

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.

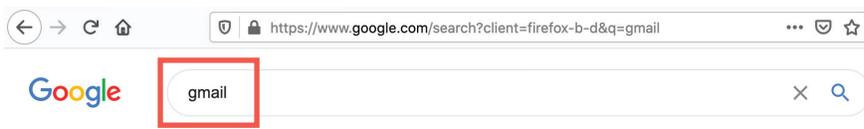


2. Accessing Gmail on a device without Google Chrome

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

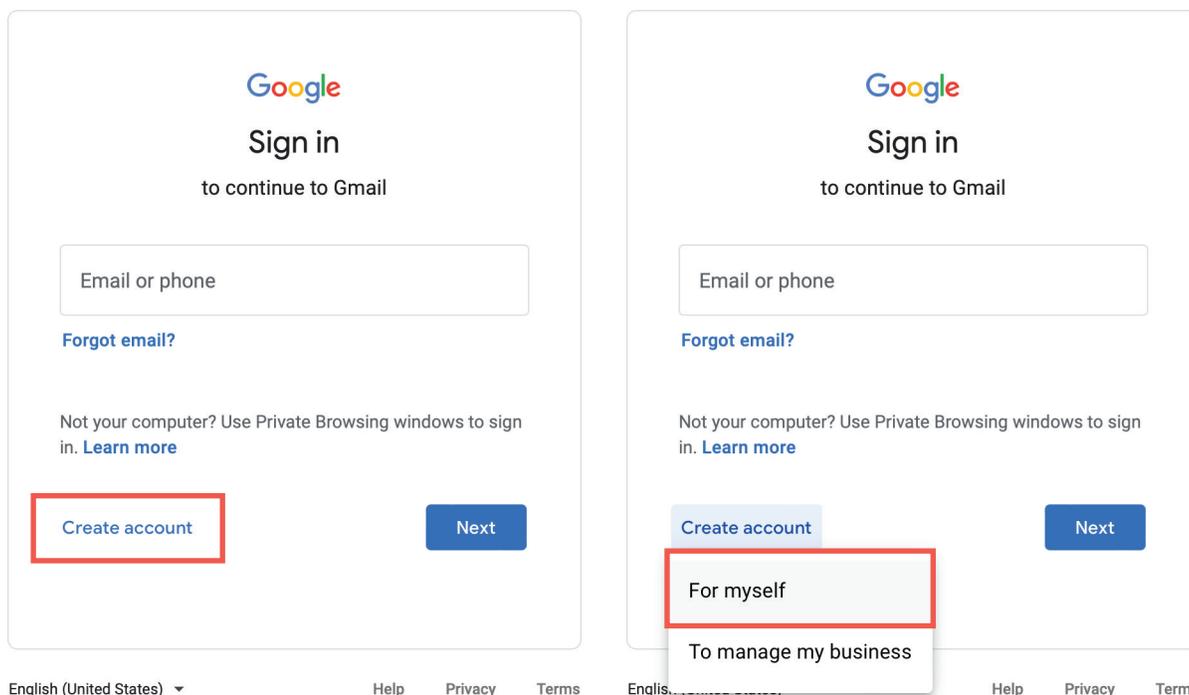


> Type the word "Gmail" in the web browser's search bar. Click on the link with the words "Gmail" and "email".

