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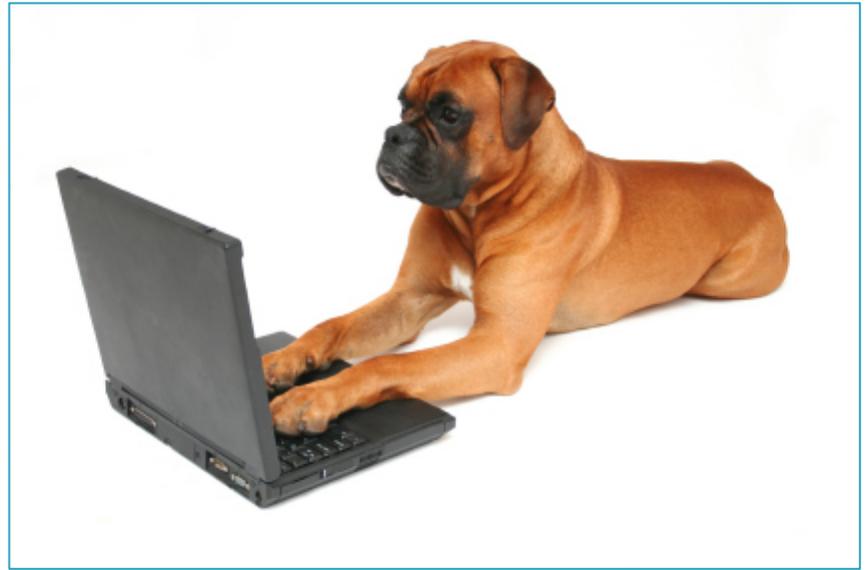
GENEVA, NEW YORK | GENEVAPUBLICLIBRARY.NET

Creating an E-mail Account

Geneva Public Library

February 15th, 2011

A Few Questions...



What is e-mail?

How many of you have had e-mail accounts before?

Popular E-mail Providers

- These email accounts are free to have and are widely used
- They vary somewhat in functions yet the basics are similar

"Big 3"

1. [Hotmail](#)- Microsoft's E-Mail Service
2. [Yahoo Mail](#)
3. [GMail](#)- (Google E-Mail)



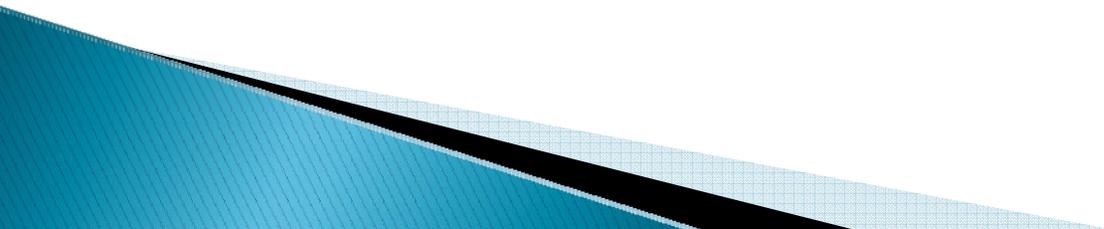
YAHOO!

There are others: AOL Mail, Excite are examples

- Your employer may provide you a work e-mail account



What do your e-mail accounts provide you

1. Ability to write/receive e-mails
 2. Storage space to save e-mails
 3. Instant Messaging
 - Talk to your friends that are also currently logged in to their accounts
 4. Organization Tools
 - Calendar, Planner, Notifications, Etc.
- 

This is an example of a calendar from Hotmail...

The screenshot displays a web browser window with the Hotmail calendar interface. The browser's address bar shows the URL `http://bay01.calendar.live.com/calendar/calendar.aspx?wa=wsignin1.0#close`. The page title is "Hotmail Calendar".

The interface includes a navigation bar with "New", "Delete", "Subscribe", "Share", "Today", and "Next 4 weeks" options. Below this, there are tabs for "Day", "Week", "Month", "Agenda", and "To-do list", with "Month" selected. The main calendar area shows a monthly view for October 2010, with days of the week as columns and dates as rows. Weather icons and temperature forecasts are visible for several dates, such as October 6th (66°/48°), 7th (63°/53°), 8th (63°/55°), 9th (63°/55°), 10th (60°/48°), and 13th.

