

Google email Using Windows XP

Provided by Ann Mary Ware

Benefits of Google email

- **You can log into it on any computer, anywhere in the world**
- **If you have another provider, e.g. AOL, you can only get into it by going through AOL.**
- **Google stays with you, independent of your provider**
- **Don't have to have your own computer, can use one, e.g. library**

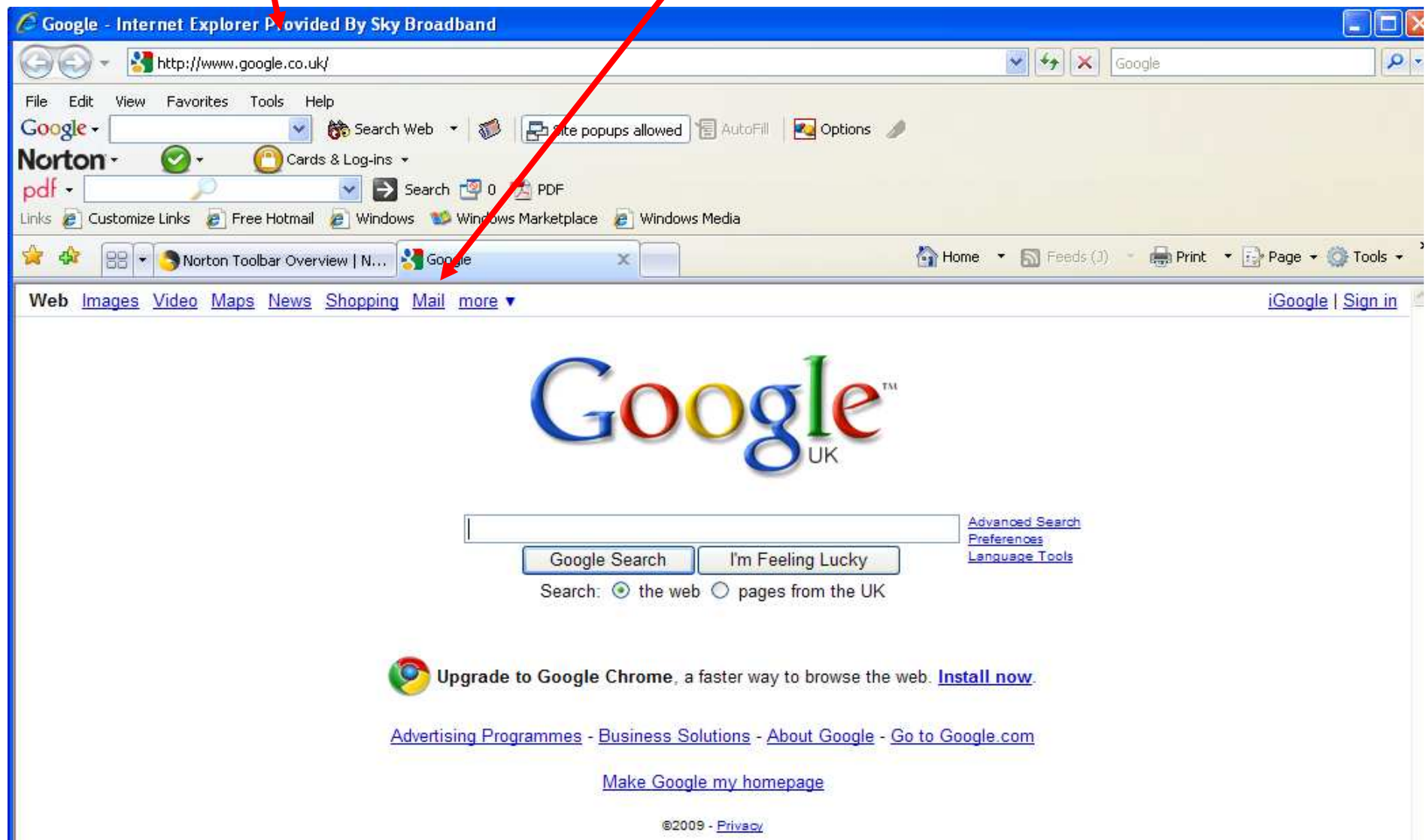
Contents

- Setting up your own Account
- Creating and sending a message
- Receiving a message
- Replying to and forwarding a message
- Adding an attachment
- Receiving an attachment

Setting up your Account

Go into Google

Click on Mail



The screenshot shows the Google UK homepage in an Internet Explorer browser window. The browser title is "Google - Internet Explorer Provided By Sky Broadband". The address bar shows "http://www.google.co.uk/". The search bar is empty, and the "Google Search" button is highlighted. A red arrow points from the text "Go into Google" to the search bar. Another red arrow points from the text "Click on Mail" to the "Mail" link in the navigation menu. The navigation menu includes "Web", "Images", "Video", "Maps", "News", "Shopping", "Mail", and "more". The "Mail" link is highlighted. The Google logo is prominently displayed in the center, with "UK" underneath it. Below the search bar, there are buttons for "Google Search" and "I'm Feeling Lucky", and a search scope selector set to "the web". At the bottom, there is a link to "Upgrade to Google Chrome" and a footer with "©2009 - Privacy".

File Edit View Favorites Tools Help

Google Search Web 97 blocked AutoFill Options

Norton Cards & Log-ins

pdf Search 0 PDF

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

Norton Toolbar Overview | N... Google Mail




Home Feeds (J) Print Page Tools

Google Mail BETA

Welcome to Google Mail

A Google approach to email.

Google Mail is a new kind of webmail, built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Google Mail has:

-  **Less spam**
Keep unwanted messages out of your inbox with Google's innovative technology.
-  **Mobile access**
Read Google Mail on your mobile phone by pointing your phone's web browser to <http://googlemail.com/app>. [Learn more](#)
-  **Lots of space**
Over 2757.272164 megabytes (and counting) of free storage so you'll never need to delete another message.

Sign in to Google Mail with your **Google Account**

Username:

Password:

Remember me on this computer.

