

Creating and Using an Email Account

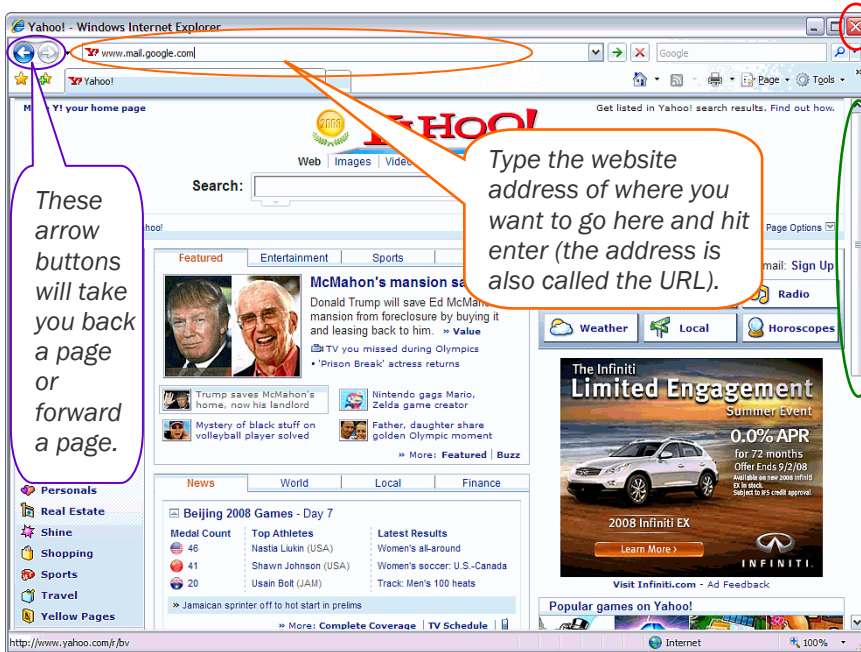
How to get on the Internet

Click two times very quickly (double click) on any of the following icons: These are called browsers. They are what you use to search the internet. Double click on one to open it.



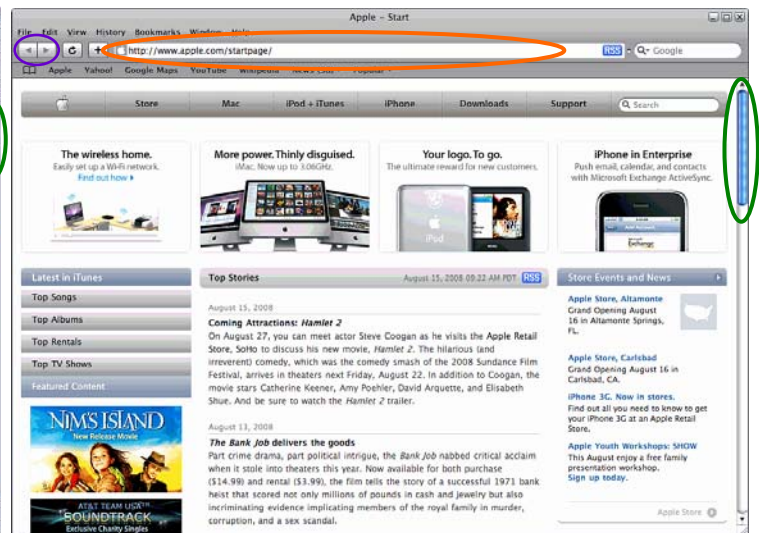
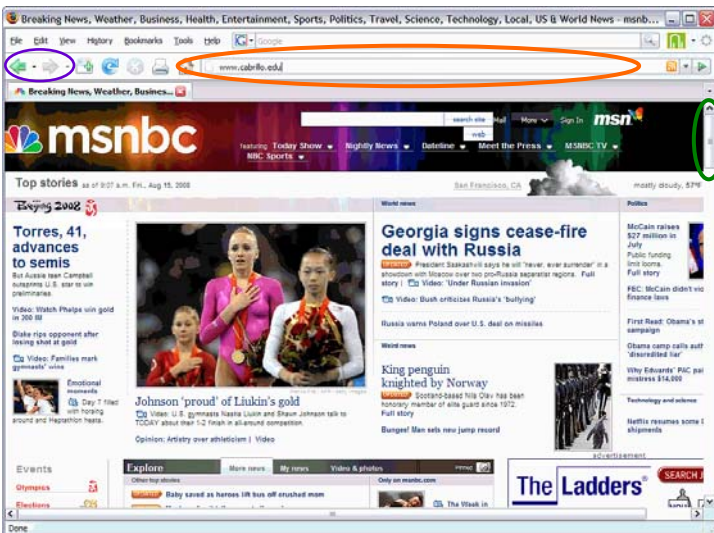
When the browser opens, you will get a window with a website already on it.

See below for examples of the different windows and basics of using the internet. The basics are the same no matter which browser you use.



