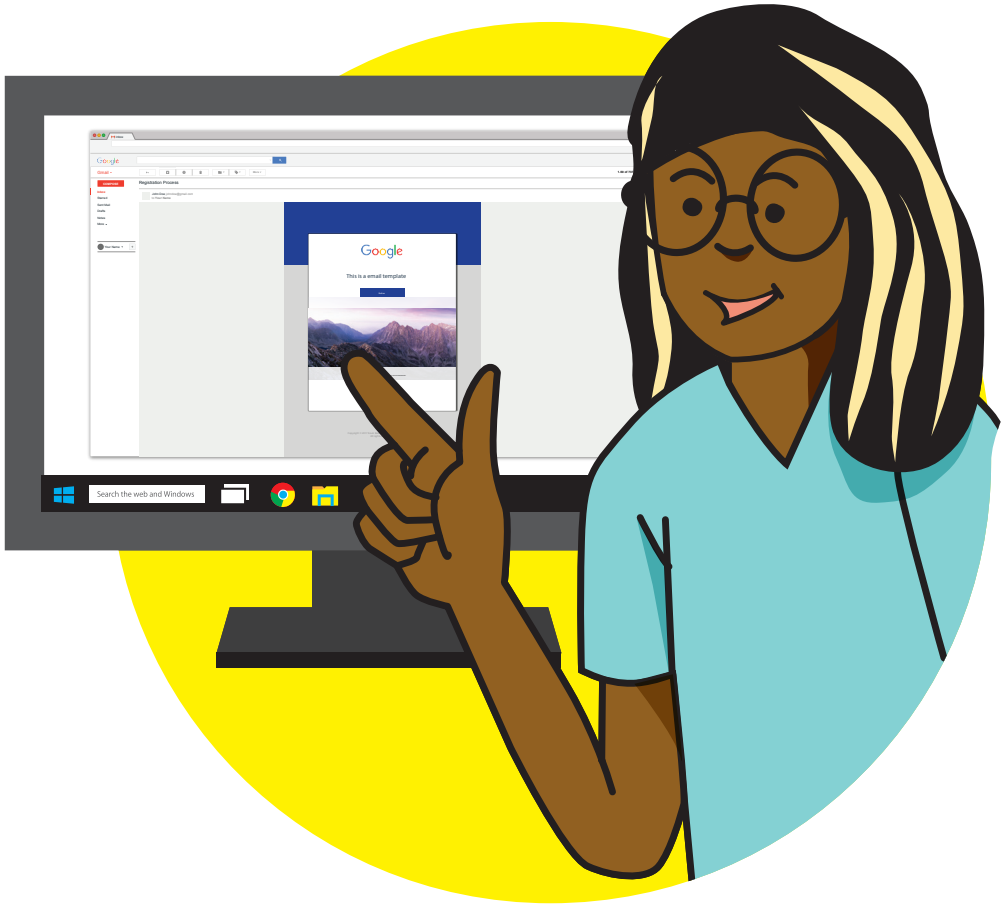


Google

Gmail

ABC Connect for Learning

ABC LifeLiteracyCanada

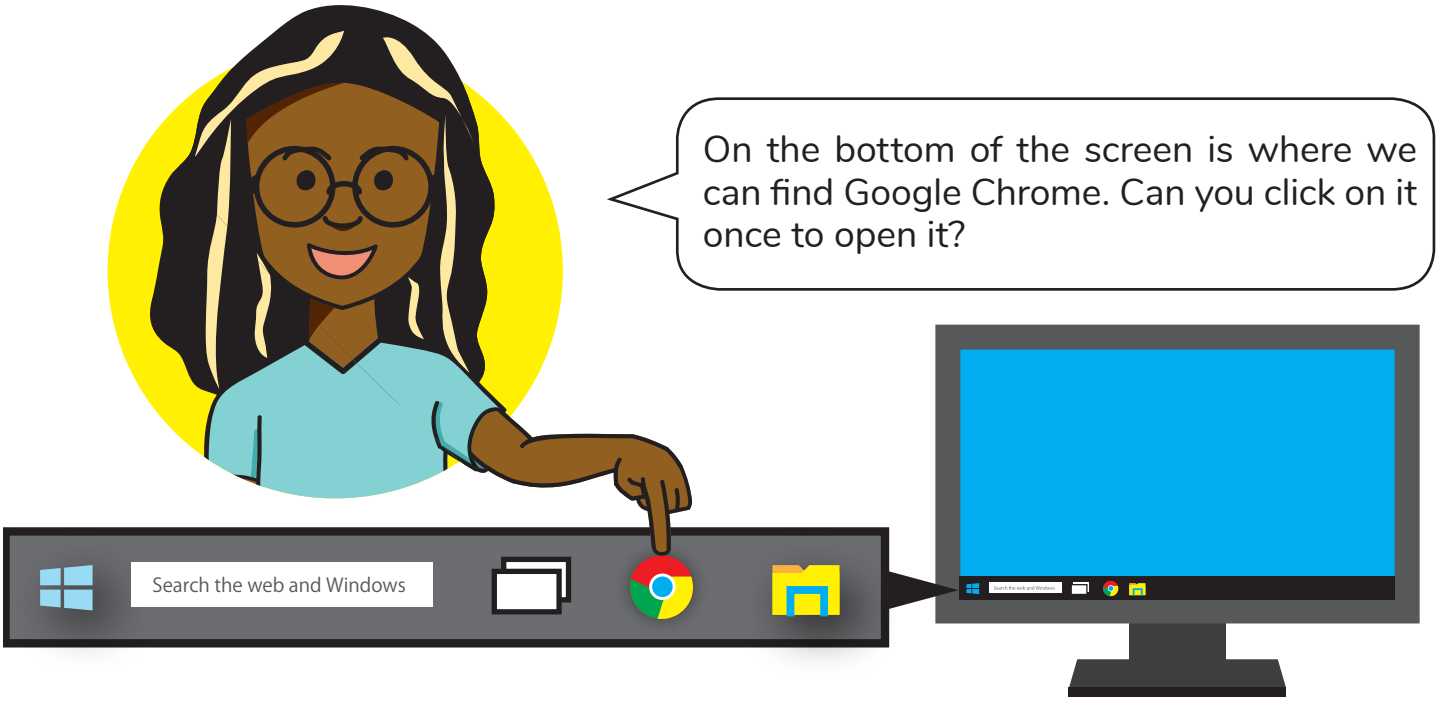
