



Candoo How To Setup Gmail on a computer

To print this guide, go to “File” and click “Print”

Step 1

Click on the program that you use to access the internet.

Common programs used to navigate the internet are: Chrome, Safari, and Firefox. Here are what the icons look like:



Chrome



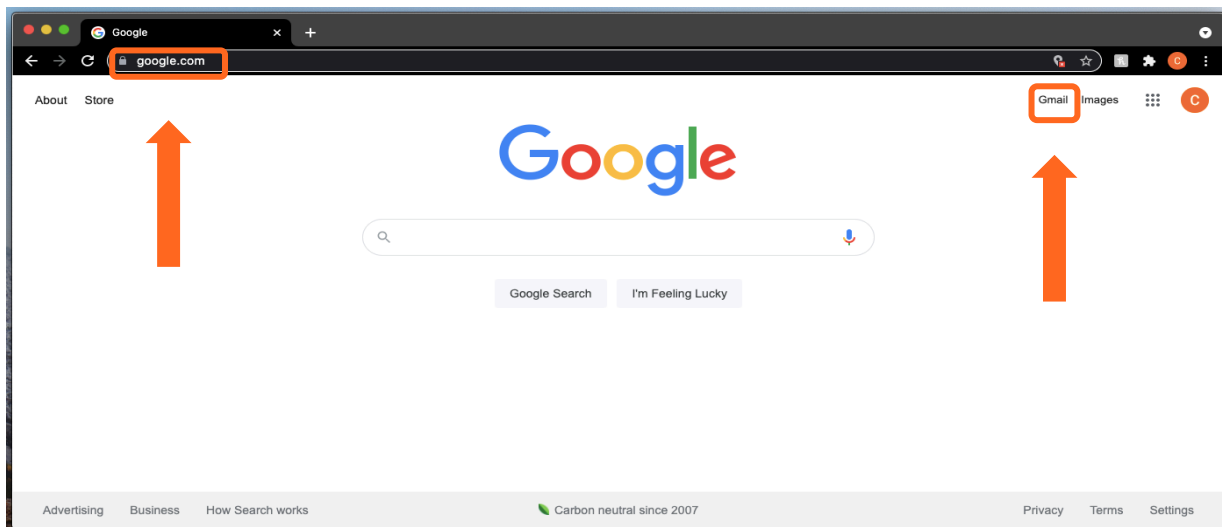
Safari



Firefox

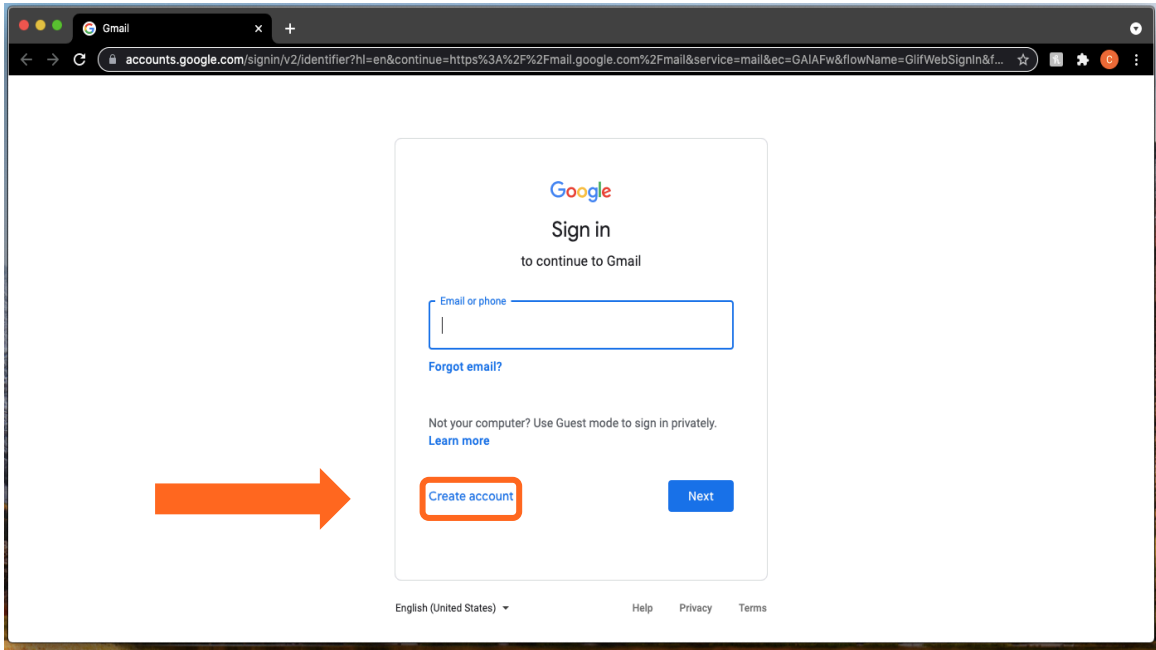
Step 2

Once the window has appeared on your screen, type in *google.com* in the top address bar and hit the enter key on your keyboard. The Google homepage should appear. To access Gmail, click on Gmail that appears on the top right corner of the screen.

