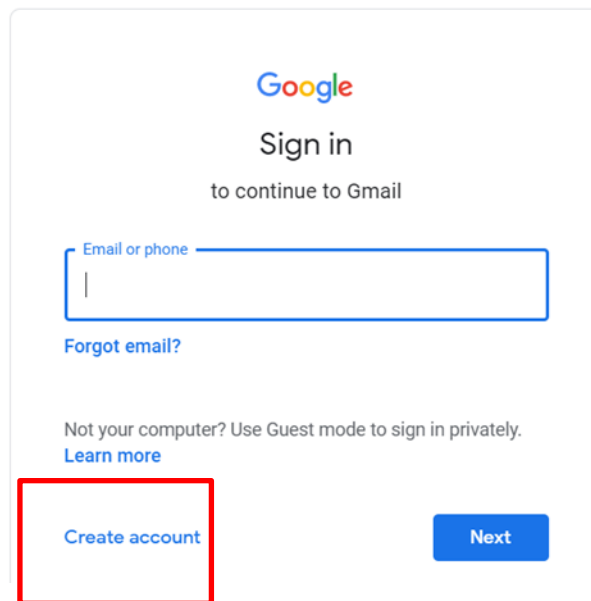


# How to Create a Gmail Account on Computer

1. Click on your internet browser to pull up a webpage. It may look like one of the following:



2. Type [www.gmail.com](http://www.gmail.com) into the web bar.
3. Click Create account (in red box below).

The image is a screenshot of the Google sign-in page. At the top, it says "Google" in its multi-colored font, followed by "Sign in" and "to continue to Gmail". Below this is a text input field labeled "Email or phone" with a vertical cursor. Underneath the field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a blue button labeled "Create account" which is enclosed in a red rectangular box. To its right is another blue button labeled "Next".

4. A sign-up form will appear. Enter the following information where prompted: first name, last name, username, and password.
  - a. Tips for usernames: be sure to avoid using usernames that may be characterized as unprofessional like references to substances, sexual acts, race, religion, or gender marks. Also, avoid using too many numbers in your username as it can become confusing or hard to remember.
  - b. Here are some ideas for developing a username:
    - i. Full name
    - ii. First name

- iii. Last name
- iv. First name + Last initial
- v. First initial + Last name
- c. After you have entered this information, click “Next” (in red box below).



## Create your Google Account

to continue to Gmail

First name

Last name

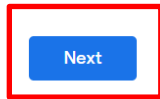
Username  @gmail.com

You can use letters, numbers & periods

Password

Confirm


[Sign in instead](#)




One account. All of Google working for you.

5. Next, enter your phone number to verify your account (Google uses a two-step verification process for extra security), and enter a recovery email.
6. Next, you will see a form to enter some of your personal information, like your name and birthday.

yellow, welcome to Google

 [Redacted]

 [Redacted]

We'll use your number for account security. It won't be visible to others.

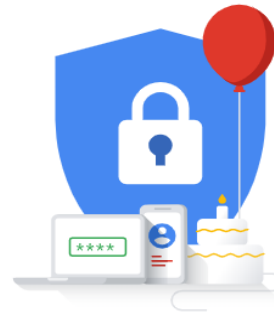
[Redacted]