WITH FUNDING FROM

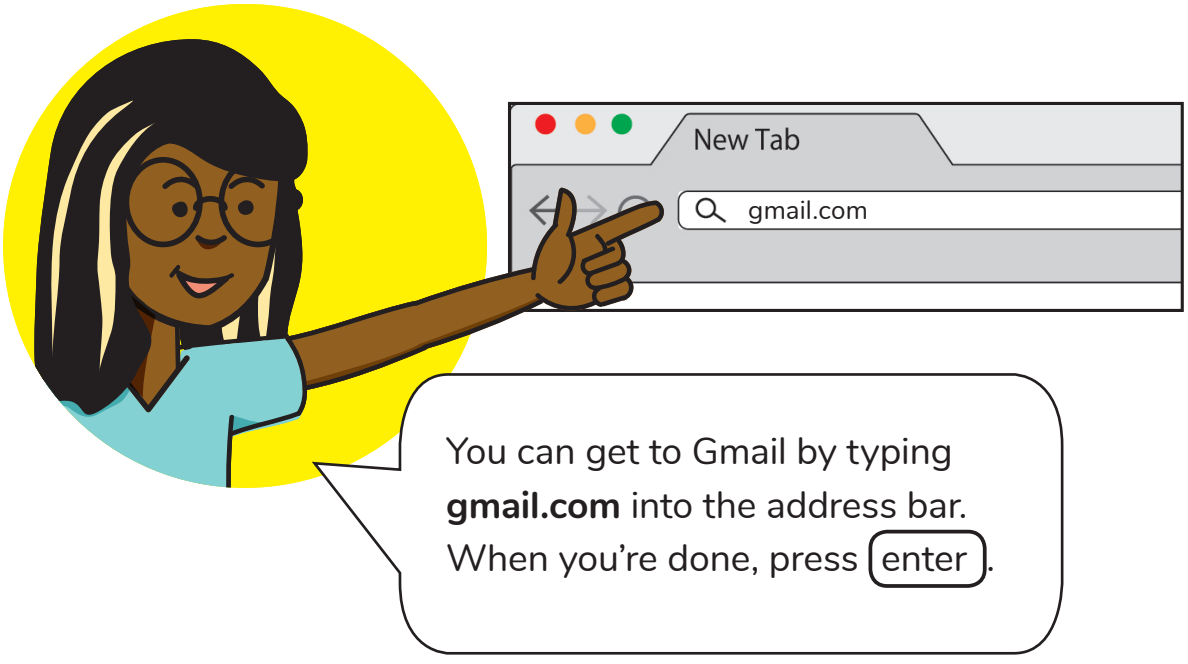
Canada

This resource created in collaboration with:

Youth Empowering Parents

Let's open Gmail

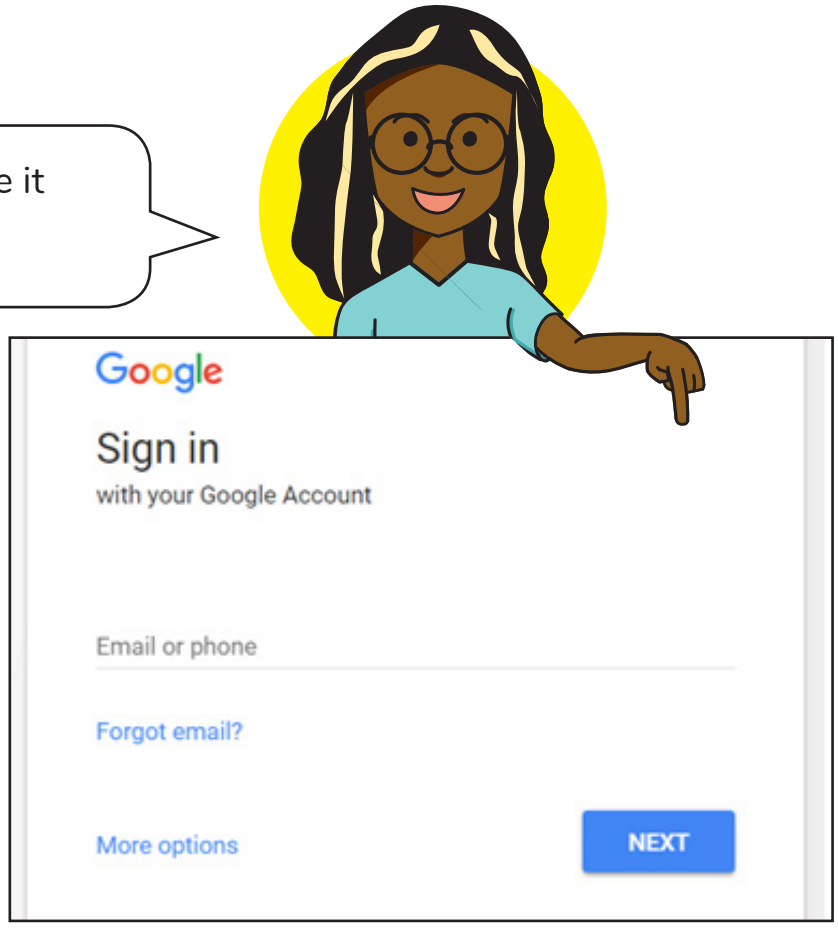




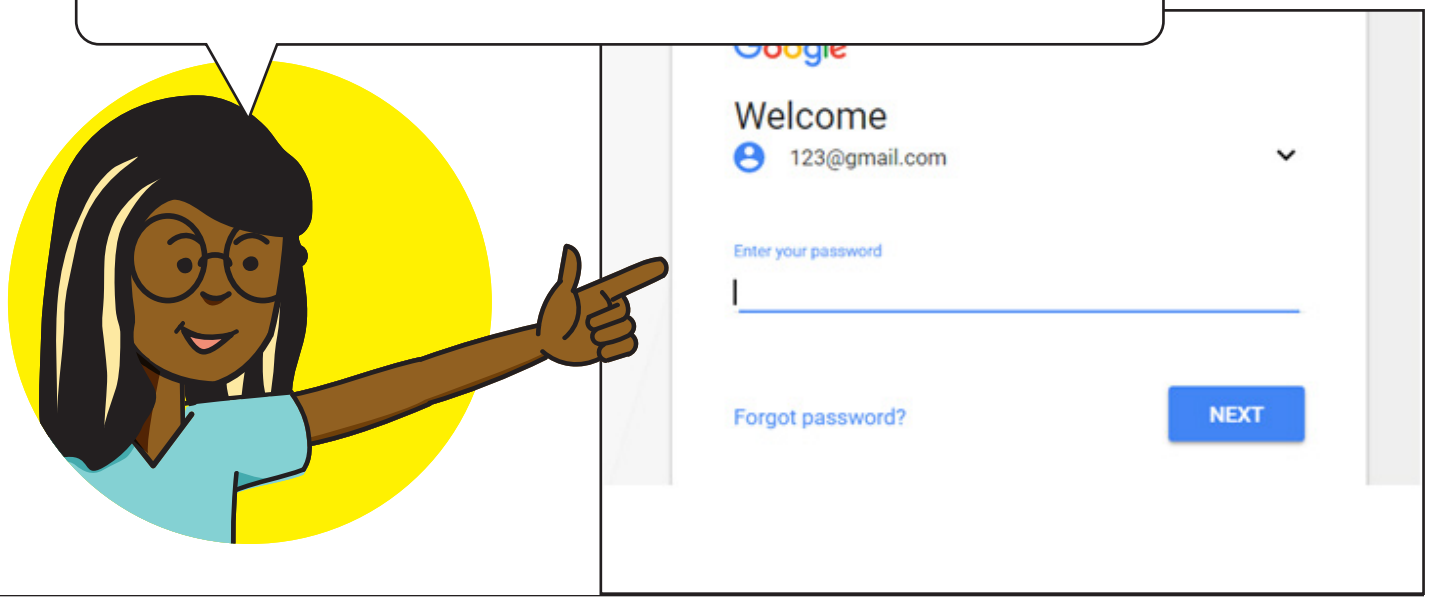
Sign in to Gmail

Type your e-mail address where it says **Email or phone**.

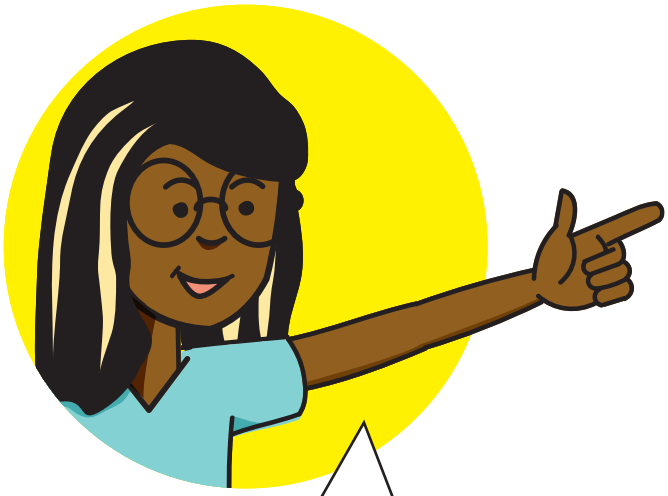
This address should end with **@gmail.com**. When you're done, click NEXT.

