

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

**Thank you for joining our Zoom meeting
Please mute yourself when the presentation starts.**

**At the bottom of your screen
(or top on an iDevice or Android)
Look for the Reactions icon.**

**Please click “Raise your hand” to ask a question.
Or type your question in the Zoom Chat.**

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Gmail Basics

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Jolyn Bowler

Monday, January 31st, 2022

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Gmail ~ A brief history

Google went online on September 4th, 1998, after starting as a “web crawler” for information at Stanford University by Larry Page and Sergey Brin.

Gmail was launched on 04-01-04, April 1st, 2004. A developer, Paul Buchheit, worked on the idea of a web-based email during the 90s. He joined Google and began developing Gmail in 2001. Some folks consider this the beginning of the modern era of the web and cloud computing

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Gmail & Google Workspace

The difference is in resource “ownership”.

Gmail & G Suite is for the individual.
You own all the access to the Google resources.

Google Workspace for the enterprise or business
situation to manage all resources for all members of the
Workspace.

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Gmail is completely FREE

If you need more storage than the basic 15 GB for your Google Account, you can pay for more.

The first upgrade is to \$1.99 per month for 100 GB of storage. Only if you need more as the storage is for Google Drive, Gmail and Google Photos storage.

There are other options in the Google Account realm, but we'll just focus on Gmail Basic.

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Start at <http://www.google.com>
Type into the Address Bar

Then click on Gmail in
the upper right corner



Google Search

I'm Feeling Lucky



Create your Google Account

to continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

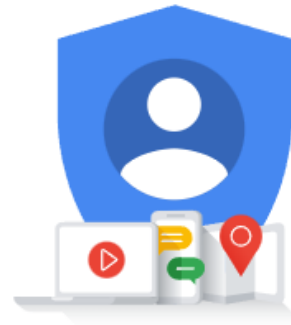
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

[Next](#)



One account. All of Google working for you.

Type in your First and Last Name.

Type in your choice for a Username.

Note: your first choice may not be available.

There are 1.5 billion users.

WRITE IT DOWN!

Create a **PASSWORD**

And confirm it. You can show the password if you want to check.

WRITE IT DOWN!

Click Next to continue.



Create your Google Account

to continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

[Next](#)



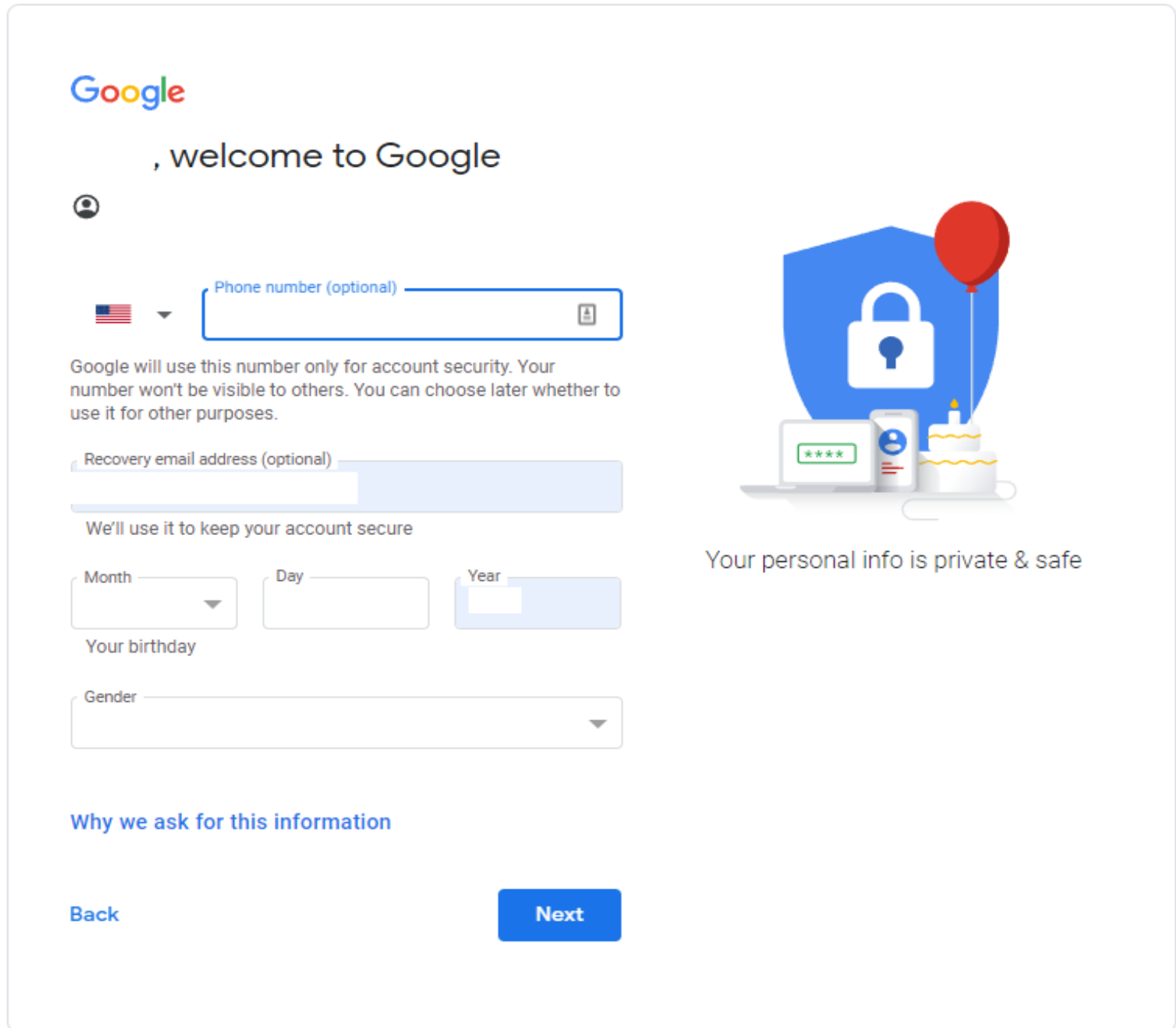
One account. All of Google working for you.