We'll use it to keep your account secure

Month: November | Day: 1 | Year: 1991


Your birthday

Gender: Female



Your personal info is private & safe

7. Review Google's Terms of Service and Privacy Policy, then click "I agree" (in red box below).



### Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

**You're in control**  
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](https://myaccount.google.com)).

MORE OPTIONS ▾

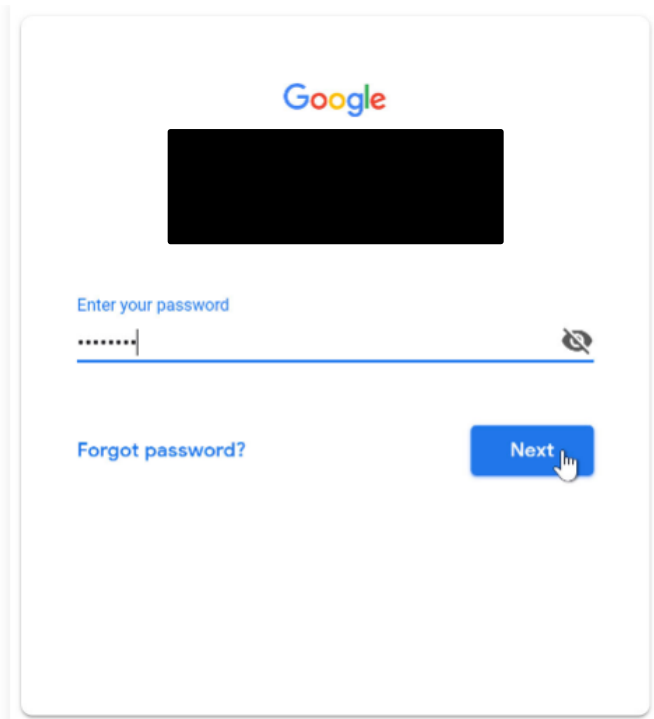
Cancel I agree



You're in control of the data we collect & how it's used

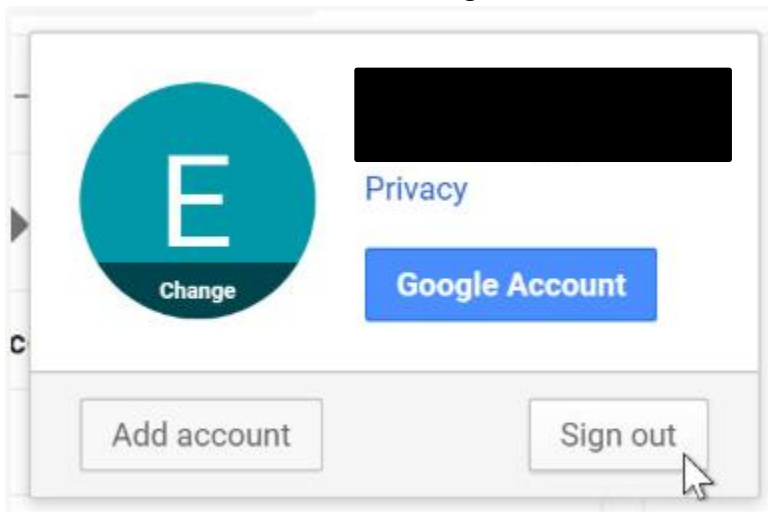
## How to sign into your Gmail account

1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your username (your email address) and password, then click Next.



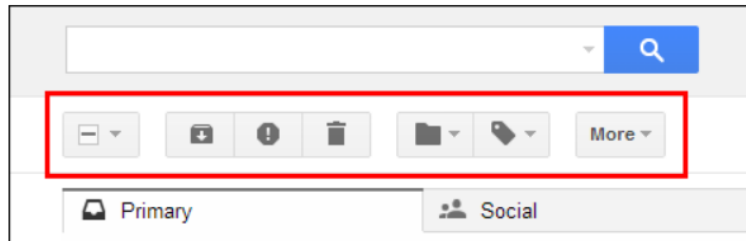
## How to sign out

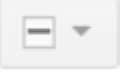


In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select Sign-out.