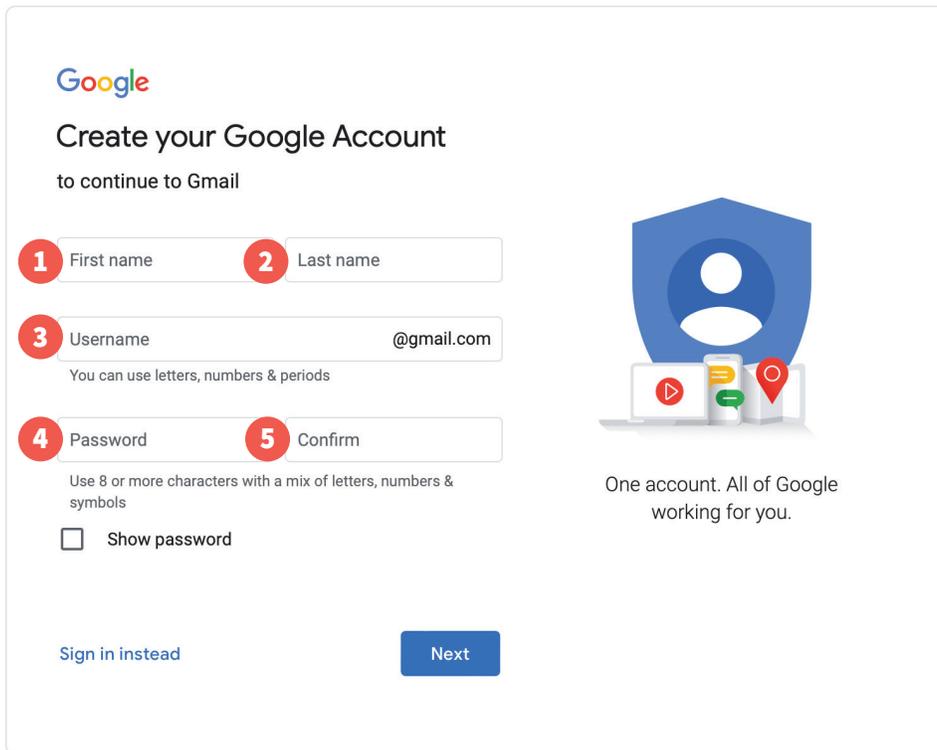


CREATING A GMAIL ACCOUNT

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 left is the Google logo. Below it, the text reads "Create your Google Account" and "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 a "Show password" checkbox), and 5. Confirm. To the right of the form is a blue shield icon with a white person silhouette, and below it, a graphic of a laptop with various Google service icons (YouTube, Gmail, Maps) and a location pin. Below this graphic is the text "One account. All of Google working for you." At the bottom left of the form is a link "Sign in instead" and at the bottom right is a blue "Next" button.

- 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.

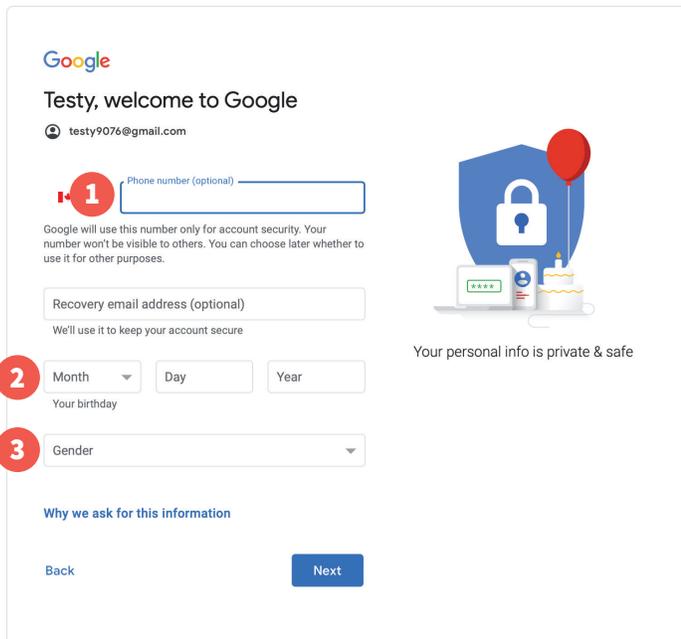
 Make sure you choose an appropriate username for your email address. You won't be able to change it later. No two email addresses can be the same and the one you choose may already be in use. If so, you'll be asked to choose a different one.

- 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

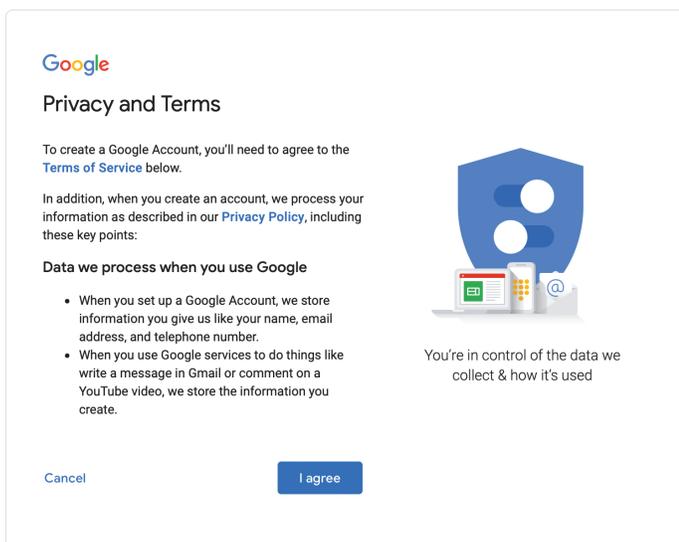


The screenshot shows the Google account creation interface. At the top, it says "Google" and "Testy, welcome to Google" with the email "testy9076@gmail.com". A red circle with the number "1" highlights the "Phone number (optional)" input field. Below it, a note states: "Google will use this number only 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 with the note "We'll use it to keep your account secure". A red circle with the number "2" highlights the "Month", "Day", and "Year" dropdowns for the birthday. A red circle with the number "3" highlights the "Gender" dropdown. A blue link "Why we ask for this information" is visible. At the bottom, there are "Back" and "Next" buttons. On the right side, there is an illustration of a shield with a lock, a laptop, a smartphone, and a birthday cake, with the text "Your personal info is private & safe".