You will see that Google has welcomed you with your name.

Provide a cell number. This is used for security purposes.

Provide a recovery email address. A secondary address is used for security as is your birth date and gender.


WRITE DOWN THIS INFO!
Click Next to proceed.




The screenshot shows the Google account creation process. At the top, the Google logo is followed by a personalized greeting: ', welcome to Google'. Below this is a profile icon placeholder. A dropdown menu shows the United States flag. The main form field is labeled 'Phone number (optional)' and is currently empty. Below the phone number field, a text block explains: '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.' The next field is 'Recovery email address (optional)', which is also empty. Below it, a note says 'We'll use it to keep your account secure'. The 'Your birthday' section consists of three input fields: 'Month' (a dropdown menu), 'Day' (a text box), and 'Year' (a text box). Below these is a 'Gender' dropdown menu. At the bottom of the form, there is a link 'Why we ask for this information'. Two buttons are at the bottom: a blue 'Back' link and a blue 'Next' button.

Google

, welcome to Google



 Phone number (optional)

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.

Recovery email address (optional)

We'll use it to keep your account secure

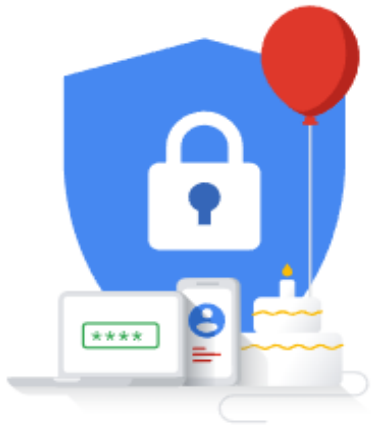
Month Day Year

Your birthday

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)





Your personal info is private & safe



Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

-  Receive video calls & messages
-  Make Google services, including ads, more relevant to you

[More options](#)

[Back](#)

[Skip](#)

[Yes, I'm in](#)



Your personal info is private & safe



The next steps take you through Gmail sending you a confirmation number to the cell number you entered.

You will need to enter the number and then proceed.

I will be demonstrating this after the slide show.

Once you have finished the registration process you will be presented with your new Gmail page.