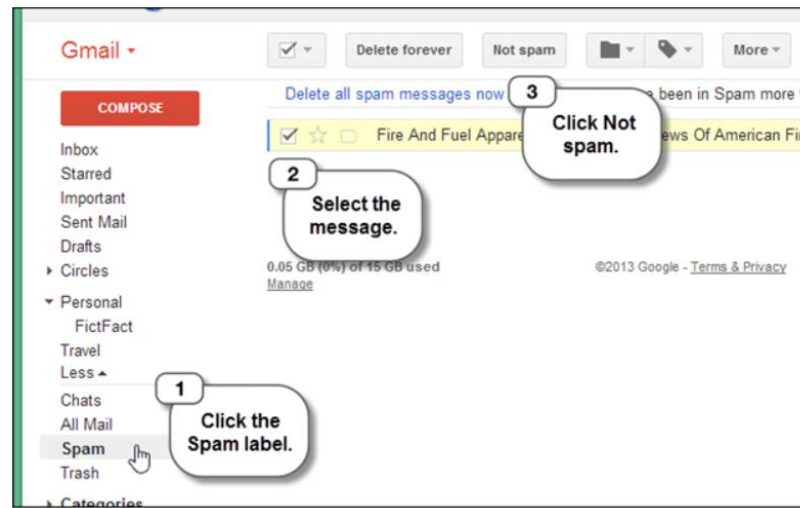
## Understanding your Gmail Account


At the top of your Gmail

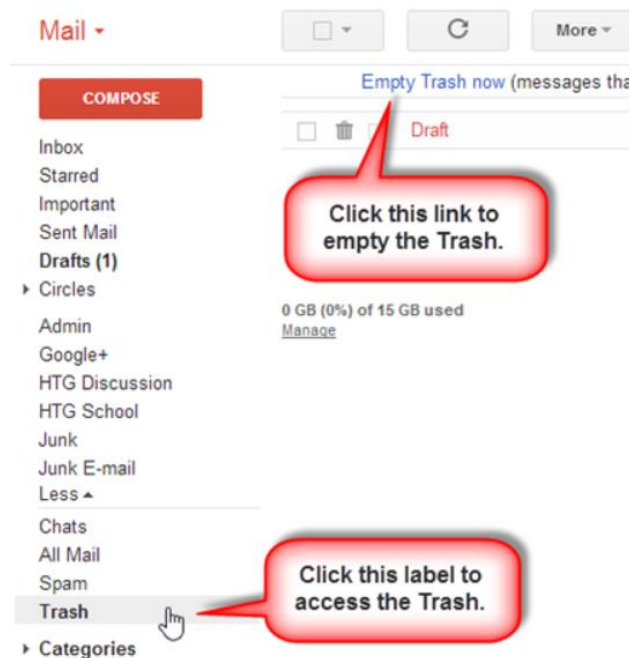


-  The "Select" button allows you to quickly and easily select all or none of your messages, all read or unread messages, or all starred or unstarred messages. Click the arrow on the "Select" button to access the various options for selecting your messages.
  - To quickly select all your messages, click the empty check box on the "Select" button. When the check box on the "Select" button has a check in it, all your messages are selected. Clicking the check box on the "Select" button when it contains a check mark, quickly de-selects all your messages.
-  The "Archive" button allows you to remove messages from your inbox, but keep them in your Gmail account, for later reference. You can think of archiving like moving an important file on your desk into your filing cabinet rather than into the trash can.
-  If you have received any messages that seem to be spam, use the "Report spam" button to report this to Google. While Gmail's spam filters work very well, they're not perfect and errant messages do get through every now and then. This feature helps them get better at filtering out annoying, unwanted messages. To report a message as spam, select the check box next to the message in your inbox or open the message, then click the "Report spam" button on the toolbar.
  - If you (or Google) has accidentally marked a message as spam, you can recover it. Simply, click the "Spam" label in the list of labels on the left.

Select the message that is not spam and click the “Not spam” button on the toolbar.

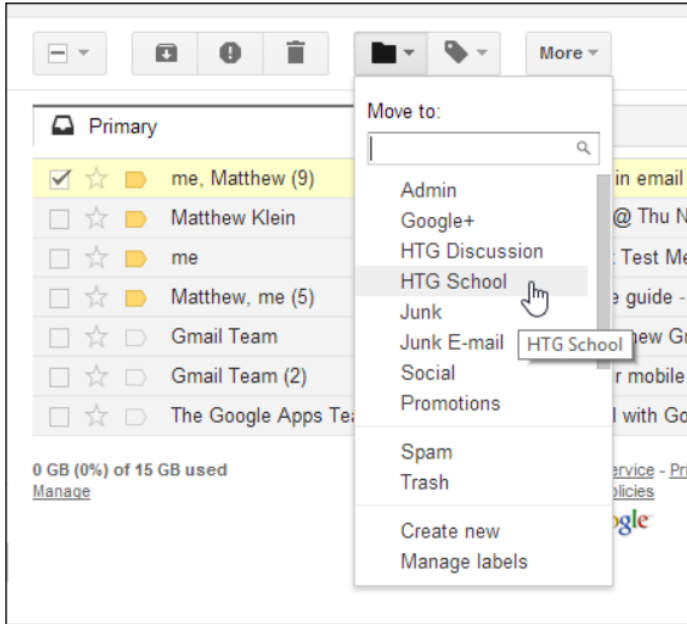


-  Use the “Delete” button to move messages to the “Trash.” Messages in the “Trash” are permanently deleted automatically after 30 days. Once a message has been permanently deleted from “Trash,” it cannot be recovered.
  - To “undelete” a message, move the message, drag it to the “Inbox,” or another label. You can manually delete all the messages in the “Trash” by clicking the “Empty Trash now” link at the top of the list.