On the left side, there is a "Calendars" section with checkboxes for "Microsoft's calendar" and "Birthday calendar", and a link to "Add a new calendar". Below this, there are links for "Home", "Inbox", and "Contacts", along with a "Play games with friends. Explore Messenger" button. At the bottom left, there are links for "Privacy" and "Terms".

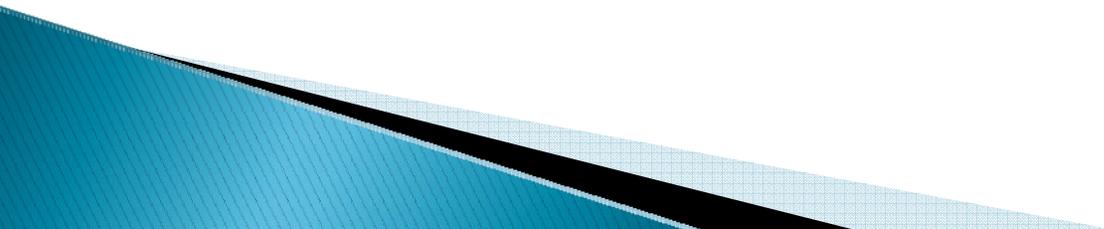
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	Oct 1	2
3	4	5	6 ☀️ 66°/48°	7 ☀️ 63°/53°	8 ☁️ 63°/55°	9 ☁️ 63°/55°
10 ☁️ 60°/48°	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Nov 1	2	3	4	5	6

Setting Up Your Own Account

What you Need to Do:

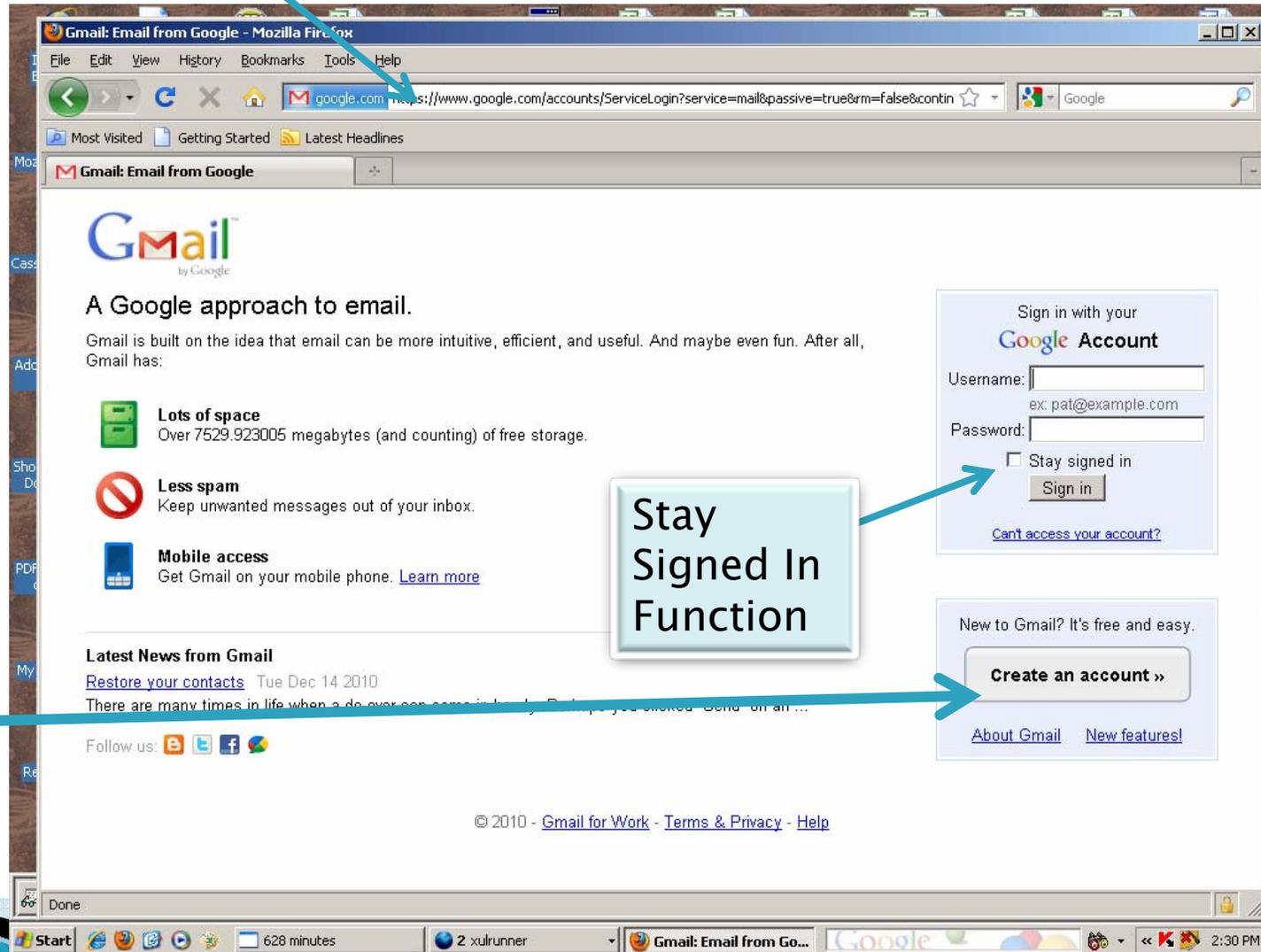
1. Decide Your Provider
2. Fill Out The Required Registration Information
3. Confirm Your Account (Not necessary with all providers)
4. Start Creating and Receiving!