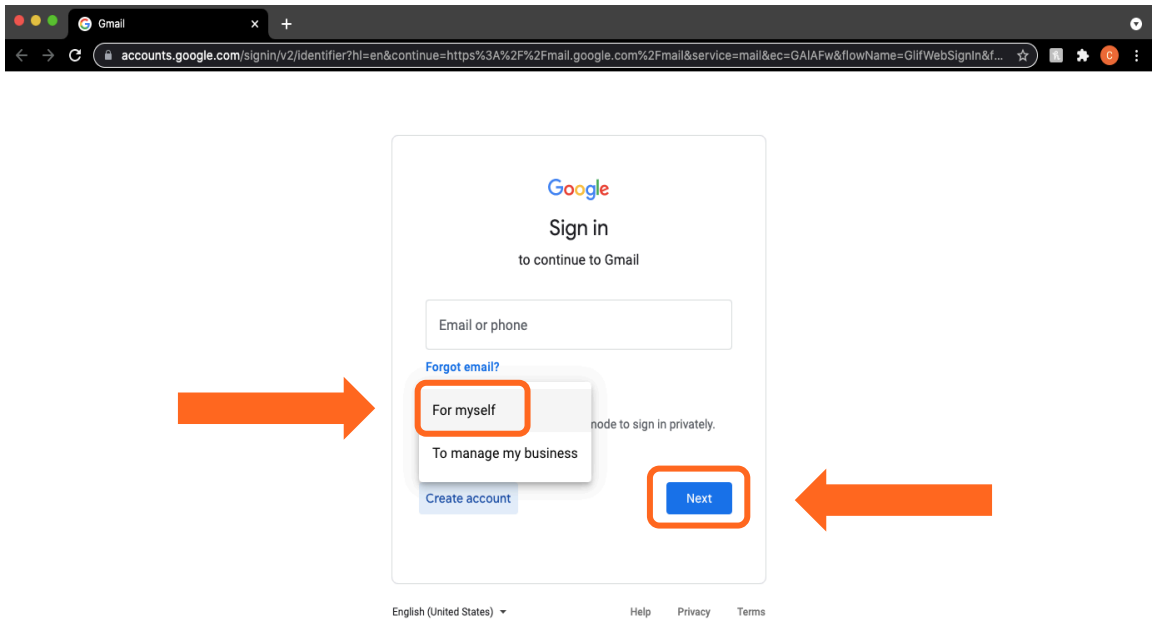


Step 3

You will then see the Gmail Welcome Screen. Click on *Create Account* near the bottom of the screen.



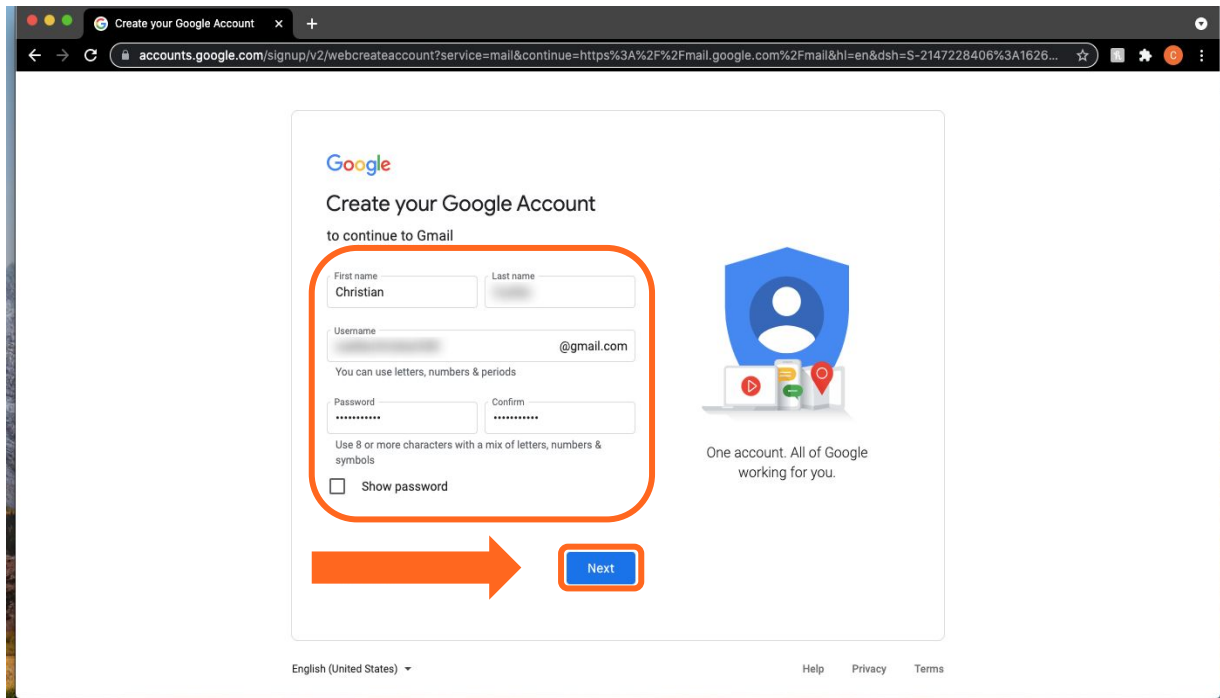
An option for either: *For Myself* or *To Manage my business* will appear. For this example, we will select: *For Myself*.