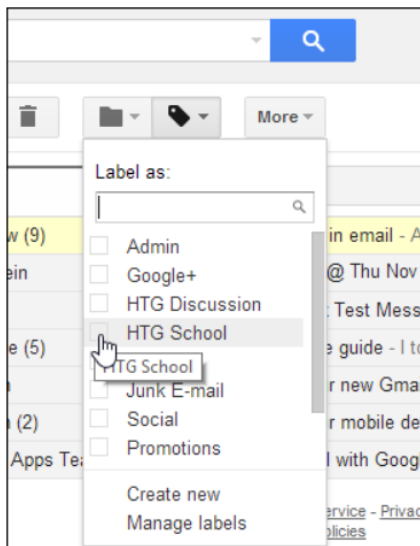




- The “Move to” button accesses a menu very similar to the “Labels” button discussed below. However, when you select one or more messages, click “Move to” and then select a label from the “Move to” menu. The selected message or messages are moved out of the “Inbox” into that label, like a folder.

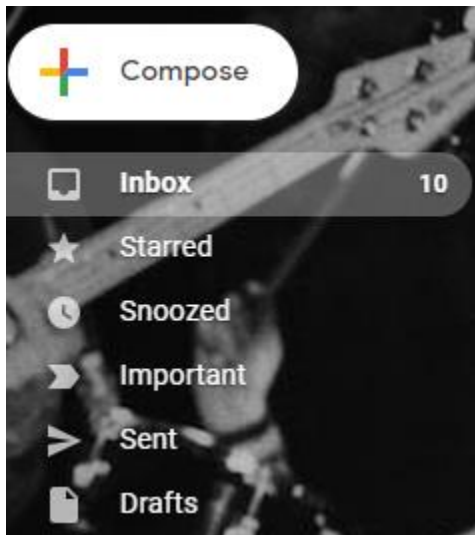


- The “Labels” button allows you to organize your messages into categories. They’re similar to folders, but they add an additional feature not available with folders: you can add more than one label to a message.



- To add a label to a message, select the message, click the “Labels” button, and select a label from the list. The list does not close after you make a selection, so you can easily apply more than one label to a message.
  - Only you can see labels you apply to messages. So, you can mark a message with whatever label you want, such as “Read later,” and the sender of the message will never know.

