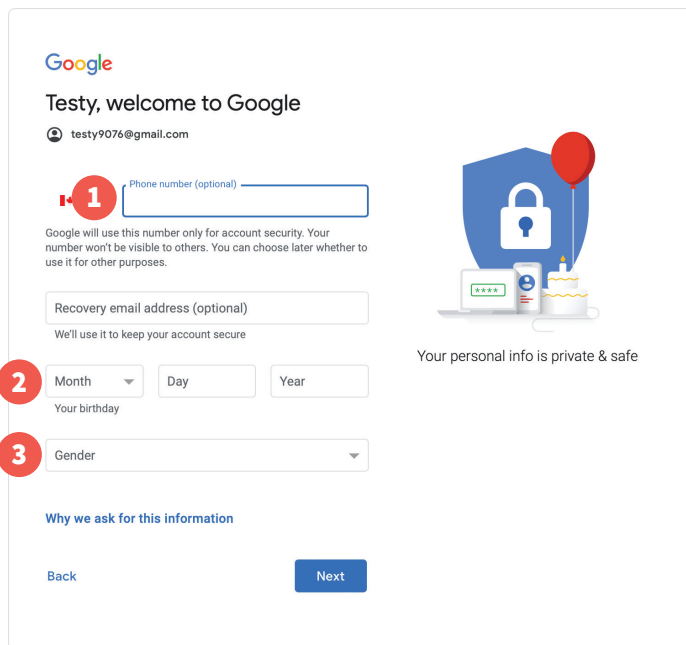
 Make sure you choose an appropriate username for your email address. You won't be able to change it later. No two email addresses can be the same and the one you choose may already be in use. If so, you'll be asked to choose a different one.

- 4 Choose a password and enter it.

 Your password should be easy for you to remember but hard for others to guess..

- 5 Finally, re-enter your password in the "Confirm" box. Remember to write your password in a safe place in case you forget it.

3. Enter your personal information



The screenshot shows the Google account creation interface. At the top, it says 'Google' and 'Testy, welcome to Google' with the email 'testy9076@gmail.com'. A red circle with the number '1' highlights the 'Phone number (optional)' field. Below it, a note states: '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.' A 'Recovery email address (optional)' field is also present. A red circle with the number '2' highlights the birthdate fields (Month, Day, Year). A red circle with the number '3' highlights the 'Gender' dropdown menu. To the right, there is an illustration of a shield with a lock, a laptop, and a birthday cake, with the text 'Your personal info is private & safe'. At the bottom, there are 'Back' and 'Next' buttons.

Google

Testy, welcome to Google

testy9076@gmail.com

1 Phone number (optional)

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

2 Month Day Year

Your birthday

3 Gender

Why we ask for this information

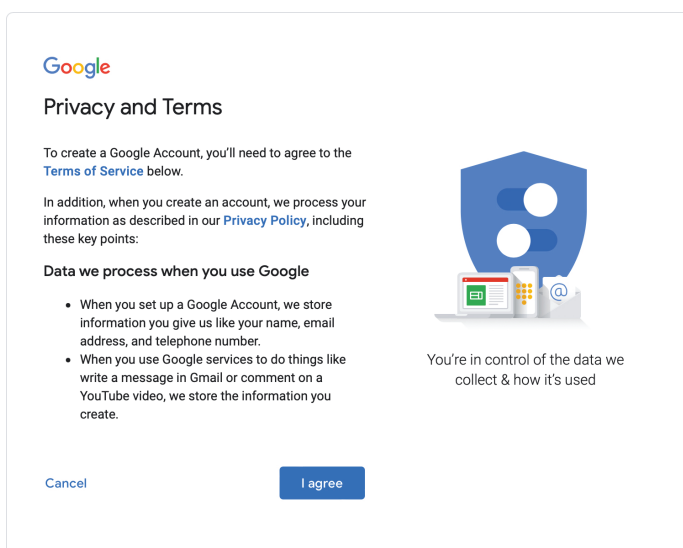
Back Next

Your personal info is private & safe

- 1 If you enter a phone number (landline or cell), you'll receive a code on your phone to confirm your registration.
- 2 Enter your date of birth.
- 3 Enter your gender.