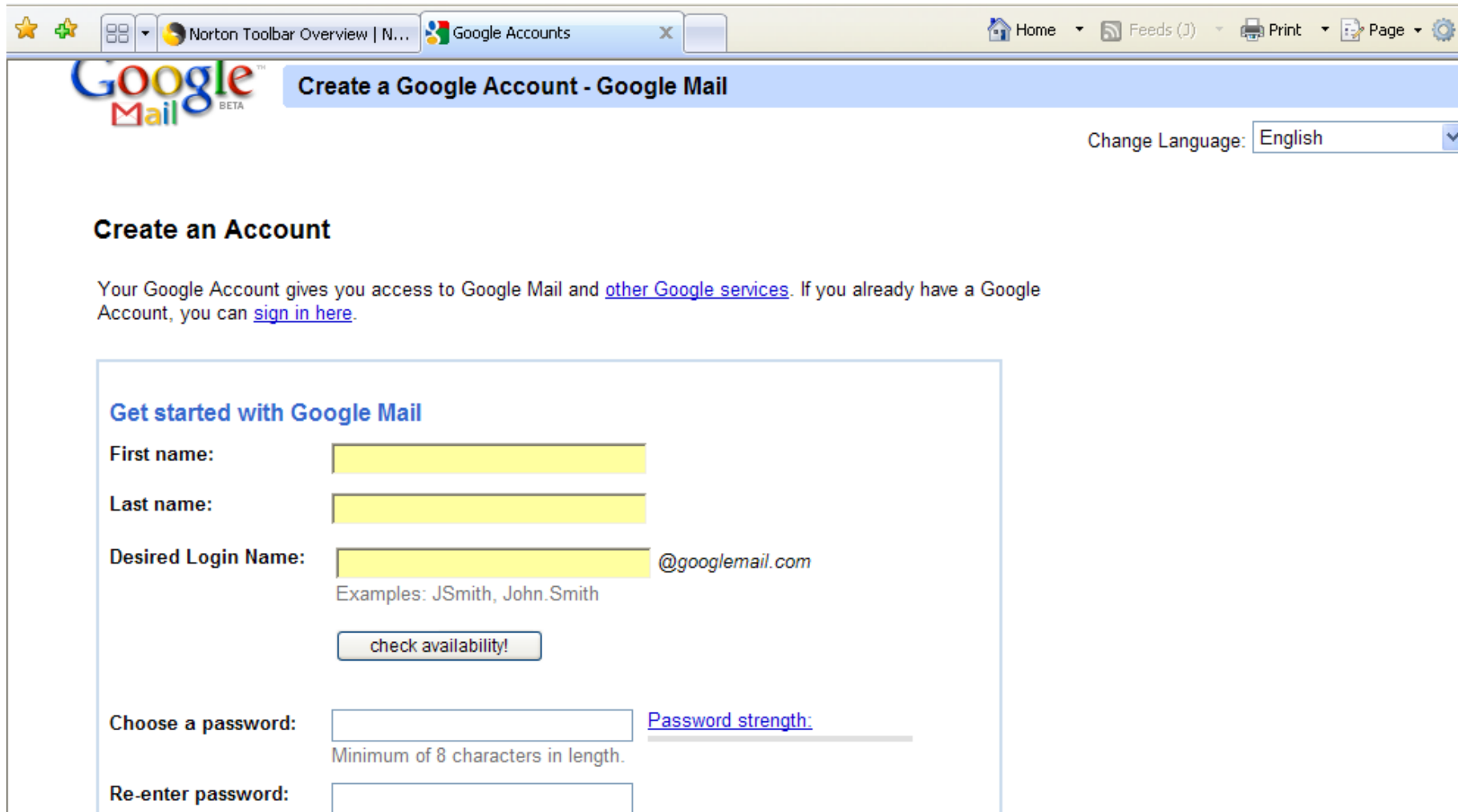
[I cannot access my account](#)

New to Google Mail? It's free and easy.

[About Google Mail](#) [New features!](#)

Click on Create an account

Top third of Account information which needs completing



The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Norton Toolbar Overview | N..., Google Accounts
- Browser Address Bar:** Home, Feeds (1), Print, Page, Settings
- Page Header:** Google Mail BETA logo, "Create a Google Account - Google Mail" title, and a "Change Language: English" dropdown menu.
- Main Section:** "Create an Account" heading.
- Text:** "Your Google Account gives you access to Google Mail and [other Google services](#). If you already have a Google Account, you can [sign in here](#)."
- Form Area:** A box titled "Get started with Google Mail" containing:
 - First name:** Input field
 - Last name:** Input field
 - Desired Login Name:** Input field followed by "@gmail.com". Below it, "Examples: JSmith, John.Smith" and a "check availability!" button.
 - Choose a password:** Input field followed by a "Password strength:" meter.
 - Re-enter password:** Input field

Middle third of Account information which needs completing

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question: Choose a question ...

Answer:

Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location: United Kingdom

That's all which needs completing.

No banking or credit card details required

Word Verification: Type the characters you see in the picture below.





Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Click here to create your own account

Creating and sending a message

Google Mail **Welcome to Google Mail**

A Google approach to email.

Google Mail is a new kind of webmail, built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Google Mail has:

- Less spam**
Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**
Read Google Mail on your mobile phone by pointing your phone's web browser to <http://googlemail.com/app>. [Learn more](#)
- Lots of space**
Over 7328.226847 megabytes (and counting) of free storage so you'll never need to delete another message.

Sign in to Google Mail with your **Google Account**

Username:

Password:

remember me on this computer.

[I cannot access my account](#)

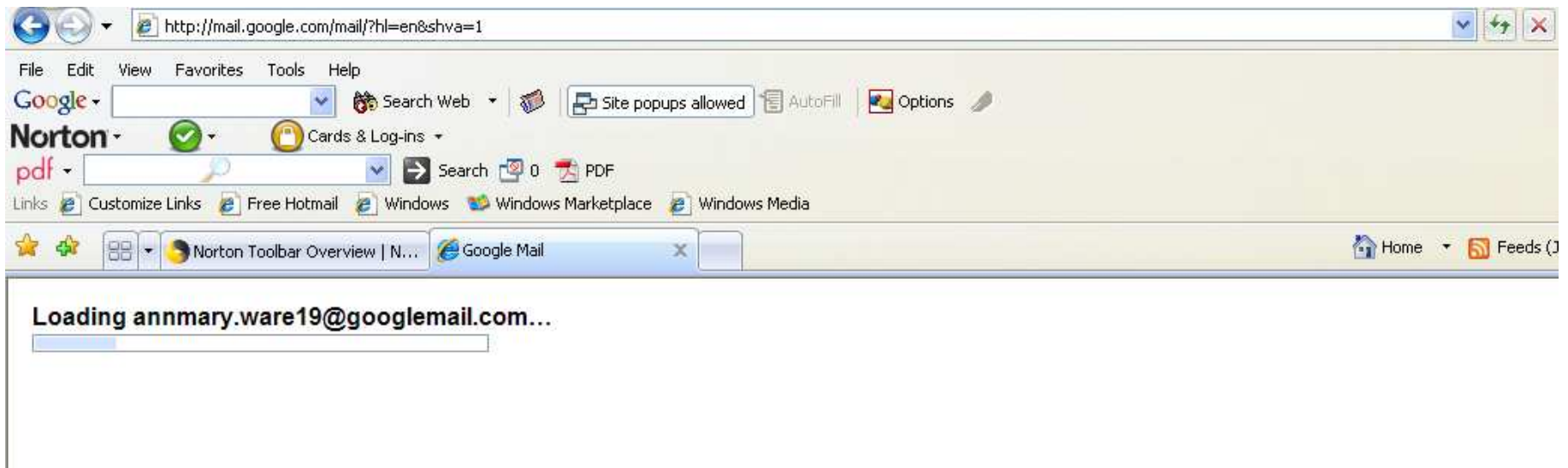
New to Google Mail? It's free and easy.

[About Google Mail](#) [New features!](#)