## Sidebar of Your Gmail



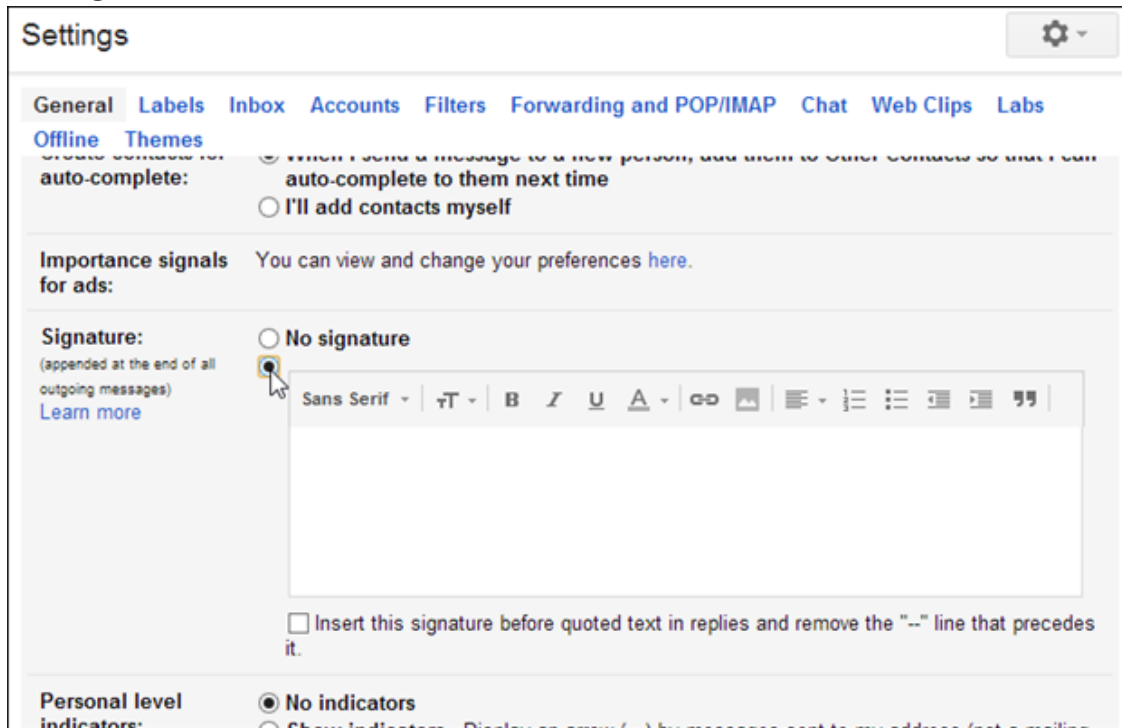
- Inbox - This is where your mail is being prioritized. Normally it is in three sections: Primary, Social, and Promotions
- Starred - Here is where all the messages you flagged as important will end up.
- Snoozed - This is the mail that you will respond to later.
- Important - Where all the messages Gmail flagged as important will end up.
- Sent - Where all of your sent emails end up.
- Drafts - Emails that you haven't sent yet will end up here.

## How to create an email signature

Gmail allows you to set up a signature to include in messages you compose. To set up a signature that will be automatically appended to any emails you compose in Gmail, click the settings gear button and select “Settings” from the drop-down menu. Stay on the “General” tab, scroll down to the “Signature” section and select the option below

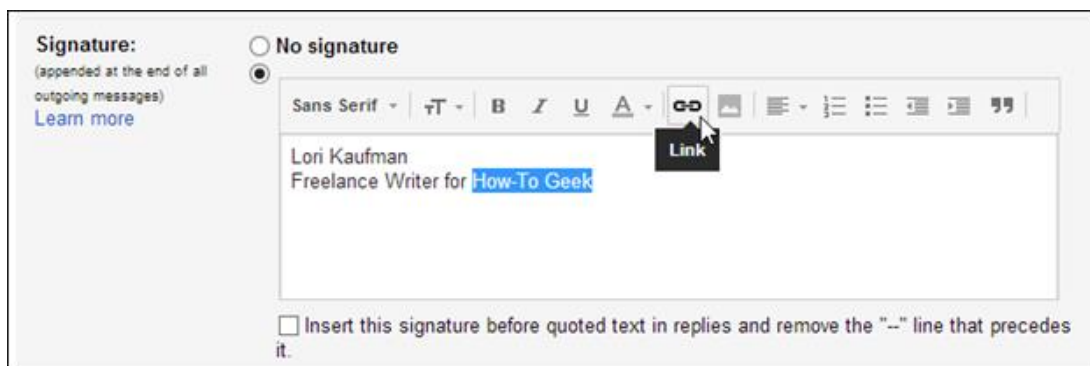


“No signature” to turn the feature on.