Now we will take you step by step through the process of setting up a GMail account...



Notice the website URL

Gmail Home Page



To Begin the Account Setup process click on the 'Create an Account' Box

Stay Signed In Function

Creating Your Account

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

1. First Name

2. Last name

4. Password

6. Security Question

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

Choose a password: [Password strength:](#)

Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Security Question:

3. Login Name

5. Password Verify

Creating Your Account cont.

7. Answer to Security Question

8. Recovery E-Mail

9. Location, Birthday

10. Word Verification

Security Question:

Choose a question ...

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Recovery email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

United States

Birthday:

MM/DD/YYYY (e.g. "12/14/2010")

Word Verification:

Type the characters you see in the picture below.

unorthogm

 &

Letters are not case-sensitive

Creating Your Account Cont.

11. Terms of Service



&

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. [Learn more](#)

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

12. Accept and Create

Your New Account

13. Click here to get started.



Introduction to Gmail

Congratulations!

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.

Show me my account »



Archive

Archive instead of delete

Tidy up your inbox without deleting anything. You can always search to find what you need or look in "All Mail."

Chat and video chat

Chat with your contacts directly within Gmail. You can even talk face-to-face with built-in video chat.

Labels instead of folders

Labels do the work of folders with an extra bonus: you can add more than one to an email.

Labels not Folders

Compose E-mail

r Inbox

Who is Logged In.

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼

genevaref@gmail.com | [Settings](#) | [Help](#)



Search Mail

Search the Web

[Show search options](#)
[Create a filter](#)

Mail

Contacts

Tasks

Compose mail

Inbox (3)

Buzz

Starred

Sent Mail

Drafts

Personal

Travel

6 more ▼

Chat

Geneva Public Libra

[Rochester Coupons](#) - www.Groupon.com/Rochester - 1 ridiculously huge coupon a day. Like doing Rochester at 90% off [About these a](#)

Archive
 Report spam
 Delete
 Move to ▼
 Labels ▼
 More actions ▼
 [Refresh](#)

★ Gmail Team **Customize Gmail with colors and themes** - To spice up your inbox with col

★ Gmail Team **Import your contacts and old email** - You can import your contacts and ma

★ Gmail Team **Get Gmail on your mobile phone** - Access Gmail on your mobile phone The

Archive
 Report spam
 Delete
 Move to ▼
 Labels ▼
 More actions ▼
 [Refresh](#)

Add a personalized [signature](#) to all your outgoing messages. [Learn more](#)

You are currently using 0 MB (0%) of your 7530 MB.