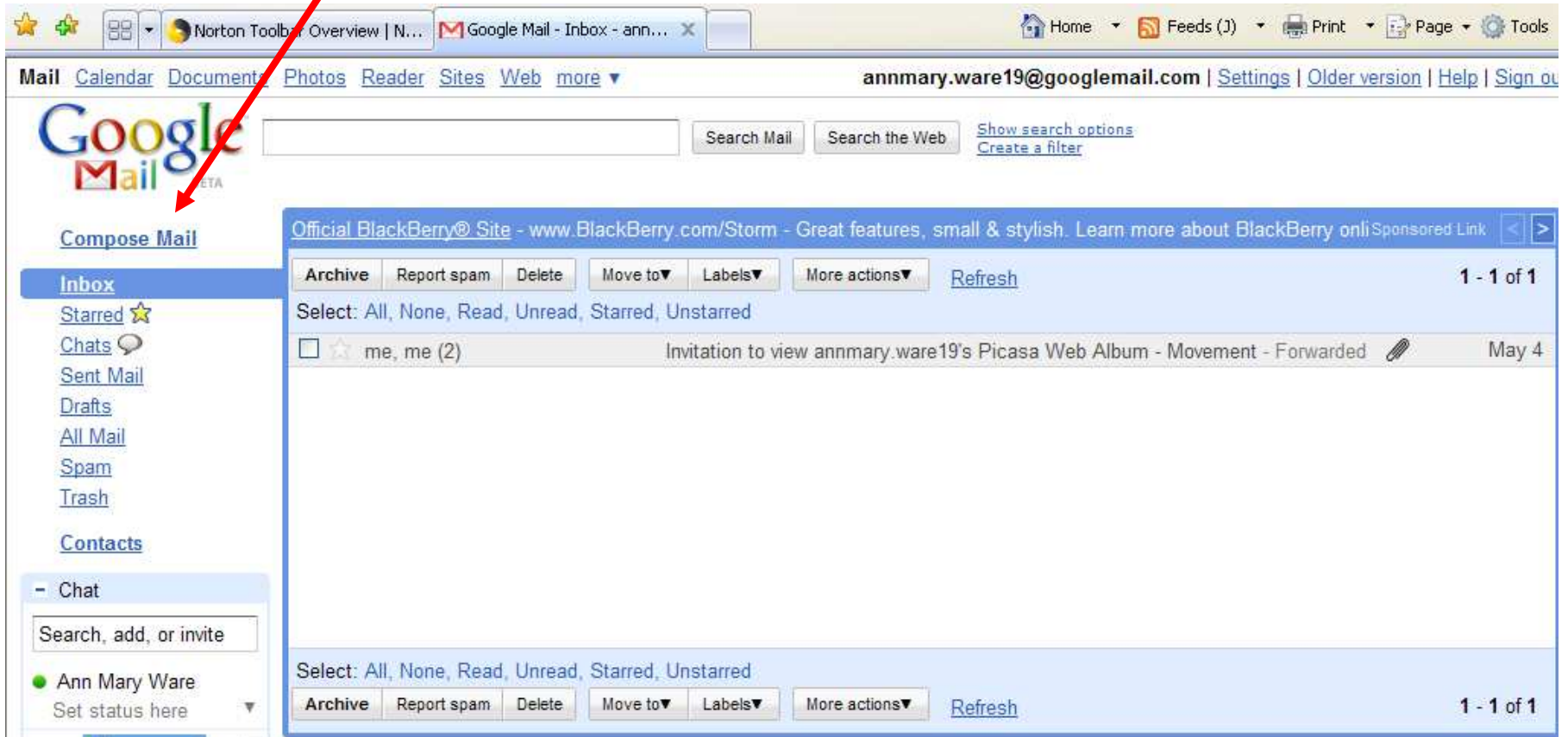
Go into your account by entering your Username and Password

You may be asked whether you want the computer to remember your password, answer yes or no as appropriate.

This screen pops up showing your email account being loaded up

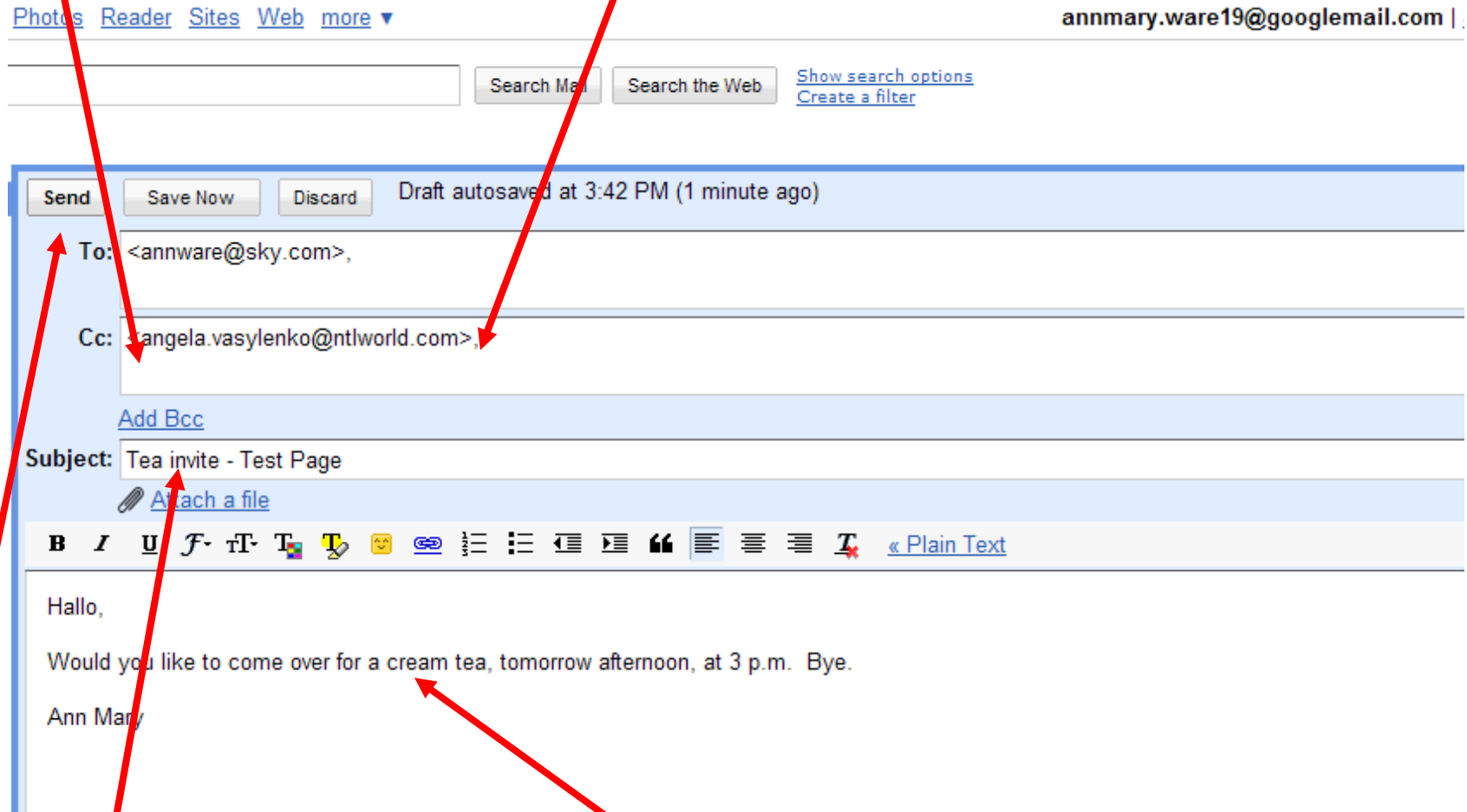


Click on Compose mail



The screenshot shows the Google Mail web interface. At the top, there is a navigation bar with links for Mail, Calendar, Documents, Photos, Reader, Sites, and Web. The user's email address, annmary.ware19@googlemail.com, is displayed on the right. Below the navigation bar is the Google Mail logo and a search bar. A red arrow points from the text 'Click on Compose mail' to the 'Compose Mail' link in the left sidebar. The main content area shows the 'Inbox' with a list of emails. The top email is from 'me, me (2)' with the subject 'Invitation to view annmary.ware19's Picasa Web Album - Movement - Forwarded' and a date of May 4. The interface includes various action buttons like Archive, Report spam, Delete, Move to, Labels, and More actions, along with a Refresh button. The bottom of the page shows a chat window for 'Ann Mary Ware'.