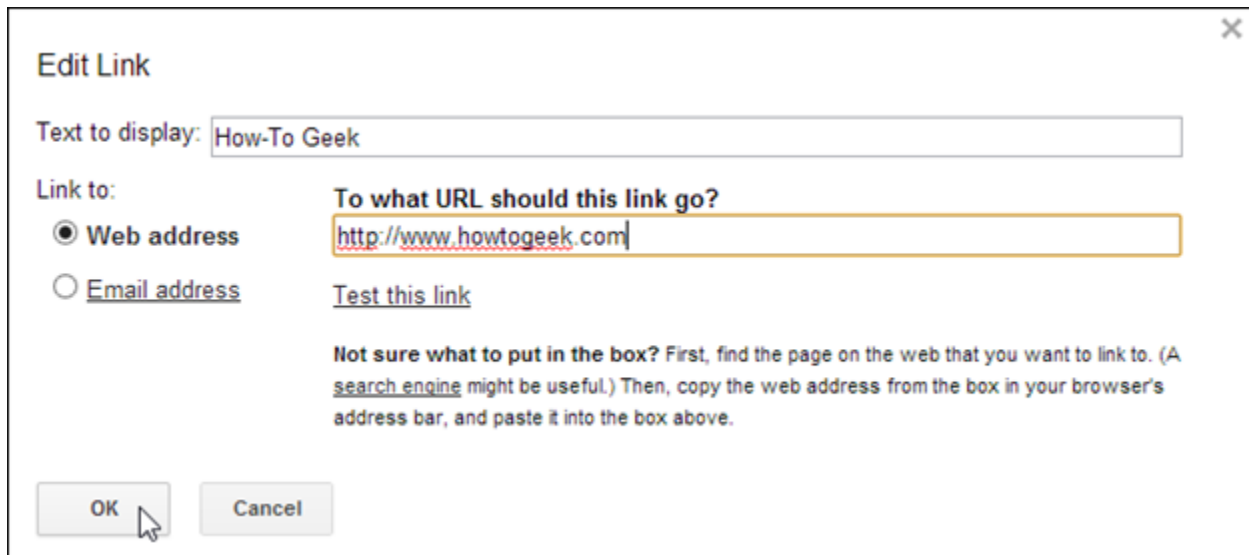


Enter the text you want to use as your signature. If you have a logo, you can insert that as an image with your text or on its own. You can also add hyperlinks to text in your signature, by selecting the text for the link and clicking the “Link” button on the toolbar.

**NOTE:** If you want to add an image to your signature, you need to use an image that's available publicly on the web. For example, to use your company's logo, you might be able to find it on your company's site and copy the URL from there. You need a web URL to include an image in your signature. If the image you want to use is not already available on the web, you can use sites like [Blogger](#) and [Google Sites](#) to create a simple website and upload your image to it. Or, you can use an image hosting service.

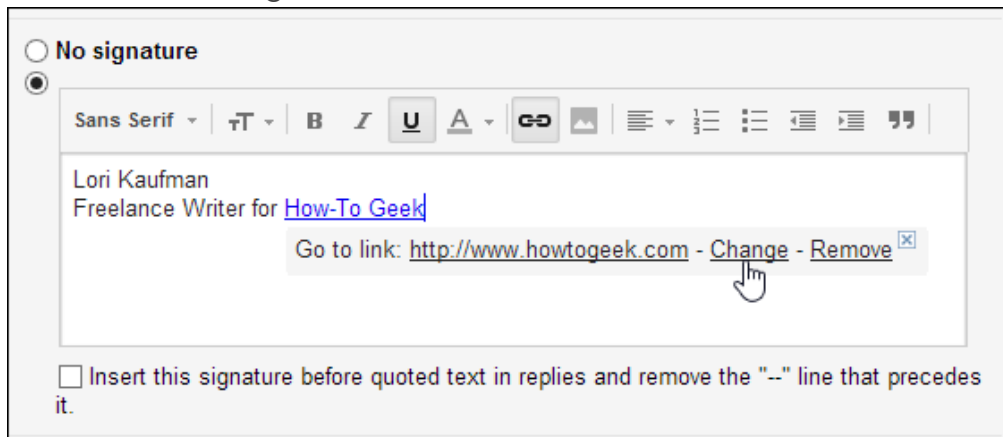


Under “Link to,” specify whether the link is to a “Web address” or an “Email address.” Enter the URL or email address in the “To what URL should this link go?” box. If you want to test the link to make sure it works, click “Test this link.” When you are satisfied, click “OK.”



