

Gmail Overview

Course Duration

½ Day

Objectives & Expected Outcomes

To gain an overview of Gmail

To understand how to use email

Pre-Requisites

No pre-requisites are needed for this course.

Subjects

Introduction: Understanding E-mail

What is e-mail? | What can be sent via e-mail? | How do I get an e-mail address? | What is a mailbox? | Web-based (Webmail) e-mail accounts.

Signing Up for Gmail

Where is Gmail? | Setting up a Google account | Language options | Choosing a login name and a strong password | Choosing a security question.

Getting Started with Gmail

The Inbox | Opening a message | Sent Mail | Drafts | Forwarding | Carbon Copying (CC) | Blind Carbon Copying (BCC).

Messaging

Sending an e-mail and an attached file | Composing a message | Formatting a message (bold and bullets) | Checking your spelling | Attaching a file to an e-mail message | Removing an attachment | Adding more attachments | Understanding e-mail address formats and addressing | Subject titling your e-mail.

Advancing Messaging

Opening an e-mail and an attachment | Copying, moving and deleting text within an e-mail | Saving a message as a draft | Replying to a message.
