

Name:

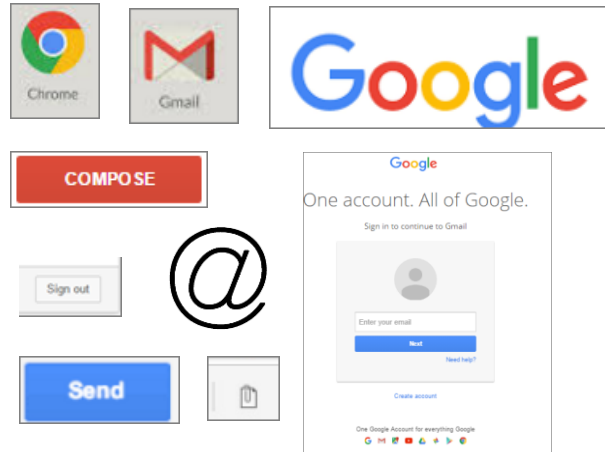
Date:

Have A Go: make a gmail address.

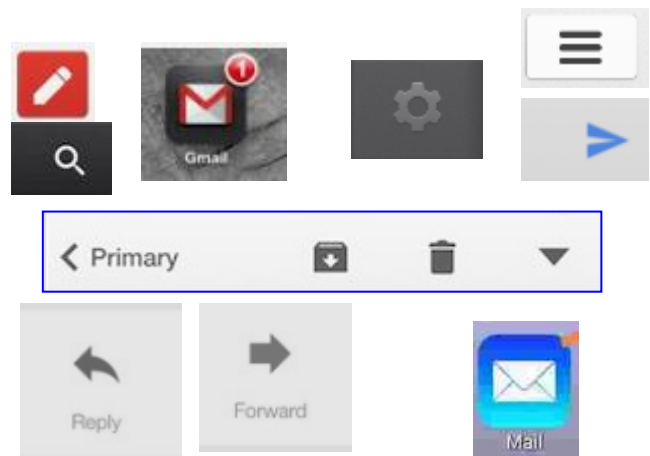
New words to remember when making an email address:

- Chrome
- Google
- Gmail
- Sign In
- Create Account
- Type-Your First Name
- username
- password
- gender
- date of birth
- country
- agree
- next
- compose
- To
- recipient
- subject
- message
- send
- @
- attach

Icon/symbols and pictures you will need to remember:



Icon/symbols and pictures you will need to remember when using a hand held digital device like an Iphone or Android-



Name:

Date:

Username & Passwords For Gmail

What is a Username?

~An identification used by a person with access to a computer, network, or online service.

It is linked with email/ webpages or memberships.

Usually it also has a password.

It allows access to electronic mail (email) such as Gmail

Creating a Username;

with Gmail:

- Don't forget to keep your email personal but do not use your name.
 - Don't make it too long.
- Use the blank piece of A4 to Have a Go. Write 3 different emails that you like the sound of.

Create a Strong Password.

Your password will need to be a minimum of 8 letters or numbers or both.

Example:

8 9 j o y f u l

Have a go at writing your password.

Name:

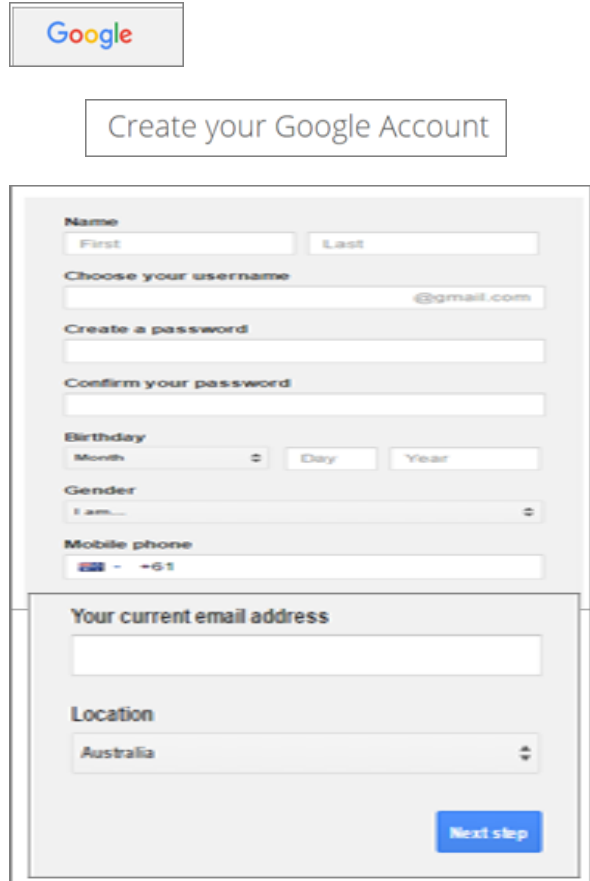
Date:

Completing your Gmail account Form on your computer

Tools you will need before you start:

- Computer.
- Internet connection.
- Google Chrome
- Google search
- Gmail create account login form- (online form.)
- pen
- paper
- Optional extras- Mobile phone- to verify your new email.

