



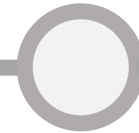
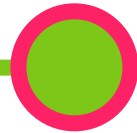
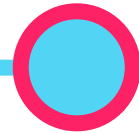
# Bridging Digital Gaps

Presented By: RIWC

# Series Progress



Learning About  
E-Mail



Familiarizing ourselves with  
the ins and outs of  
creating and using  
our e-mail accounts

# Today's Agenda

**1.** Discussing what e-mail is and why it's important

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**2.** How to set up a Gmail account

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**3.** How to use your Gmail Account



# Land Acknowledgement


We acknowledge that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands. This land is also governed by the dish with one spoon wampum belt convenient: an agreement between allied First Nations to peaceably share and care for the land around the Great Lakes.

The City of Toronto has been acknowledging the traditional territory since March 2014. Due to conversations with Indigenous leaders, including the Aboriginal Advisory Committee as part of the 2018 Toronto for All Campaign, the language the City of Toronto uses has evolved.

**Let's answer some  
common questions!**





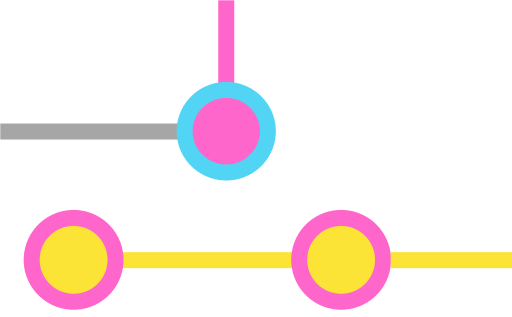
# What is an email?

- Fully **electronic messages** that can be sent and received by computers, phones, or tablets
  - E-mails let you **send** and **receive** things like **text, pictures, and sounds** to other people through the internet
- 





# Why do I need to learn about e-mail?

- 
- E-mailing lets us **stay in-touch** with friends and family
  - A lot of jobs usually rely on e-mail for **communication**
  - E-mail accounts are needed for creating other accounts that let us **shop** and **browse content** online
- 





# What do I need to send e-mails?

- 
- To send e-mails, you will need access to a **computer, tablet, or smart phone**, and an **internet connection**
  - You will also need to create an **e-mail account** with one of many providers
- 







# Which provider do I use? How many are there?

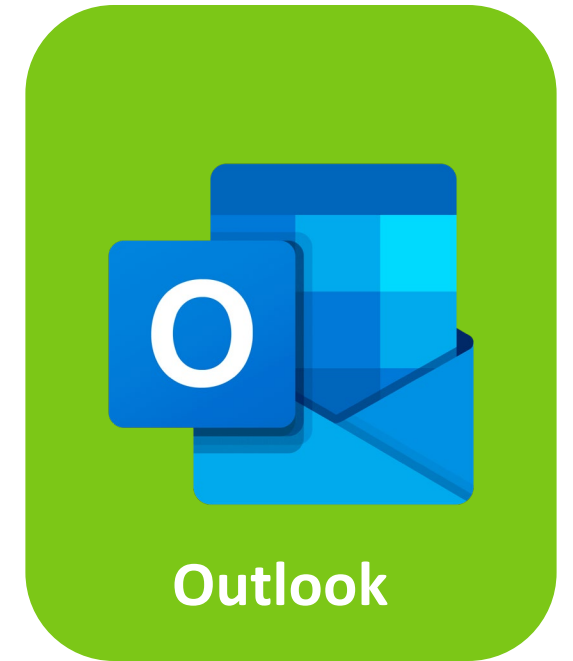
- 
- There are many different types of providers
  - Choosing a provider is up to you! Each offers its own set of **features**
  - The most common providers are **Google, Microsoft, Apple,** and **Yahoo**
- 



# Is e-mail safe to use?

- 
- E-mail accounts are **safe**, so long as you **don't share** your **password** or browse questionable websites (more on this later)
  - Most providers have various **layers of security** to keep your information safe!
- 



Here are some examples of what the different e-mail **apps** may look like...



For today, we'll focus on **Gmail!**

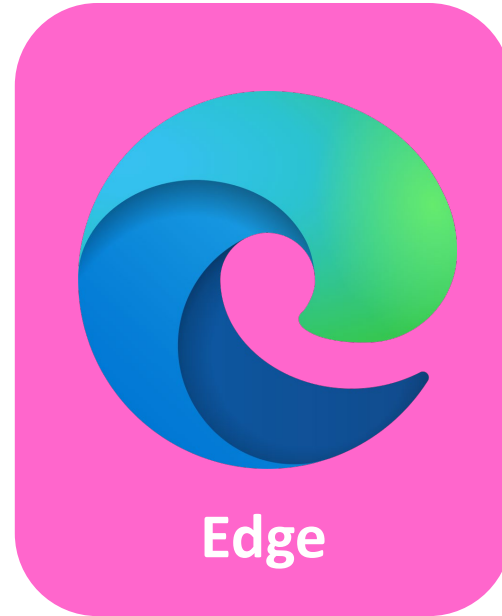
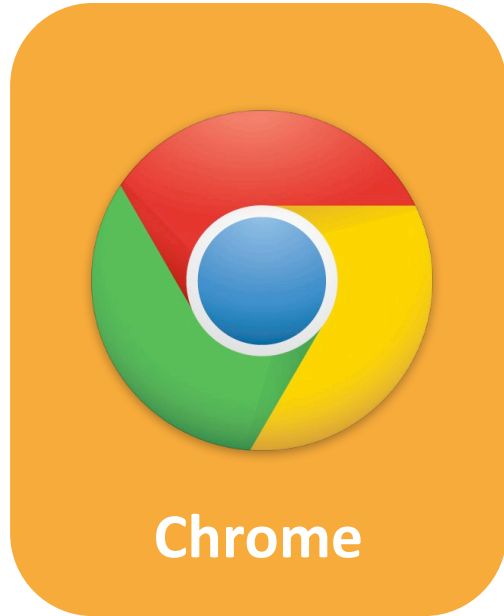


# Why Gmail?

- 
- It's one of the most well-known and commonly used services
  - Very safe, giving your information several layers of safety
  - Loaded with additional, **free features**
- 

Let's take a look at how to  
**create an e-mail account**  
using your laptop or desktop!

