Hilton Head Island Computer Club

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Members Helping Members Learn Technology Since 1989

Zoom Protocols

- **Please mute yourself and keep muted during presentation.**

- **Please be sure to let us know who you are if your name isn't listed. We like to check everyone in.**

- **Please type any questions you have in the Chat window. Zoom controls at the bottom of your screen or on a tablet or phone, tap the screen first to get the menu to pop-up. Then click or press Chat and type your question.**

- **"Raise your Hand" under reactions.**

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GMAIL BASICS

Jolyn Bowler
December 5th, 2022

GMAIL

Gmail was introduced and Google webmail-based service in 2004. Gmail is advertising supported.

There over 1.5 billion Gmail registered accounts Many people have more than one Gmail account.

The UI (user interface) makes Gmail unique amongst webmail systems for several reasons.

- Search – remember this is Google after all.
- Conversation view as a means of managing e-mail.

GMAIL ACCOUNTS
Free

- You can use Gmail for free.
- Signing up for Gmail automatically creates a Google Account with an @gmail.com address.
- This includes access to Google products and services, such as Google Drive, Docs/Sheets/Slides, Calendar, Photos, Chat, Keep, and more.
- You can create an account without Gmail using any email address, such as the email address you have with your organization or another webmail address, such as Yahoo!® or Microsoft® Outlook®.

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GMAIL ACCOUNTS
Workspace for Individuals

Personal Google users—basically anyone with an @gmail.com email address—can now pay $10 a month for Google Workspace Individual.

- An appointment scheduling tool built into Google Calendar
- An email marketing tool built into Gmail and Google Contacts
- Google Meet calls can be longer than an hour (similar to Zoom's paid plan)
- 24/7 support, yes, support from Google

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GMAIL ACCOUNTS
Workspace for Business (formerly G Suite)

- Paid version for businesses offering different levels & pricing.
- Workspace is a collection of cloud computing, productivity and collaboration tools by Google. It consists of Gmail, Contacts, Calendar, Meet and Chat for communication for businesses.
- Workspace for Education edition adds a learning platform Google Classroom.
- Workspace for Non-Profits is available to eligible nonprofits have access to Nonprofits edition at no cost to the organization. Excellent tools for working and sharing though Google tools.

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VS

The primary difference between Google/Gmail Accounts:
Business Gmail Can Be Managed Centrally
but
Personal Gmail Accounts Are Privately Owned

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CREATE A GOOGLE/GMAIL ACCOUNT

This is a terrific link to help you get started.
https://support.google.com/accounts/answer/27441?hl=en

- Choose a Google Account Type
- Personal or Business
- Choose your username. It will become your @gmail.com address.
- Write down a few options as there are over 1.5 BILLION accounts and may be a few repeats.
- Choose your password. WRITE IT DOWN!
- Add the date and add this information where you save passwords.

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PROTECT YOUR ACCOUNT
SET UP YOUR RECOVERY INFORMATION

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back. This is extremely important.

Add a recovery phone number. Your cell number is best used. Keep your phone handy when logging in from a new location/device.

Add a recovery email address. Not everyone uses a smart phone so a non-Gmail address is best. Of course, we can't use Hargray but a different email service would be fine.

I have a Microsoft ID with a different address as my backup.

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PROTECT YOUR ACCOUNT
SET UP YOUR RECOVERY INFORMATION

I cannot stress how important the two-step authentication or recover information is. If you get locked out of your Gmail for some reason, without that information, it can be extremely difficult to recover your account.

Yes, it's a extra step. A pain. But oh so worth it.

You can also set up authenticator apps on your smartphone for iPhone, Google and Microsoft.

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Now that you have a Gmail address, what's next?

Let's take a live look at the Gmail layout.

I find the user interface can be daunting at first, but with a little time and understanding you can set up your Gmail the way YOU work.

At the end of the slides are a series of links with more information about Gmail, Workspace and more.

What we are covering.

- Start at with your browser open.
- My home page is google.com and I'm signed in so I click on Gmail in the right upper corner. You can type gmail.com in the address bar.
- ☰ Upper left corner look for the "Hamburger Icon" to open the left side panel. That will "pin" it open.
- Closed, the panel just shows you icons. Hover (move the cursor) over the icons and the categories will appear.
- With the sidebar collapsed there is more real estate on your screen.

- The Search Box (MOST IMPORTANT SPOT IN GMAIL) is at the top.
- Below that are your email listed in date by latest received.
- Once you select an email either by clicking the selection box or opening by clicking on the email itself, you will see more options in icon form along the top. Those can be changed to text if you prefer in settings.
- On the far right allows you to use split screen view. Hit the little down arrow for the options.
  - Right and Left panel
  - Upper and Lower panel
  - No Split or Full screen

- ⚙ The Gear Wheel in the upper right corner opens Quick Settings.
  - This is where you can set up:
    - Chat/Meet ~ Gmail Apps
    - Layout Density
    - Theme (background or colors)
    - Inbox Type
    - Reading Pane
    - Email Threading
- Click on "See All Settings" at the top to get into the full settings menu including General, Labels, Inbox, Accounts & Import, Filters and Blocked Addresses, Forwarding & POP/IMAP, Add-ons, Chat & Meet, Advanced, Offline and Themes.

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Q & A

Google Workspace Individual
https://workspace.google.com/individual/

What Is Google Workspace Individual, and How Does It Work?
https://www.wired.com/story/google-workspace-individual-google-apps-changes/

Google Workspace for Business
https://workspace.google.com/

What Is Google Workspace Individual, and How Does It Work?
https://www.wired.com/story/google-workspace-individual-google-apps-changes/

Choose your Google Workspace pricing plan. Try it free for 14 days.
https://workspace.google.com/pricing.html

Choose your Google Workspace edition
https://support.google.com/a/answer/6043576?hl=en

Using an alternate email address with your Google Account
https://support.google.com/accounts/answer/176347?hl=en&co=GENIE.Platform%3DDesktop