

Hilton Head Island Computer Club



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 the reactions button at the bottom.**

~Gmail~
All You Need to
Know
Part I : Security

Jolyn Bowler
Monday, April 3rd, 2023

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

**Over the next weeks I'll cover the following.
Keep an eye out for the invitations to our next
sessions.**

I. Security	Zoom 4:00 pm	Monday, April 3 rd , 2023
II. What Am I Looking At ?	Zoom 4:00 pm	Monday, April 24 th , 2023
III. Settings	Zoom 4:00 pm	Monday, May 15 th , 2023
IV. Q&A ~ in person	In- Person 2:00 pm	Monday, June 5 th , 2023

Gmail is:

A popular email service used by millions of people around the world provided by Google that offers a variety of features:

- Security – Two-step verification process to protect user accounts and recovery email/phone number as well.
- A large storage capacity ~ Email Storage – Gmail offers 15 GB of free storage space. There are paid/subscription offers as well.
- The ability to send and receive emails from any device
- Organization – automatically categorization of emails into Primary, Social and Promotions categories, as well as into user-defined labels.
- Search – The power of Google Search allows users to quickly find emails by sender, recipient, subject, words or phrases from the message body, and more.

... and :

- Conversation View ~ All emails in a back-and-forth stay together or separate.
- Labels – Organize your emails by Name or Topic. These are like folders in other email services.
- Filters – Allows users to automatically categorize, archive, delete, star, or forward incoming emails.
- Spam Protection – Includes an effective spam filter that keeps most unwanted emails from reaching the user's inbox.
- Chat – Gmail has an integrated chat feature, which allows users to communicate in real-time with other Gmail users.

... and :

The best use/setup/operation of Gmail is via the website:

<https://mail.google.com>

Regardless of where and how you access your Gmail account, it is best, if possible, to sign-up and setup via the web.

Gmail is a “web-based” web service.

HOWEVER

Google offers email apps for Gmail on Apple iPhone and iPad as well as on Android phones and tablets and A PWA (progressive web app) on Chromebooks.

SECURITY/SETTINGS

As you set up your Gmail account, you will have gone through a series of steps to fill out. You can, if you prefer, not set up extra security at that time, but it is recommended to everyone to use some form of Two-Factor Authentication (2FA). Yes, it can be a bit of a pain and you need to remember to have your phone with you if that is your confirmation method.

Come into the Center for help and you can sign in on your laptop or on one of our systems. Then set your security and any other settings in Gmail and it will reflect in your phone or tablet app.

Go to either google.com or sign into your Gmail account and then go to your security settings.

Remember to log out/sign out when you are done... we are a public facility.



Google

Click on your "avatar".



🔍 Search Google or type a URL 



E-Chords



Chordify



Add shortcut



When the drop-down menu appears,
click on Manage your Google Account

Google

Search Google or type a URL



E-Chords



Chordify



Add shortcut



Jolyn Bowler
jolyn.bowler@gmail.com

Manage your Google Account



Strange Daze
strangedze@gmail.com



HHI CC
hiltonheadislandcomputerclub@gmail.com



Pandora Boxe
pandora.boxe.1@gmail.com



Add another account



Sign out of all accounts

Privacy Policy • Terms of Service



Home

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Data & privacy

Security

People & sharing

Payments & subscriptions

About



Welcome, Jolyn Bowler

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Google One

As a Google One member, you get expanded storage, access to experts, and more



Account storage

548.2 GB of 3 TB used



Support from a Google expert

Get help with Google products



[Go to Google One](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & privacy](#)

You have security tips

Security tips found in the Security Checkup



[Review security tips](#)

Privacy suggestions available

Take the Privacy Checkup and choose the settings that are right for you



[Review suggestions \(4\)](#)

- Home
- Personal info
- Data & privacy
- Security
- People & sharing
- Payments & subscriptions
- About



Welcome, Jolyn Bowler

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & privacy](#)

You have security recommendations

Recommended actions found in the Security Checkup



[Protect your account](#)

Privacy suggestions available

Take the Privacy Checkup and choose the settings that are right for you



[Review suggestions \(3\)](#)

Looking for something else?