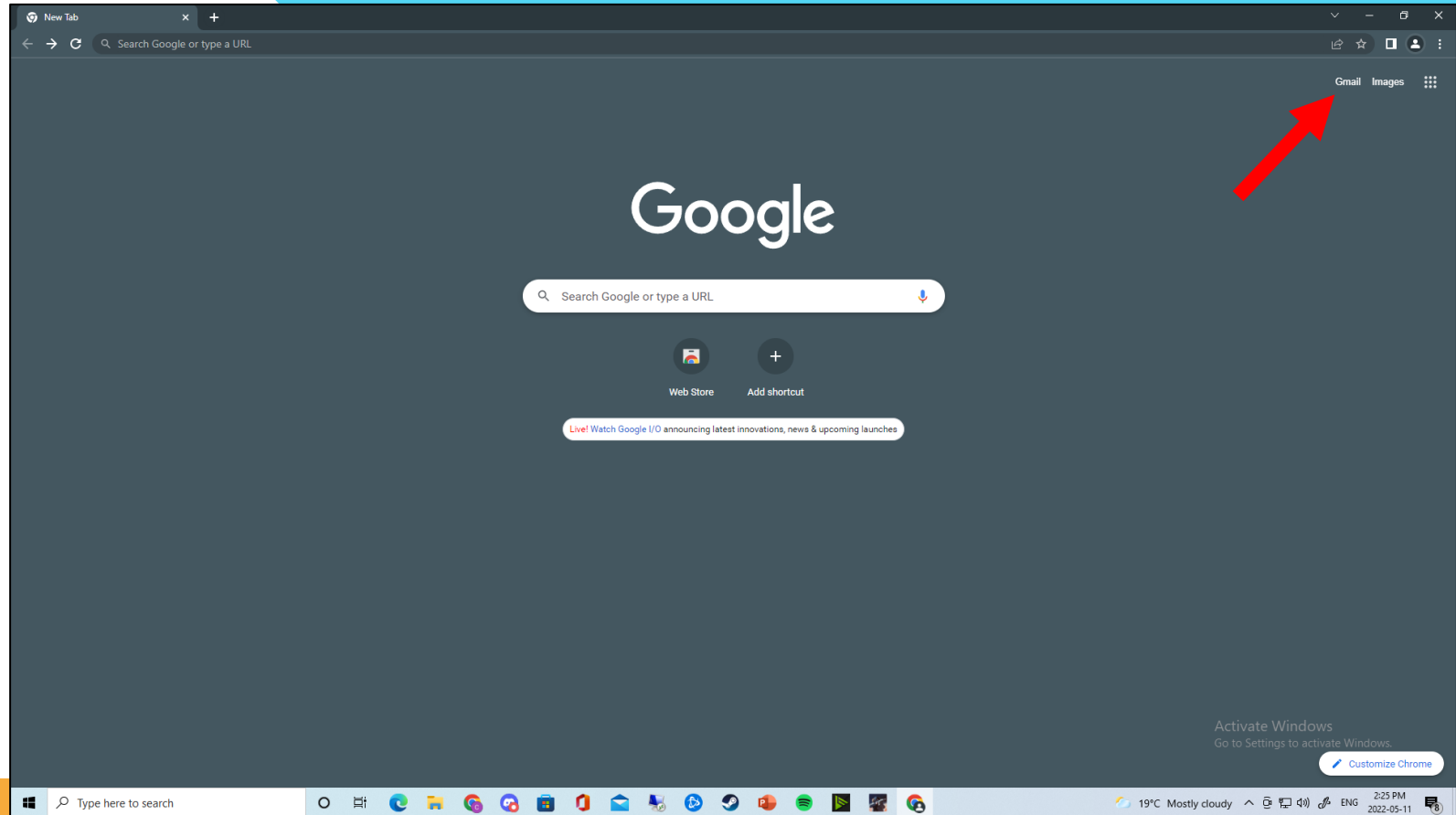
Start by opening your **internet browser**. Below are some examples of what their icons look like....



The browser you use doesn't really matter, but **Chrome** would work best if you're using **Gmail**! Both are owned and operated by **Google**.

