



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"

The screenshot shows the Gmail sign-in page. On the left, there is the Google 'G' logo and the text 'Sign in to continue to Gmail'. On the right, there is a text input field labeled 'Email or phone'. Below the field is a link for 'Forgot email?'. Further down, there is a note: 'Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode'. At the bottom right, there are two buttons: 'Create account' and 'Next'. At the very bottom, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

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

The screenshot shows the 'Create a Google Account' page. On the left, there is the Google 'G' logo and the text 'Create a Google Account Enter your name'. On the right, there are two text input fields: the top one is labeled 'First name' and contains the text 'Jane', and the bottom one is labeled 'Last name (optional)'. At the bottom right, there is a blue 'Next' button.

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





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- Enter your Birthday and Gender, then click “Next”

The screenshot shows the 'Basic information' step. On the left, there is the Google 'G' logo and the heading 'Basic information' with the instruction 'Enter your birthday and gender'. On the right, there are three input fields for 'Month' (set to 'Janua...'), 'Day' (set to '1'), and 'Year' (set to '1950'). Below these is a 'Gender' dropdown menu set to 'Female'. A link 'Why we ask for birthday and gender' is visible. At the bottom right is a blue 'Next' button.

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

The screenshot shows the 'Choose your Gmail address' step. On the left, there is the Google 'G' logo and the heading 'Choose your Gmail address' with the instruction 'Pick a Gmail address or create your own'. On the right, there are three radio button options: 'j44183634@gmail.com', 'j7654531@gmail.com', and 'Create your own Gmail address' (which is selected). Below the radio buttons is a text input field for 'Create a Gmail address' containing 'mrsjanesmith' and '@gmail.com'. A note below the field says 'You can use letters, numbers & periods'. At the bottom right is a blue 'Next' button.

- Create a strong password

The screenshot shows the 'Create a strong password' step. On the left, there is the Google 'G' logo and the heading 'Create a strong password' with the instruction 'Create a strong password with a mix of letters, numbers and symbols'. On the right, there are two password input fields labeled 'Password' and 'Confirm', both containing masked characters. Below the fields is a checkbox labeled 'Show password' which is currently unchecked. At the bottom right is a blue 'Next' button.



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- 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.

Confirm you're not a robot

Get a verification code sent to your phone

Phone number
0412345678

Google will verify this number via SMS (charges may apply).

Next

- 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

New Message

To Cc Bcc

Subject

Sans Serif Bold Italic Underline Text Color

Send

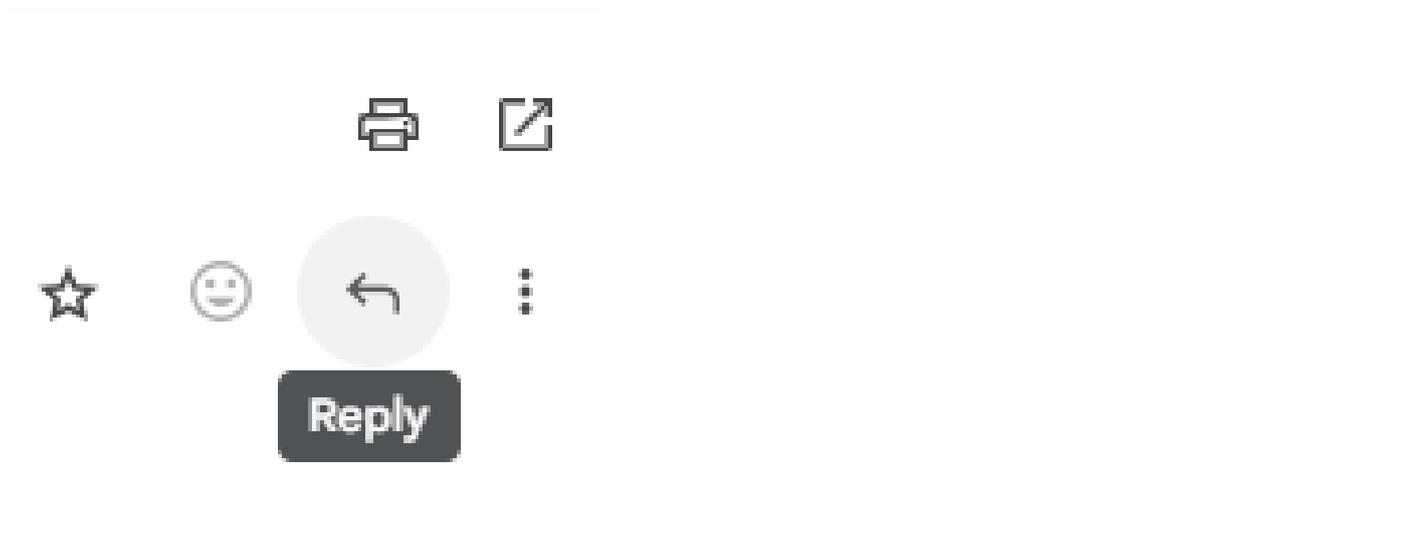


3. Receiving an Email

- 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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