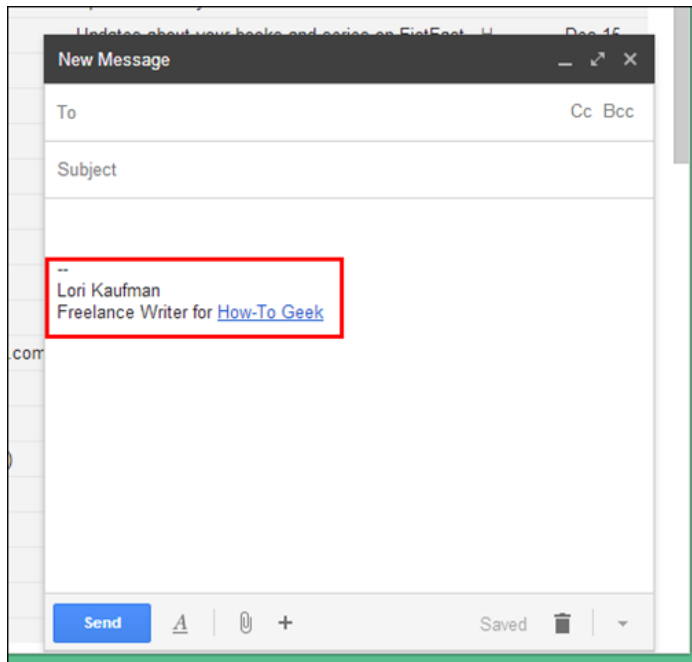
The screenshot shows the "Edit Link" dialog box. At the top, there is a close button (X). Below it, the "Text to display:" field contains "How-To Geek". Under the "Link to:" section, the "Web address" radio button is selected. The "To what URL should this link go?" field contains "http://www.howtogeek.com". Below this, there is a "Test this link" button. A help message reads: "Not sure what to put in the box? First, find the page on the web that you want to link to. (A search engine might be useful.) Then, copy the web address from the box in your browser's address bar, and paste it into the box above." At the bottom, there are "OK" and "Cancel" buttons.

The link is inserted. When the cursor is on any of the linked text, additional options display. You can “Go to [the] link,” “Change” the link, or “Remove” the link. To hide these options, either click the “X” on the right side of the box, or click on any other non-linked text in the signature.

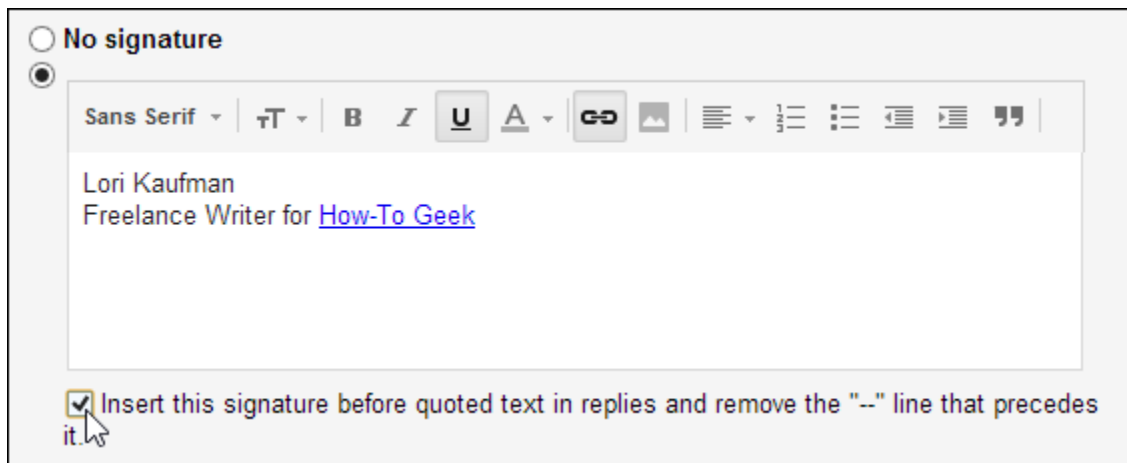


The screenshot shows the Gmail signature editor. The "No signature" radio button is selected. The signature text is "Lori Kaufman, Freelance Writer for [How-To Geek](http://www.howtogeek.com)". A context menu is open over the link, showing "Go to link: http://www.howtogeek.com - Change - Remove" with a close button (X). Below the signature, there is a checkbox labeled "Insert this signature before quoted text in replies and remove the "--" line that precedes it."