Capacity

Writing an E-Mail

Subject:
What's
the
email
about?

To: Who are you
writing to?

The image shows a screenshot of an email composition interface. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these is the "To:" field, which is currently empty. Underneath the "To:" field are links for "Add Cc" and "Add Bcc". The "Subject:" field is also empty. Below the subject field is an "Attach a file" link. A rich text editor toolbar is visible, containing icons for bold, italic, underline, strikethrough, text color, background color, link, unlink, list, list, indent, outdent, quote, unquote, and text color. The toolbar also includes a "Plain Text" option and a "Check Spelling" dropdown. At the bottom of the composition area, there are three buttons: "Send", "Save Now", and "Discard". Below the buttons is a footer with the text: "Automatically [forward](#) your Gmail messages to another email account. [Learn more](#)".

Body of
the
letter

Automatically [forward](#) your Gmail messages to another email account. [Learn more](#)

Writing an Email cont.

Send

Save Now

Send

Save Now

Discard

Draft autosaved at 1:15 PM (0 minutes ago)

To: greatjobs@gmail.com

Discard

Cc:

Courtesy Copy

Auto Draft

Bcc: nytempagency@hotmail.com

Blind Courtesy Copy

Subject: job openings

Attach a file

Draft

B *I* U *F* *rT* *T* [Plain Text](#) [Check Spelling](#)

Dear Sir or Madam,

I am writing to inquire if there are any jobs currently available at your institution. I am very interested in working for a great company as yours and I would love to submit my resume and qualifications if you have any openings.

Thank you very much for your time.

Sincerely,

John Doe

Attaching a File

Spell Checker

Mail

Contacts

Tasks

Compose mail

Inbox (1)

Buzz

Starred

Sent Mail

Drafts (1)

Personal

Travel

6 more

hat

Search, add, or invite

Geneva Public Libra

Set status here

talk

Text chats are saved and searchable. [Learn more](#)

Attaching a File

Search Mail Search the Web [Show search options](#)
[Create a filter](#)

Send Saved Discard

To: greatjobs@gmail.com

Cc:

Bcc: nytempage

Subject: job openings

[Attach a file](#)

B **I** **U** **F** **rT** **T**

Dear Sir or Madam,

I am writing to inquire if there are any j
as yours and I would love to submit m

Thank you very much for your time.

Sincerely,

John Doe

Select file(s) to upload by mail.google.com

Look in: Job Resumes

Recent items

My Documents

My Computer

My Network

Librarian Resume

File name:

Files of type: All Files (*.*)

Open Cancel

1. Searching for your attachment

2. Select Your File, Then Click Here

Looking at a received e-mail

The screenshot displays the Gmail web interface. On the left, the navigation sidebar includes 'Mail', 'Contacts', 'Tasks', 'Compose mail', 'Inbox (1)', 'Buzz', 'Starred', 'Sent Mail', 'Drafts', 'Personal', 'Travel', '6 more', 'Chat', and a video chat window. The main content area shows an email from 'Gmail Team <mail-noreply@google.com>' with the subject 'Rochester Coupons - www.Groupon.com/Rochester - 1 ridiculously huge coupon a day. Like doing Rochester at 90% off!'. The email body contains a message about importing contacts and mail from other providers like Yahoo! and Hotmail, with a prominent button that says 'Import contacts and mail »'. The interface includes various action buttons like 'Send', 'Save Now', and 'Discard', as well as formatting tools and a 'Check Spelling' option.

Mail
Contacts
Tasks
Compose mail
Inbox (1)
Buzz
Starred
Sent Mail
Drafts
Personal
Travel
6 more
Chat
Search, add, or invite
Geneva Public Libra
Set status here
talk
Text chats are saved and searchable.
Learn more

Rochester Coupons - www.Groupon.com/Rochester - 1 ridiculously huge coupon a day. Like doing Rochester at 90% off!