Step 4

A screen will appear requesting to enter your First name, Last name, a username, and a password.

Please note: the username and password that are entered here will be used to log into your Gmail in the future.



The screenshot shows the Google Account creation interface. The form fields are as follows:

- First name: Christian
- Last name: [blurred]
- Username: [blurred]@gmail.com
- Password: [blurred]
- Confirm: [blurred]

Below the form, there is a checkbox labeled "Show password" which is currently unchecked. A large orange arrow points to the "Next" button.

At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

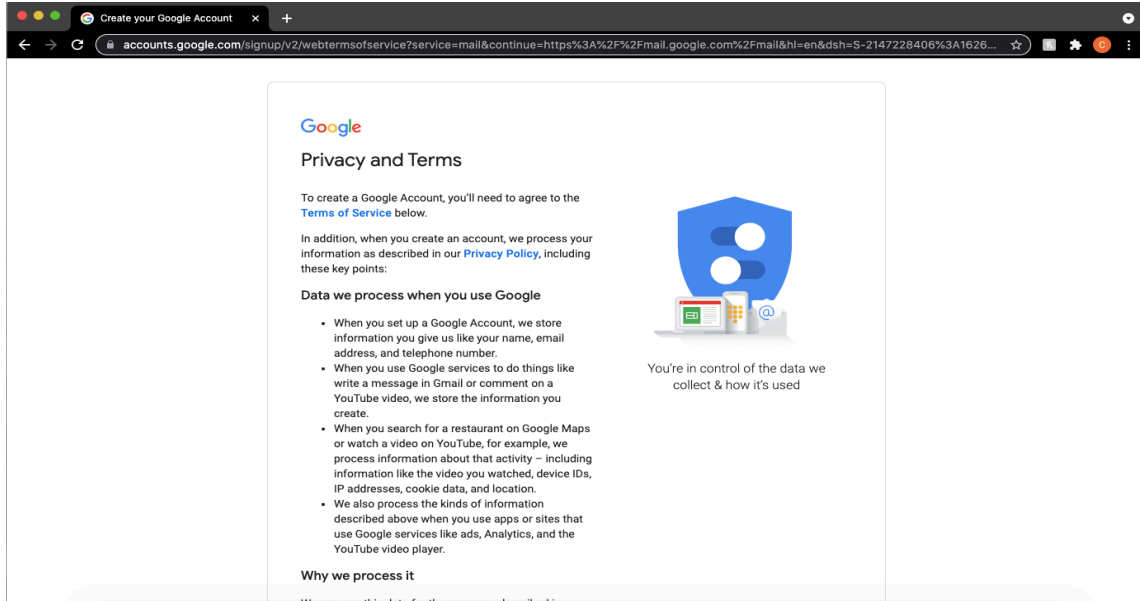
Step 5

On the next screen, you will be asked to enter a phone number and a recovery email address. These are both optional but provide additional account security. Then enter your Date of Birth and Gender information. Click the 'Next' button to proceed.