# Getting Started

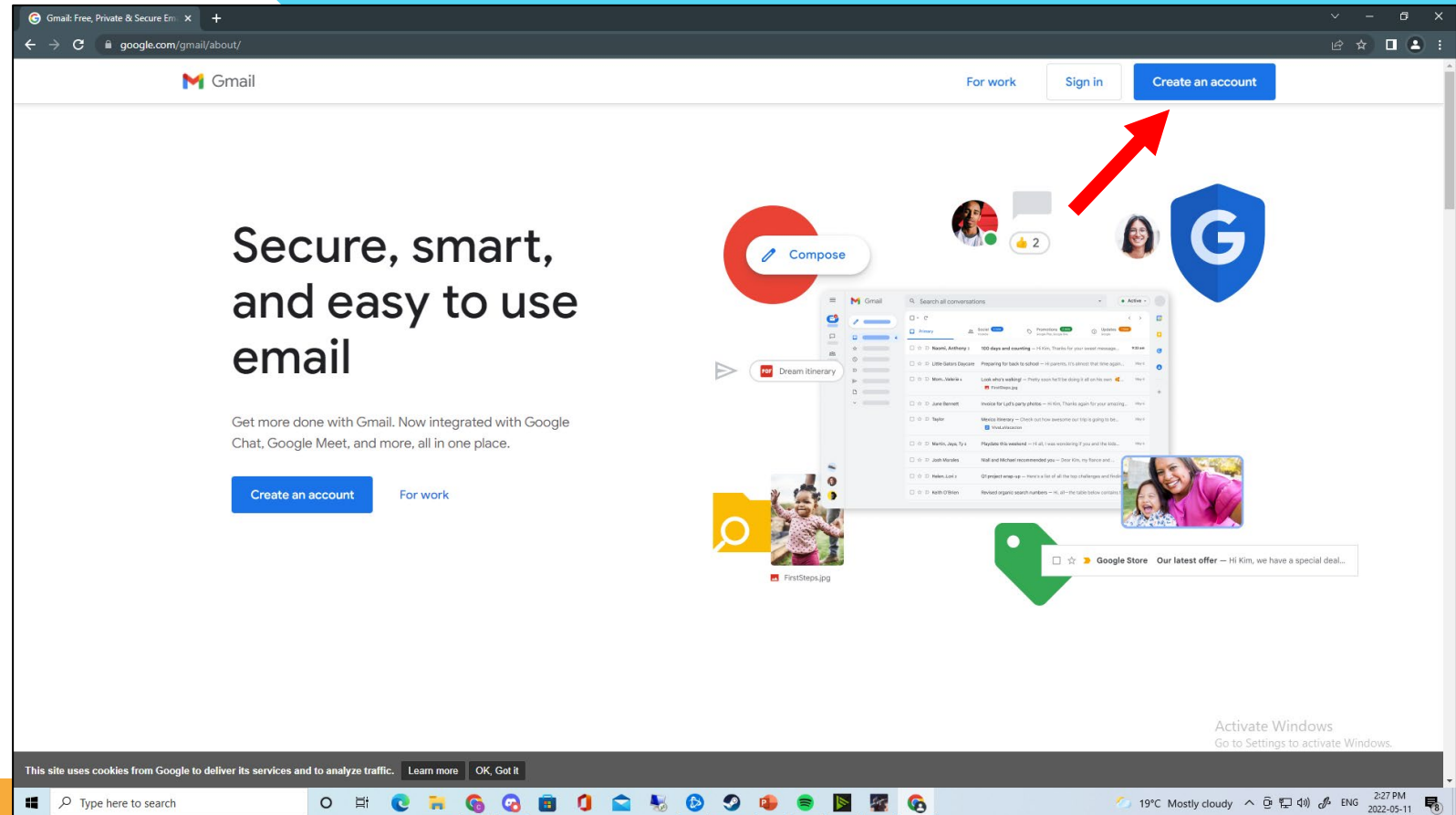
- When you open the **Chrome** browser, a new window will appear.
- Click on the **Gmail** button found on the upper-right part of your screen



Note: you can also search for Gmail by typing it into the search bar

# Getting Started

- From this page, you can either *sign-in* to an existing Gmail account or create a new one
- In this example, we will be starting from scratch – go ahead and click *create an account*





# Getting Started

- This page will ask you for some personal information
- You don't have to enter your actual name, but doing so will make things like changing your password easier
- Fill out the information by clicking and typing into the spaces provided

**Note:** Your password should be a mix of upper and lower case letters, numbers, and special characters such as "@", "#", or "\$".

Google

## Create your Google Account

to continue to Gmail

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

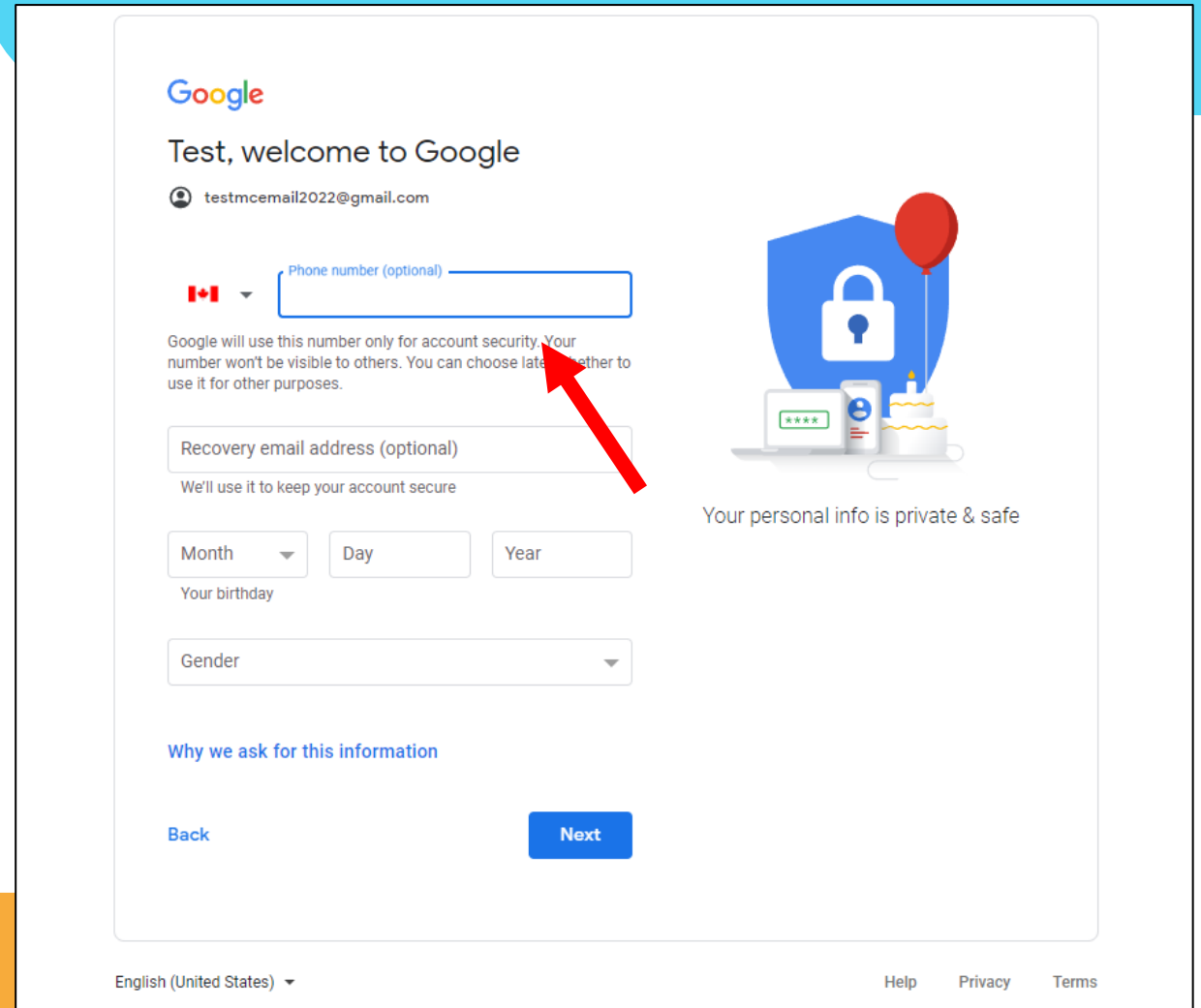
One account. All of Google working for you.