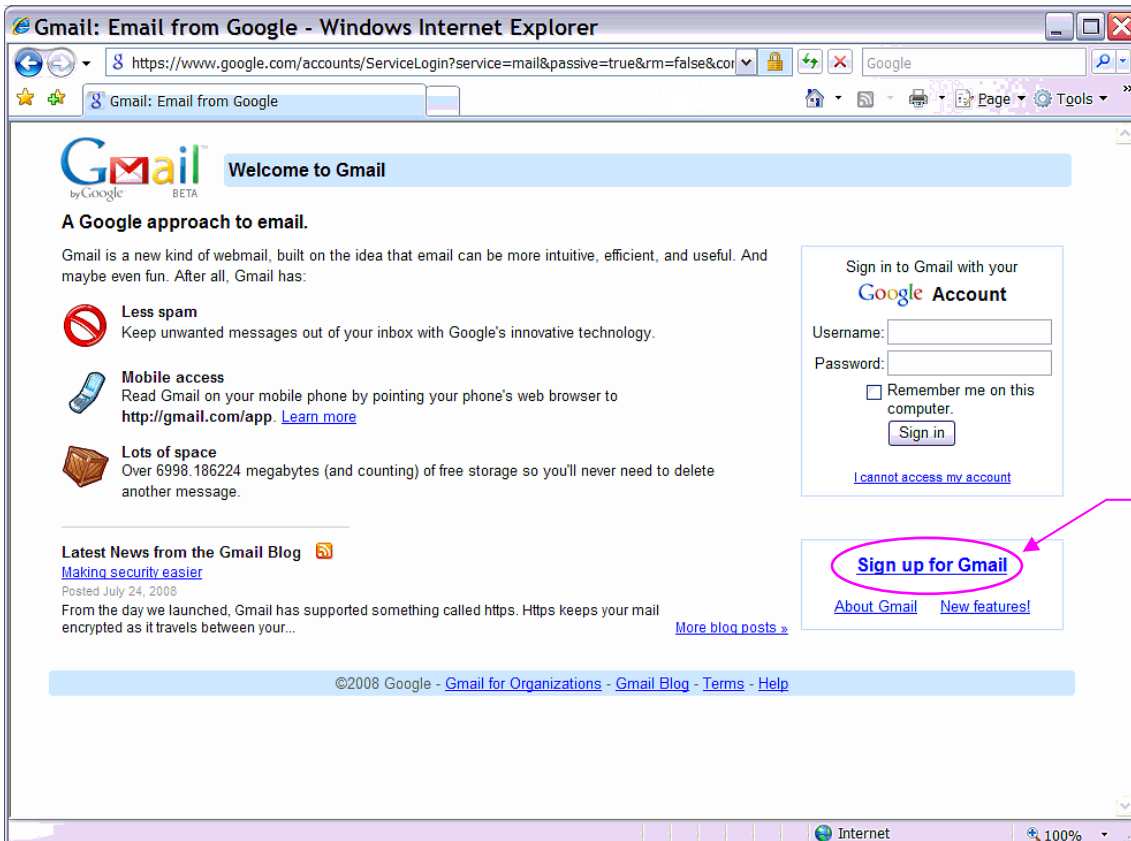
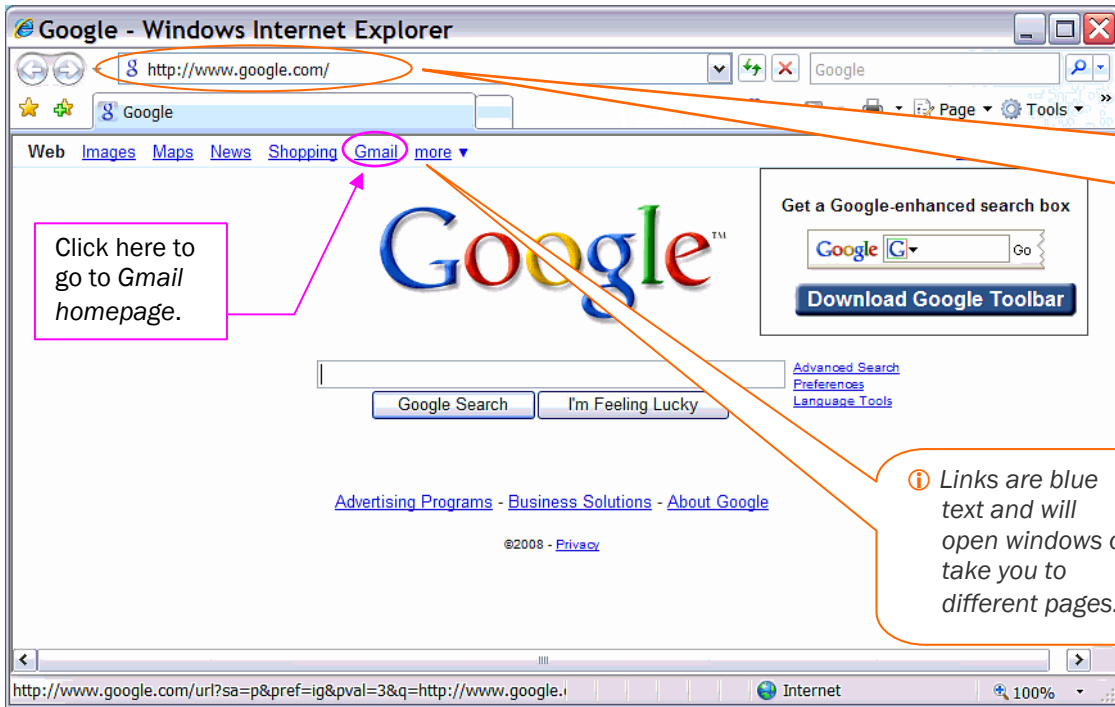
Click on the X button to close the internet. Note: If you click on the other buttons your window will either get bigger or disappear to the bottom of the monitor screen.

Put your mouse on this bar then click and hold the left mouse button down to drag it. This lets you scroll up or down the page.



How to create a Google Email Account

Go to Google homepage at www.google.com, click on Gmail link, this takes you to Gmail homepage OR go directly to Gmail homepage at <https://mail.google.com>. From Gmail homepage, click on Sign up for Gmail link.



Follow directions on *Create an Account* page.

Google Accounts - Windows Internet Explorer

https://www.google.com/accounts/NewAccount?service=mail&continue=htl

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](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: Password strength: Fair
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question:

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


Answer:


Secondary 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:

Word Verification: Type the characters you see in the picture below.





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.

[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](#).

Do not check these boxes. Leave them blank.

Your login name will also become your email address.

Choose something you will remember and that makes sense only to you.

Choose a question you will easily remember the answer to!

Type the characters you see in the picture here.

Click this button when you have answered all the questions on the page and you will have an email account!



Congratulations!!! You now have your own email account!

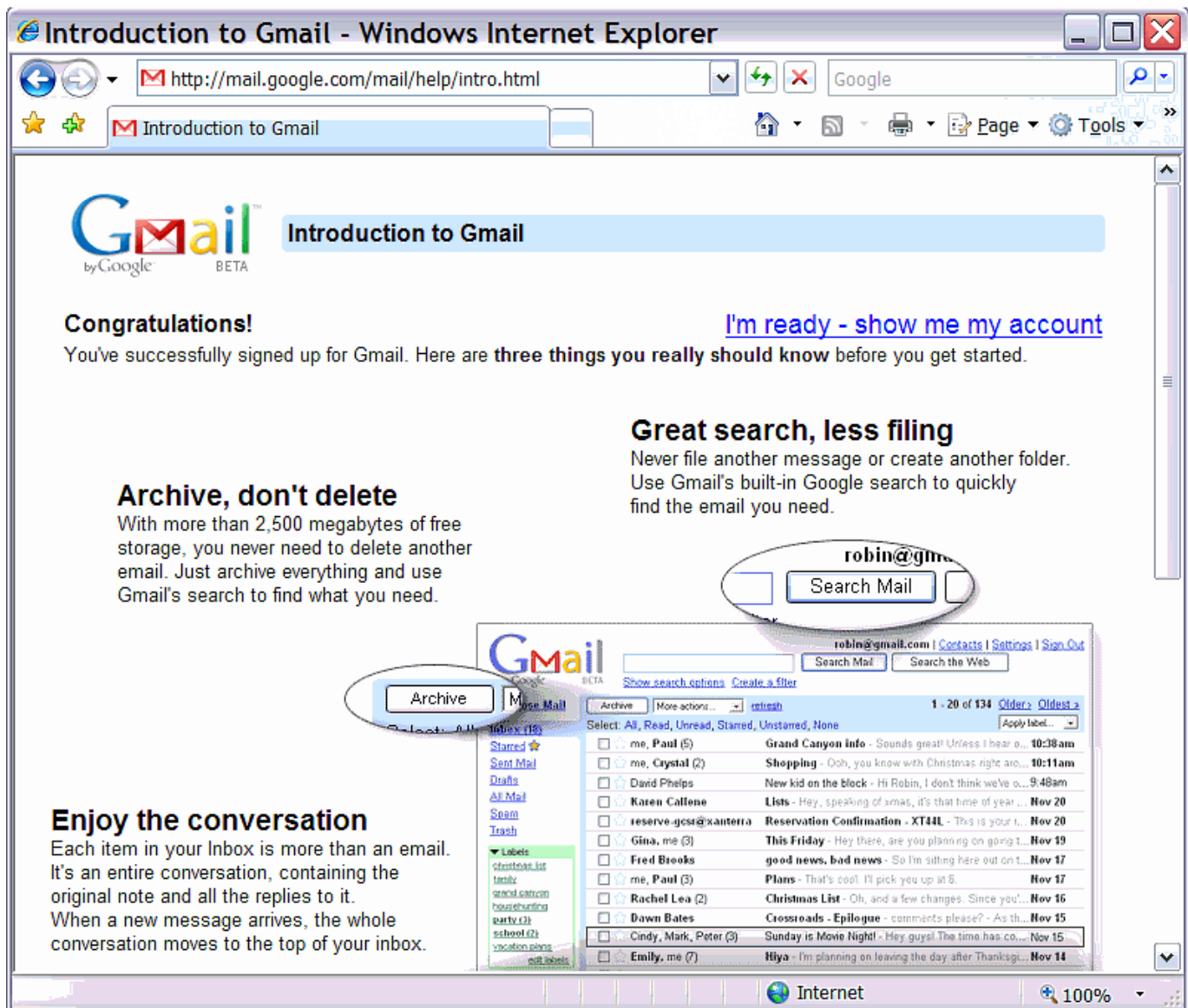
My email address is: _____

My Username is: _____

My Security question answer is: _____

I go to this website to check my email: _____

I have emailed the Financial Aid Office to give them my new email address.