Now I'll share the process in a live demonstration:

Customizing your inbox

Changing your profile image

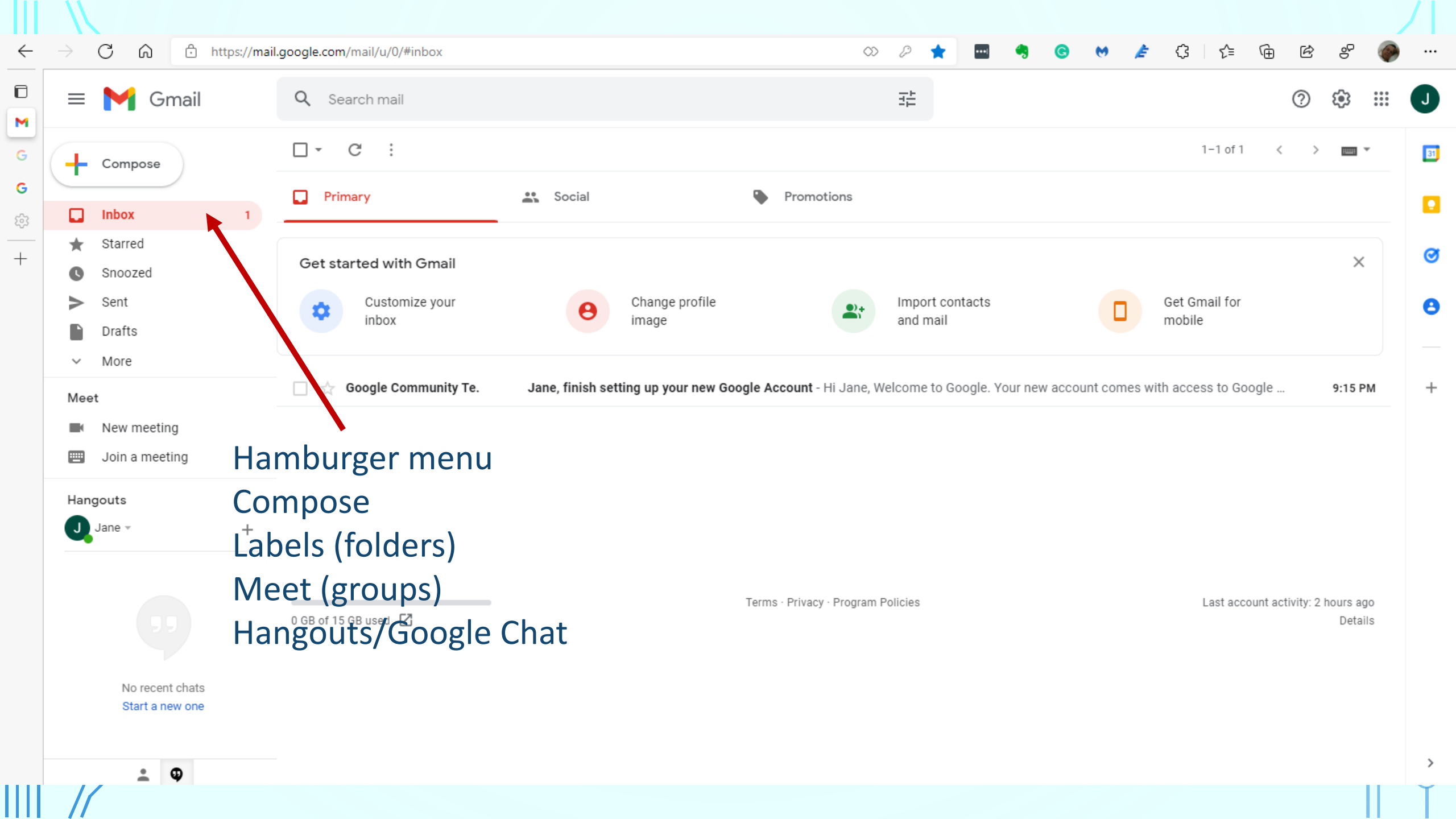
Importing contacts and mail

Get Gmail app for mobile.