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

# Getting Started

- Next, you will enter your phone number as well as a **recovery e-mail** (if you have one)
- You will also be asked for your birthday
- If you're a bit unsure about why they need this information, click on "**why we ask for this info**"

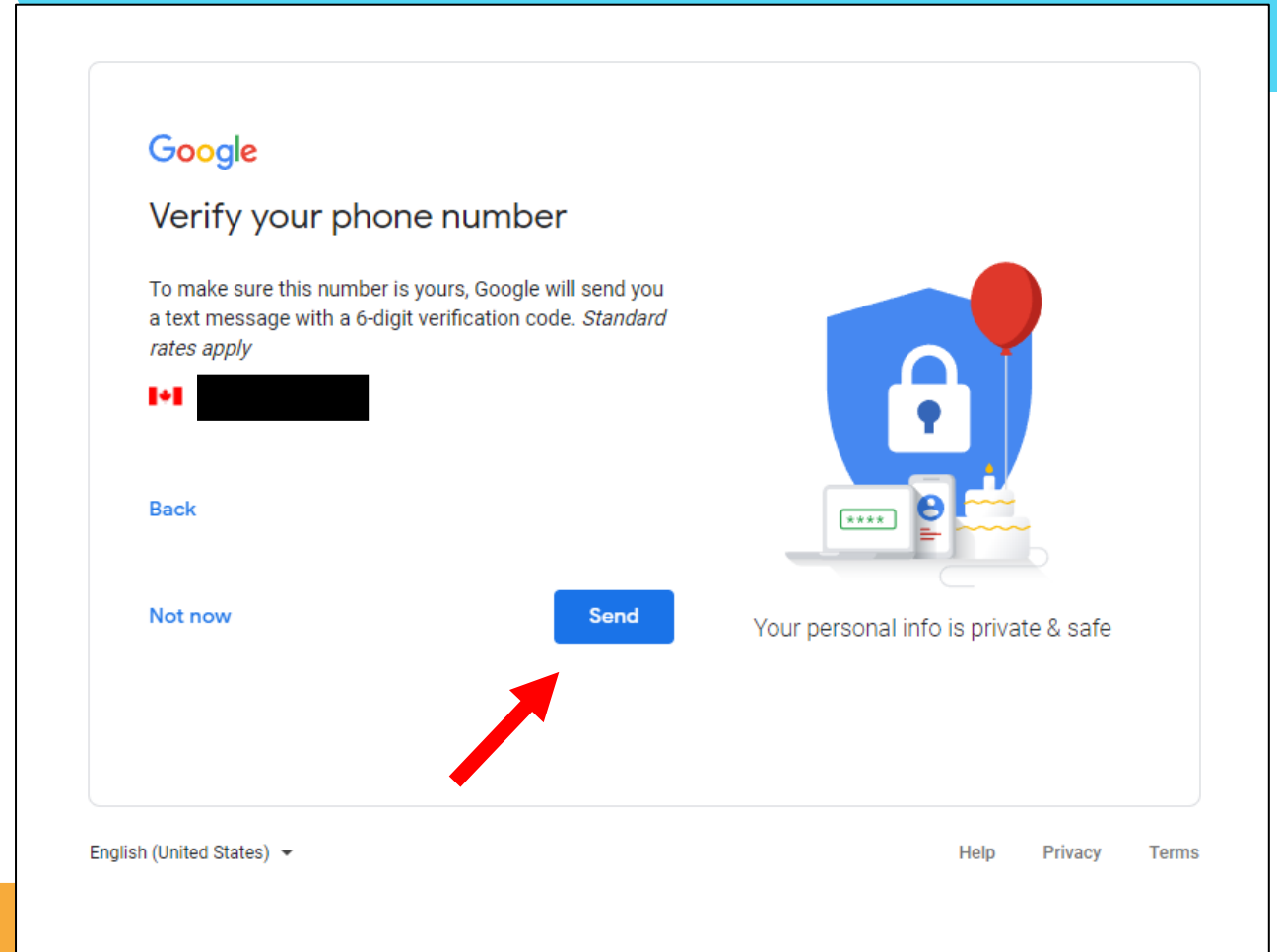
**Note:** an existing e-mail can be used as a "recovery email" - this can be used to recover your password if you forget it



The screenshot shows the Google account creation interface. At the top, it says "Google" and "Test, welcome to Google" with the email address "testmcemail2022@gmail.com". Below this is a form with a country selector set to "Canada" and a "Phone number (optional)" input field. A red arrow points to the text "Your number won't be visible to others. You can choose later whether to use it for other purposes." Below the phone number field is a "Recovery email address (optional)" field with the subtext "We'll use it to keep your account secure". The birthday section includes "Month", "Day", and "Year" dropdowns, with "Your birthday" written below. A "Gender" dropdown is also present. A link "Why we ask for this information" is located below the gender field. At the bottom of the form are "Back" and "Next" buttons. To the right of the form is an illustration of a shield with a lock, a laptop, a smartphone, and a birthday cake, with the text "Your personal info is private & safe" below it. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

# Getting Started

- If you entered your phone number, you'll be asked to verify it
- Click **send** – You'll be texted a code that can be used in the next step
- You can also click **not now** if you want to skip this step and do it later instead





# Getting Started

- Check your text messages to find the **code** sent by Google
- Click beside the G- below the **enter verification code** text to begin typing out your code
- Click **verify**

Google

## Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code.

