

## Setting up and using Gmail

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### Contents

1. Setting up a Gmail Account.....	1
2. Using Gmail (Composing an Email) .....	4
3. Using Gmail (Open and reply to an E-mail).....	5
4. Using Gmail (Clearing out your inbox).....	6

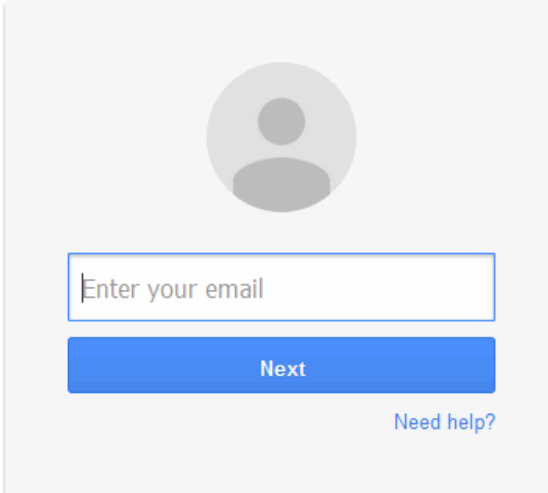
### 1. Setting up a Gmail Account

Go to [www.gmail.com](http://www.gmail.com) and this screen will appear.



One account. All of Google.

Sign in to continue to Gmail



[Create account](#)

Click on "Create Account"

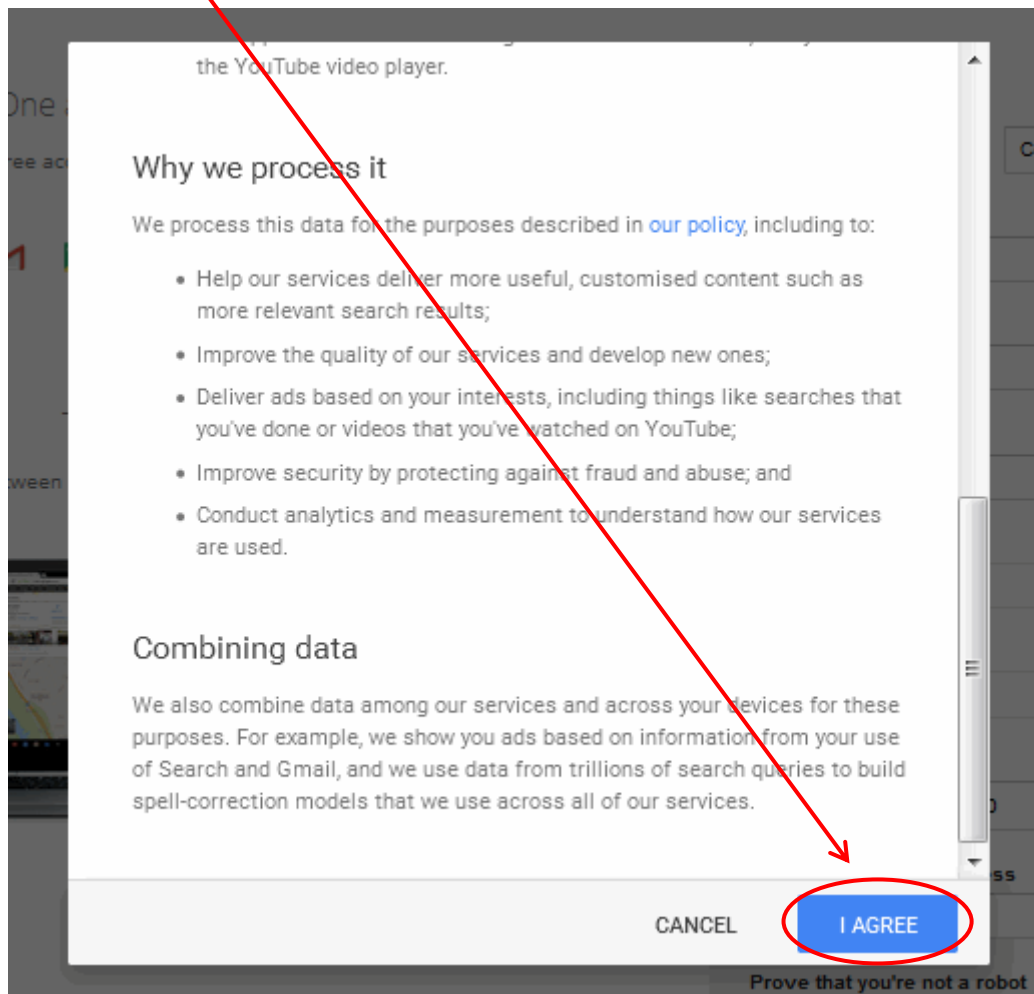
Fill in all of the required information, don't worry if you don't already have an email address you can leave out the part that asks for your "Current email address". Also your mobile is required as a recovery option if you ever forget your password, this is optional but saves frustration.