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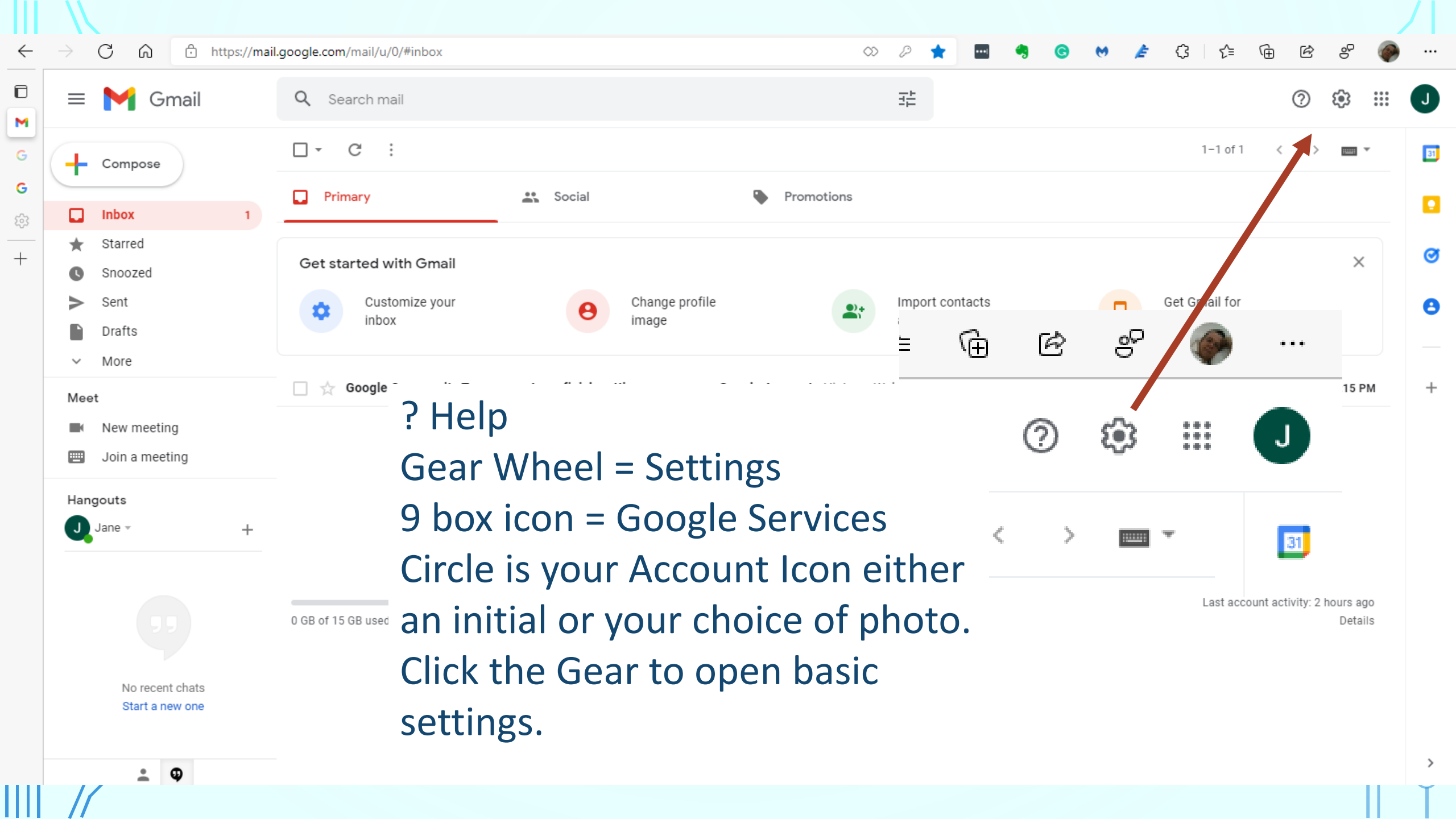
Hamburger menu