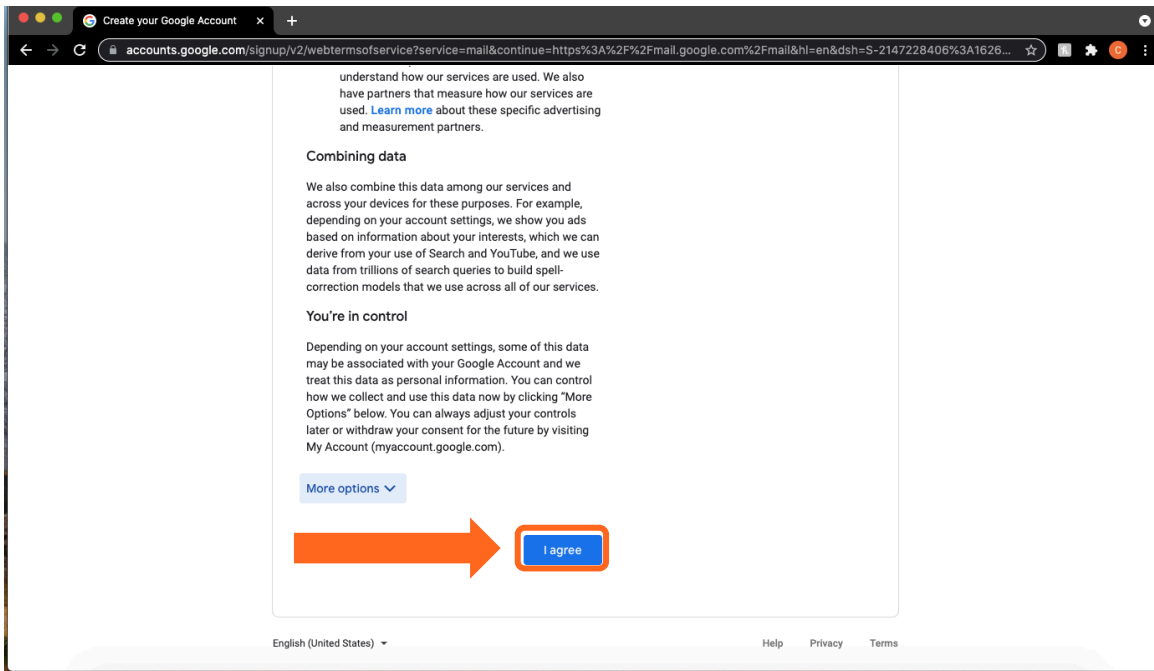
The screenshot shows the 'Create your Google Account' page. The browser address bar displays the URL: `accounts.google.com/signup/v2/webpersonaldetails?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail&hl=en&dsh=S-2147228406%3A1626...`. The page content includes the Google logo, a welcome message 'Christian, welcome to Google', and a user profile icon with an email address ending in '@gmail.com'. A red box highlights the 'Phone number (optional)' field, which includes a country code dropdown (USA) and a text input field. Below it is the 'Recovery email address (optional)' field with a sub-note: 'We'll use it to keep your account secure'. The 'Your birthday' section contains three dropdown menus for 'Month', 'Day', and 'Year'. The 'Gender' section has a dropdown menu. To the right, there is an illustration of a blue shield with a lock, a laptop, and a birthday cake, with the text 'Your personal info is private & safe'. At the bottom, there is a blue link 'Why we ask for this information', a large orange arrow pointing right, and a blue 'Next' button.

Step 6

Next you will see a “Privacy and Terms” screen.



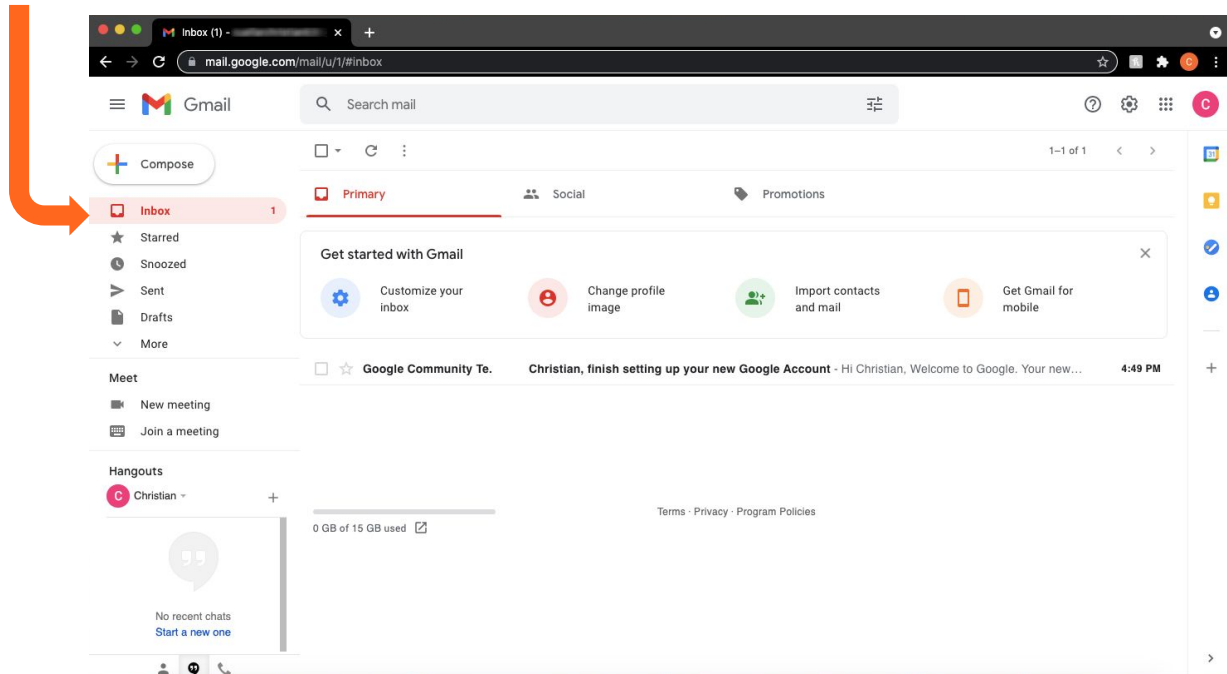
Scroll down to the bottom of the screen and click on the “I agree” button to proceed.