Search Google Account



Google/Gmail security settings I

2-Step Verification

2-Step Verification is an extra layer of security that helps protect your account from unauthorized access. When you enable 2-Step Verification, you will need to enter a code from your phone in addition to your password when you sign in. It makes it much more difficult for someone to access your account if they have your password.

App Passwords

App Passwords are special passwords that you can use to sign into Gmail from third-party apps. This helps protect your account if the third-party app is compromised. To create an App Password, go to the Security tab in your Gmail settings and click App Passwords.

Security Checkup

The Security Checkup is a tool that helps you review and adjust your security settings. It also recommends additional security measures that you can take to protect your account. To run the Security Checkup, go to the Security tab in your Gmail settings and click Security Checkup.

Google/Gmail security settings II

Inactivity Alerts

Inactivity Alerts notify you if there is any sign of unusual activity in your account. For example, if someone logs in from a new device or location, you will receive an email notification. To enable Inactivity Alerts, go to the **Security** tab in your Gmail settings and click **Inactivity Alerts**.

Device Activity

The Device Activity page shows you a list of all the devices that have been used to access your account recently. You can use this information to identify any unauthorized devices and revoke their access. To view your Device Activity, go to the **Security** tab in your Gmail settings and click **Device Activity**.

Recent Activity

The Recent Activity page shows you a list of all the recent activity in your account, such as sent and received emails, and changes to your settings. You can use this information to identify any suspicious activity and take steps to protect your account.

Once you are in your account page, take the time to wander through the settings on the left.

Home

Manage your info, privacy, and security to make Google work better for you.

Personal info

Info about you and your preferences across Google services

Data & privacy

Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more

Security

Settings and recommendations to help you keep your account secure

People & sharing

People you interact with and the info you make visible on Google services

Payments & subscriptions

Your payment info, transactions, recurring payments, and reservations

Search bar containing the text "passwords"

- 3 RESULTS
- App passwords Security
- Password Manager Security
- Password Personal info, Security**
- Search Help Center for "passwords"

The strongest feature within Gmail is the Search Function.

- Home
- Personal info
- Data & privacy
- Security
- People & sharing
- Payments & subscriptions
- About

Google One

As a Google One member, you get expanded storage, access to experts, and more

Account storage
548.2 GB of 3 TB used

Support from a Google expert
Get help with Google products

[Go to Google One](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience

[Manage your data & privacy](#)

You have security tips

Security tips found in the Security Checkup

[Review security tips](#)

Privacy suggestions available

Take the Privacy Checkup and choose the settings that are right for you

[Review suggestions \(4\)](#)

[Review security activity](#)

- Home
- Personal info
- Data & privacy
- Security**
- People & sharing
- Payments & subscriptions
- About

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

🛡️ 2-Step Verification	✅ On since Jan 2, 2015	>
*** Password	Last changed Feb 9	>
📱 Google prompt	3 devices	>
💬 2-Step Verification phones	[Redacted]	>
📞 Recovery phone	[Redacted]	>
✉️ Recovery email	jolyn.bowler@live.com	>
🔑 Google Account PIN	Last changed Nov 14, 2014	>

You can add more sign-in options

- [Security keys](#)
- [Authenticator](#)
- [Backup codes](#)



Your devices

Where you're signed in

5 sessions on Windows computer(s)
Windows Windows

Third-party apps with account access

You gave these sites and apps access to some of your Google Account data, including info that may be sensi-

RECOVERY ADDRESS

If you do nothing else for security, please make sure you have a recovery email address.