« Back to Inbox Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾

Send Save Now Discard

To: Gmail Team <mail-noreply@google.com>

Add Cc | Add Bcc | Edit Subject Attach a file

B *I* U *F* *rT* *T* **Check Spelling ▾**

« Plain Text

On Wed, Dec 15, 2010 at 8:48 AM, Gmail Team <mail-noreply@google.com> wrote:

You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many other web mail or POP accounts. If you want, we'll even keep importing your mail for the next 30 days.

[Import contacts and mail »](#)

We know it can be a pain to switch email accounts, and we hope this makes the transition to Gmail a bit easier.

- The Gmail Team

Please note that importing is not available if you're using Internet Explorer 6.0. To take advantage of the latest Gmail features, please upgrade to a fully supported browser.

Send Save Now Discard

When
it was
sent

Contacts

Click Here to Add Contacts

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼



Mail

[Contacts](#)
[Tasks](#)

Inbox (2)

[Buzz](#)
[Starred](#)
[Sent Mail](#)
Drafts (1)
[Personal](#)
[Travel](#)
[6 more](#) ▼

Chat

[Geneva Public Libra](#)

[STK Tape Library Removal](#) - [www.datasales.com](#) -

<input checked="" type="checkbox"/>	Chris Finger	Hi Ge
<input type="checkbox"/>	Gmail Team	Your
<input type="checkbox"/>	Gmail Team	Custo
<input type="checkbox"/>	Gmail Team	Get G

Use [Google Desktop](#)

You are

Contacts Cont.

Gmail [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼

genevaref@gmail.com



Search Contacts Search the Web

Mail

Contacts

Tasks

My Contacts

Friends

Family

Coworkers

Most Contacted

Other Contacts (1)

Groups

Click Here to Add Contact

Default Contact Groups

Click Here to Create New Group

welcome to contacts: to add a contact, click the "New contact" button.

Groups

window by pressing "Shift" while clicking Compose Mail or R

currently using 0 MB (0%) of your 7531 MB.

Last account activity: 3 days ago at this IP (24.213.215.145). [Details](#)

Chat

Adding Contacts

Gmail will save for you

Gmail [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▾

Saving...

genevaref@gmail.com | [Settings](#) | [Help](#)



Search Contacts Search the Web

Your 4 changes to Jon Doe have been saved. [Undo all](#) [Undo last change](#)

Mail

Contacts

Tasks

New contact

My Contacts (1)

Friends

Family

Coworkers

Most Contacted

Other Contacts

New Group...

Import Contacts

Chat

Search, add, or in

● Geneva Public L

Set status here



Text chats are saved

[« Back to My Contacts](#)

Add to My Contacts

Groups ▾

Email

More actions ▾



Add a picture

Jon Doe

My Contacts

Home fakeemail@gmail.com

Add email

Mobile 315-555-5251

Add phone

Address

Day

URL

Add ▾

This is my co-worker Jon. |

Your new contact was added here.

Click to Manage.

Add These Fields

Create Descriptive Notes About Contact

[View recent conversations](#)

Managing Contacts

Gmail [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼

genevaref@gmail.com | [Settings](#)



Search Contacts Search the Web

The group "Basketball Teammates" has been created. [Undo](#)

- Mail
- Contacts**
- Tasks
-
- My Contacts (1)**
- Friends
- Family
- Coworkers (1)
- Basketball Teammates (1)
- Most Contacted
- Other Contacts (2)
-
-

Jon | Groups ▼ ▼

<input checked="" type="checkbox"/>	Jon	keemail@gmail.com	315-555-5251	Coworkers
-------------------------------------	-----	-------------------	--------------	-----------

My Contacts
 Coworkers
 Basketball Teammates
 Friends
 Family
 App

Groups ▼ ▼

Let's put our co-worker Jon into groups

Then Apply

Select all that apply to Jon

Create New group here

Chat

- Geneva Public Libra

Compose

You are currently using 0 MB (0%) of your 7531 MB.