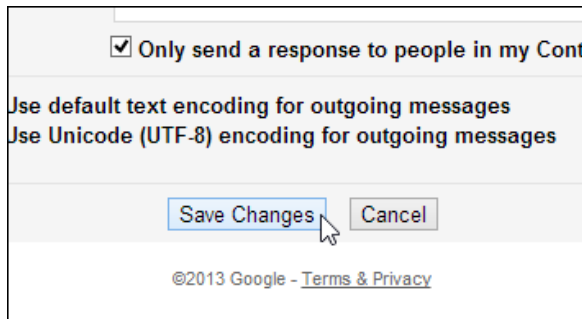
Gmail automatically inserts two dashes (–) above your signature, separating it from the body of the email message, as shown below.



You can choose to leave out the dashes. To do so, select the "Insert this signature before quoted text in replies and remove the '-' line that precedes it" check box. Note that this option will also insert your signature before quoted text in replies.



Click "Save Changes."



You can edit or delete the signature manually once it is inserted into a new message.

## Professional Email Etiquette

- **Subject Line**
  - The subject line could be the most important part of the email, though it's often overlooked in favor of the email body. But if you're cold-emailing someone, or just establishing a professional relationship, your subject line can entice people to open the message as well as set expectations about what's enclosed. On the other hand, a poorly crafted or generic subject line (like "Hi" or "You don't want to miss this!") can deter the reader and result in your email landing in the spam folder. "Spend double the amount of time crafting the right subject line as you do on the [body] because if they don't open the email, it doesn't matter," says Cole Schafer, founder and copy chief of Honey Copy.
- **Openers**
  - In most email writing situations, you'll want to include a quick greeting to acknowledge the reader before diving into your main message or request.
- **Body**
  - The body of an email is the meat of your message, and it must have a clear and specific purpose, such as getting feedback on a presentation or arranging a meeting with a new client. It should also be concise. That way, people will be more inclined to read it, rather than skimming it and risking missing critical information. If you can, boil it down to a few choice sentences.
- **Closings**
  - Just as you want to start things off on the right foot with your greeting, you also want to part well. That means writing a friendly sign-off. And there are plenty of options to choose from. Here are 12 common, and professional,

closings that Grammarly users chose on a given day:



## Common email writing mistakes

- **Omitting necessary Oxford commas**
  - If you are unsure about placing the oxford comma (comma before “and” in a list), put it in. Leaving it out can lead to confusion.
- **Hedging**
  - You want to sound confident in your email. Try to omit the hedging, and instead be direct and explain why so that you don't sound impolite. For example, instead of saying, “I think we should meet about the tenants' group,” say “We should meet in regard to the tenants' group.”
- **Extremely long and/or unclear copy**
  - Yes you want to have enough details in your email, however nobody is going to read a long email even if they have the time. Try to be clear and to the point with a call to action, a requested response date, and make it clear that you're open to questions and follow-ups (if that's the case).
- **Being too casual (or formal)**
  - When trying to get your point across or a certain task met, you don't want to be too laid back. With that being said, you also don't want to be too formal as it may come across as inauthentic. Try to find a good balance, knowing who you're emailing will also help set the tone.
- **Clichés**
  - Try to stay away from using clichés unless you actually mean it. “Sorry for the late reply.” Don't say it unless it's really a late response. Try to see how effective certain known phrases are in your email to see if it's necessary or not.
- **Repetition**

- Some words are tempting to repeat, but try your best not to over use certain words if you want to keep the reader's attention. Try reading your draft out loud, using the text-to-speech function on your phone, or running it by a colleague before sending it off. Grammarly can also help you catch these repeated or overused words.



- Robotic language
  - Somewhat the same thing with being "too formal", you don't want to sound like a college textbook. While still being professional, try to sound friendly in your emails. Have the reader engaged, especially if you need something.
- Overuse of exclamation points!
  - I personally am guilty of overusing the exclamation point. I tend to be truly excited at times when emailing someone, but it doesn't always need to be expressed. Try to use this only when it's good news or showing gratitude. If it helps, try to use one or two exclamation points in one email when messaging a colleague.

Sources: <https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>, <http://www.gmail.com>  
<https://www.grammarly.com/blog/email-writing-tips/>  
<https://www.howtogeek.com/school/gmail-guide/lesson1/>