Enter verification code

G- 281730


Standard rates apply

[Back](#)

[Call instead](#)

[Verify](#)

Your personal info is private & safe

English (United States) 

[Help](#) [Privacy](#) [Terms](#)

# Getting Started

- You'll then be asked if you want to connect your phone number to some extra services and features
- For now, we can just click the *skip* button – these features can be turned on later

Google

## Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Receive video calls & messages
- Make Google services, including ads, more relevant to you

[More options](#)

[Back](#)

[Skip](#)

[Yes, I'm in](#)

Your personal info is private & safe

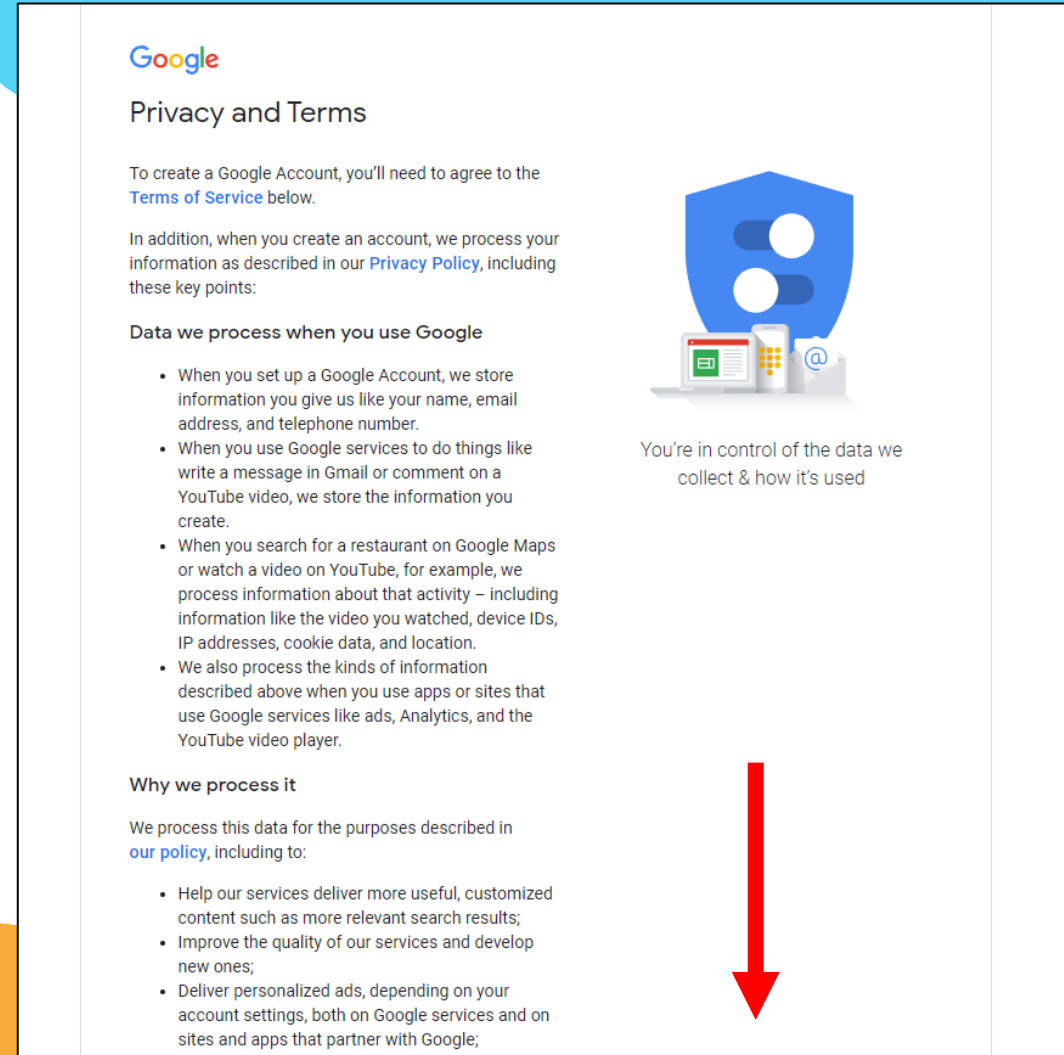
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

# Getting Started

- The next and final page contains all of the information about Google's **Privacy and Terms**
- Scroll to the bottom and click the **accept button**

**Note:** click on any of the blue text to find out some more information about the topic it lists



**Google**

## Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:


### Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.


### Why we process it

We process this data for the purposes described in [our policy](#), including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;



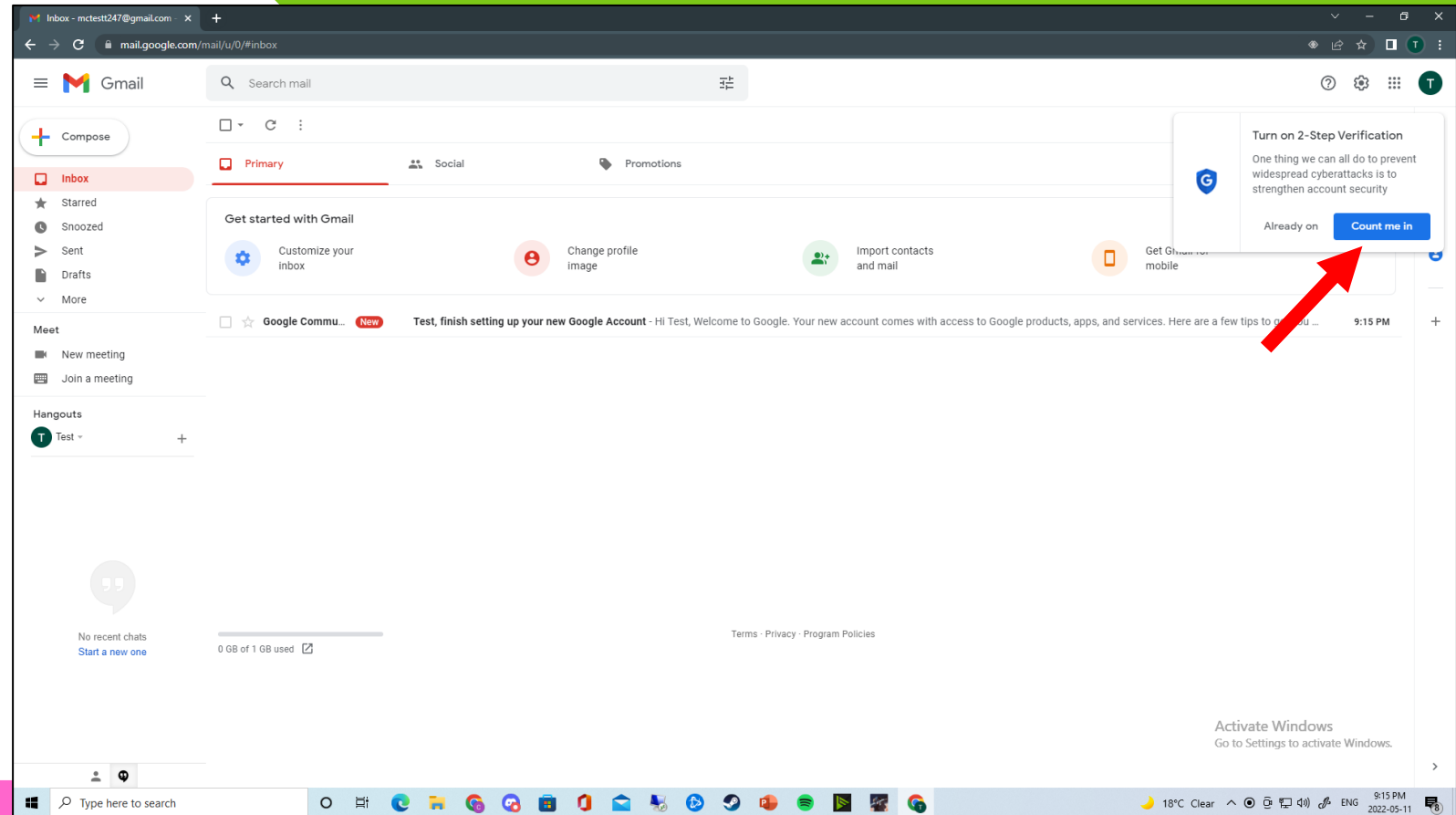
You're in control of the data we collect & how it's used