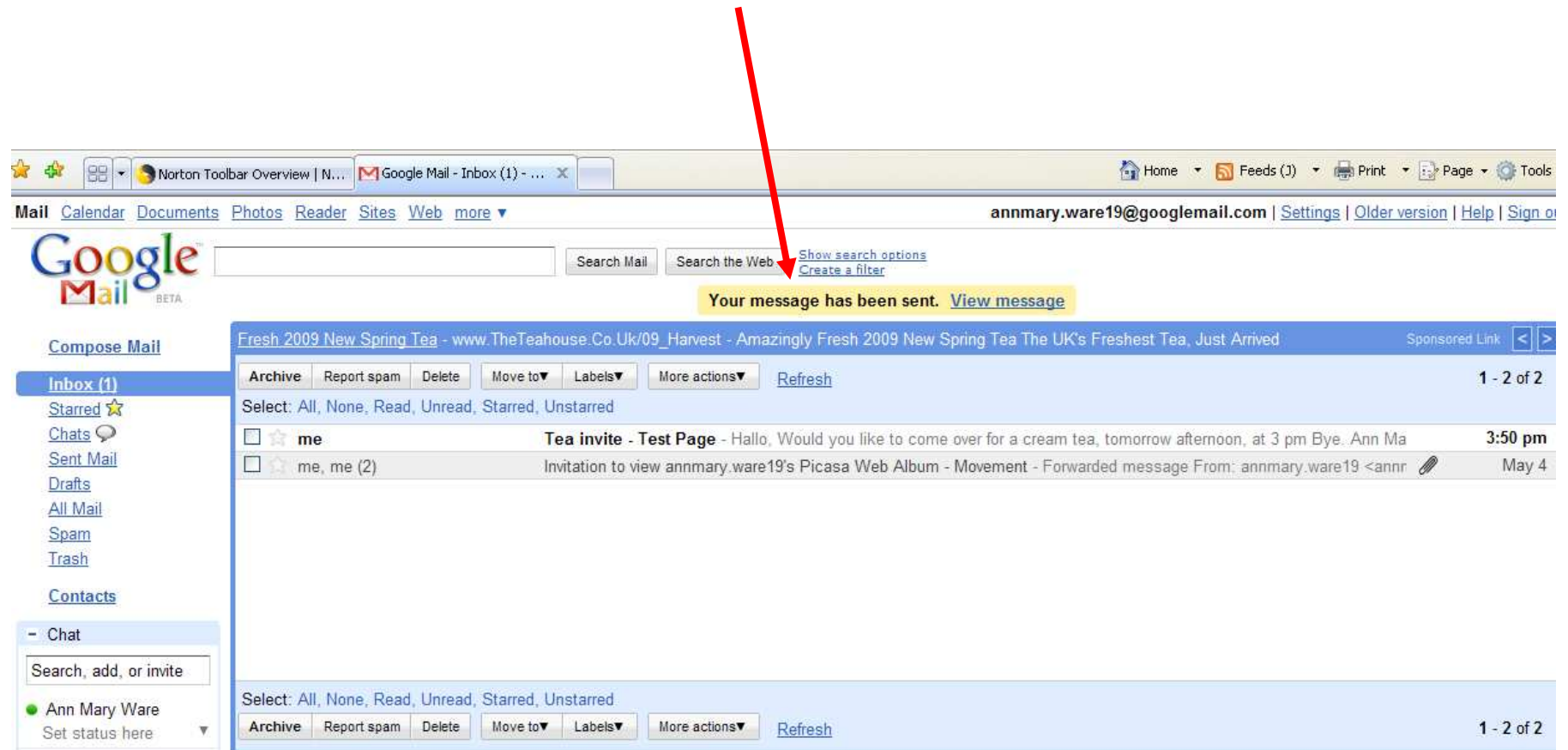
1. Add email address of person to which you want the message sent to
2. Add email address of person you wish a copy sent to (optional)



3. Add Subject title
5. Click send button

4. Type in message

You receive confirmation that your message has been sent



The screenshot shows a web browser window displaying the Google Mail interface. A red arrow points from the text above to a yellow confirmation message in the inbox. The message reads: "Your message has been sent. [View message](#)". Below this, the inbox list shows several messages, including a "Tea invite - Test Page" and a forwarded message. The interface includes a search bar, navigation links, and a chat window on the left.

Browser tabs: Norton Toolbar Overview | N..., Google Mail - Inbox (1) - ...

Navigation: Mail, Calendar, Documents, Photos, Reader, Sites, Web, more ▾

User: annmary.ware19@googlemail.com | Settings | Older version | Help | Sign out

Search: Search Mail, Search the Web, [Show search options](#), [Create a filter](#)

Confirmation: **Your message has been sent. [View message](#)**

Compose Mail

Inbox (1)

- Starred ☆
- Chats
- Sent Mail
- Drafts
- All Mail
- Spam
- Trash

Contacts

Chat: Ann Mary Ware, Set status here ▾

Message 1: Fresh 2009 New Spring Tea - www.TheTeahouse.Co.Uk/09_Harvest - Amazingly Fresh 2009 New Spring Tea The UK's Freshest Tea, Just Arrived. Sponsored Link. 1 - 2 of 2

Message 2: **Tea invite - Test Page** - Hallo, Would you like to come over for a cream tea, tomorrow afternoon, at 3 pm Bye. Ann Ma. 3:50 pm

Message 3: me, me (2) - Invitation to view annmary.ware19's Picasa Web Album - Movement - Forwarded message From: annmary.ware19 <annr...> May 4

Message 4: Select: All, None, Read, Unread, Starred, Unstarred. Archive, Report spam, Delete, Move to ▾, Labels ▾, More actions ▾, Refresh. 1 - 2 of 2

Receiving a Message

Mail [Calendar](#) [Documents](#) [Photos](#) [Reader](#) [Sites](#) [Web](#) [more](#) annmary.ware19@googlemail.com | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

Google Mail BETA

[Compose Mail](#)

Inbox (1)

- [Starred](#) ☆
- [Chats](#) ☺
- [Sent Mail](#)
- [Drafts](#)
- [All Mail](#)
- [Spam](#)
- [Trash](#)

[Contacts](#)

- Chat

Search, add, or invite

● Ann Mary Ware
Set status here ▾

Fresh 2009 New Spring Tea - www.TheTeahouse.Co.Uk/09_Harvest - Amazingly Fresh 2009 New Spring Tea The UK's Fre Sponsored Link < >

Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	☆	me	Tea invite - Test Page - Hallo, Would you like to come over for a cream tea, to	3:50 pm
<input type="checkbox"/>	☆	me, me (2)	Invitation to new annmary.ware19's Picasa Web Album - Movement - Forwarded	May 4

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh 1 - 2 of 2

A message in bold means it has not been read

Click on Inbox

1. Choose message you want to see, by clicking on the adjacent box, which produces a tick

2. Click on message to open it up

The screenshot shows a web browser window displaying the Google Mail interface. The browser's address bar shows "Google Mail - Inbox (1) - ...". The page header includes navigation links for Mail, Calendar, Documents, Photos, Reader, Sites, and Web. The user's email address, "annmary.ware19@googlemail.com", is visible in the top right. The main content area shows the "Inbox (1)" with a list of messages. The first message is selected, indicated by a checked checkbox and a yellow highlight. The subject of this message is "Tea invite - Test Page". A red arrow points from the text "1. Choose message you want to see..." to the checkbox. Another red arrow points from the text "2. Click on message to open it up" to the subject line of the selected message. The interface also includes a search bar, a "Compose Mail" button, and a "Chat" sidebar on the left.

Archive	Report spam	Delete	Move to▼	Labels▼	More actions▼	Refresh	1 - 2 of 2
Select: All, None, Read, Unread, Starred, Unstarred							
<input checked="" type="checkbox"/>	☆	me	Tea invite - Test Page - Hallo, Would you like to come over for a cream tea, toi			3:50 pm	
<input type="checkbox"/>	☆	me, me (2)	Invitation to view annmary.ware19's Picasa Web Album - Movement - Forwarded			May 4	

Opened up message appears.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Norton Toolbar Overview | N..., Google Mail - Tea invite - ...
- Browser Address Bar:** Fresh 2009 New Spring Tea - www.TheTeahouse.Co.Uk/09_Harvest - Amazingly Fresh 2009 New Spring Tea The UK's Fre: Sp
- Navigation Bar:** « Back to Inbox, Archive, Report spam, Delete, Move to▼, Labels▼, More actions▼
- Message Header:** Tea invite - Test Page (Inbox | X)
- Sender:** ★ Ann Mary Ware to annware (show details 3:50 PM (7 minutes ago) Reply | ▼)
- Message Body:**