Step 7

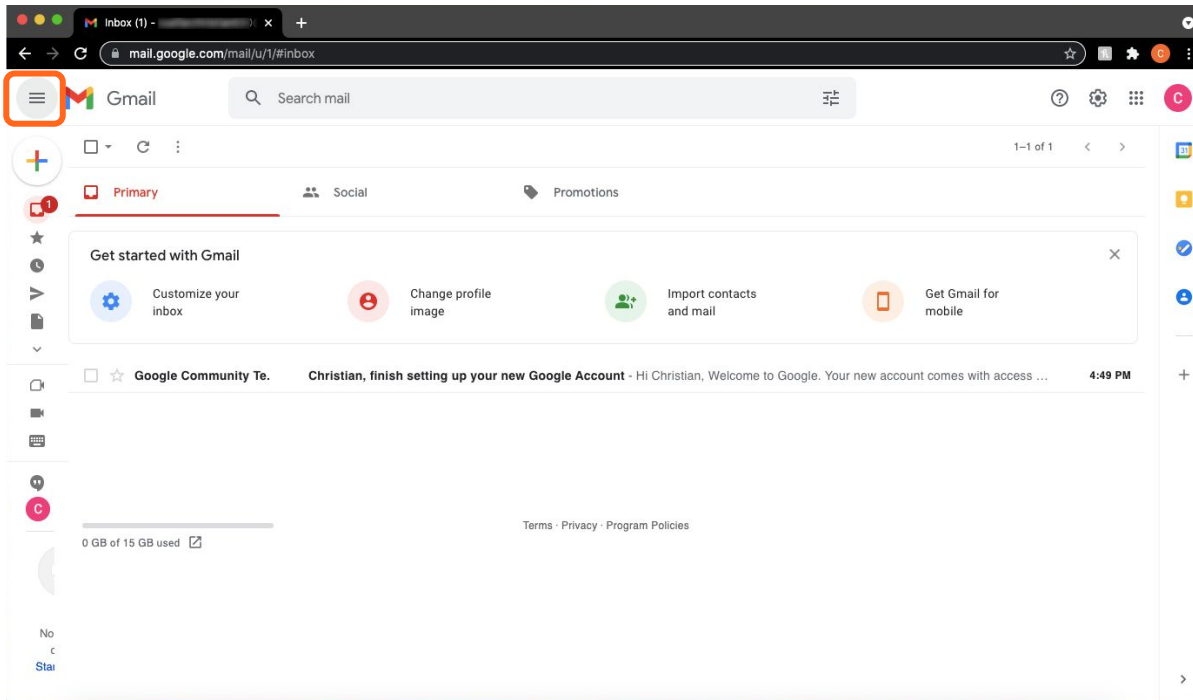
You will now see that we have successfully created a new Gmail account. This is how the main screen will look like.

As indicated by the orange arrow, we see that we are in the Inbox.