**Let's add some extra  
security to your e-mail!**

# Added Security

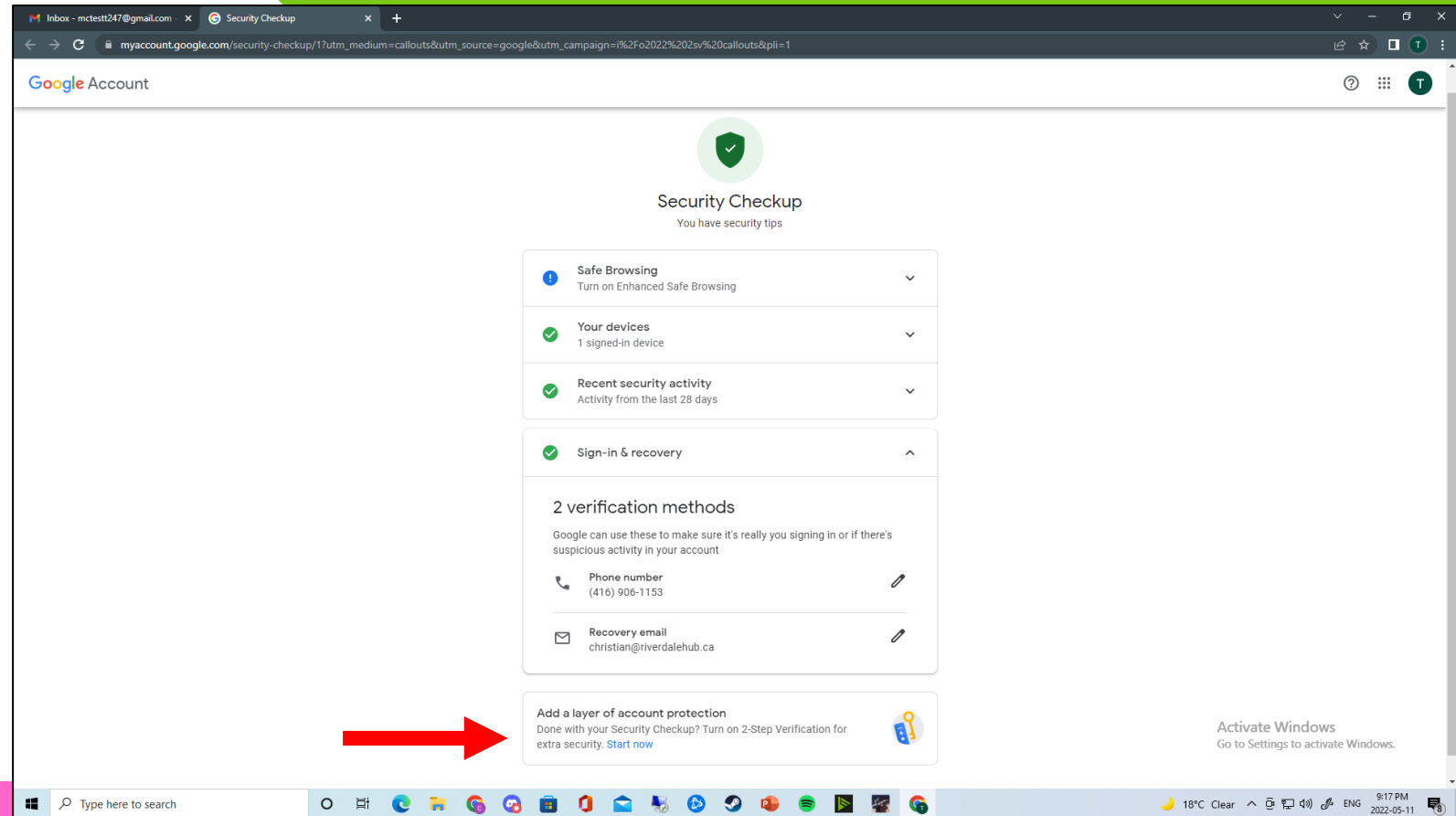
- You will start off in the *inbox* page
- This page lets us see what e-mails we've **received** – any e-mails highlighted in dark grey have not been read yet
- Click on *count me in* on the top right of the screen