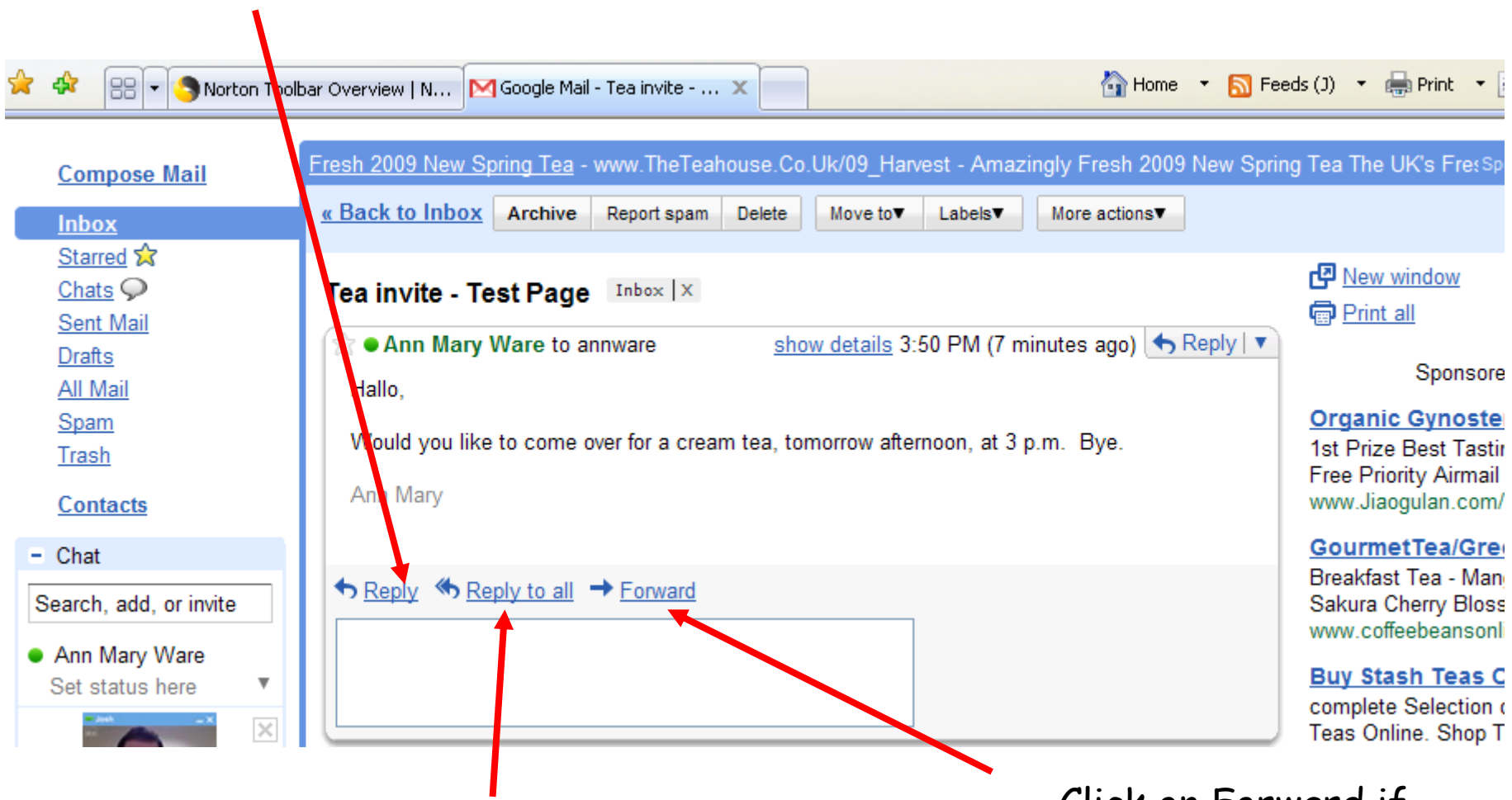
Hallo,

Would you like to come over for a cream tea, tomorrow afternoon, at 3 p.m. Bye.

Ann Mary
- Reply Bar:** Reply, Reply to all, Forward
- Left Sidebar (Compose Mail):** Compose Mail, Inbox, Starred★, Chats, Sent Mail, Drafts, All Mail, Spam, Trash, Contacts
- Bottom Left (Chat):** - Chat, Search, add, or invite, Ann Mary Ware (Set status here), [Avatar]
- Right Sidebar:** New window, Print all, Sponsore, Organic Gynoste (1st Prize Best Tastir, Free Priority Airmail, www.Jiaogulan.com/), GourmetTea/Gre (Breakfast Tea - Man, Sakura Cherry Bloss, www.coffeebeansonl), Buy Stash Teas C (complete Selection c, Teas Online. Shop T)

Replying to a message

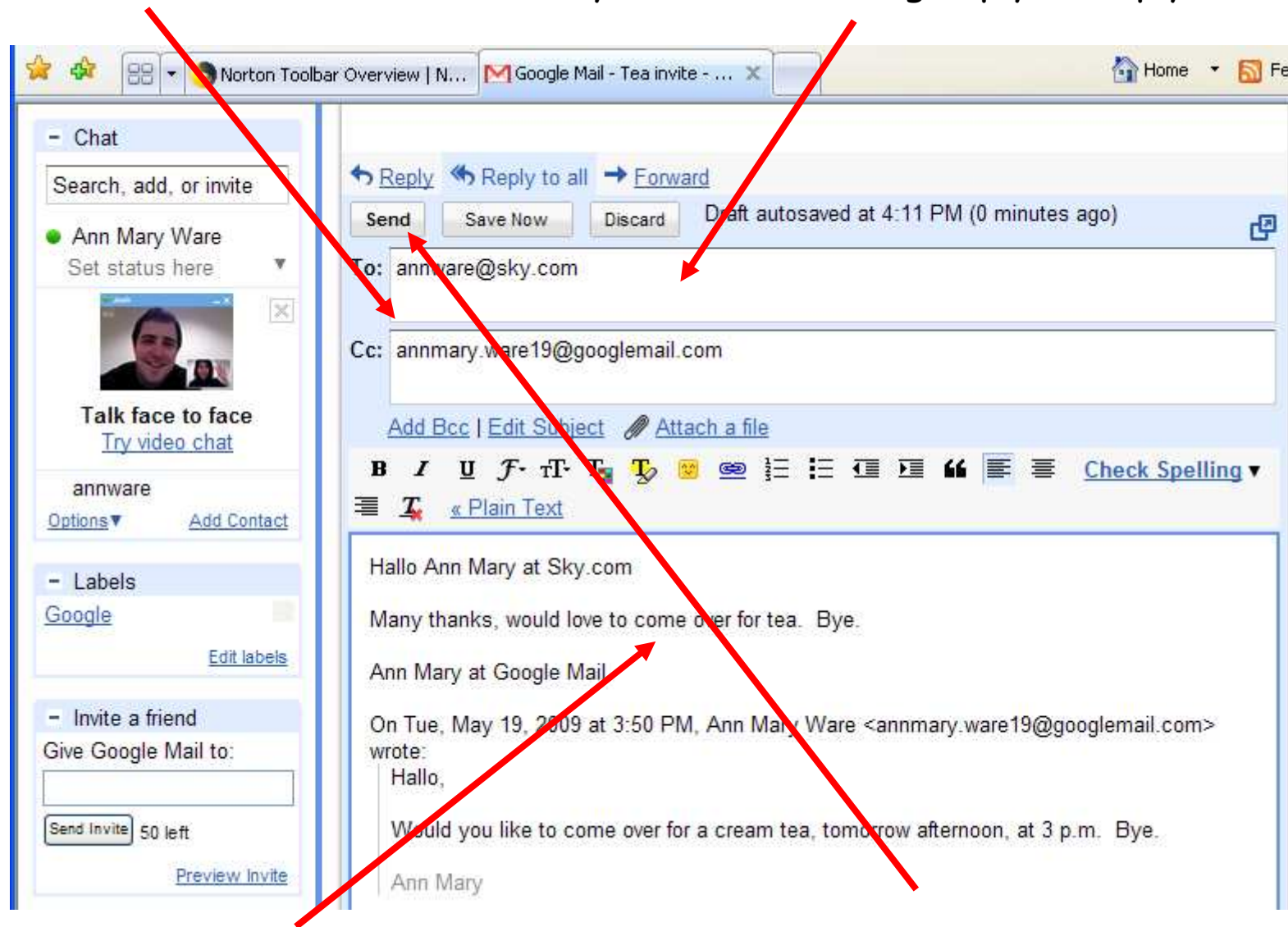
Click on reply to send a reply back only to the sender