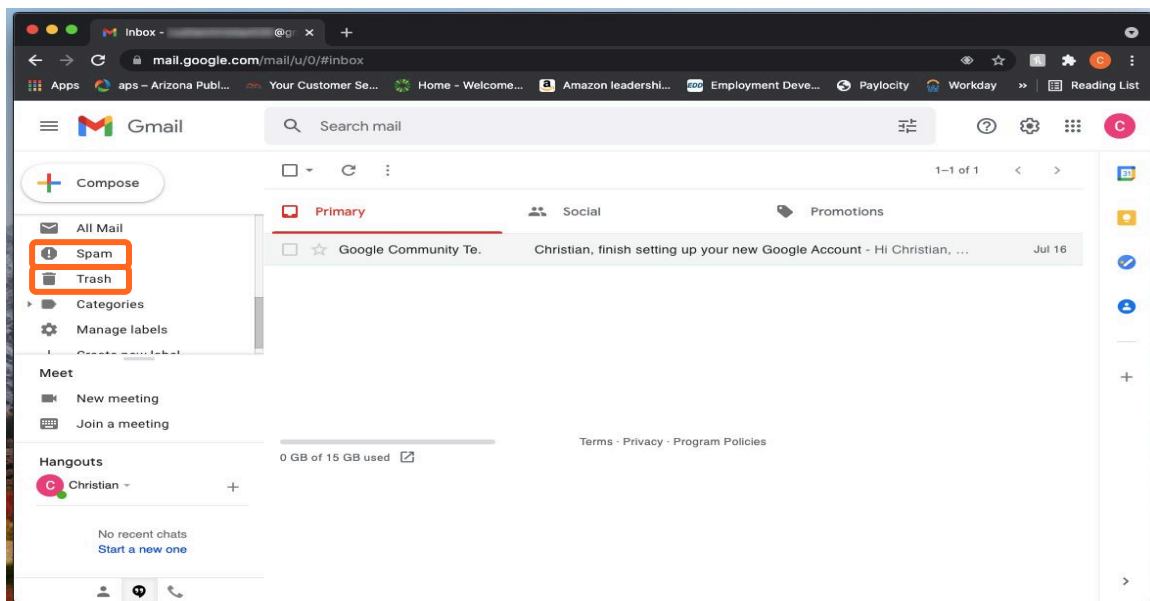
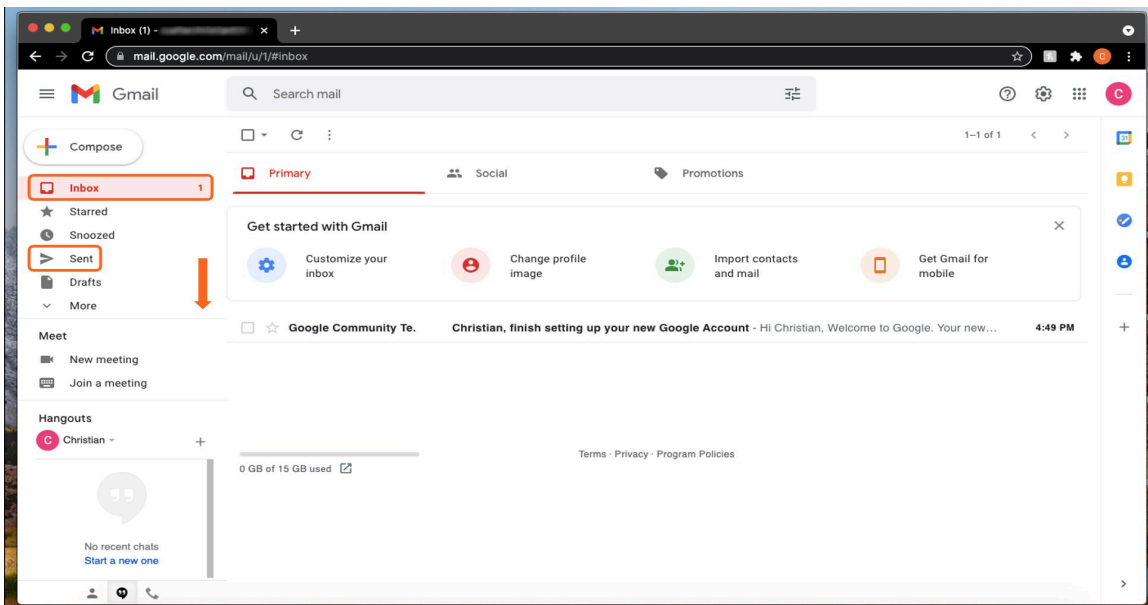
Step 8

To view or hide the other mail folders that are available you would click on the symbol with 3 horizontal lines as highlighted below.