The form contains the following fields and options:

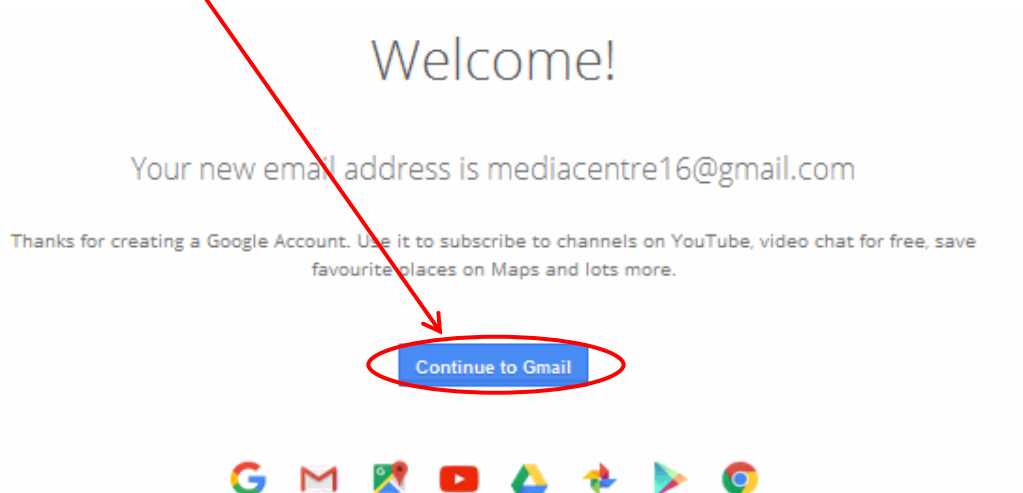
- Name:** Two text boxes containing "Media" and "Centre".
- Choose your username:** A text box containing "mediacentre16" and a dropdown menu showing "@gmail.com".
- Create a password:** A text box filled with 10 black dots.
- Confirm your password:** A text box filled with 10 black dots.
- Birthday:** Three dropdown menus showing "03", "September", and "1984".
- Gender:** A dropdown menu showing "Male".
- Mobile phone:** A text box with a country code dropdown (UK) and the number "+4407000100200".
- Your current email address:** An empty text box.
- Prove that you're not a robot:** A checkbox labeled "Skip this verification (phone verification may be required)".
- CAPTCHA:** A dark image showing the number "1362". Below it, a text box contains "1362" and icons for refresh, audio, and help.
- Location:** A dropdown menu showing "United Kingdom".
- Next step:** A blue button at the bottom right, circled in red with an arrow pointing to it.

Click "Next Step"

A box will appear, you can read through the terms and conditions or scroll to the end and select "I AGREE".