Click on Reply to all if you wish to reply to everyone who was included on the original message

Click on Forward if you wish to send on to someone different

1. The To: & Cc: boxes are automatically filled when using reply or reply all.

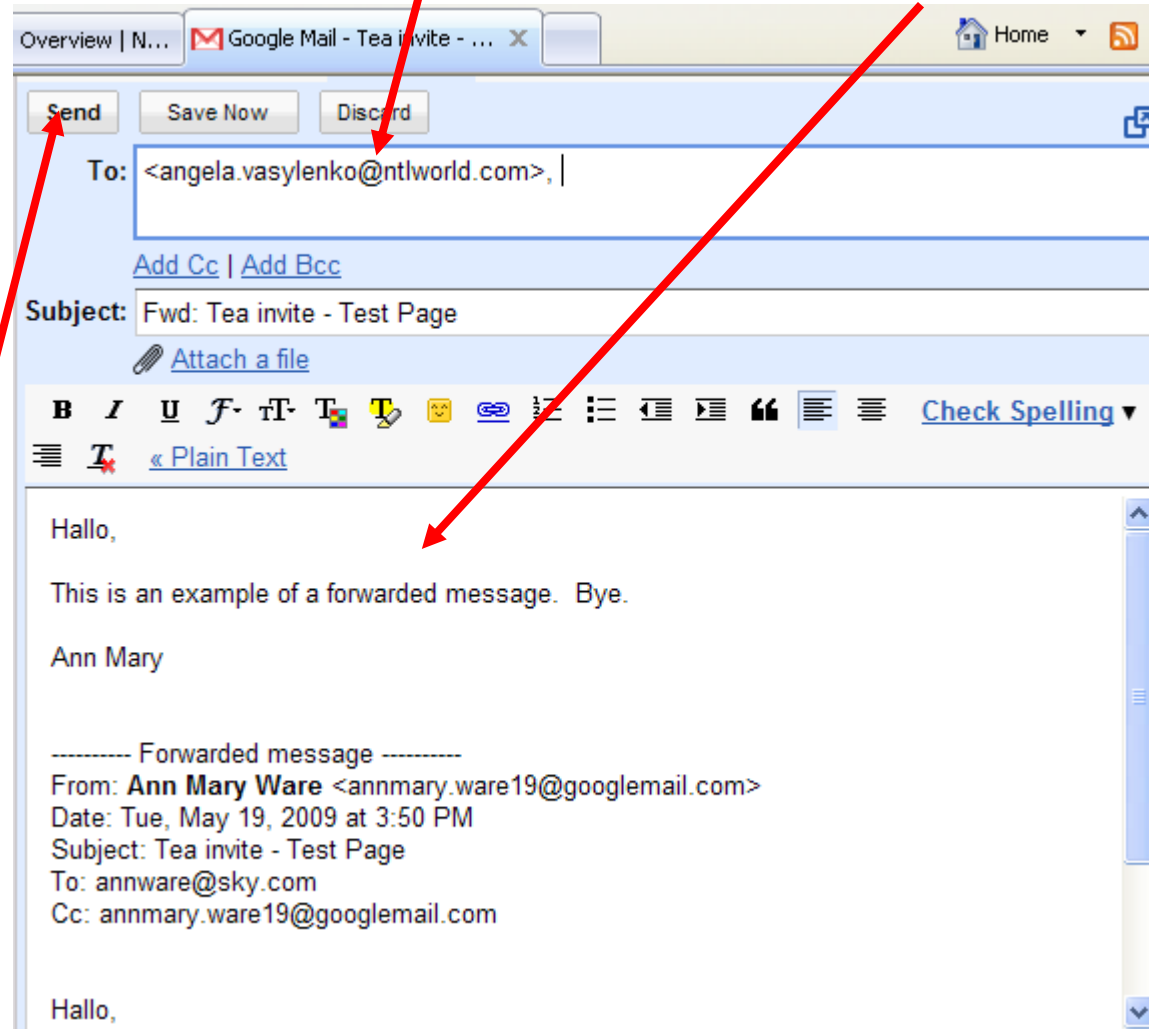


2. Type in reply message

3. Click send button

1. In a forwarded message, you need to enter an email address of the relevant person

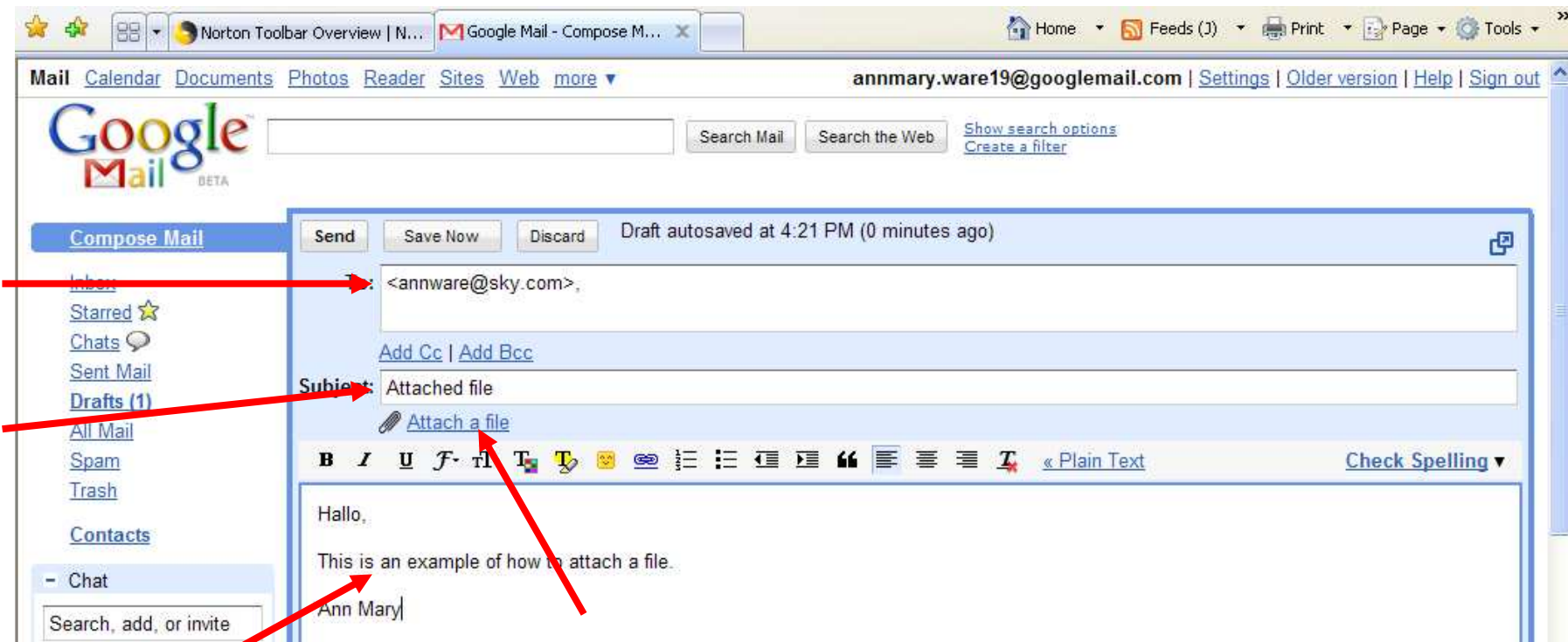
2. Type in your message



3. Press the send button

