LITERACY
VOLUNTEERS
OF GREATER HARTFORD
READ. LEARN. GROW.

Name_____ Date_____

# Email Set-Up (Part 1)
Student Guide

Computer Lab

1. Open up the internet browser Google Chrome (or another preferred browser of your choice).

2. In the top right corner click "Gmail" (or in the address bar type in mail.google.com and hit enter).

3. If another account is logged in click "sign in with a different account" at the bottom of the page. (If not move to step 4).

4. Click "add account" and then click "create account", both at the bottom of the page.

5. Enter your first and last name.

6. Create a username that you will remember. It is easiest to use your first and last name or an abbreviation of the two.

Choose your username

[ ]@gmail.com

Username: _____ @gmail.com

7. Create a password that you can easily remember. Write it down in a safe place where no one else will see or find it.

Create a password

[ ]

Confirm your password

[ ]

8. Enter in all remaining information (birthday, gender, phone number, location, etc.). Click "Next Step".

Birthday

Month | Day | Year

Gender

I am...

Mobile phone

Your current email address

Location

United States

Next step
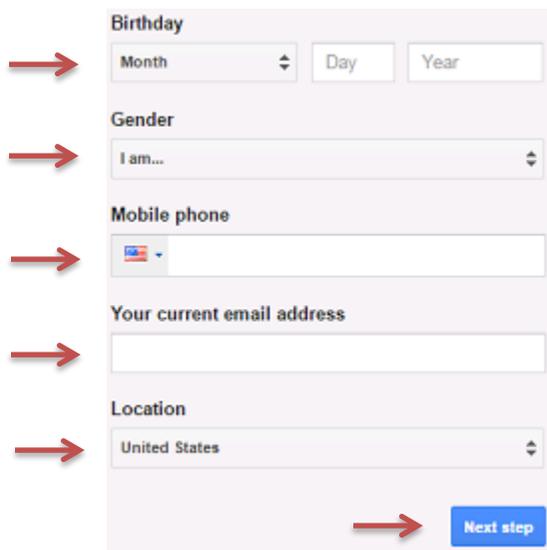
9. Read the Privacy and Terms. Scroll down and click "I Agree".

Privacy and Terms

By choosing "I agree" below you agree to Google's Terms of Service.

I AGREE

10. Once you have successfully created an account, click "continue to Gmail"

Continue to Gmail

Sending an Email

11. Get an email address from your teacher, friend, or a staff member.

    <mark>Email Address:</mark> _____

12. Click the "Compose" button on the left side. A box will pop-up on the right.

13. In the "To" box, fill in your teacher's email address.
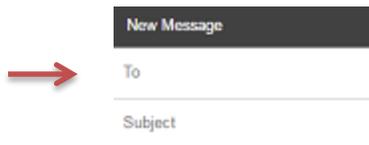
14. Type in a topic where it says "subject" like "Hello, nice to meet you" or "Computer Assignment".
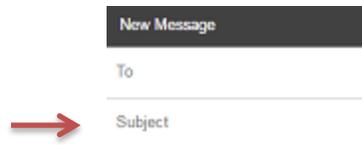
15. Click anywhere in the main body and type your message.
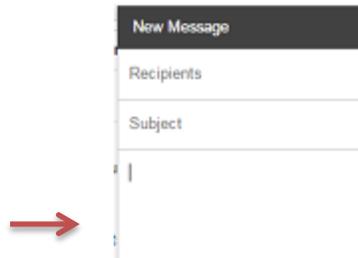
16. Once completed, click "Send" in the bottom left corner.

Did the tutor receive your email message?

Yes ☐   No ☐