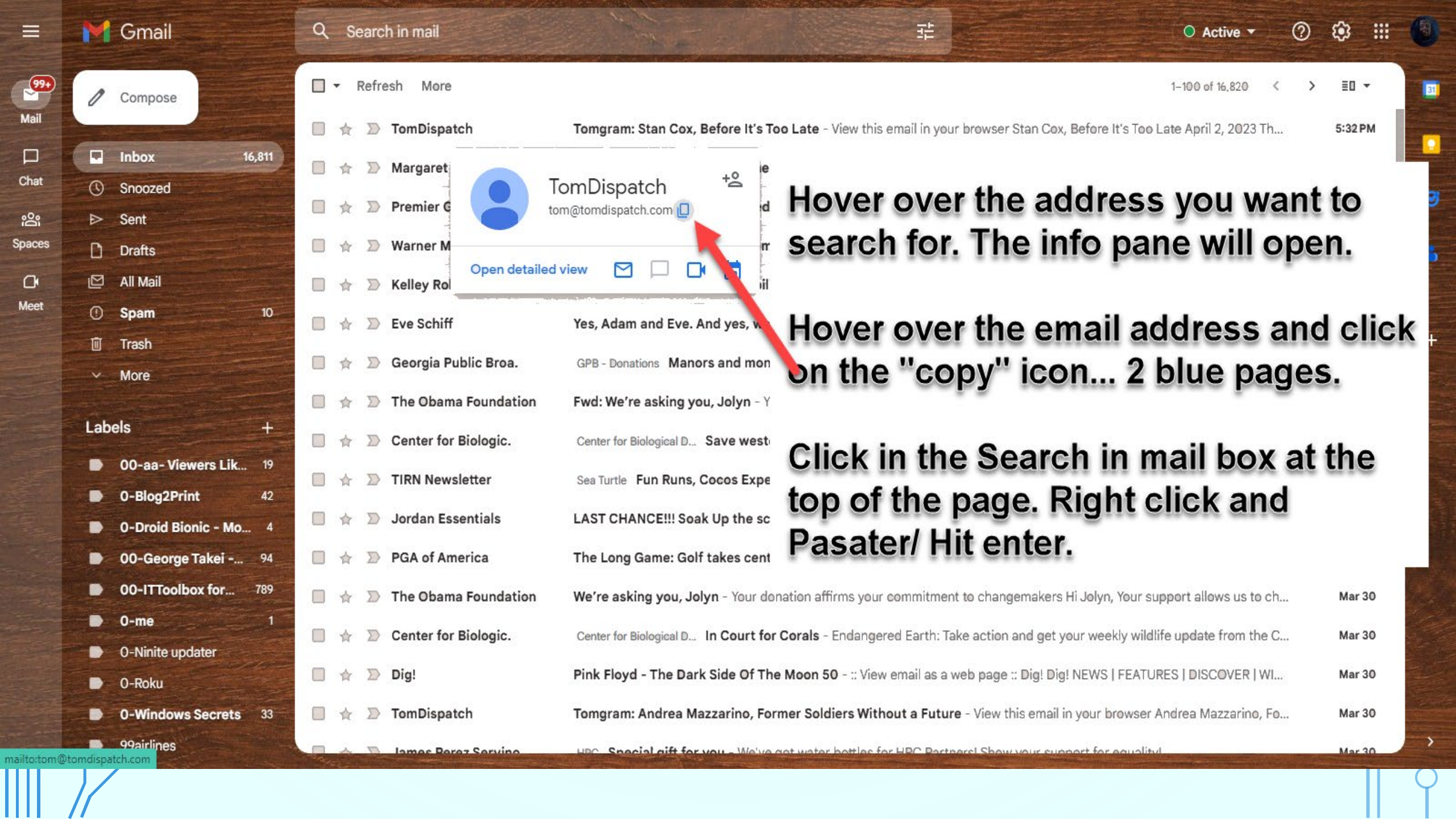
If possible, use one that is not a Gmail address

Use one from a different service (Apple ID or Microsoft ID)

Create a new one just for recovery purposes.

A quick review of the Search feature within Gmail and then a live demonstration.

Please put questions in the chat in Zoom. Thank you.



Search in mail

Active

Compose

Inbox 16,811

Snoozed

Sent

Drafts

All Mail

Spam 10

Trash

More

Labels +

00-aa- Viewers Lik... 19

0-Blog2Print 42

0-Droid Bionic - Mo... 4

00-George Takei - ... 94

00-ITToolbox for... 789

0-me 1

0-Ninite updater

0-Roku

0-Windows Secrets 33

99airlines

Refresh More

1-100 of 16,820

TomDispatch

Tomgram: Stan Cox, Before It's Too Late - View this email in your browser Stan Cox, Before It's Too Late April 2, 2023 Th... 5:32 PM



TomDispatch

tom@tomdispatch.com



Open detailed view



Hover over the address you want to search for. The info pane will open.