Compose

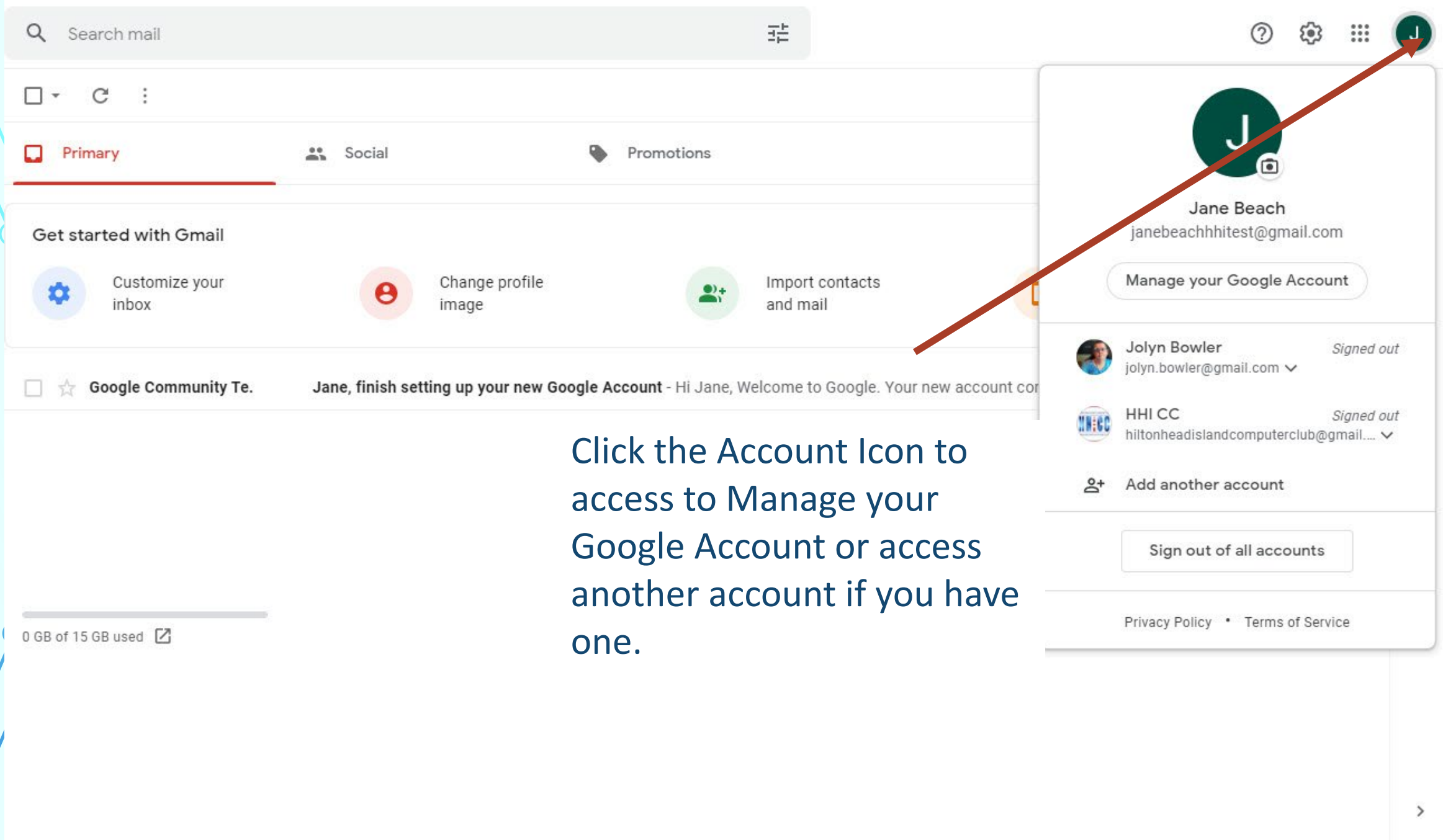
Labels (folders)

Meet (groups)