The Financial Aid Office's email address is *financial.aid@cabrillo.edu*

How to use your email

Go to Gmail homepage at <https://mail.google.com>.

Sign in using your Username and password.

This will take you to your Inbox.

Gmail: Email from Google - Windows Internet Explorer

https://www.google.com/accounts/ServiceLogin?service=mail&passive=true&rm=false&cor...

Gmail: Email from Google

Gmail
by Google BETA

Welcome to Gmail

A Google approach to email.

Gmail is a new kind of webmail, built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- Less spam**
Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**
Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com/app>. [Learn more](#)
- Lots of space**
Over 6998.186224 megabytes (and counting) of free storage so you'll never need to delete another message.

Sign in to Gmail with your Google Account

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

Sign up for Gmail

[About Gmail](#) [New features!](#)

Latest News from the Gmail Blog

[Making security easier](#)

Posted July 24, 2008

From the day we launched, Gmail has supported something called https. Https keeps your mail encrypted as it travels between your...

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Internet 100%

Your Inbox

This is where all your emails go. It shows you:

- o all your read and unread emails
- o new emails that haven't been read (these are in **bold**)
- o who the email is from and when it was received

How to Read an Email

To read an email:

Sign in to your account with your username and password

Once in your Inbox just click on the email you would like to read.

The screenshot shows a Gmail inbox in a Windows Internet Explorer browser window. The address bar shows the URL <http://mail.google.com/mail/?shva=1#inbox>. The page title is "Gmail - Inbox (1) - finaid6500@gmail.com". The Gmail interface includes a navigation bar with links for "Gmail", "Calendar", "Documents", "Photos", "Reader", "Web", and "more". The user's email address "finaid6500@gmail.com" is displayed in the top right, along with links for "Settings", "Older version", "Help", and "Sign out".

The inbox list shows three emails:

From	Subject	Date
financial.aid	2008-09 Cabrillo Financial Aid Update 2	Aug 4
financial.aid	2008-09 Cabrillo Financial Aid Update 1	Aug 4
Gmail Team	Gmail is different. Here's what you need to know.	Aug 1

Annotations on the screenshot include:


- A blue circle around the number "1" in the "Inbox (1)" link, with a callout: "This is the number of new unread emails you have."
- A blue circle around the "Sign out" link, with a callout: "This is where you click to leave your email."
- A blue circle around the "financial.aid" sender name in the first email, with a callout: "This is who sent you the email."
- A blue circle around the bolded "financial.aid" sender name, with a callout: "This email is bold. This means it is new and has not been read yet."
- A blue circle around the date "Aug 4" of the first email, with a callout: "This is when the email was received."
- A pink box around the first two email entries, with a callout: "These emails are not bold. This means they have been read already."
- A pink box around the "financial.aid" sender name of the first email, with a callout: "Click on either of these to read the email."

At the bottom of the page, there is a status bar showing "Internet" and "100%".

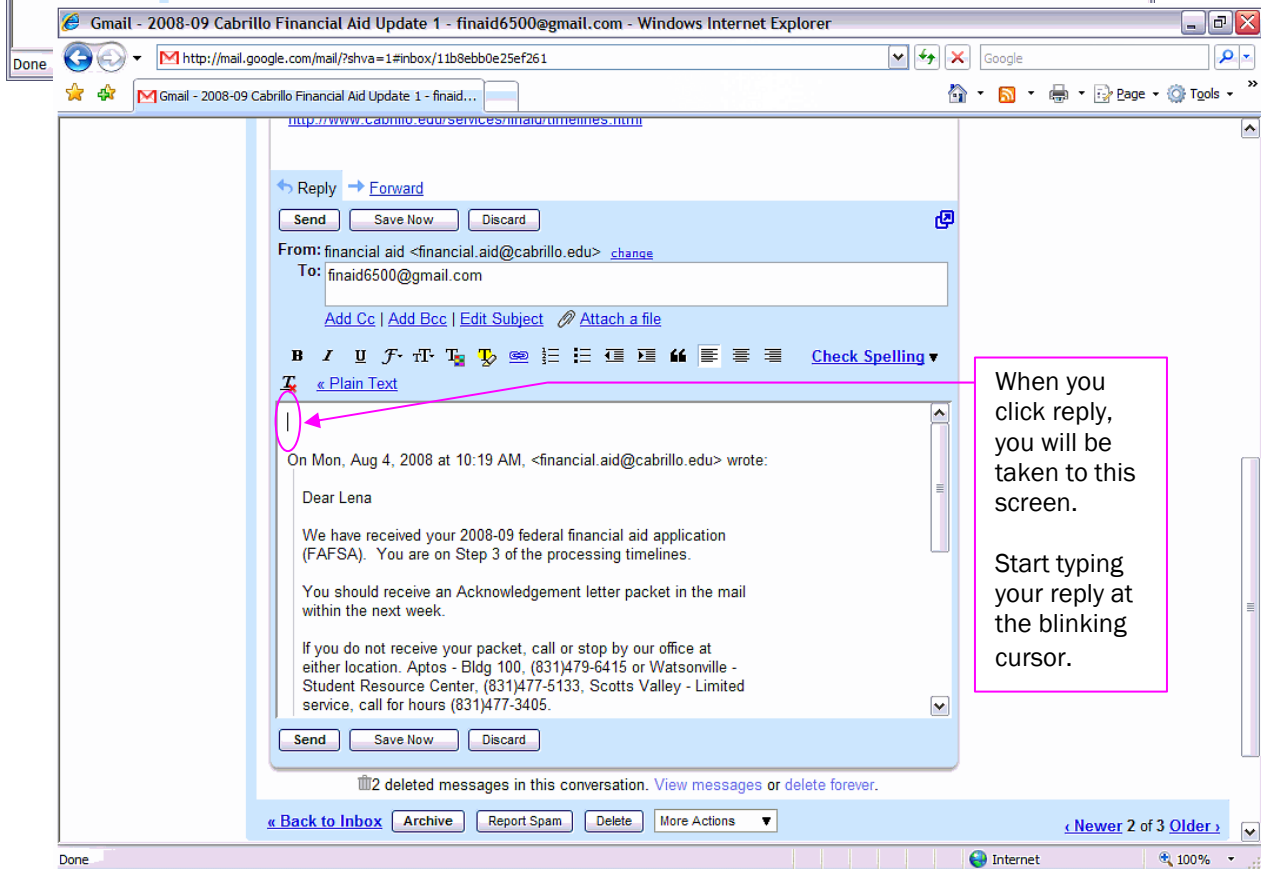
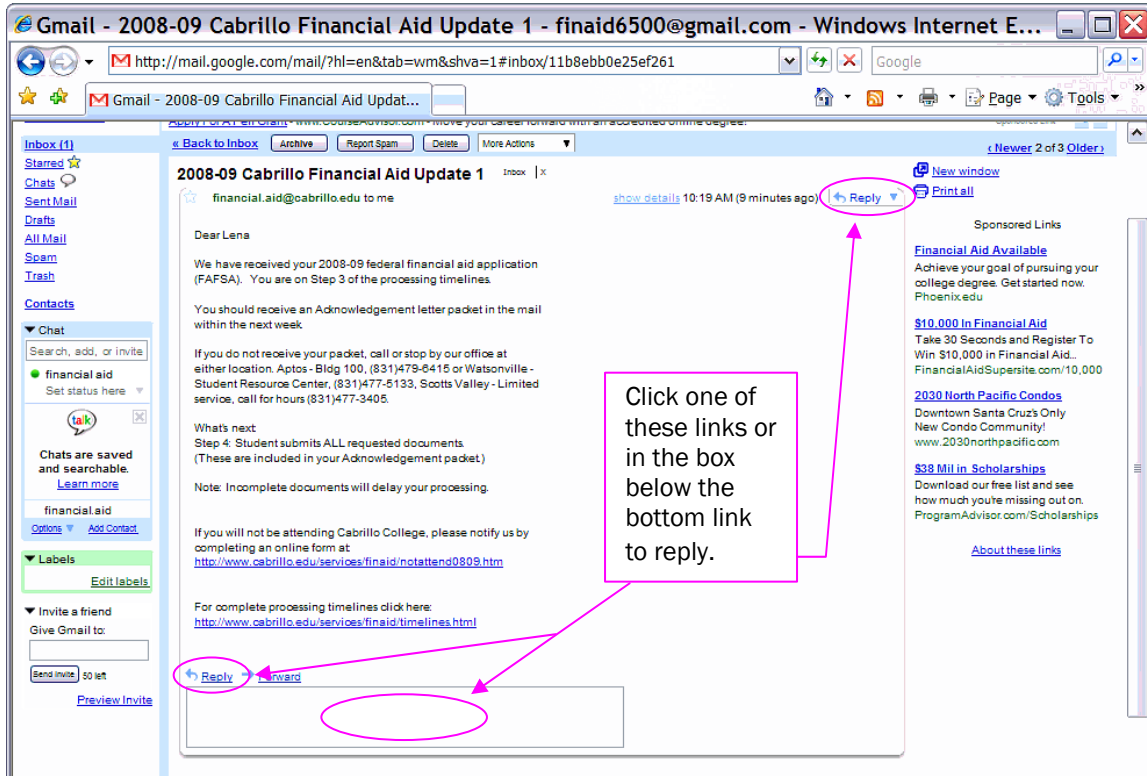
How to Reply to an Email