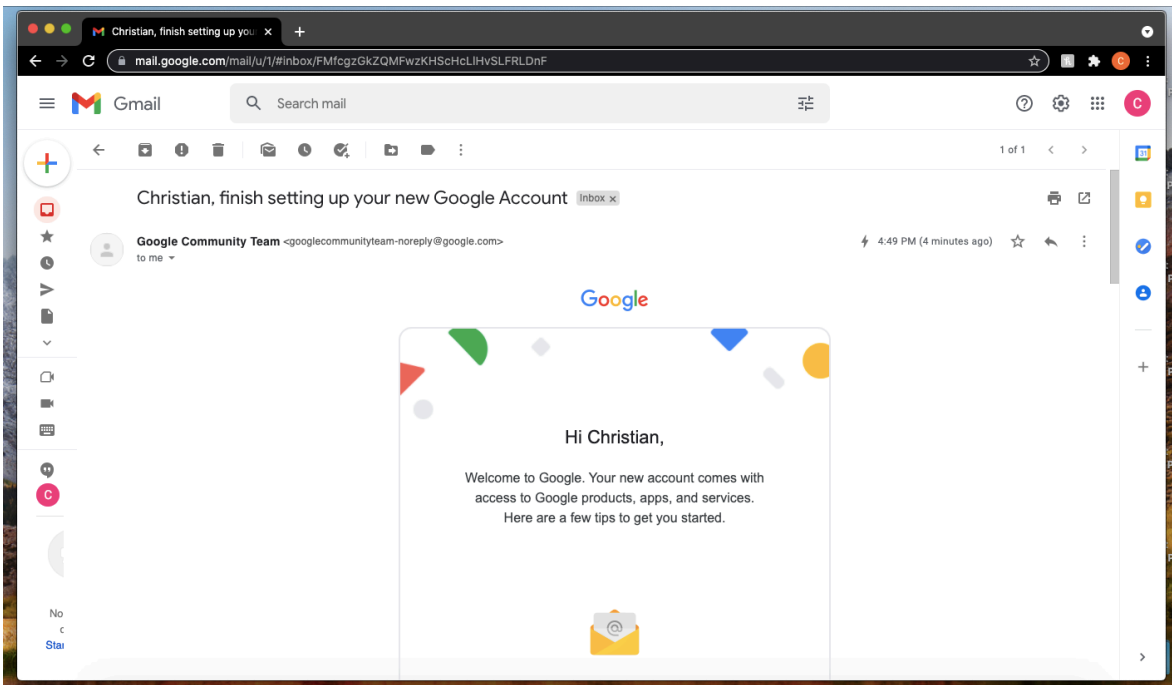
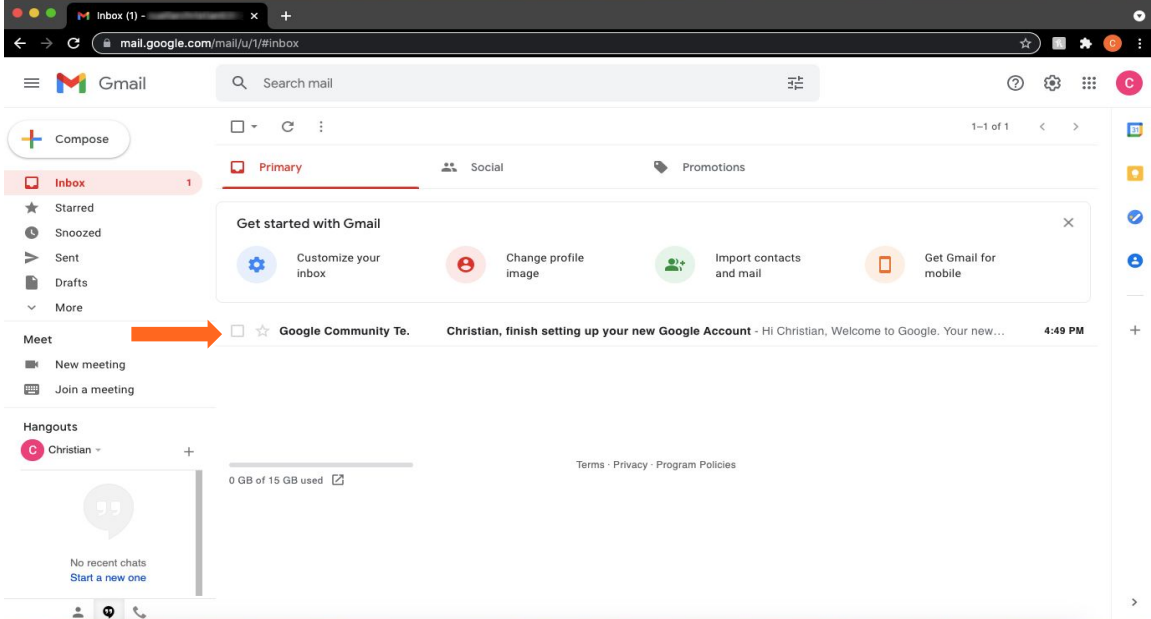
Step 9

Now we see all the mailboxes listed. You can scroll down in the side menu on the left. The highlighted mailboxes indicate the ones that you are most likely to need. To view what is in these individual mailboxes, click on its name. Click "Inbox" to go back to the "Inbox" view.