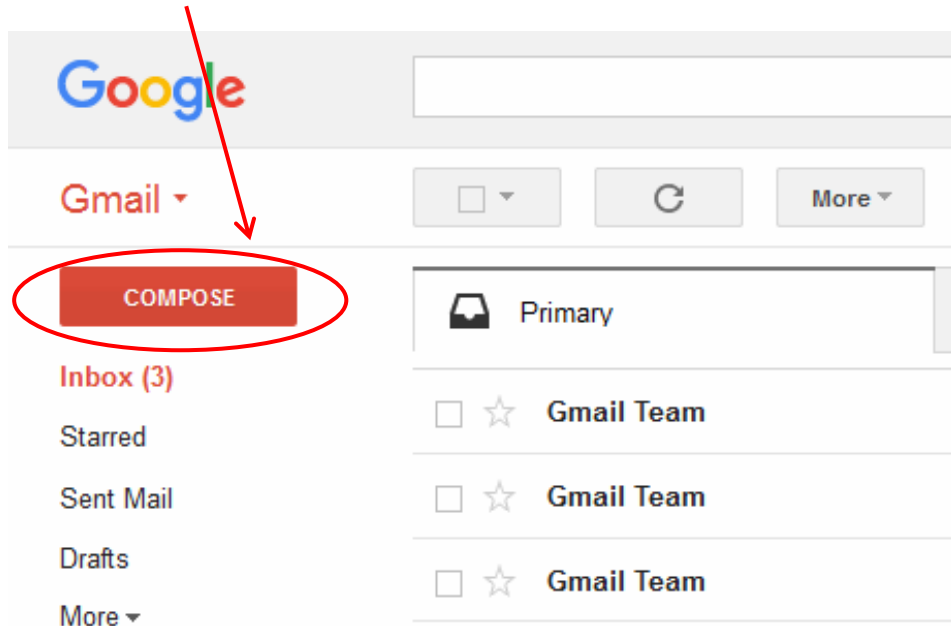
When the next screen appears your Gmail account has been created successfully, click on "Continue to Gmail" to start using your new email address.



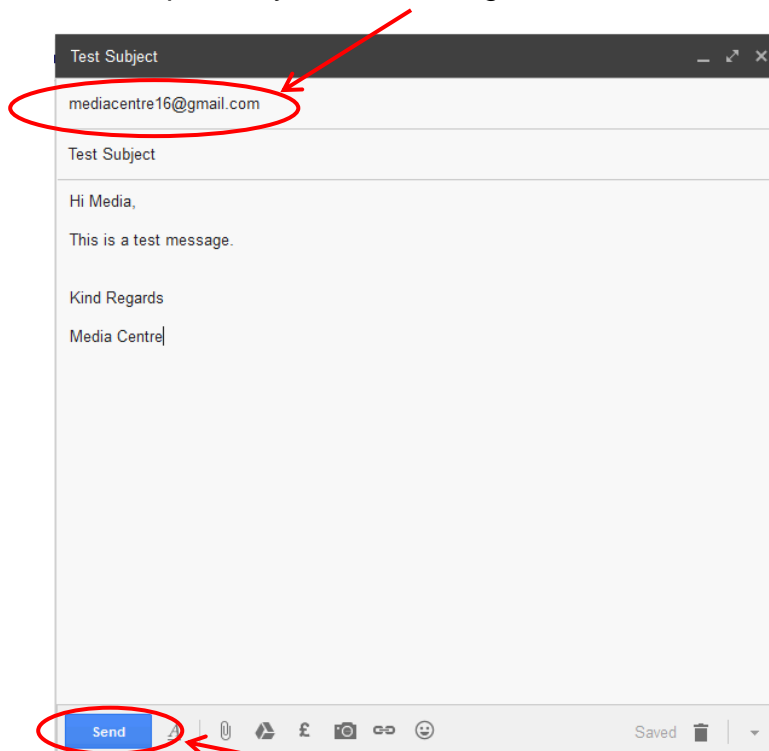
**PLEASE REMEMBER TO KEEP YOUR USERNAME AND PASSWORD SOMEWHERE SAFE AS YOU WILL NEED THEM TO ACCESS YOUR EMAILS IN THE FUTURE.**

## 2. Using Gmail (Composing an Email)

Click on the “Compose” button.