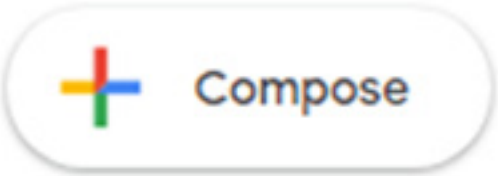


Type your password where it says **Enter your password**. When you're done, click NEXT.

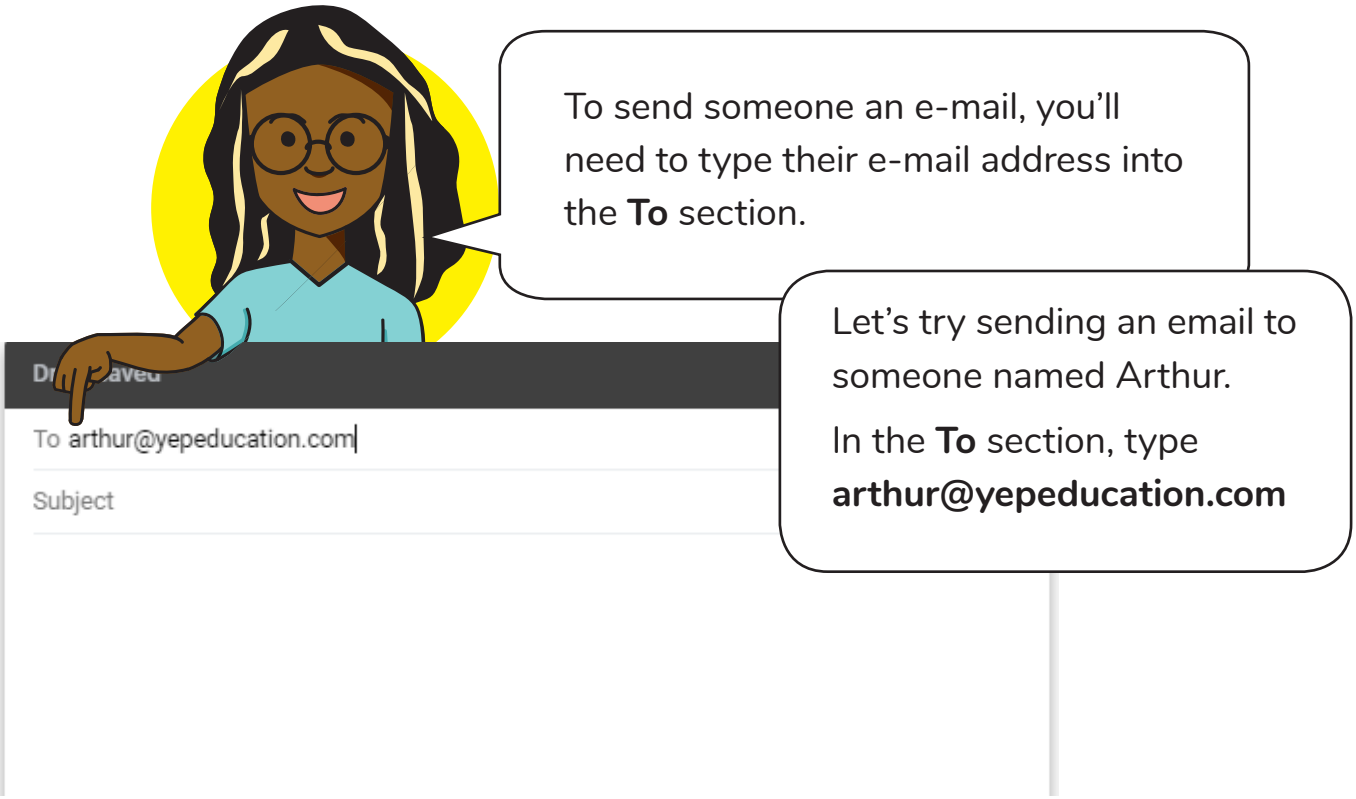


Compose an e-mail





To send an e-mail, you'll need to click on the **Compose** button. This button is at the top left of the screen. Can you click on it?