To reply to an email:

Click on the email you want to reply to (if you are already reading the email go to the next step)

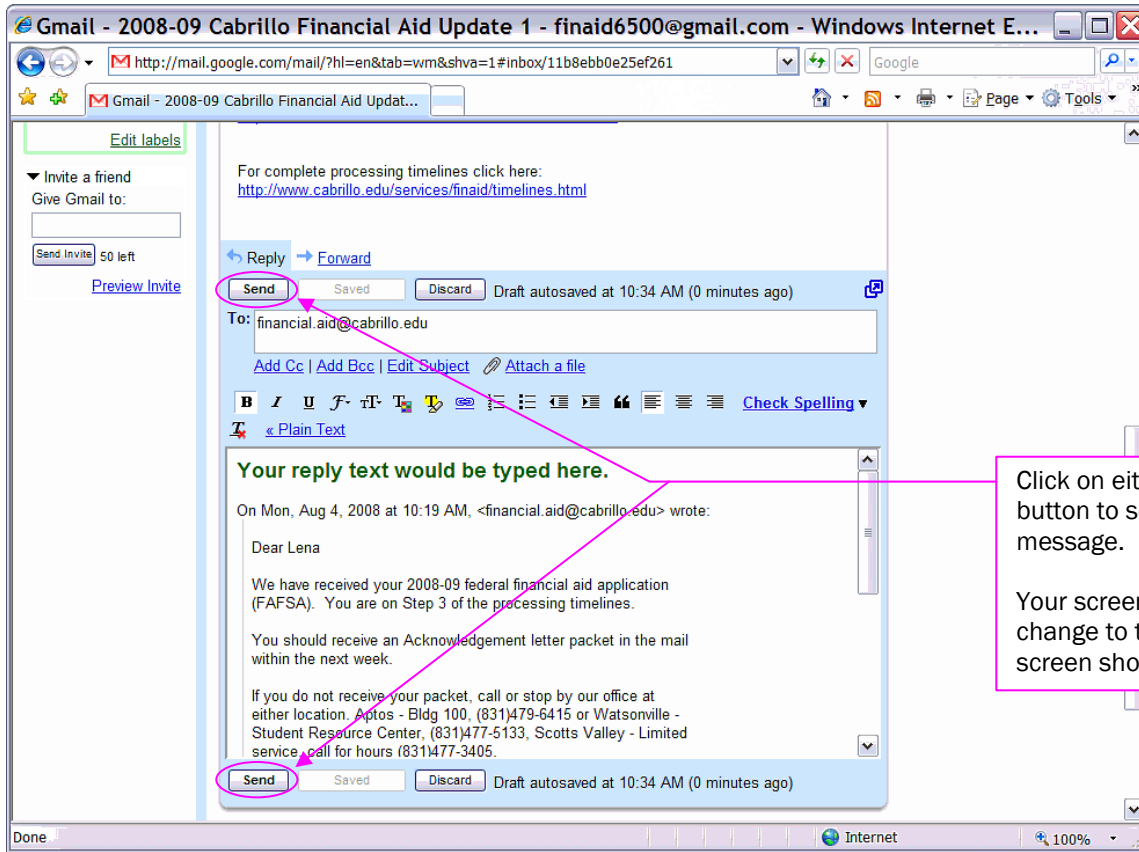
Click on one of the reply links in blue ( Reply it does not matter which one, see screen shot below)

Start typing your reply (see 2nd screen shot below)



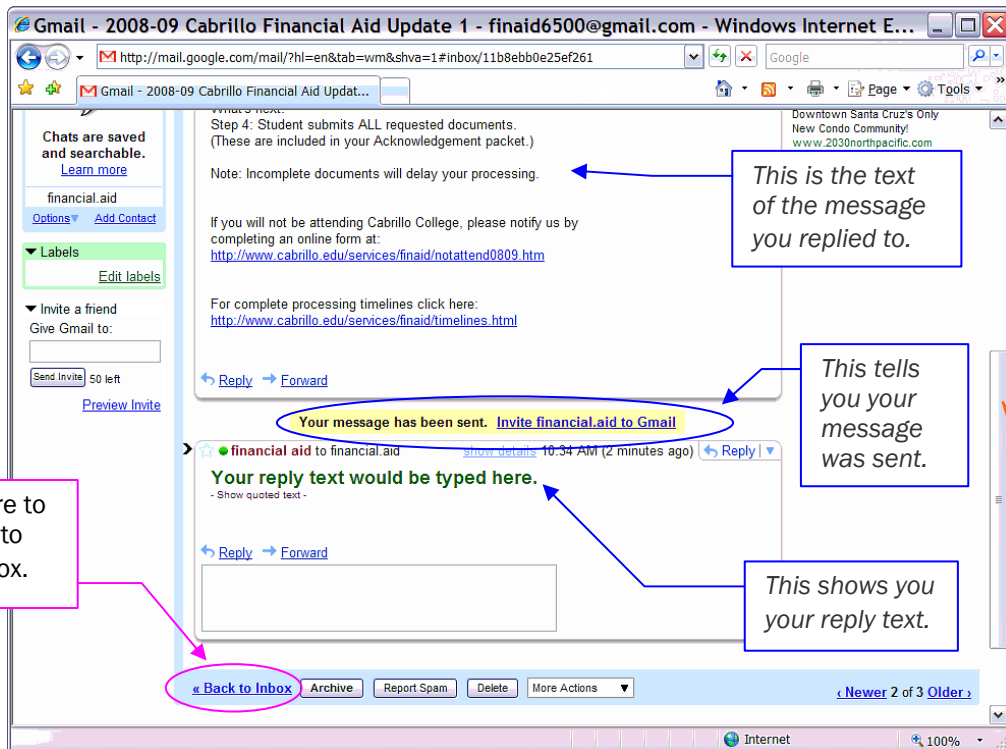
When you are done typing your reply:

Click on the Send button **Send** . This will send your reply email and you will get a message on your screen saying your message has been sent.



Click on either Send button to send your message.

Your screen will change to the screen shot below.



Click here to go back to your Inbox.

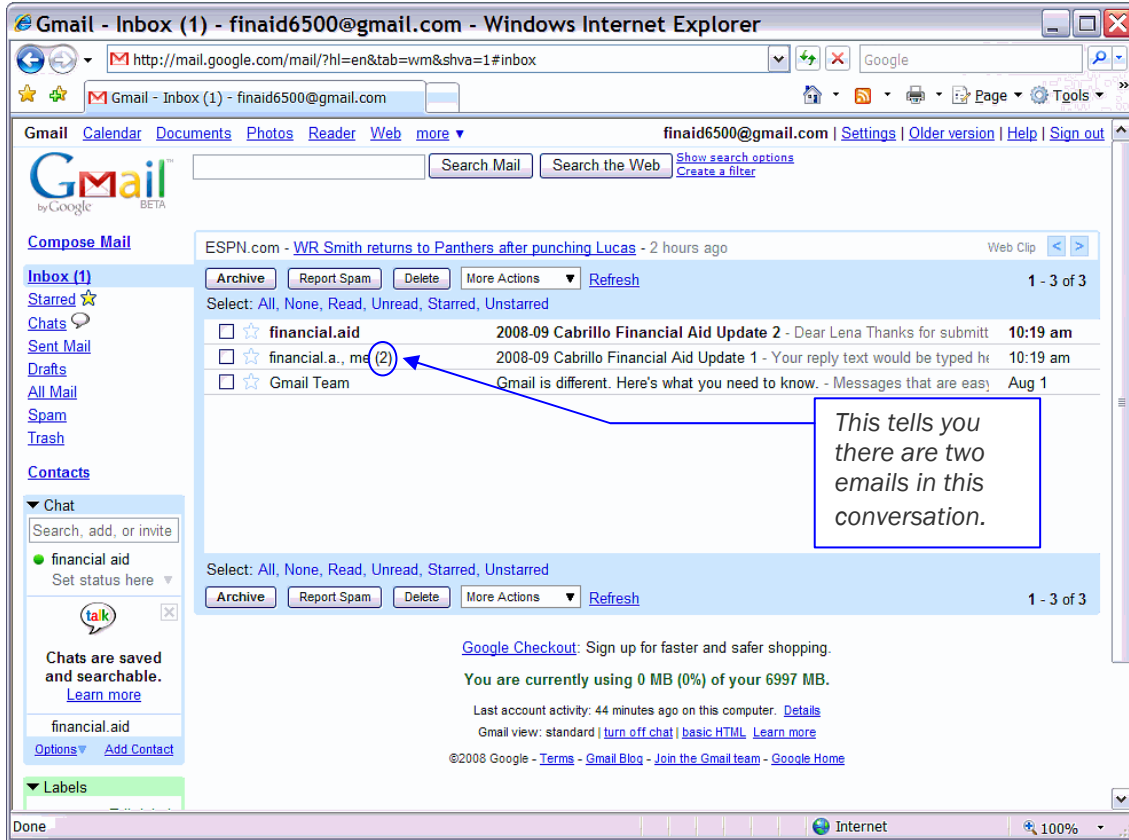
This is the text of the message you replied to.

This tells you your message was sent.

This shows you your reply text.

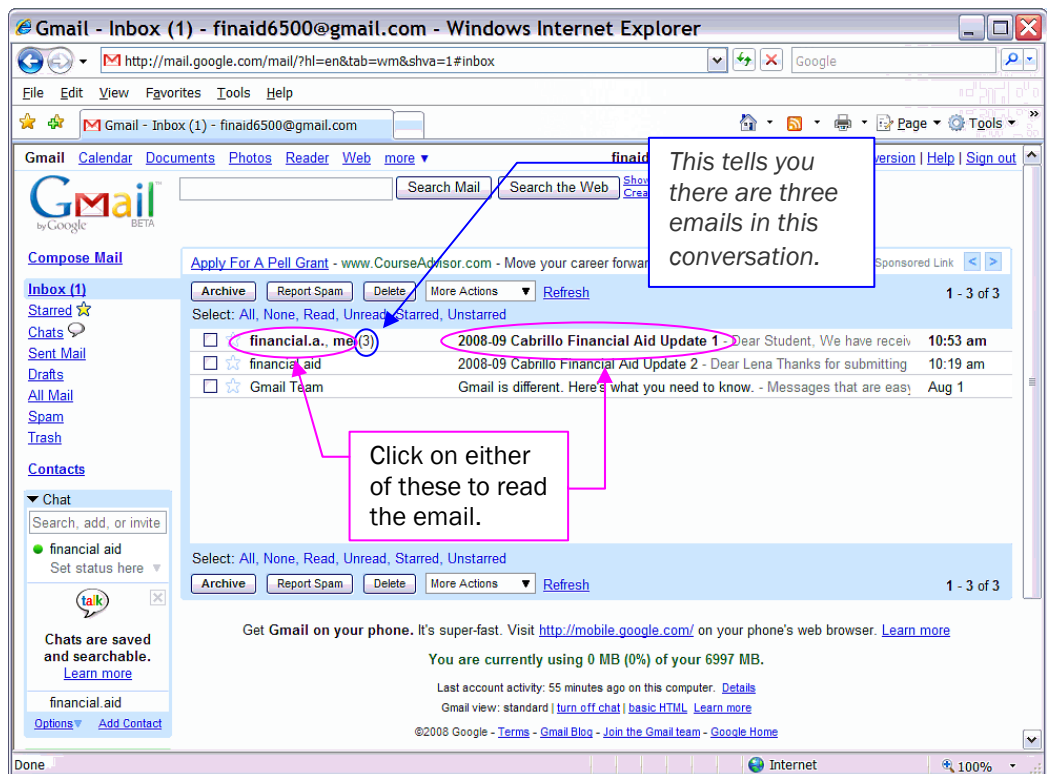
Remember; drag this bar to scroll up or down the page. Just put your mouse on it then click and hold the mouse button down.

Once your reply has been sent, your Inbox will show a (2) next the email you replied to.



When you get a response to your reply:

- The message you replied to would become **bold**.
- There will now be a (3) next to the email you replied to.



To read the response to your reply:

Click on the email in your Inbox (hint: it would be bold and have a (3) next to it)
This is what you would see.