Last account activity: 23 minutes ago on this computer. [Details](#)

Gmail view: standard | [turn off chat](#) | [turn off buzz](#) | [older contact manager](#) | [basic HTML](#) | [Learn more](#)

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Labels

Contacts
Tasks

Compose mail

Inbox (2)
Buzz
Starred
Sent Mail
Drafts (1)
Personal
Travel
6 more

Tip: Drag labels in and out of this menu or customize which labels show under [Settings](#).

Chats
All Mail
Spam
Trash
Receipts
Work
Manage labels
Create new label

Archive Report spam Delete Move to Labels More actions Refresh

Chris Finger Hi Geneva Library - Chris Finger Geneva Public Library Librarian 244

Gmail Team Your Gmail address, genevaplcourses@gmail.com, has been

Gmail Team Customize Gmail with colors and themes - To spice up your inbox

Gmail Team Get Gmail on your mobile phone - Access Gmail on your mobile phone

Archive Report spam Delete Move to Labels More actions Refresh

Send messages from your [other email addresses](#) using your Gmail account. [Learn more](#)

You are currently using 0 MB (0%) of your 7531 MB.

Last account activity: 29 minutes ago on this computer. [Details](#)

Gmail view: standard | [turn off chat](#) | [turn off buzz](#) | [older contact manager](#) | [basic HTML](#) | [Learn more](#)

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Another Way to Manage Labels

Standard Labels That Google Provides

Create a New Label, manage existing ones

Managing Labels

Show or Hide

The screenshot displays the Gmail interface with a focus on label management. On the left, the navigation pane shows 'Compose mail', 'Inbox (2)', 'Buzz', 'Starred', 'Sent Mail', 'Drafts (1)', and a list of labels: 'Basketball', 'Personal', 'Travel', and '6 more'. Below this is a 'Chat' section with a search bar and a contact 'Geneva Public Libra'. The main content area is titled 'System labels' and lists: 'Inbox', 'Buzz', 'Starred', 'Chats', 'Sent Mail', 'Drafts (1 conversations)', 'All Mail', 'Spam', and 'Trash'. Each label has 'show' and 'hide' links. At the bottom, a 'Labels' section features a 'Create a new label' input field, a 'Create' button, and 'show all' and 'hide all' links. Two callout boxes are present: one pointing to the 'show' link for 'Inbox' with the text 'Show or Hide', and another pointing to the 'Create a new label' field with the text 'Create New, Labels like 'Basketball''.

System labels	Inbox		
	Buzz	show	hide
	Starred	show	hide
	Chats	show	hide
	Sent Mail	show	hide
	Drafts (1 conversations)	show	hide
	All Mail	show	hide
	Spam	show	hide
	Trash	show	hide

Labels	Create a new label	Create	show all	hide all	
Basketball (0 conversations)			show	hide	remove
Personal (0 conversations)			show	hide	remove

A Few More Things to Know

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▾

genevaref@gmail.com | [Settings](#) | [Help](#)



Main Street|

Search Mail

Search the Web

[Show search options](#)

[Create a filter](#)

Main Street - search mail

[Rogers Catalyst](#) - [www.RogersCatalyst.com](#) - Mobile app developer tools & APIs. Canada's largest subscriber base. [About these e](#)



Archive

Report spam

Delete

Move to Inbox

Labels ▾

More actions ▾

[Refresh](#)

Search results for: Street

Chris Finger

Inbox Hi Geneva Library - ... Librarian 244 Main Street Geneva, NY 14456 31

Search Your Mail,
Search The Web

Settings and
Help



Archive

Report spam

Delete

Move to Inbox

Labels ▾

More actions ▾

[Refresh](#)

Report
Spam

[Import contacts](#) from Yahoo, Outlook, and others into your Gmail contact list. [Learn more](#)

You are currently using 0 MB (0%) of your 7531 MB.

Last account activity: 48 minutes ago on this computer. [Details](#)

Gmail view: [standard](#) | [turn off chat](#) | [turn off buzz](#) | [older contact manager](#) | [basic HTML](#) [Learn more](#)

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Chat

Search, add, or invite

● Geneva Public Libra
Set status here ▾



Text chats are saved
and searchable

Topics for Another Time

▶ Using Chat



Text chats are saved
and searchable.