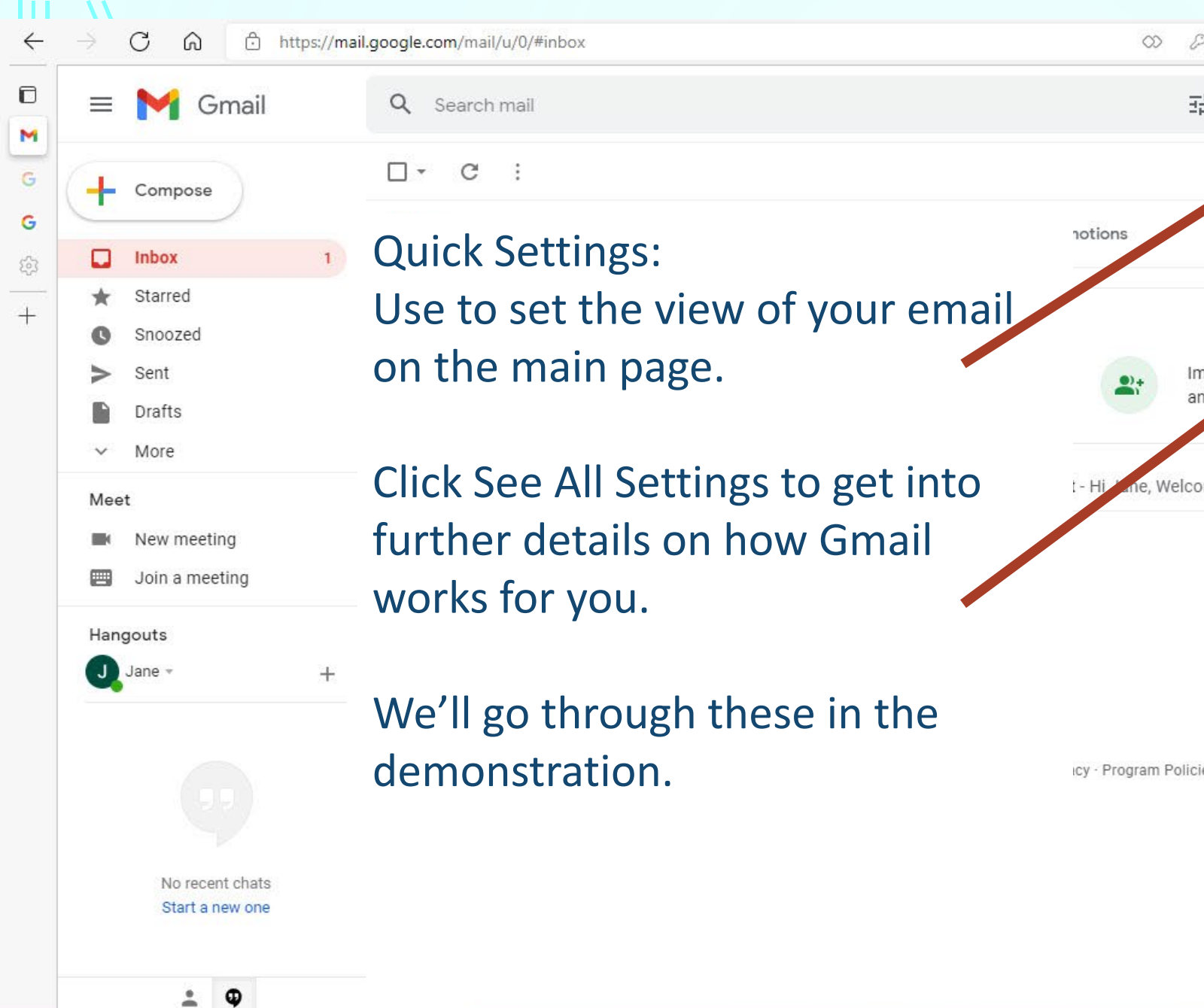
Hangouts/Google Chat



? Help
Gear Wheel = Settings
9 box icon = Google Services
Circle is your Account Icon either
an initial or your choice of photo.
Click the Gear to open basic
settings.