Gmail - 2008-09 Cabrillo Financial Aid Update 1 - finaid6500@gmail.com - Windows Internet E...

http://mail.google.com/mail/?hl=en&tab=wm&shva=1#inbox/11b8ebb0e25ef261

Gmail - 2008-09 Cabrillo Financial Aid Updat...

Compose Mail

Inbox (1)

Starred

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

Contacts

Chat

financial.aid

Chats are saved and searchable. Learn more

Labels

Apply For A Pell Grant - www.CourseAdvisor.com - Move your career forward with an accredited online degree! Sponsored Link

Back to Inbox Archive Report Spam Delete More Actions 1 of 3 Older

2008-09 Cabrillo Financial Aid Update 1 Inbox | X Trash | X

financial.aid@cabrillo.edu Dear Lena We have received you 10:19 AM (41 minutes ago)

financial aid Your reply text would be typed here. 10:34 AM (26 minutes ago)

Financial Aid to me show details 10:55 AM (5 minutes ago) Reply

Dear Student,

We have received your reply. This is our response text.

-Financial Aid
Show quoted text

Reply Forward

1 deleted message in this conversation. View message or delete forever.

Sponsored Links

FAFSA Aid for Students
Complete Your FAFSA Now for Federal Student Aid. By Phone or Online.
www.FAFSA.com

\$38 Mil in Scholarships
Download our free list and see how much you're missing out on.
ProgramAdvisor.com/Scholarships

\$10,000 In Financial Aid
Take 30 Seconds and Register To Win \$10,000 in Financial Aid...
FinancialAidSuperSite.com/10,000

2030 North Pacific Condos
Downtown Santa Cruz's Only New Condo Community!
www.2030northpacific.com

About these links

Internet 100%

This is the original email you replied to.

This is your reply email.

This is the response to your reply.

Gmail - 2008-09 Cabrillo Financial Aid Update 1 - finaid6500@gmail.com - Windows Internet E...

http://mail.google.com/mail/?hl=en&tab=wm&shva=1#inbox/11b8ebb0e25ef261

Gmail - 2008-09 Cabrillo Financial Aid Updat...

Compose Mail

Inbox (1)

Starred

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

Contacts

Chat

financial.aid

Chats are saved and searchable. Learn more

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financial aid Your reply text would be typed here. 10:34 AM (26 minutes ago)

Financial Aid to me show details 10:55 AM (5 minutes ago) Reply

Dear Student,

We have received your reply. This is our response text.

-Financial Aid
Hide quoted text

financial.aid wrote:

Your reply text would be typed here.

On Mon, Aug 4, 2008 at 10:19 AM, <financial.aid@cabrillo.edu> wrote:

Dear Lena

We have received your 2008-09 federal financial aid application (FAFSA). You are on Step 3 of the processing timelines.

Sponsored Links

FAFSA Aid for Students
Complete Your FAFSA Now for Federal Student Aid. By Phone or Online.
www.FAFSA.com

\$38 Mil in Scholarships
Download our free list and see how much you're missing out on.
ProgramAdvisor.com/Scholarships

\$10,000 In Financial Aid
Take 30 Seconds and Register To Win \$10,000 in Financial Aid...
FinancialAidSuperSite.com/10,000

2030 North Pacific Condos
Downtown Santa Cruz's Only New Condo Community!
www.2030northpacific.com

About these links

Internet 100%

Clicking on these links will show or hide the previous emails in this conversation.

This is the response to your reply.

This is your reply email.

This is the original email you replied to.

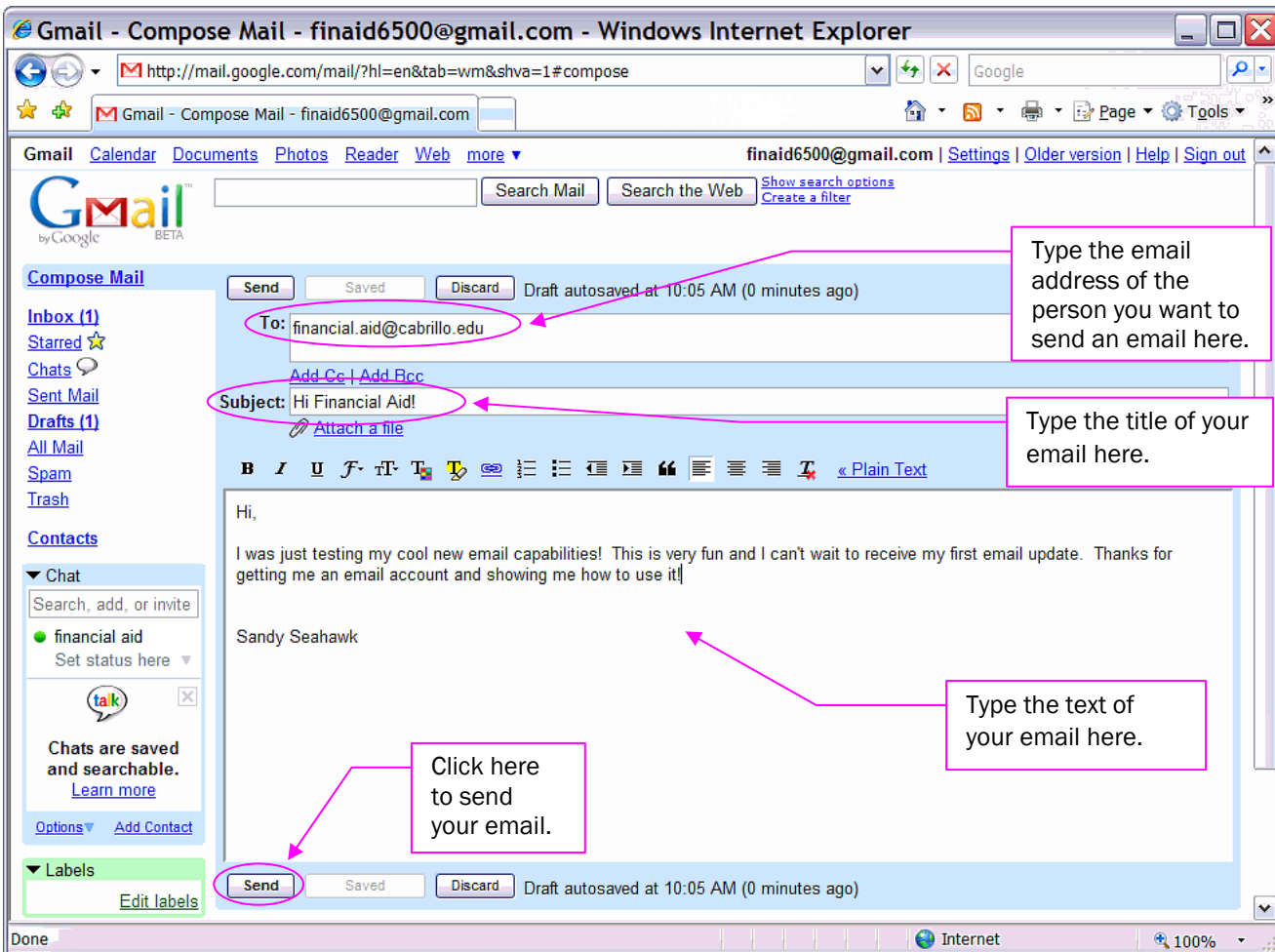
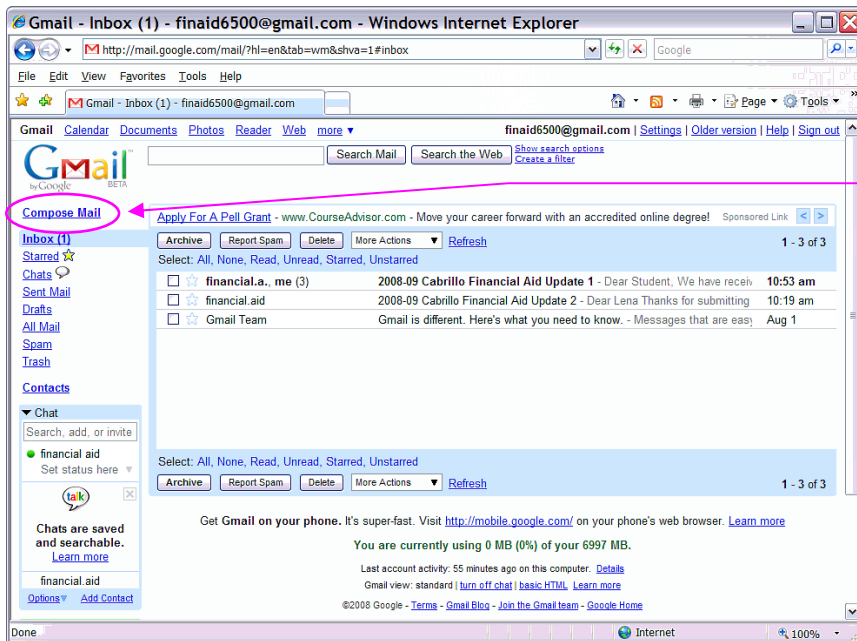
How to write an Email