# Added Security

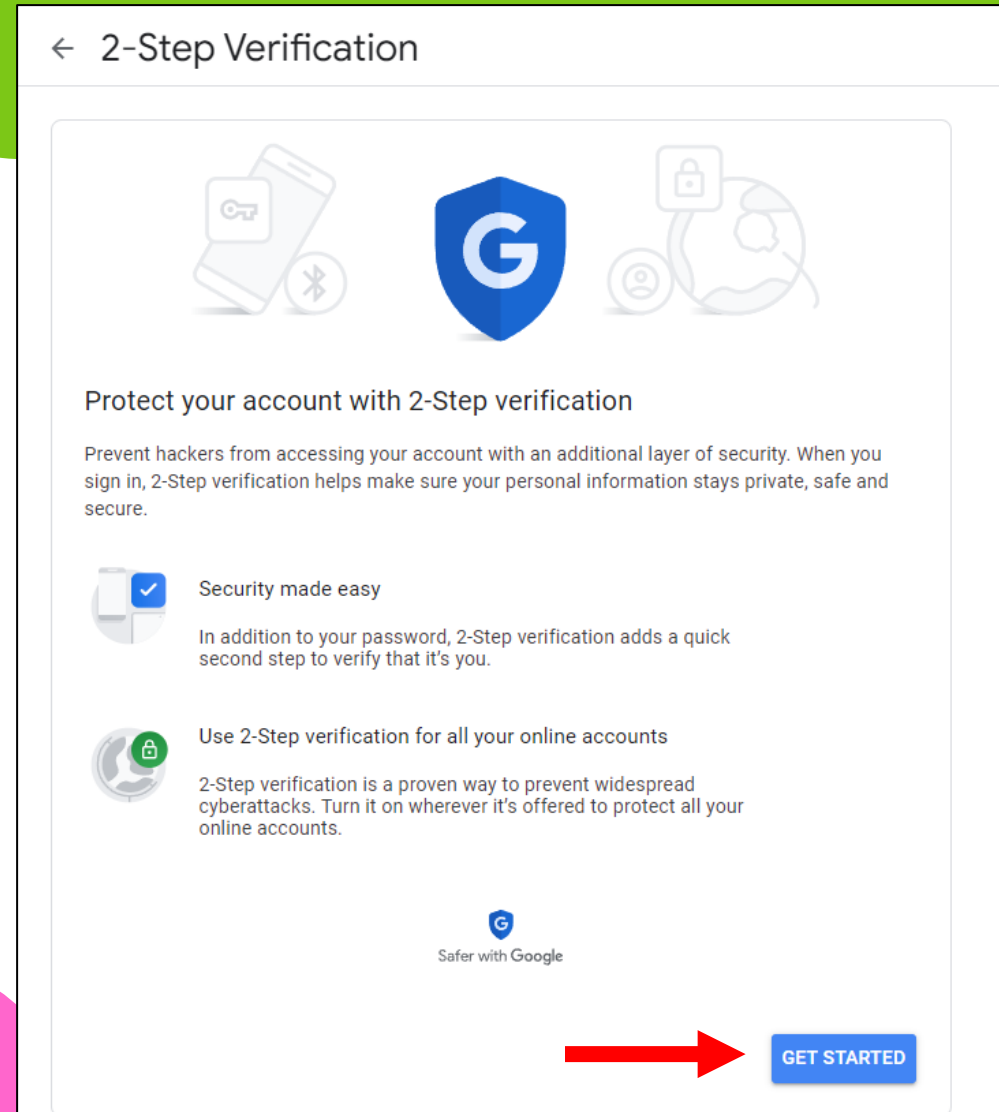
- A new *tab* will open in your browser
- Here, we will be turning on something called *2-step verification*
- Click on *start now* at the bottom of the page to start setting this up



Note: This will let us recover our passwords very easily and also act as an added layer of security

# Added Security



- This page will give you some extra information about 2-step verification
- Click *get started* on the bottom right to continue the setup





← 2-Step Verification

Protect your account with 2-Step verification

Prevent hackers from accessing your account with an additional layer of security. When you sign in, 2-Step verification helps make sure your personal information stays private, safe and secure.

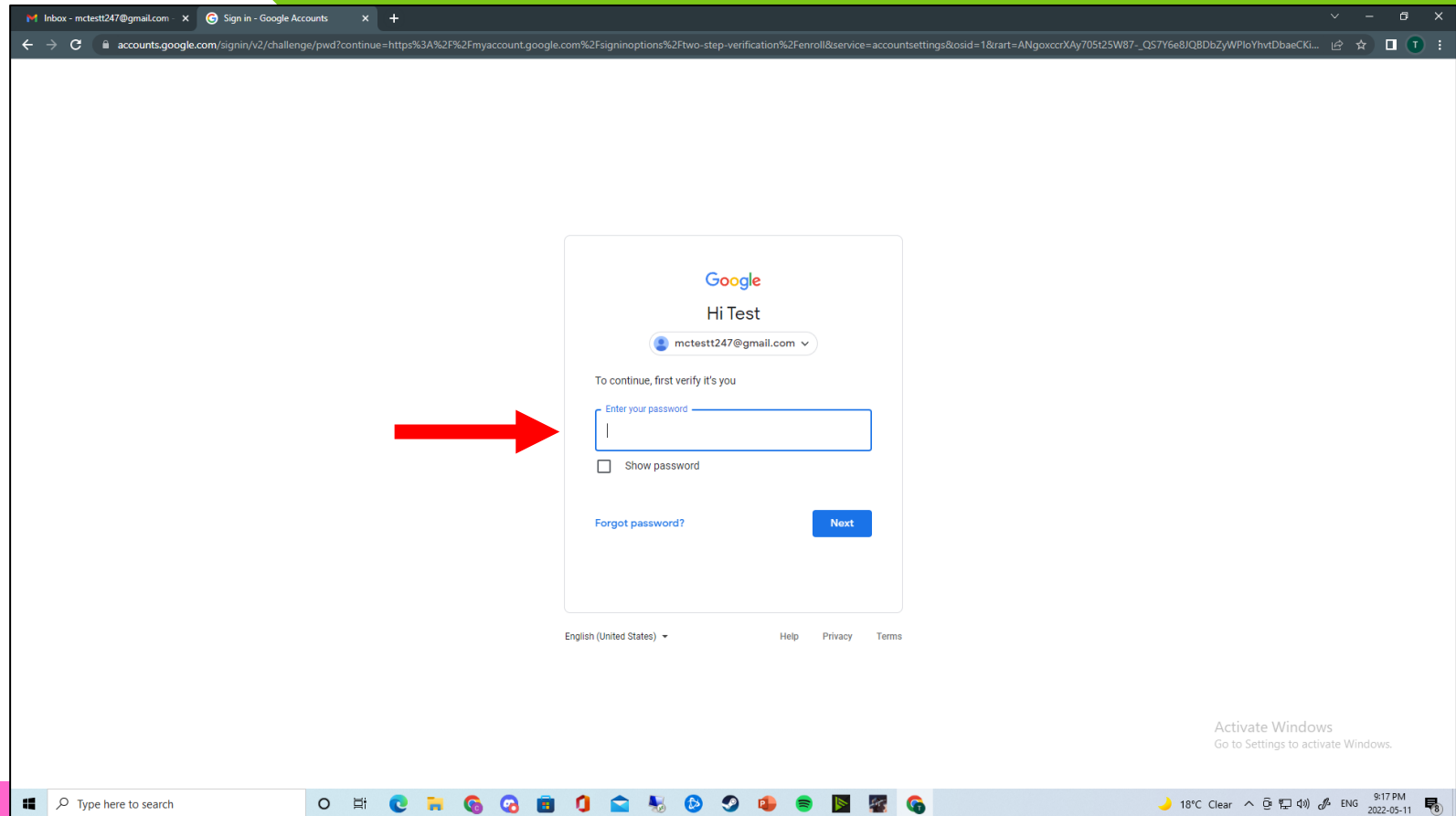
-  **Security made easy**  
In addition to your password, 2-Step verification adds a quick second step to verify that it's you.
-  **Use 2-Step verification for all your online accounts**  
2-Step verification is a proven way to prevent widespread cyberattacks. Turn it on wherever it's offered to protect all your online accounts.