4. Privacy and Terms

> Next, Google's privacy policy will be displayed. When you're done reading, click "I agree."



The screenshot shows the 'Privacy and Terms' screen. It starts with the Google logo and the title 'Privacy and Terms'. The text says: 'To create a Google Account, you'll need to agree to the Terms of Service below.' and 'In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:'. Below this, under the heading 'Data we process when you use Google', there is a bulleted list: 'When you set up a Google Account, we store information you give us like your name, email address, and telephone number.' and 'When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.' To the right, there is an illustration of a shield with a lock, a laptop, and a birthday cake, with the text 'You're in control of the data we collect & how it's used'. At the bottom, there are 'Cancel' and 'I agree' buttons.

Google

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 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 like write a message in Gmail or comment on a YouTube video, we store the information you create.

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

Cancel I agree



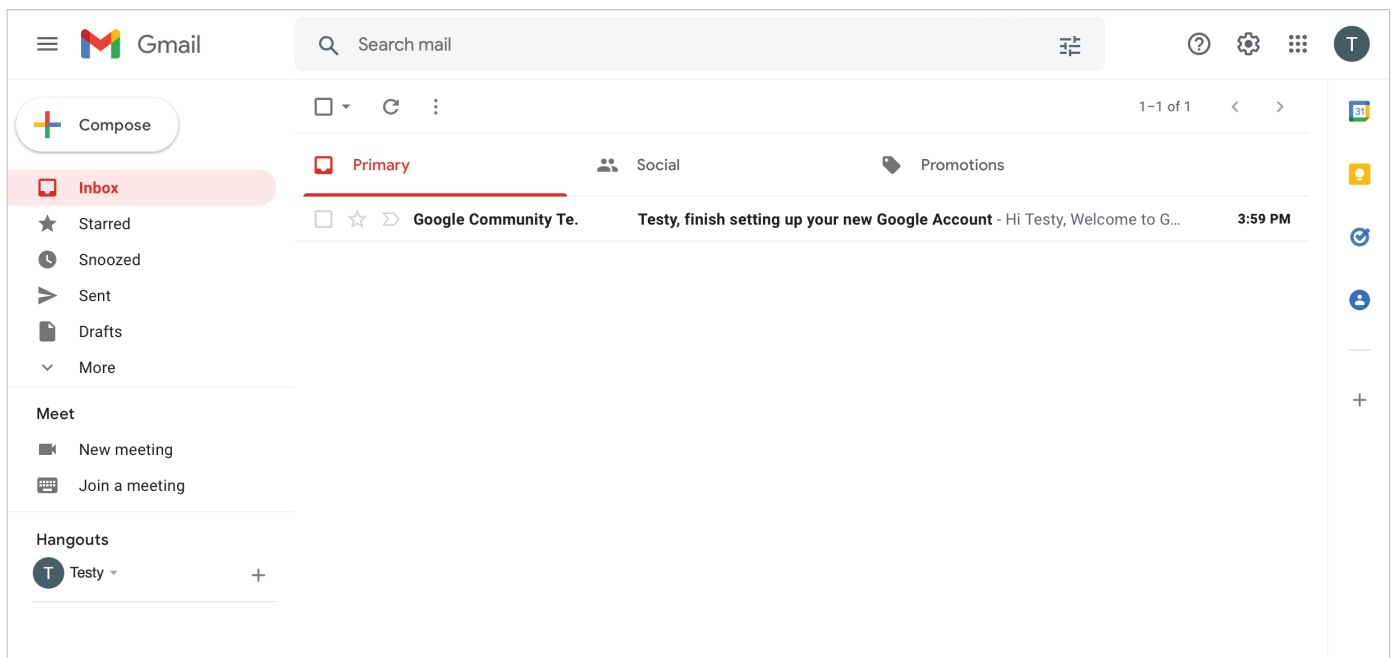
Welcome

Your favorite email has a fresh new look.

Next

Well done! You've created an email address with Gmail.

Click "Next" to access your new Gmail account.



Continue learning with alphanumerique.ca!