Click on the Compose Mail link. [Compose Mail](#) This will open a window (see next screen shot).

Enter the email address of whom you want to send the email to in the **To:** box.

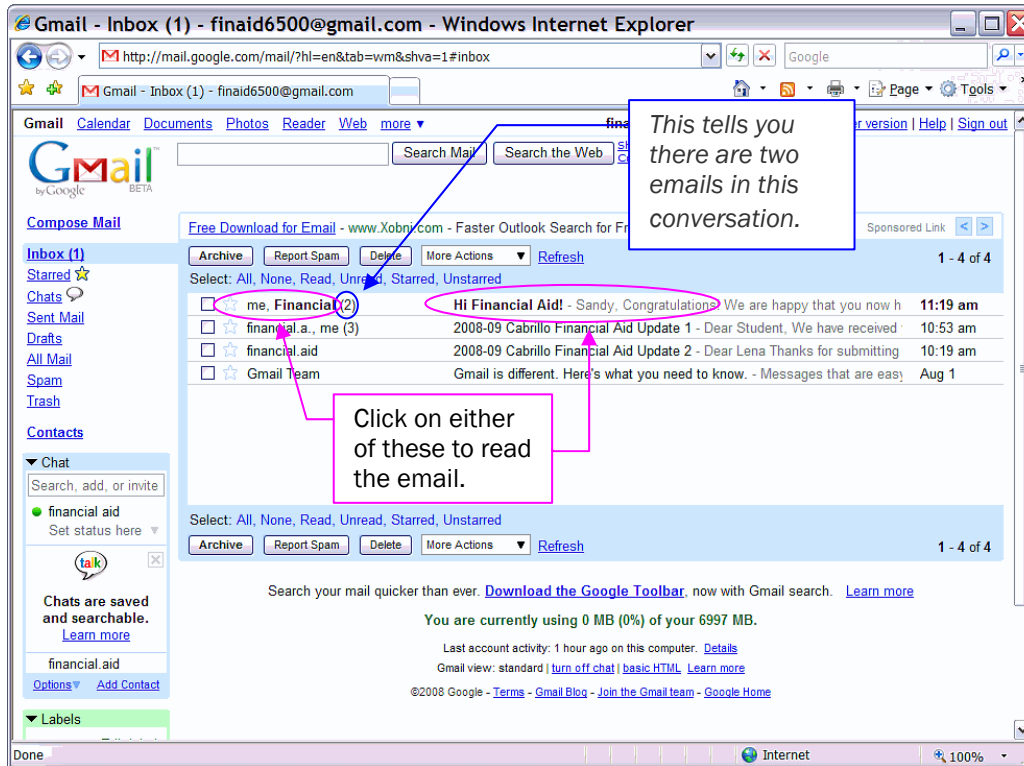
Give your email a title by typing in the **Subject:** box.

Type your text in the big box below the subject. When you are done typing your text click on the Send button. This will send your email



When you get a response to your email:

- The message you sent would now be in your Inbox and be **bold**.
- There will now be a (2) next to the email you replied to.

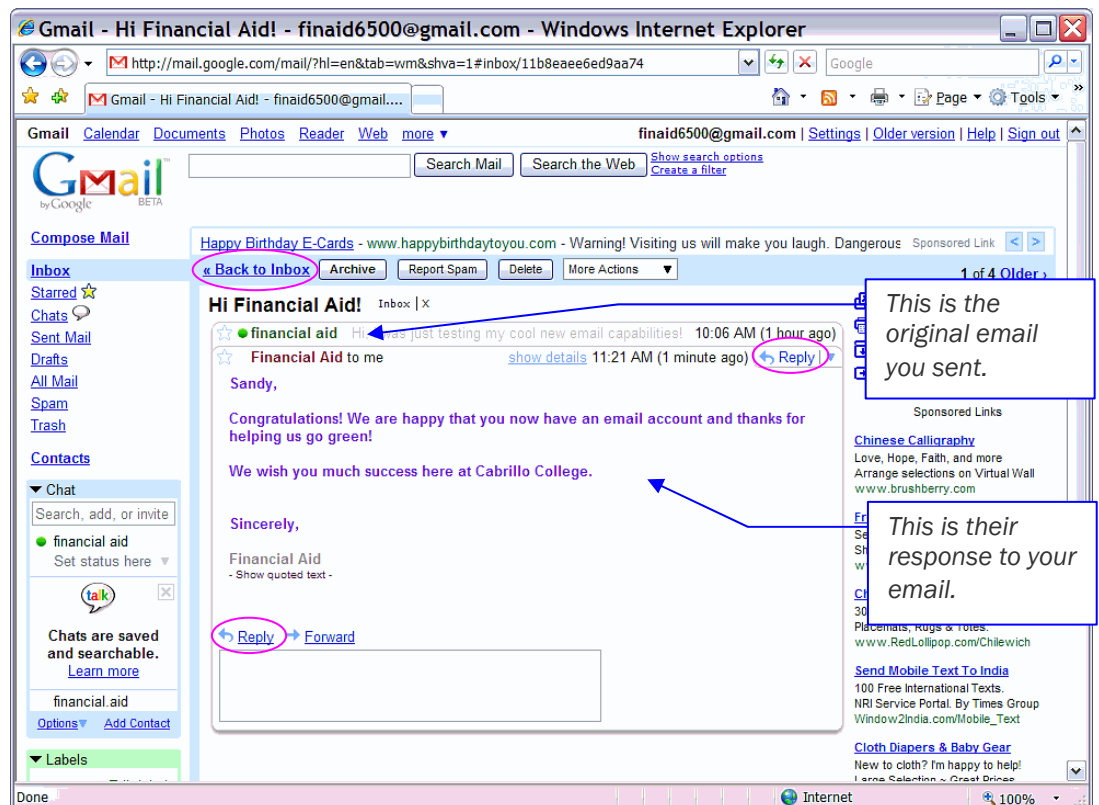


To read the response to your email:

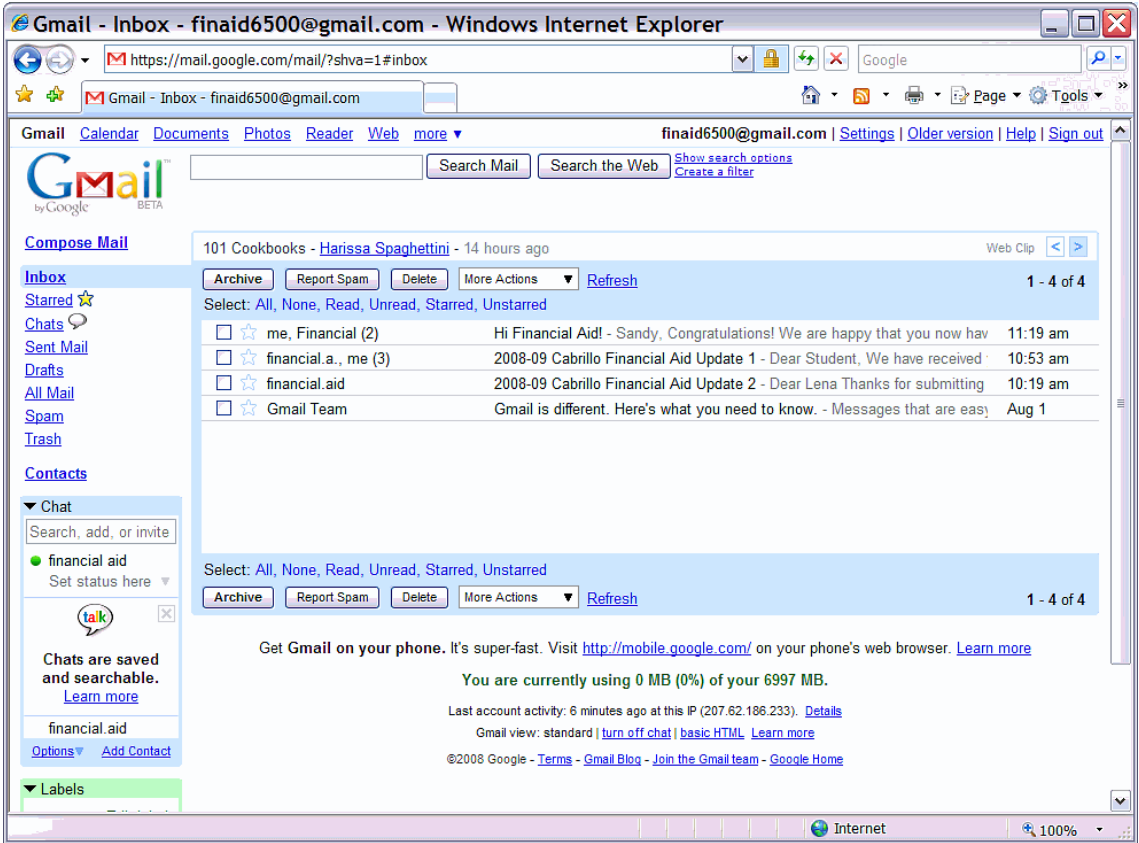
Once you click on the email in your Inbox (hint: it would be bold and have a (2) next to it), this is what you would see.

- If you want to reply click on one of the reply links.
- If you are done reading the email and want to look at more click on

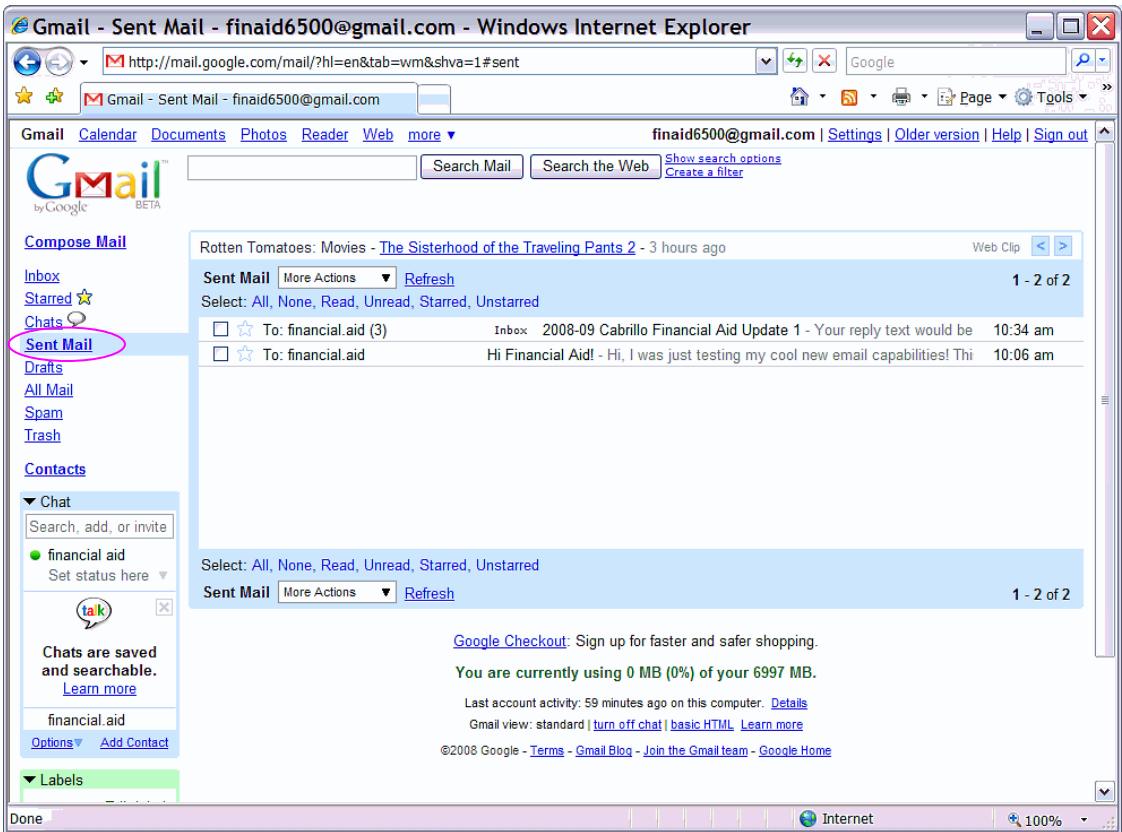
[« Back to Inbox](#)



When you have no new messages, your Inbox will have no **bold** emails in it and would look like below.



If you want to see the emails that you have sent, click on the Sent Mail link.



Email Don'ts

- **Do not open emails from people you do not know personally. Delete** messages from unrecognized senders **unopened**. Sophisticated spammers may be able to tell if you've opened the message. Do not respond in any way. Just delete it.
- **Do not download things or open attachments in your emails that friends forwarded or sent without scanning it for a virus.** Many things forwarded in emails contain a virus for the computer.
- **Do not give out your personal information in an email or a link from an email** no matter how "official" it seems. These are usually email scams and ways of stealing your email address to send you advertisements and junk mail (also called spam) or in worse cases your identity. Legitimate businesses do not ask you to give personal information in email or links. You can always contact the business requesting the information directly if you have questions. Do not use the contact information given in the email, look up the direct contact information yourself.