Tell learners that sometimes their email USERNAME will not be available and its best to have 2 or 3



The screenshot shows the Google Account creation interface. At the top is the Google logo and a button that says "Create your Google Account". Below this is a form with several sections: "Name" with "First" and "Last" input fields; "Choose your username" with a text input field and a dropdown menu showing "@gmail.com"; "Create a password" and "Confirm your password" with text input fields; "Birthday" with "Month", "Day", and "Year" dropdown menus; "Gender" with a dropdown menu showing "I am..."; "Mobile phone" with a country code dropdown (showing "+61") and a text input field; "Your current email address" with a text input field; and "Location" with a dropdown menu showing "Australia". A blue "Next step" button is at the bottom right of the form.

Write your new email address below: this will help you remember.

Example-
ilikecaldlearners@gmail.com

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Name:

Date:

What to type in an email letter?

Netiquette-

Rules to remember when composing an email-



1. (**To** the Recipient) the person/s email addresses who you want to contact. This MUST be correct.
2. (**Subject**) a sample of your message or your name.
3. (The **Email message**) type the reason you are emailing the message.

Extra Options you need to remember when sending an email.

Typing and Attaching-

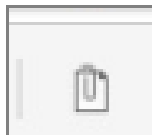
1. You should only type in CAPITAL LETTERS if you want to make an important point.

Example:

Hi Tommy HAPPY BIRTHDAY.

2. When adding attachments, you will need to find the attachment icon/ button. it is usually a paper clip.

Example:



3. If you want to attach extra documents/photos or other digital files, you should say this in the message.

Example:

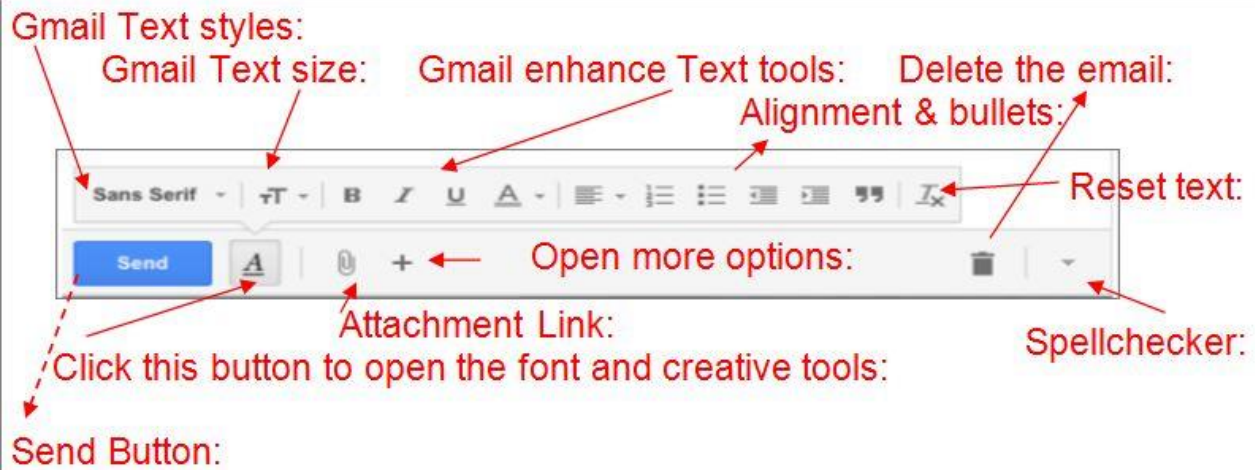
Hi Mr Ridley,
please find attached your receipt.
kind regards
ICT trainer.

Name:

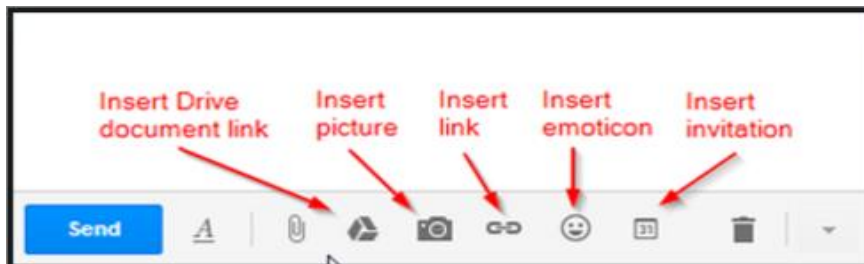
Date:

Making your email look creative or fancy:

Gmail Text Formatting Tools-



Other option available to use on your Gmail account:



Fun Formatting email example-



Name:

Date:

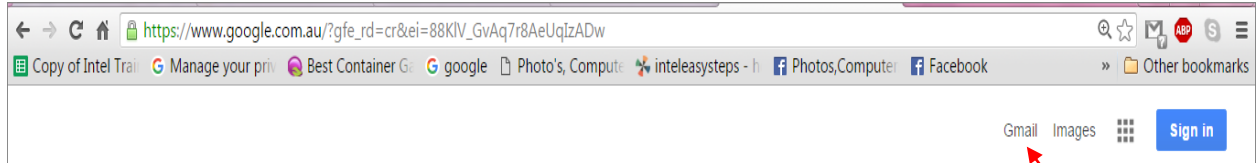
Signing in / Signing out:

Signing into your email:

When you want to gain access to your email you will need to go to the Gmail Sign In page.