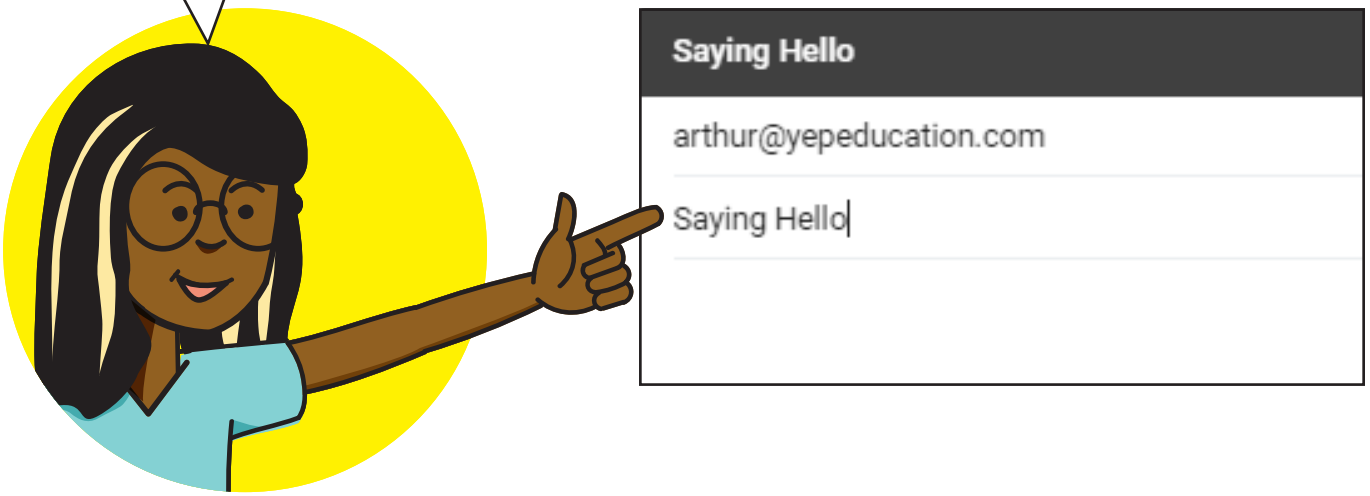
To send someone an e-mail, you'll need to type their e-mail address into the **To** section.

Let's try sending an email to someone named Arthur.

In the **To** section, type **arthur@yepeducation.com**

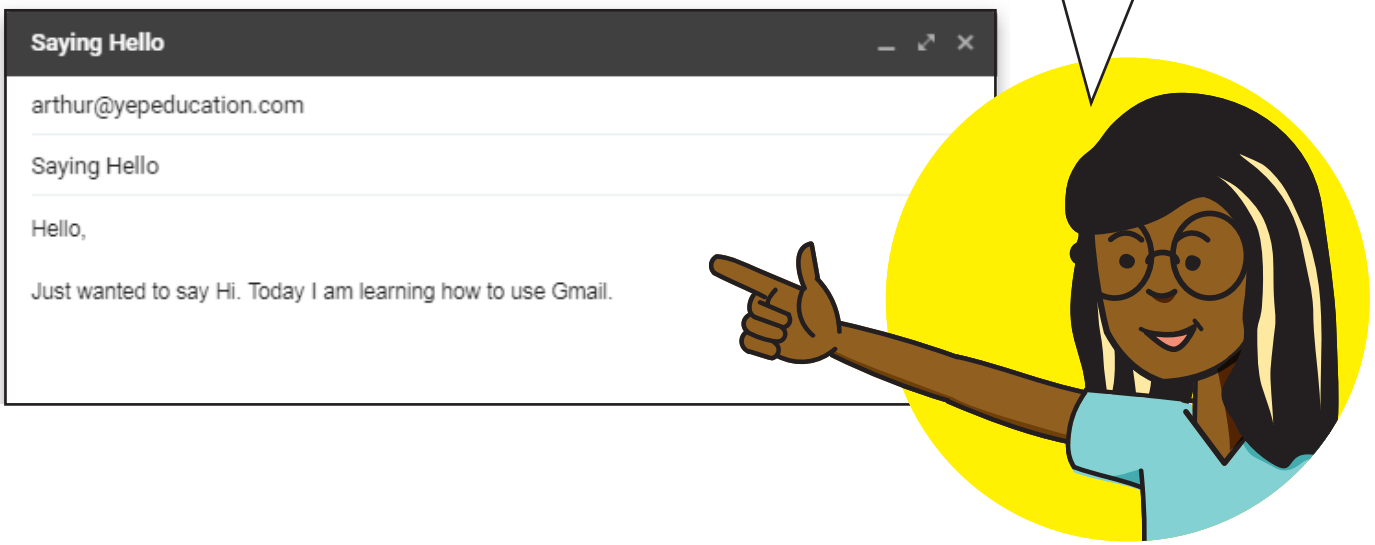
Write an e-mail

Next, let's give your e-mail a title. This helps the person you're sending an email to know what your e-mail will be about.
Click where it says **Subject** and type **Saying Hello**



Now we'll type a message. This is kind of like writing a letter that you put in the mail.

Click on the large empty space. This is called the **body**.
Now type this message: **Hello, I just wanted to say hi. Today I am learning how to use Gmail.**



Send an e-mail

Does it make sense?