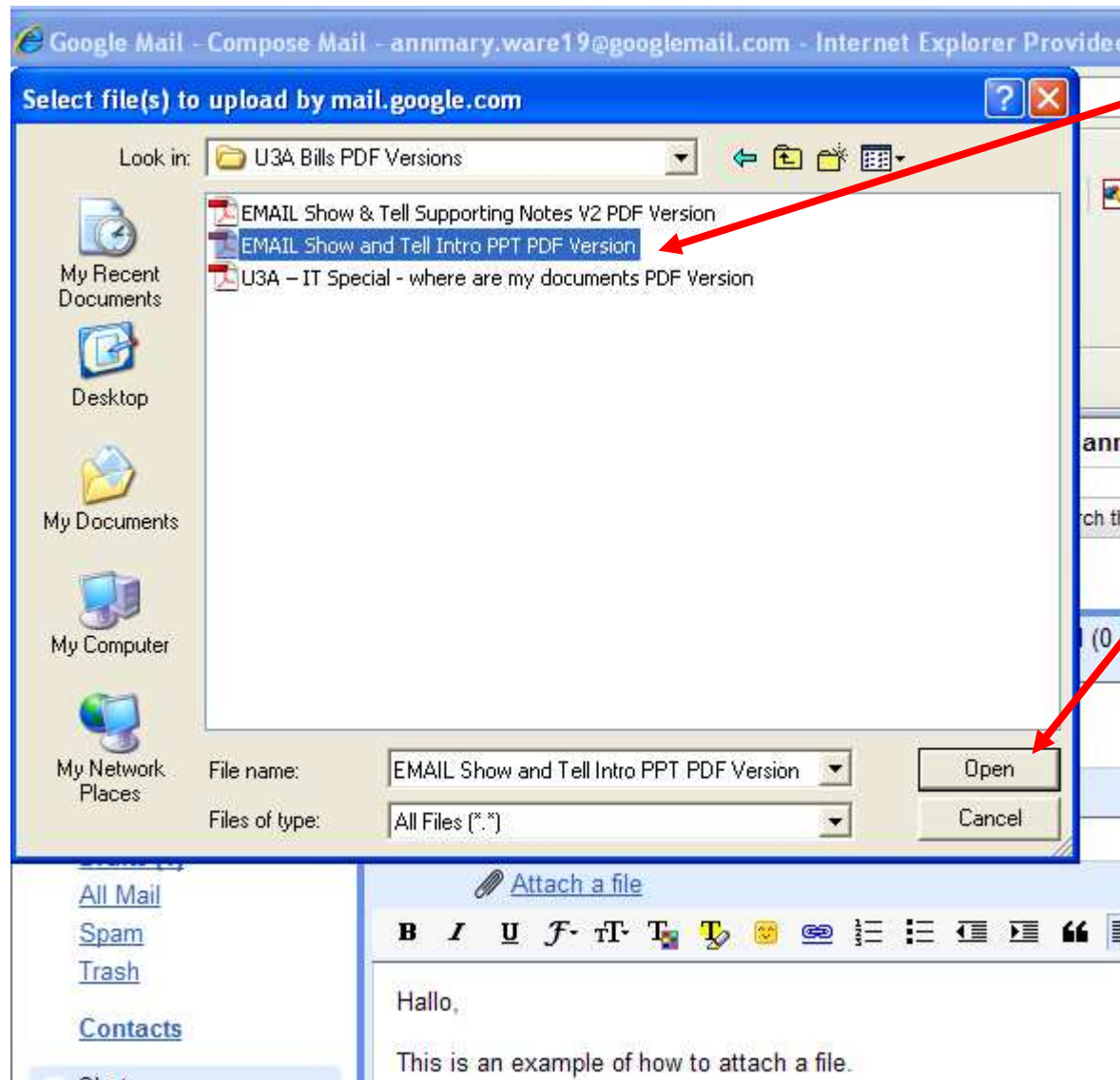
Adding an attachment

Go to compose mail. Add email address of recipient, subject and message, as usual



Click on Attach a file

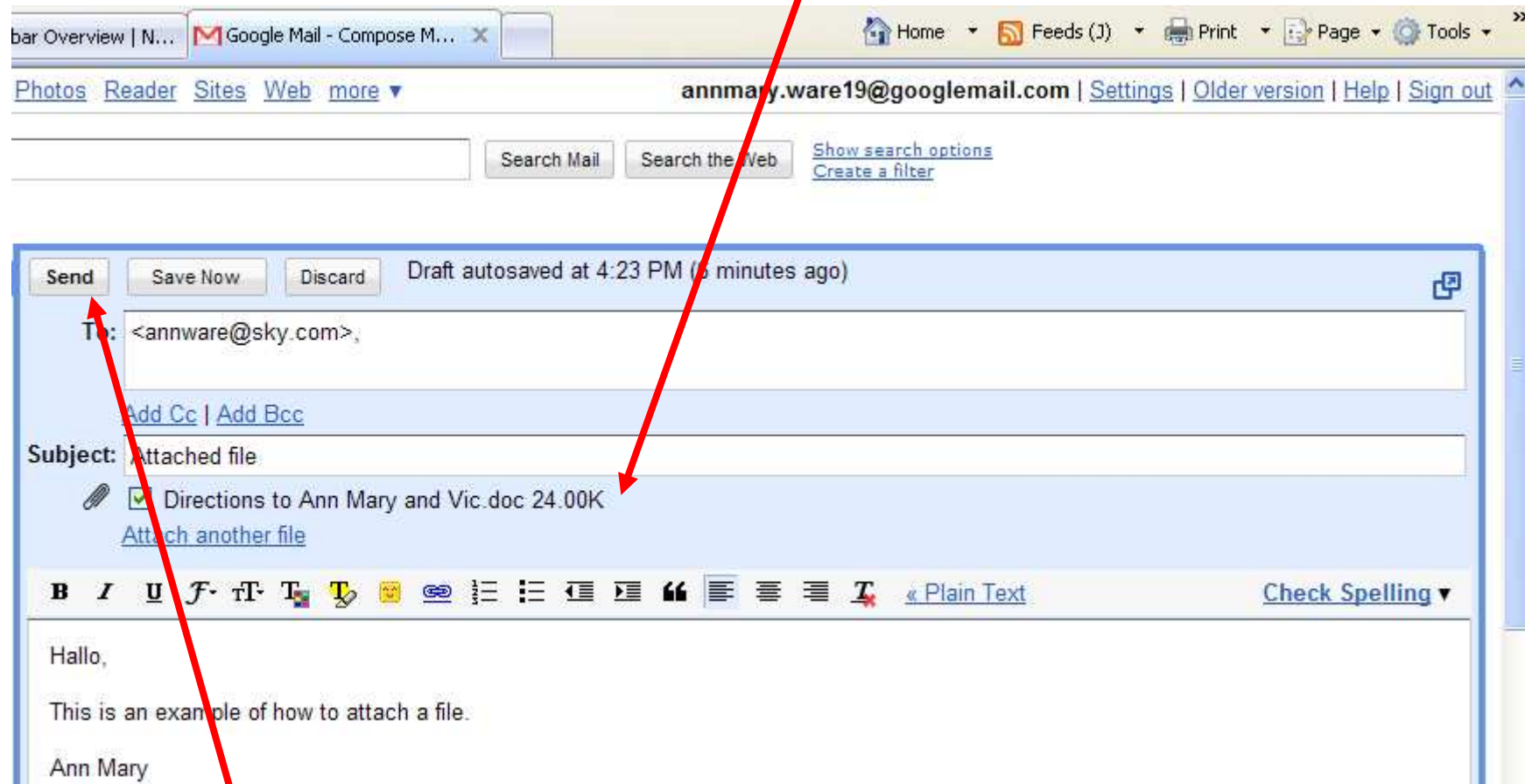
Pop up box appears asking you to navigate to the correct folder in your computer where the file to be attached resides



Once the file has been located, select it by clicking on the file name

Click Open

This is showing the file has been attached. Usually a clip symbol appears.