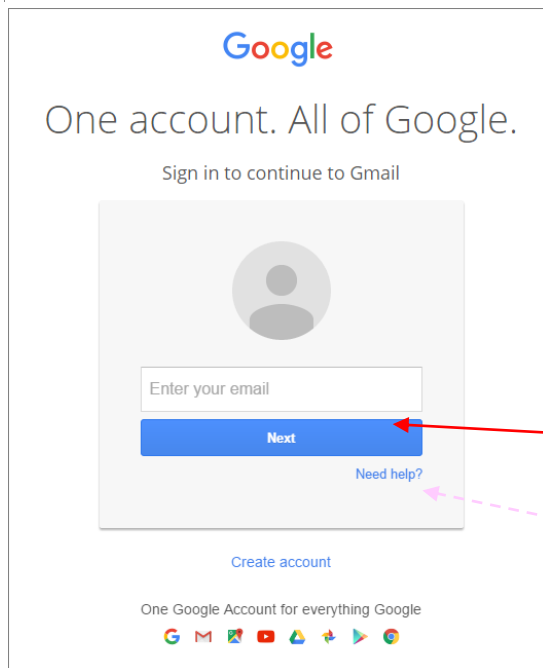
This is found on the Google search Page

-usually on the top right hand side of the google search page; as shown below:

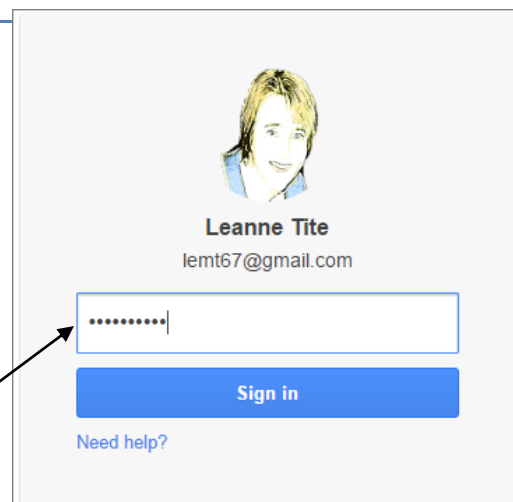
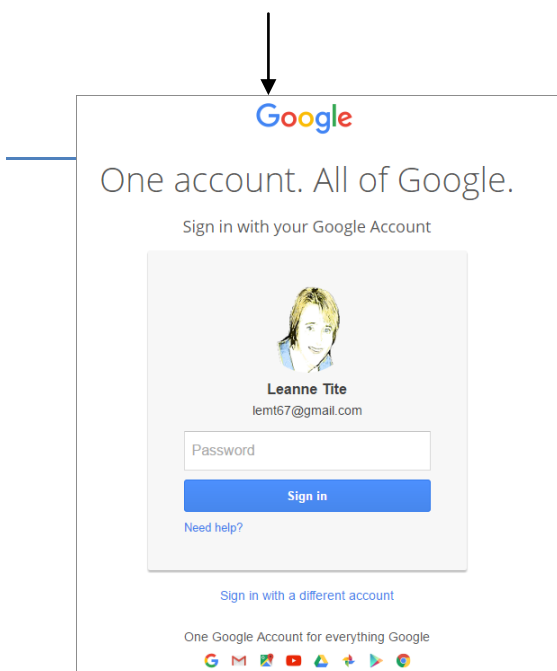


Google the company owns-

- Gmail
- Chrome
- Google Search.



You will need to type your **Username** first.
This is the username you created.
Click **Next**-
This will open the next window-
Were you type your password.



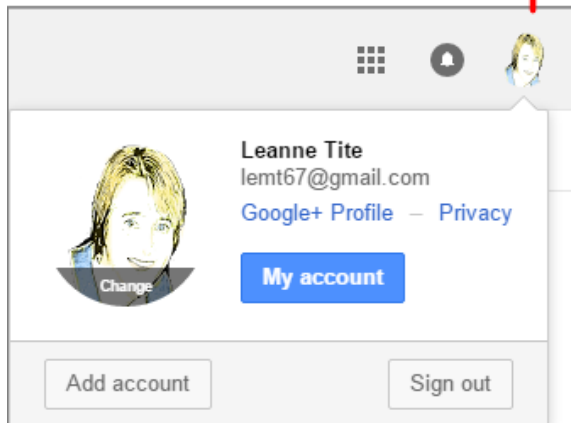
Created by Leanne Tite for photos computers and internet training©2016

Name:

Date:

Signing out of your email

Click here located top right of the Gmail screen.
This will show the Sign out option.



Click the Sign out button,
This will securely close your email.