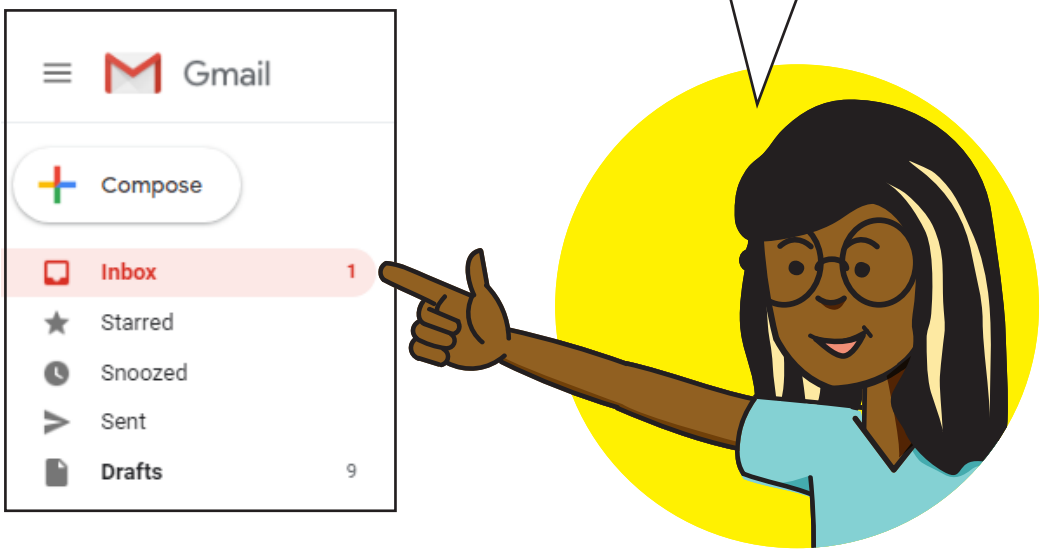
☐ **Refresh,**
let's go over it again

☐ **Yes,**
let's go to the next page

Read your e-mail messages

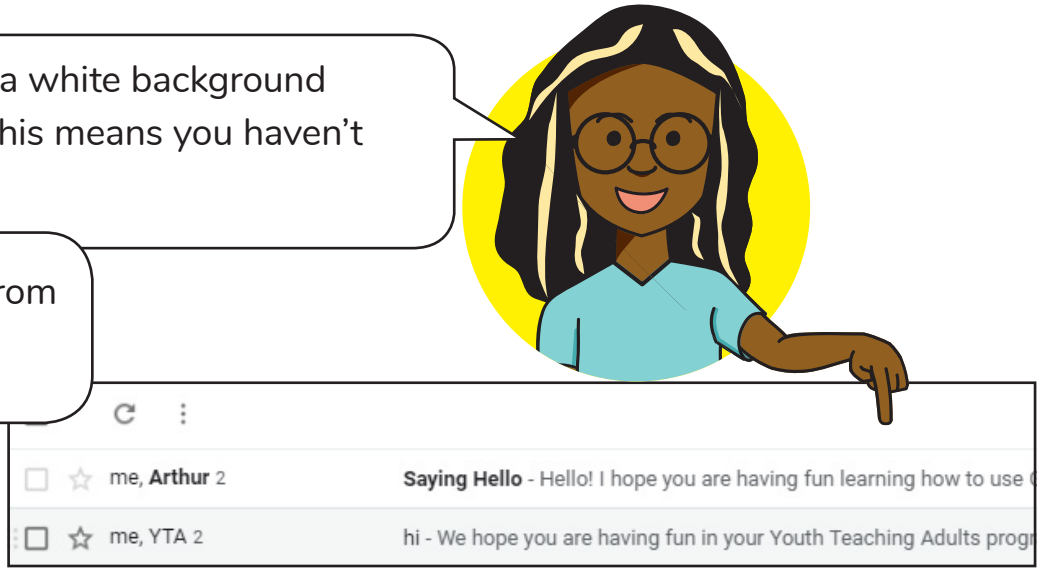
When someone sends you an email, it'll go into your **Inbox**. This is like getting letters in your mailbox.

When you get a new email, you'll see a number beside the **Inbox** button. This will show you how many new emails you've got. Click on the **Inbox** button to see all of your e-mails.



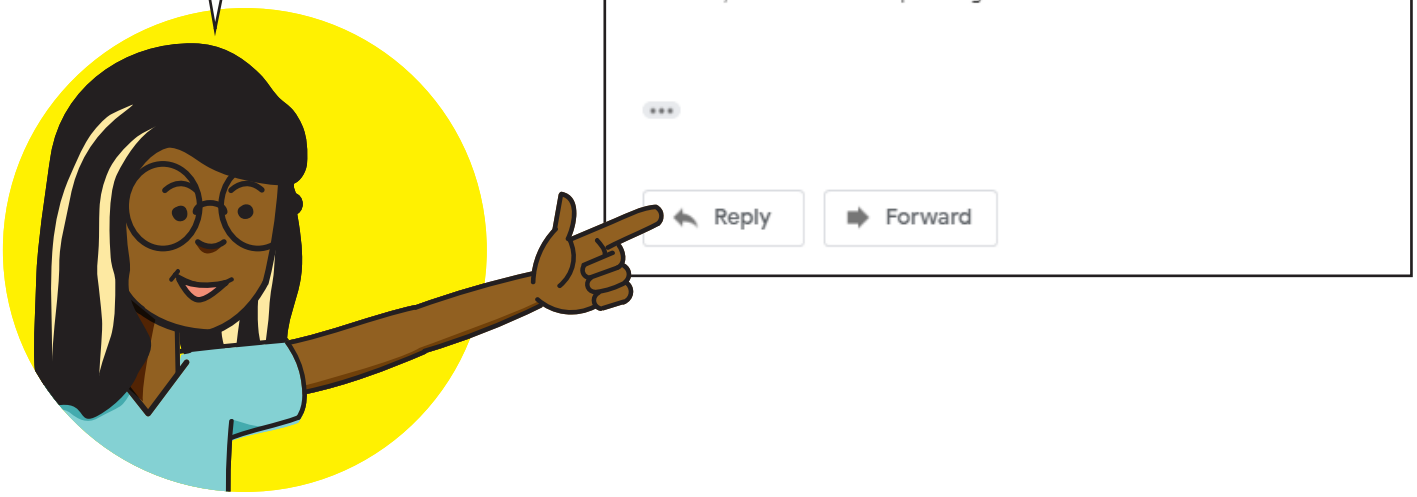
New e-mails have a white background and **bold** words. This means you haven't read it yet.