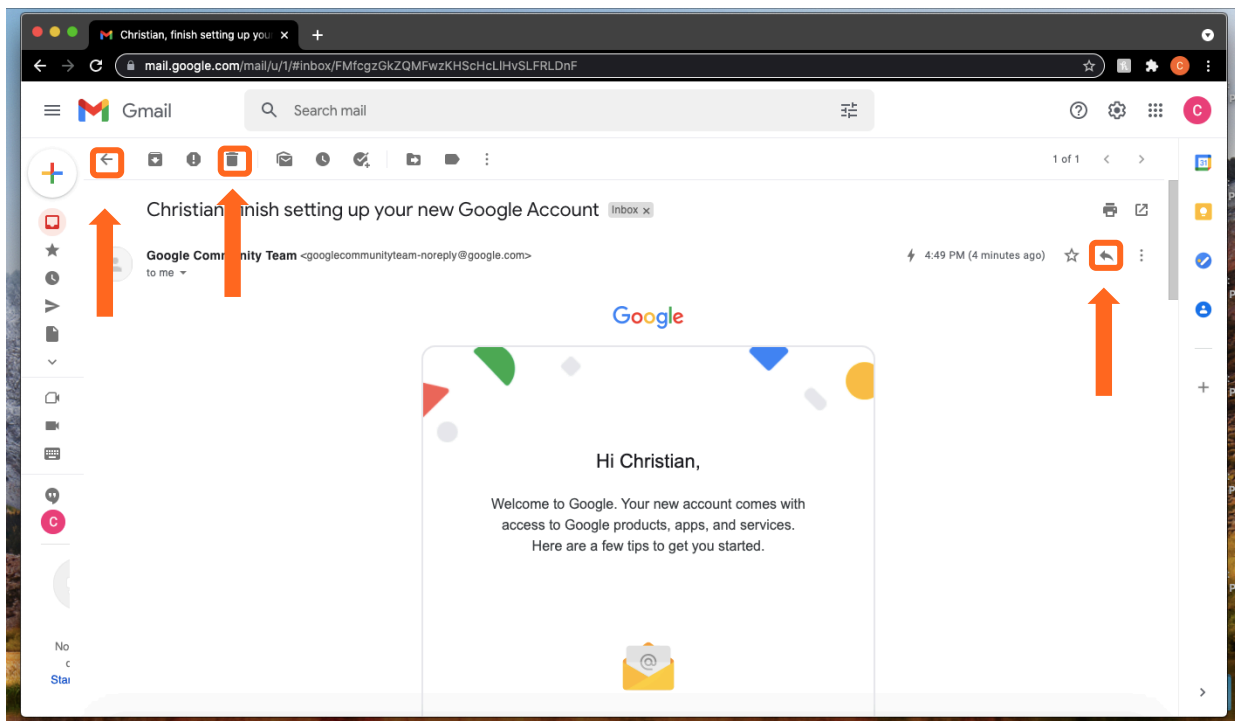
Step 10

To view an email, you just need to click on it and it will open.



Step 11

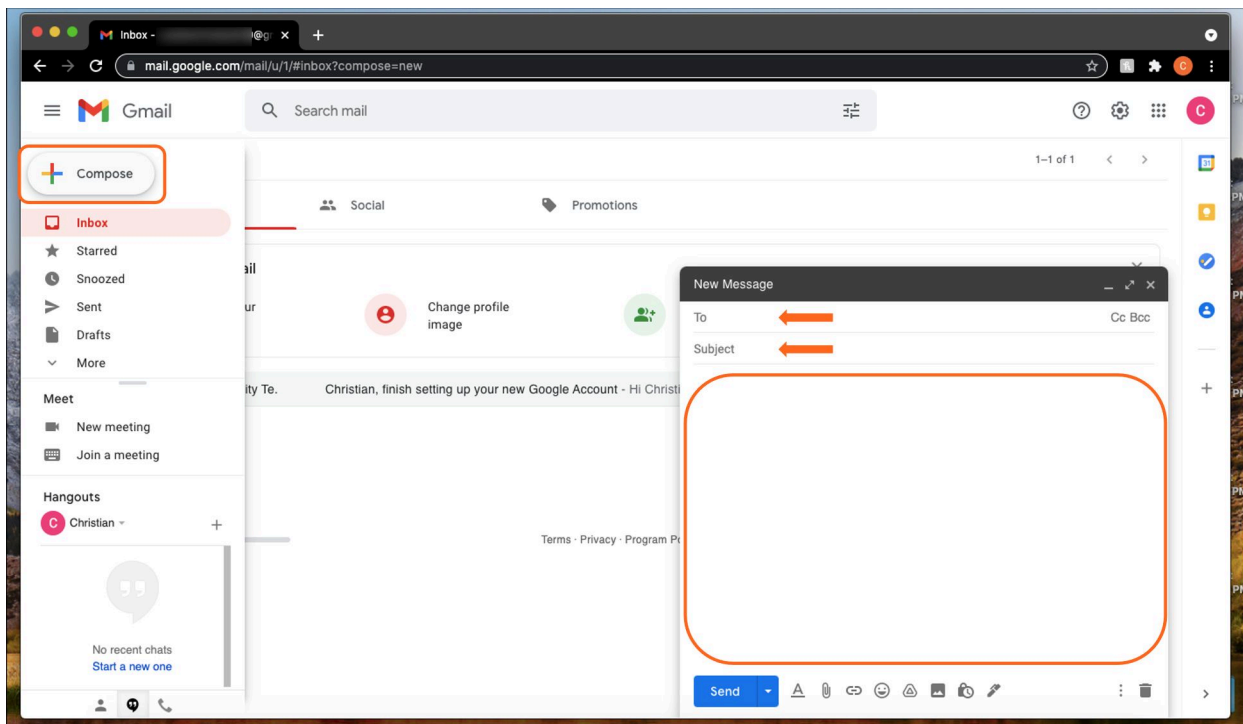
There are a few items to notice in our opened email. The first is the **Left Arrow** in the upper right corner. Tapping this will take us back to the Inbox. Next is the “Trash” icon to the right. Clicking this will delete this email. On the far right side is the **Curved Arrow** icon. Clicking this will allow us to reply to the sender of this email.



Step 12

To compose a new email, click the “Compose” button highlighted on the left in the picture below. This brings up a “New Message” screen to appear on the right. Type the email address of the person you are sending the email in the “To” field.

You can then enter a subject in the “Subject” field and in the area below you can type your message.



Step 13

To send your email, click on the blue “Send” button at the bottom of the New Message window. You will then see a “Message Sent” message appear at the bottom of the screen confirming that your email has been sent.

