NEW TO GMAIL

Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

Go to the Google Account creation page or just type "gmail.com" into the address bar.

Follow the steps on the screen to set up your account.

Use the account you created to sign in to Gmail.

The username I want is taken

You won't be able to get a certain Gmail address if the username you requested is:

Already being used

Very similar to an existing username (for example, if example@gmail.com already exists, you can't use examp1e@gmail.com)

The same as a username that someone used in the past and then deleted

Reserved by Google to prevent spam or abuse

Change your username

You can change the name that's linked to your email address, but you can't change your email address.

Change your name

You can change the name that shows up when you send emails. For example, you could change from "Sports Fan" at sportsfan@gmail.com to "Bob" at sportsfan@gmail.com.

On your computer, open Gmail. (You **can't** change your username from the Gmail app.)

In the top right, click Settings ⚙.

Click **Settings**.

Click the **Accounts and Import** or **Accounts** tab.

In the "Send mail as" section, click **edit info**.

Add the name you want to show when you send messages.

At the bottom of the box, click **Save Changes**.

Remove dots from my email address

If you have a dot in your email address, you don't need to change anything. You'll get any emails people send to your address even if they don't include the dots.

Messages sent to sportsfan@gmail.com and sports.fan@gmail.com will go to the same place.

Change your email address

If you want to change your email address, sign up for a new address. After you sign up for a new address, you can transfer emails and contacts from your old address to the new one. To do this, stay in your Accounts and Import tab, select "import mail and contacts" and follow the step by step instructions.

Tip: If you're signing in to a friend's computer or a public computer, make sure to sign out before leaving the computer. Also make sure your friend has signed out of their Gmail account before signing into your Gmail account.

Sign out on your computer

In the top right, click your photo.
Click **Sign out**.

Sign out from another computer

If you forgot to sign out of your email on another computer, you can remotely sign out of Gmail.

In the bottom right corner of your Inbox, click **Details** › **Sign out all other web sessions**.

Also at the bottom of the page make sure your Alert Preference is turned on so you will be alerted if suspicious activity is occurring on your account.

Choose your inbox style

1. Open Gmail.
2. In the top right, click Settings ⚙ › **Settings**.
3. Click the **Inbox** tab.
4. In the "Inbox type" section, select **Default**, **Important first**, **Unread first**, **Starred first**, or **Priority Inbox**.
5. Choose other settings, like whether to show importance markers or how to filter mail.

Step 2: Add or remove categories

If you don't see tabs in your inbox, follow these directions to turn on inbox categories:

1. Open Gmail.
2. In the top right, click Settings ⚙ › **Configure inbox**.
3. Check the boxes of the categories you want to use. If you hide a tab, those messages will show in your Primary tab.
4. Optional: Choose whether you want starred messages to show in your Primary tab.
5. Click **Save**.

Move messages

1. Open Gmail.
2. Drag and drop your message from one category to another.

Can't turn on inbox categories

If you have more than 250,000 messages in your inbox, you won't be able to turn on inbox categories.

To get below this limit, you can archive or delete messages.

Check the number of messages in your inbox

In Gmail, replies to a message are grouped into conversations. In your inbox, you'll see the number of conversations you have, but not messages.

Follow these steps to see how many messages are in your inbox:

1. On your computer, open <u>Gmail</u>. You can't find your total number of messages from the Gmail app.
2. In the top right, click Settings ⚙ › **Settings**.
3. Scroll down to the "Conversation view" section.
4. Select **Conversation view off**.
5. At the bottom of the page, click **Save Changes**.
6. Go back to your inbox to see the number of messages you have. If you have multiple sections or categories, make sure to add together the number from each section.
7. When you're done, go back to settings and turn on "**Conversation view.**"

Archive or mute Gmail messages

If you want to clean up your inbox without deleting your emails, you can archive or mute them. Your emails are moved to a label called "All Mail." You can also save emails to a Label (which is like putting them in a folder).

When you archive a message: The message will come back to your inbox when someone replies to it.

When you mute a message: Any replies stay out of your inbox. You can search for the conversation if you want to find it again.

Create an email

In the top left, click **Compose**.

In the "To" field add recipients. You can also add "cc" and "bcc" fields.

Add a subject.

Write your message.

Note: Your spell checker is at the bottom right hand corner as a **triangle**.

At the bottom of the page, click **Send.**

At the bottom of a New Message, you can change your font, size of font, bold, italic, underline, change font and background color, line alignment, add an attachment, insert files from Google Drive, send and request money, add a photo, make a link or add an emoji.

CREATING LABELS TO SAVE IMPORTANT EMAILS FOR FUTURE REFERENCE WILL BE COVERED NEXT MONTH.