Click on the email from Arthur to open it.



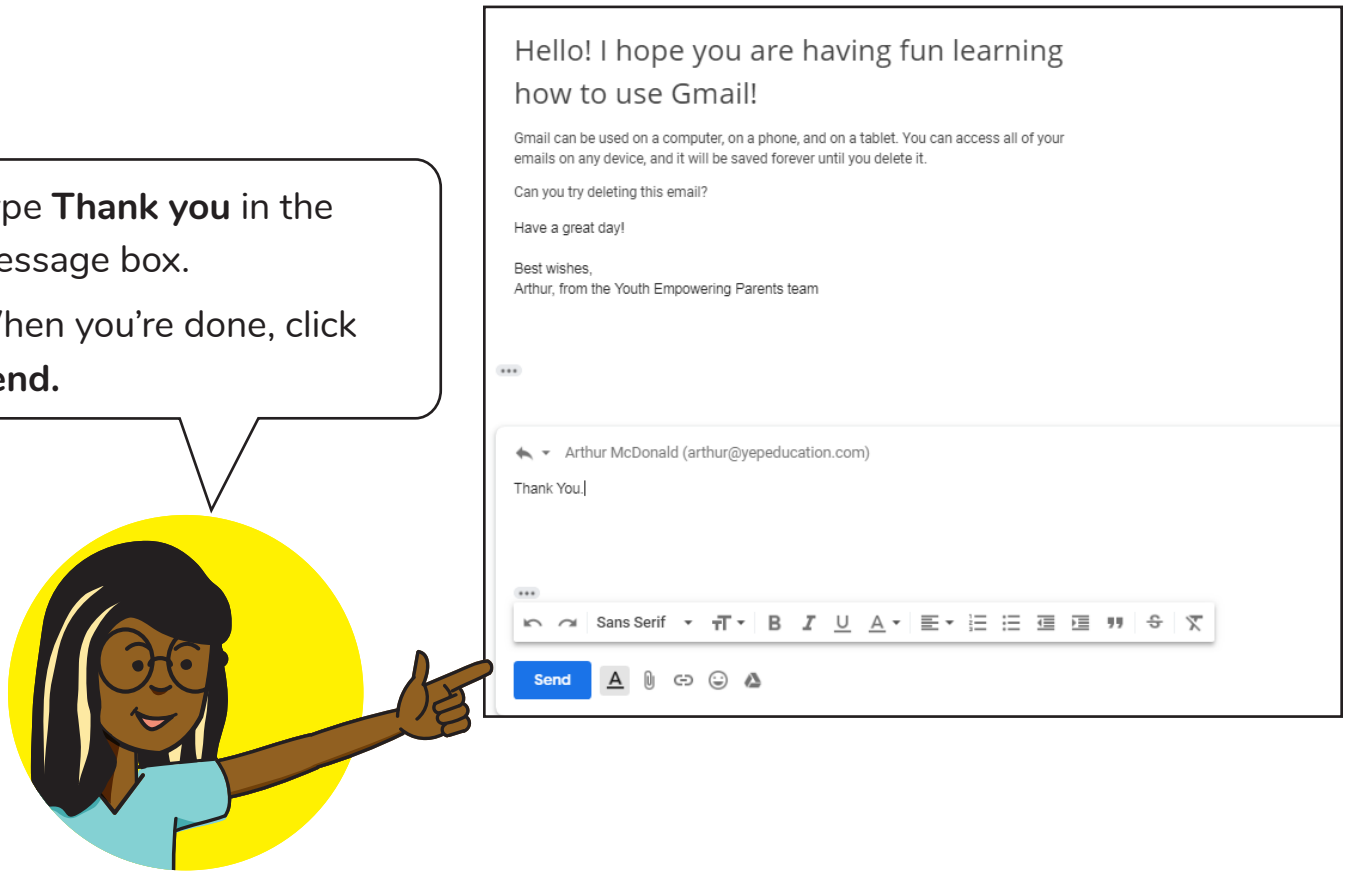
Reply to an e-mail

You can reply to an e-mail by clicking the **Reply** button at the bottom of the message.



Type **Thank you** in the message box.