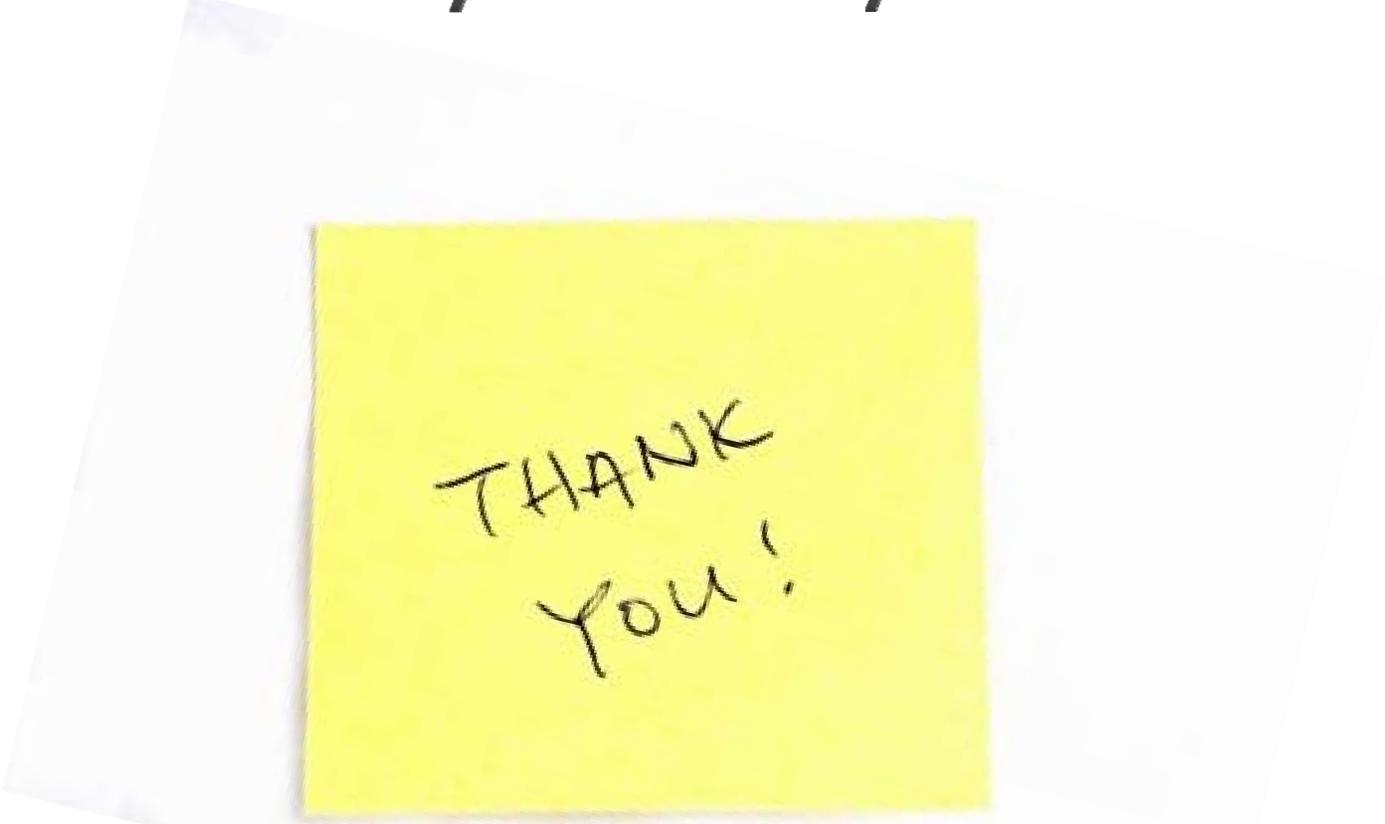
[Learn more](#)

▶ Other Google Features (Calendar, Documents, Etc.)

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼



You are on your way!



THANK
YOU!

We really appreciate you coming to our class and we look forward to seeing you at another one in the future!