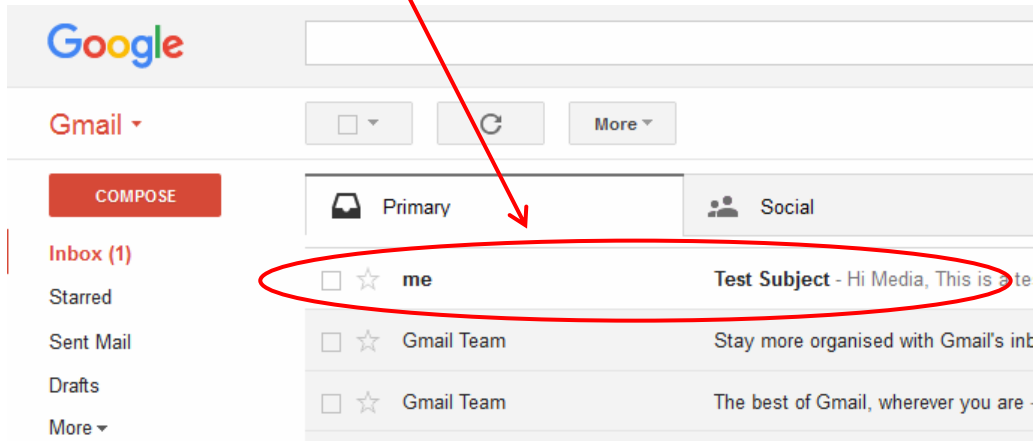
Once you have selected to compose a new e-mail a box will appear, you can enter the email address of the person you are sending the e-mail to.



Write the email you want to send and then click on the “Send” button. See above for an example.

### 3. Using Gmail (Open and reply to an E-mail)

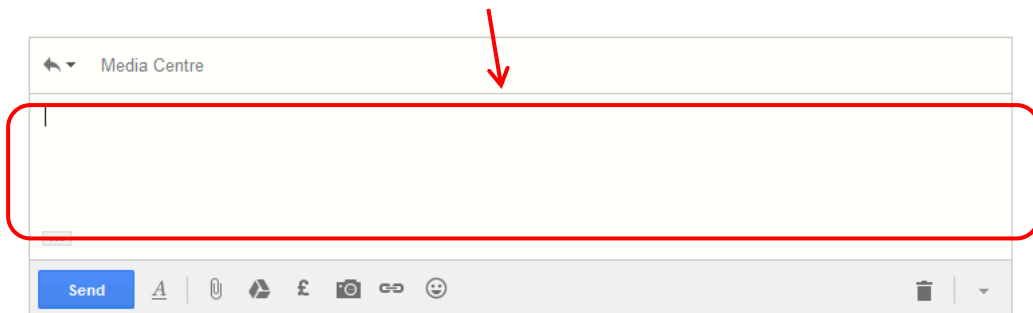
A new e-mail will appear in your inbox, it will have bold writing and will not be greyed out, click on this e-mail to open it.



Click on the “Reply” button or in the blank message field.



This box will appear, you can now type your reply to the e-mail.

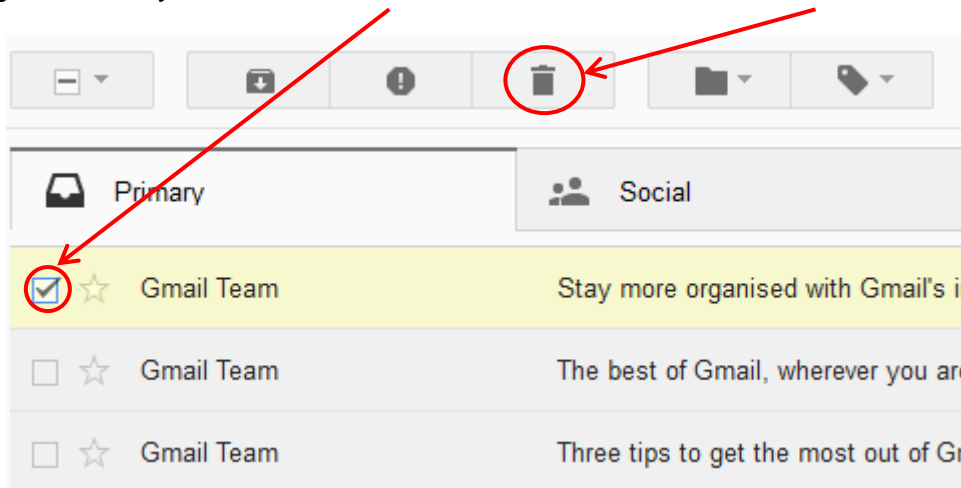


Once you have typed your reply you can now send it. Just click "Send".



#### 4. Using Gmail (Clearing out your inbox)

To clear your inbox of emails that you do not need any more, you can delete them by selecting the email you want to delete. Then click on the delete button.



If you want to delete all of the emails in your inbox in one go then click on the box at the top bar with the other options, then click the delete button.