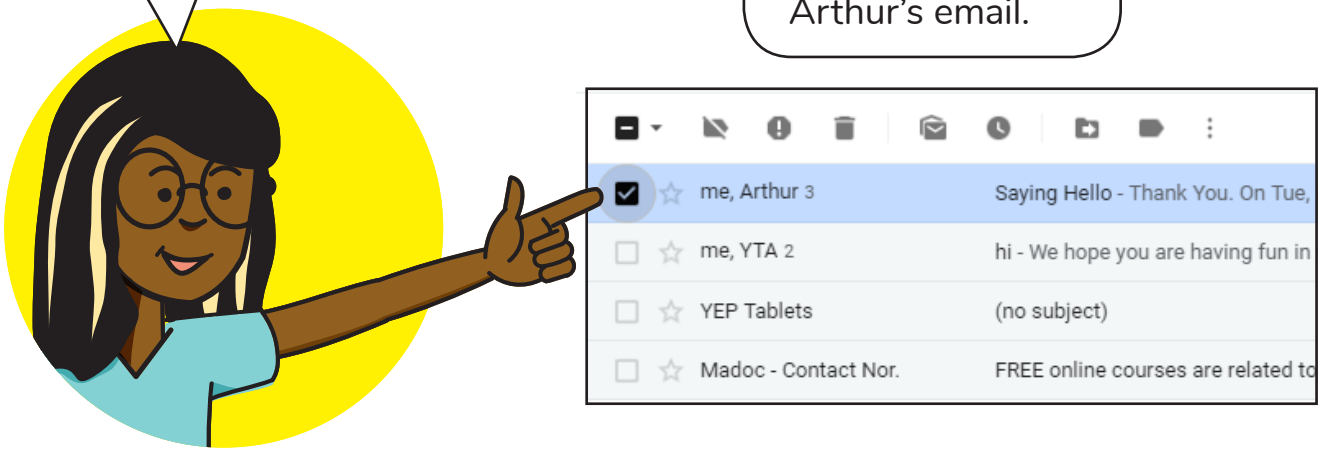
When you're done, click **Send.**



Delete an e-mail

If you don't to keep an e-mail in your inbox, you can delete it. Let's delete the e-mail from Arthur.

First, click on the box to the left of Arthur's email.



Next, click on the **Delete** button.

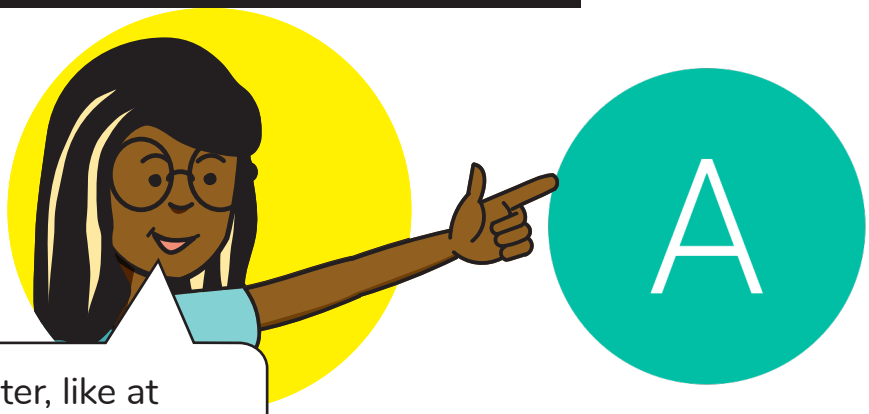
This will put the email in the **Trash**.

Does it make sense?

☐ **Refresh,**
let's go over it again

☐ **Yes,**
let's go to the next page

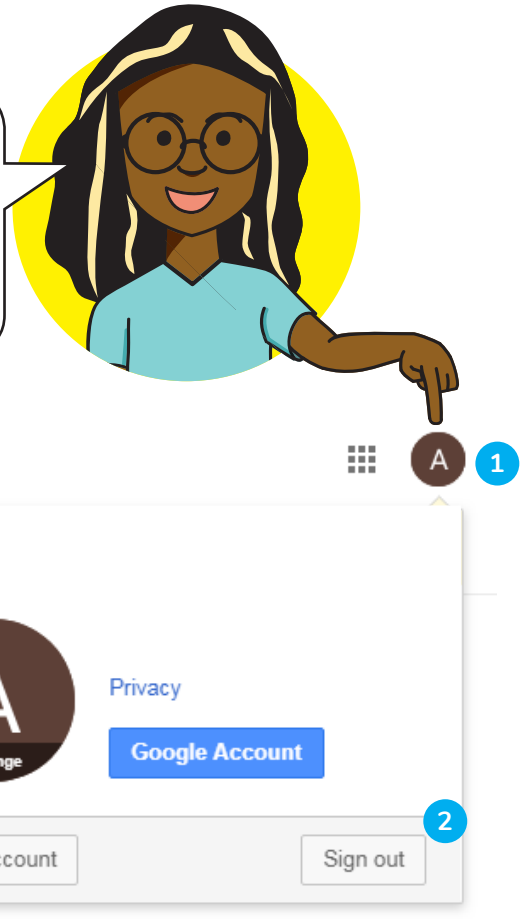
Sign out of your Gmail account



If you're on a public computer, like at the library, it's important to **sign out** of your Gmail account. This way, nobody else can see your e-mails.

Look for the **Google Account** icon. It's a circle with the first letter of your name in it. It's at the top-right corner of the Gmail page.

To sign out of Gmail, click on the **Google Account** icon 1 and then click on **Sign Out** 2.



Review

Did everything make sense?
Is there anything you want to try again?

Now let's see what you've learned

Do you think you can do these things by yourself?

Can you...	Yes	Not Yet
Log in to your Gmail account?	☐	☐
Send an e-mail?	☐	☐
Open an e-mail?	☐	☐
Reply to an e-mail?	☐	☐
Delete an e-mail?	☐	☐
Sign out of your Gmail account?	☐	☐

What do you want to do next?

☐ **Refresh,**
let's go over this lesson again

☐ **I understand it all,**
let's go to the next lesson