Click the send button as usual

Receiving an Attachment

The clip shows a file is attached

The screenshot shows a Gmail inbox interface. At the top, there's a navigation bar with links for Photos, Reader, Sites, and Web. Below that, a search bar and a notification that says "Your message has been sent. View message". The main content area shows a list of emails. The first email is highlighted in yellow and has a paperclip icon next to its subject line, indicating an attachment. A red arrow points from the top right towards this icon. Another red arrow points from the bottom towards the text of the subject line. Below the email list, there are more navigation options and a "Refresh" button.

Archive	Report spam	Delete	Move to▼	Labels▼	More actions▼	Refresh	1 - 3 of 3
<input checked="" type="checkbox"/>	☆	me	Attached file - Hallo, This is an example of how to attach a file. Ann Mary				4:32 pm
<input type="checkbox"/>	☆	me	Tea invite - Test Page - Hallo, Would you like to come over for a cream tea, tomc				3:50 pm
<input type="checkbox"/>	☆	me, me (2)	Invitation to view annmary.ware19's Picasa Web Album - Movement - Forwarded				May 4

Select: All, None, Read, Unread, Starred, Unstarred

Select: All, None, Read, Unread, Starred, Unstarred

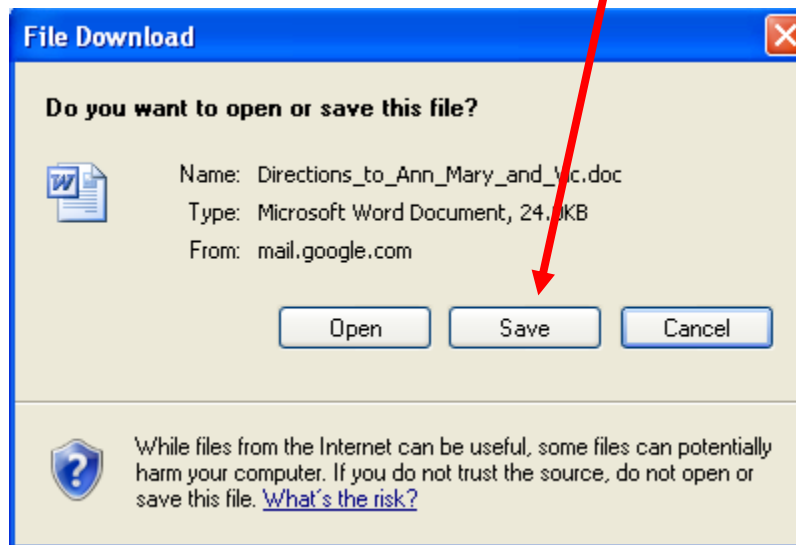
Archive Report spam Delete Move to▼ Labels▼ More actions▼ Refresh 1 - 3 of 3

Open the file, by clicking on it

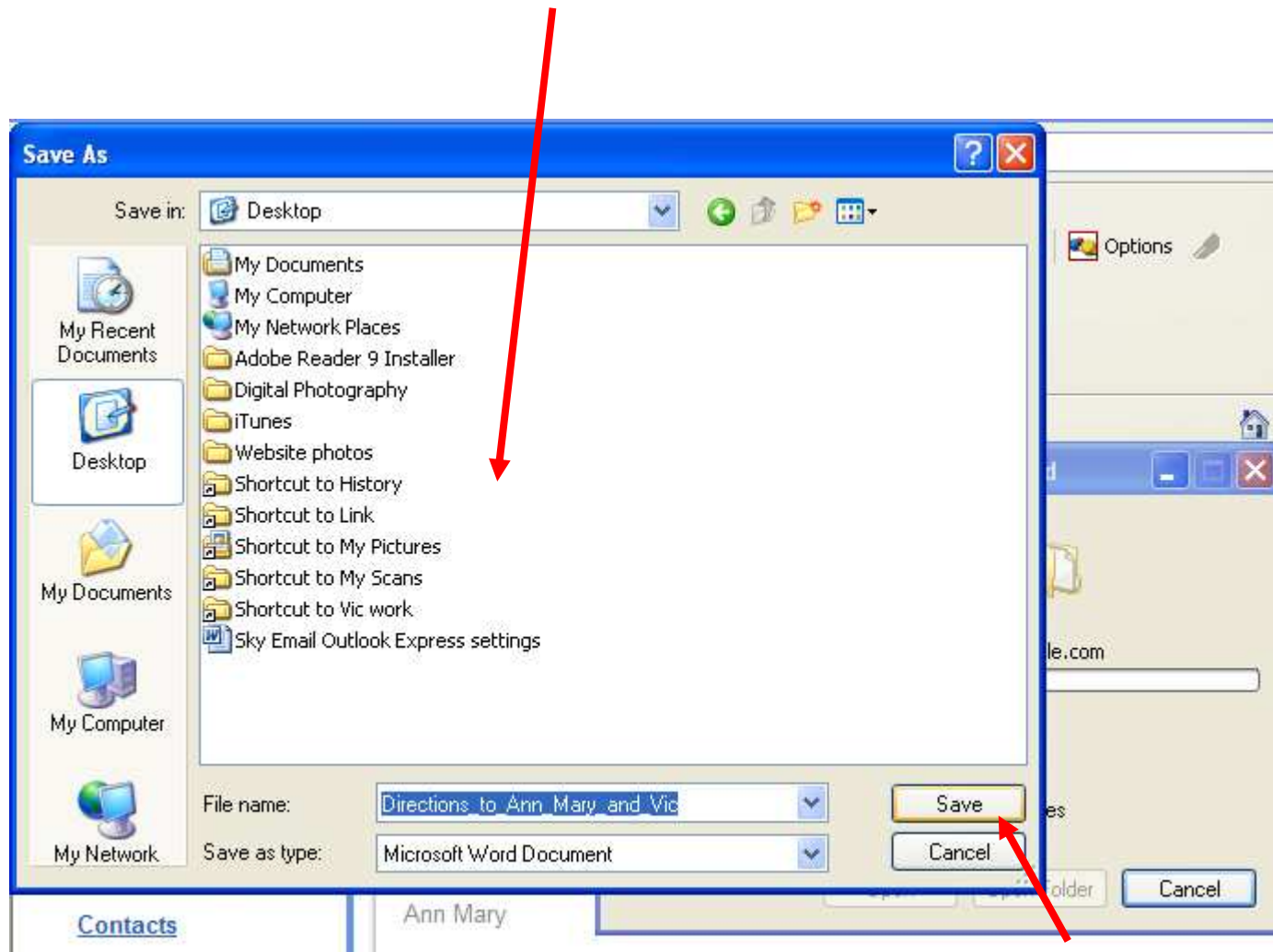
Click on Download

The screenshot shows a web browser window with a Gmail interface. The browser's address bar shows a tab for 'Google Mail - Attached fil...'. The Gmail header includes navigation links like 'Back to Inbox', 'Archive', 'Report spam', 'Delete', 'Move to', 'Labels', and 'More actions'. The email is from 'Ann Mary Ware' and contains the text: 'Hallo, This is an example of how to attach a file. Ann Mary'. Below the text is an attached file named 'Directions to Ann Mary and Vic.doc' with a size of 24K. The file has three links: 'View as HTML', 'Open as a Google document', and 'Download'. A red arrow points to the 'Download' link. On the right side of the email, there are 'Sponsored Links' for 'SalesOutlook - CRM, UK', 'Microsoft CRM v4 - New', 'Outlook Integrated CRM', and 'Fix Outlook Freezes'. The browser's top bar shows 'Home', 'Feeds (1)', 'Print', 'Page', and 'Tools'.

Save if you wish to keep the file on your computer, otherwise just Open



Navigate through computer folder structure until you find desired location



Click Save

Open to have a look at the file

