HOW TO: EMAILS

Helping you connect safely and confidently

Email (short for "electronic mail") is a fast and easy way to send messages over the internet. Whether you're connecting with friends, family, or businesses, understanding how to use email safely and effectively is essential.

1. What you need to start

- Internet access: Email is accessed online through a web browser (such as Google Chrome, Apple Safari, Internet Explorer)

2. Setting up your Gmail account

- Type www.gmail.com in the search bar.
- Click "Create account", then "For my personal use", then click "Next"

- Type your First name and Last name (optional) in the text boxes, then click "Next"

Scan the QR code to view instructional video
or visit: familiesofveterans.org.au/digital-literacy-war-widows

- Enter your Birthday and Gender, then click "Next"

Basic information

Enter your birthday and gender

Month: Janua... ▼   Day: 1   Year: 1950

Gender: Female ▼

Why we ask for birthday and gender

Next

- Choose your Gmail address, you can pick one of the randomly generated email addresses or you can create your own

Choose your Gmail address

Pick a Gmail address or create your own

○ j44183634@gmail.com

○ j7654531@gmail.com

◉ Create your own Gmail address

Create a Gmail address: mrsjanesmith   @gmail.com

You can use letters, numbers & periods

Next

- Create a strong password

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password: ....

Confirm: ....

☐ Show password

Next

- Enter your mobile number in the text box, then click "Next" to confirm you're not a robot. You will receive a verification code sent to your phone which you enter into the text box.

- Once you have completed the setup form, then click "Next" and it will take you to your Gmail account

3. Sending an Email

- Click on 'Compose' in the top left corner of your screen
- A 'New Message' box will then pop up
- Type the email address of the person you want to write to in the 'To' box at the top
- Below this, type a few words in the 'Subject' box
- Type your main email message in the largest box
- Click the 'Send' button and your message will be sent to your recipient

3. Receiving an Email

- To receive emails, you'll need to share your new email address with the people you want to hear from. Or you can send them an email first and they can reply to it using your email address
- To see if you've received an email, go to www.gmail.com on your web browser. You may be asked to log in to your account again. If so, insert your username and password
- Any new messages you've received will be displayed in bold font.
- Your inbox will be the first folder at the top and will indicate the number of new emails you have
- To read your new message, simply move your cursor over the message text and click on it. The message will then open up for you to read it

4. Replying to an Email

- To reply, simply click the 'reply' button at the top of the message and then type and send your response.
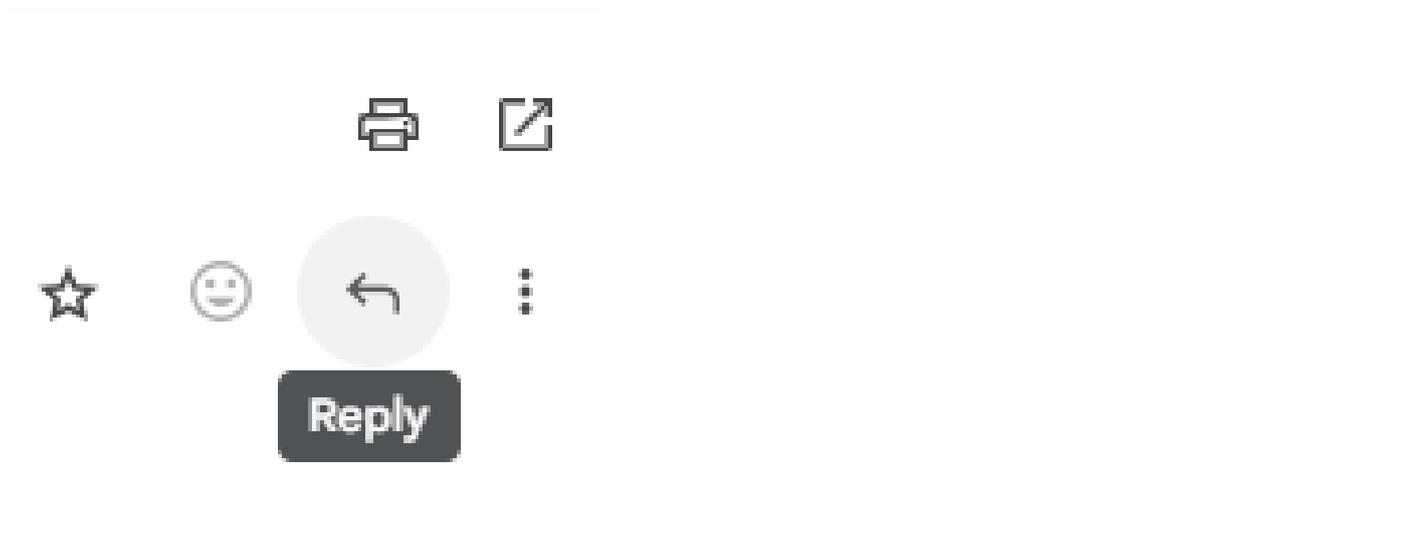
Disclaimer

These guides are here to help you build confidence with technology. While we've done our best to make the information accurate and easy to follow, technology changes quickly and some details may become outdated. Always take care when sharing personal information online, and reach out to a trusted person or service if you're unsure.

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