Hover over the email address and click on the "copy" icon... 2 blue pages.

Click in the Search in mail box at the top of the page. Right click and Pasater/ Hit enter.

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Premier G

Warner M

Kelley Rol

Eve Schiff

Georgia Public Broa.

The Obama Foundation

Center for Biologic.

TIRN Newsletter

Jordan Essentials

PGA of America

The Obama Foundation

Center for Biologic.

Dig!

TomDispatch

James Perez Servino

Yes, Adam and Eve. And yes, w

GPB - Donations Manors and mon

Fwd: We're asking you, Jolyn - Y

Center for Biological D... Save west

Sea Turtle Fun Runs, Cocos Expe

LAST CHANCE!!! Soak Up the sc

The Long Game: Golf takes cent

We're asking you, Jolyn - Your donation affirms your commitment to changemakers Hi Jolyn, Your support allows us to ch...

Center for Biological D... In Court for Corals - Endangered Earth: Take action and get your weekly wildlife update from the C...

Pink Floyd - The Dark Side Of The Moon 50 - :: View email as a web page :: Dig! Dig! NEWS | FEATURES | DISCOVER | WI...

Tomgram: Andrea Mazzarino, Former Soldiers Without a Future - View this email in your browser Andrea Mazzarino, Fo...

HPC - Special gift for you - We've got water bottles for HPC Partners! Show your support for equality!

Mar 30

Mar 30

Mar 30

Mar 30

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mailto:tom@tomdispatch.com



99+

Mail

Chat

Spaces

Meet

Compose

Inbox 16,811

Snoozed

Sent

Drafts

All Mail

Spam 10

Trash

More

Labels +

00-aa- Viewers Lik... 19

0-Blog2Print 42

0-Droid Bionic - Mo... 4

00-George Takei - ... 94

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0-Windows Secrets 33

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2018 Politics ~ Joe Cunni...

Mail Messages Spaces

From

Any time

Has attachment

To

Exclude Promotions

Is unread

Advanced search

Refresh More

1-100 of many

tom@tomdispatch.c... tom@tomdispatch.com

- TomDispatch Inbox Tomgram: Stan Cox, Before It's Too Late - View this email in your browser (https://mailchi.mp/tomdispatch/tomgr... 5:32 PM
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- TomDispatch Inbox Tomgram: Rajan Menon, A War for the Record Books - View this email in your browser (https://mailchi.mp/tomdis... Mar 28
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- TomDispatch Inbox Tomgram: William Astore, America Hangs from a Cross of Iron - View this email in your browser (https://mailchi.... Mar 21
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- TomDispatch Inbox Tomgram: Beverly Gologorsky, Hunger in America - View this email in your browser (https://mailchi.mp/tomdispa... Mar 12
- TomDispatch Inbox Tomgram: Juan Cole, When We Were Vladimir Putin - View this email in your browser (https://mailchi.mp/tomdisp... Mar 9
- TomDispatch Inbox Tomgram: Michael Gould-Wartofsky, "No Hunting Like the Hunting of Man" - View this email in your browser (h... Feb 26
- TomDispatch Inbox Tomgram: Andrea Mazzarino, War, American-Style, on the Homefront - View this email in your browser (https://... Feb 23
- TomDispatch Inbox Tomgram: Tom Engelhardt, Where Are You, Izzy? - View this email in your browser (https://mailchi.mp/tomdispatc... Feb 21
- TomDispatch Inbox Best of TomDispatch: Nick Turse, Victory in Our Time - View this email in your browser (https://mailchi.mp/tomdi... Feb 19
- TomDispatch Inbox Tomgram: Gledhill and Hartung, Wasting Away at the Pentagon - View this email in your browser (https://mailchi... Feb 14

**Let's take a closer look at
Security Settings
and a quick preview of the next
episode of**

Gmail ~ All you need to know.

Hilton Head Island Computer Club



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Thank you

For help, please see me on
Monday mornings at the
Resource Center between
10 am and 1 pm

Jolyn Bowler
jolyn.bowler@gmail.com

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