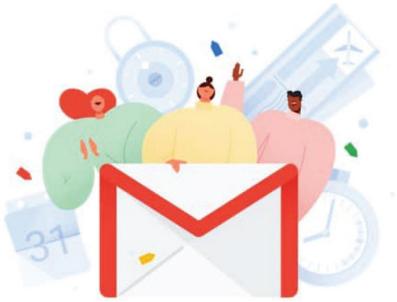
- 1 If you enter a phone number (landline or cell), you'll receive a code on your phone to confirm your registration.
- 2 Enter your date of birth.
- 3 Enter your gender.

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 features the Google logo and the heading "Privacy and Terms". The text reads: "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". Below this, there are two bullet points: "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." On the right side, there is an illustration of a shield with two circles, a laptop, a smartphone, and an email icon, 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.



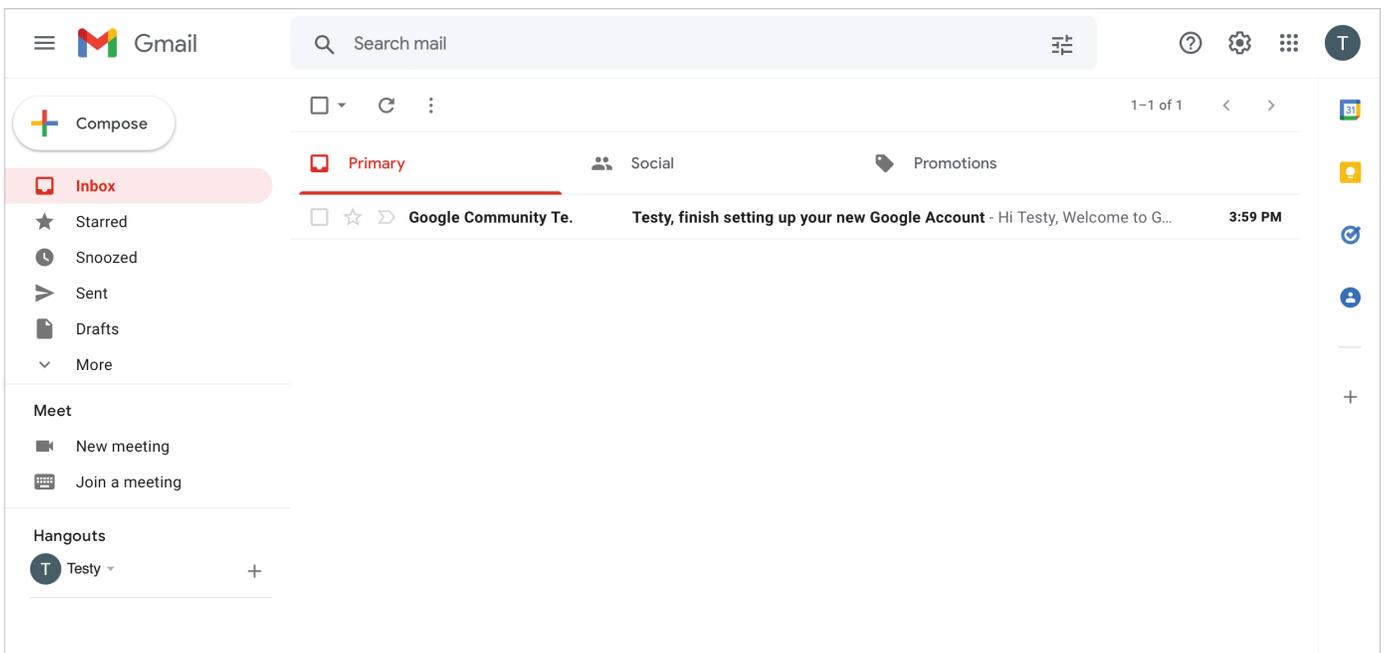
Welcome

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!