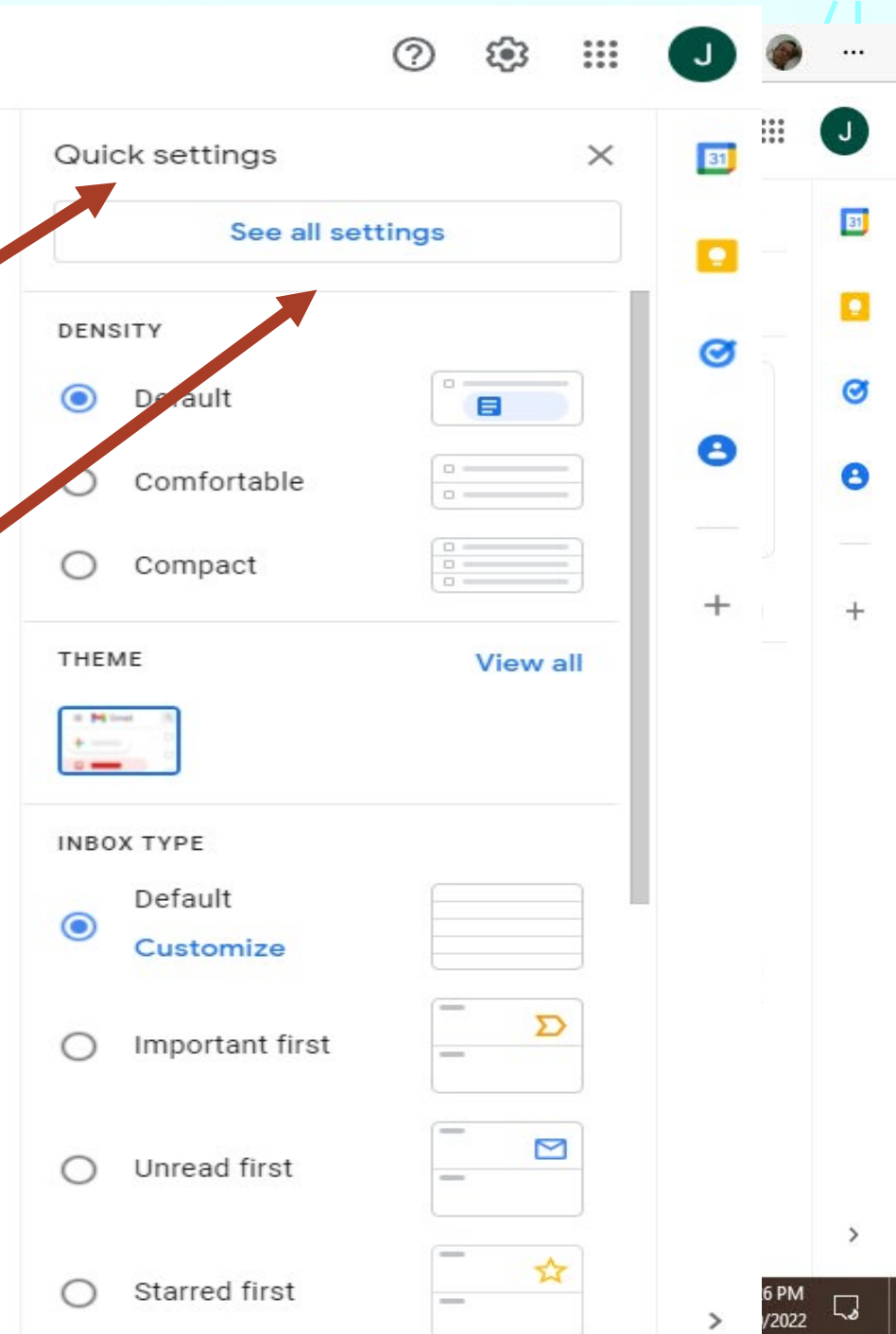
Click the Account Icon to access to Manage your Google Account or access another account if you have one.



Quick Settings:
Use to set the view of your email
on the main page.

Click See All Settings to get into
further details on how Gmail
works for you.

We'll go through these in the
demonstration.



Let's go take a look!





These are links for you to use.

Google

<http://www.google.com>

Gmail

<http://gmail.com>

My Google Account

<http://myaccount.google.com>

Gmail Support Forum

<https://support.google.com/mail/community?hl=en>

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Thank you for joining us.

Q & A



Gmail is different. Here's what you need to know. Google x



Gmail Team <gmail-noreply@google.com>

to me ▾

Tue, Jun 22, 2004, 10:02 PM



Reply



First off, welcome. And thanks for agreeing to help us test Gmail. By now you probably know the key ways in which Gmail differs from traditional webmail services. Searching instead of filing. A free gigabyte of storage. Messages displayed in context as conversations.

So what else is new?

Gmail has many other special features that will become apparent as you use your account. You'll find answers to most of your questions in our searchable [help](#) section, which includes a [Getting Started guide](#). You'll find information there on such topics as:

- How to use address auto-complete
- Setting up filters for incoming mail
- Using advanced search options

You may also have noticed some text ads or related links to the right of this message. They're placed there in the same way that ads are placed alongside Google search results and, through our AdSense program, on content pages across the web. The matching of ads to content in your Gmail messages is performed entirely by computers; never by people. Because the ads and links are matched to information that is of interest to you, we hope you'll find them relevant and useful.

You're one of the very first people to use Gmail. Your input will help determine how it evolves, so we encourage you to send your feedback

Special Interest Group Zoom Meetings?

Is there an interest in a monthly Zoom call on a specific topic such as Google that would be open to all members to ask questions, offer solutions, find answers and share an issue you've run into.

Here is a brief poll.

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