 Safer with Google

 [GET STARTED](#)

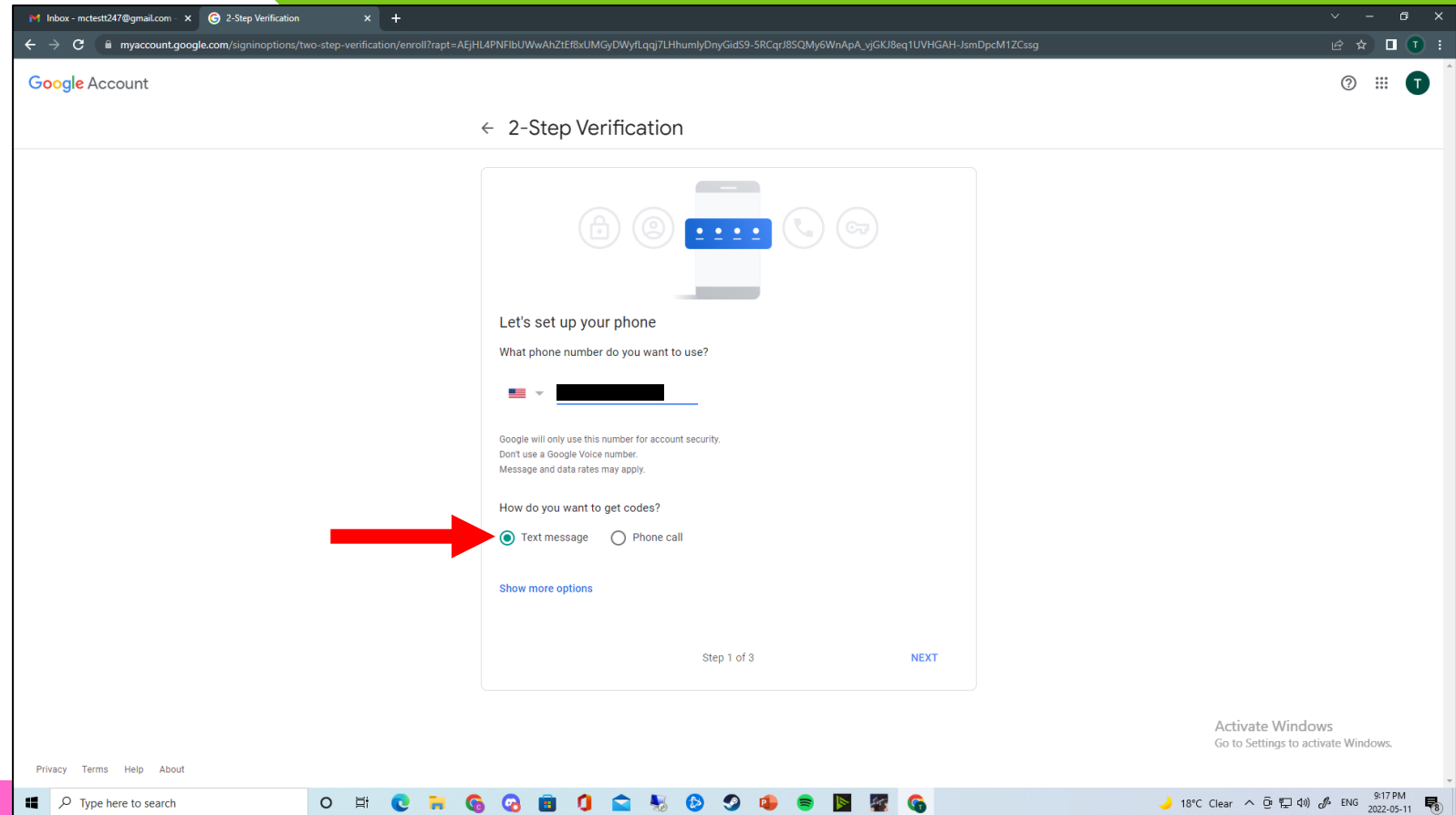
# Added Security

- This time, you will be asked to enter your password again
- Google asks you to do this just to make sure it's *you* making the changes to your account



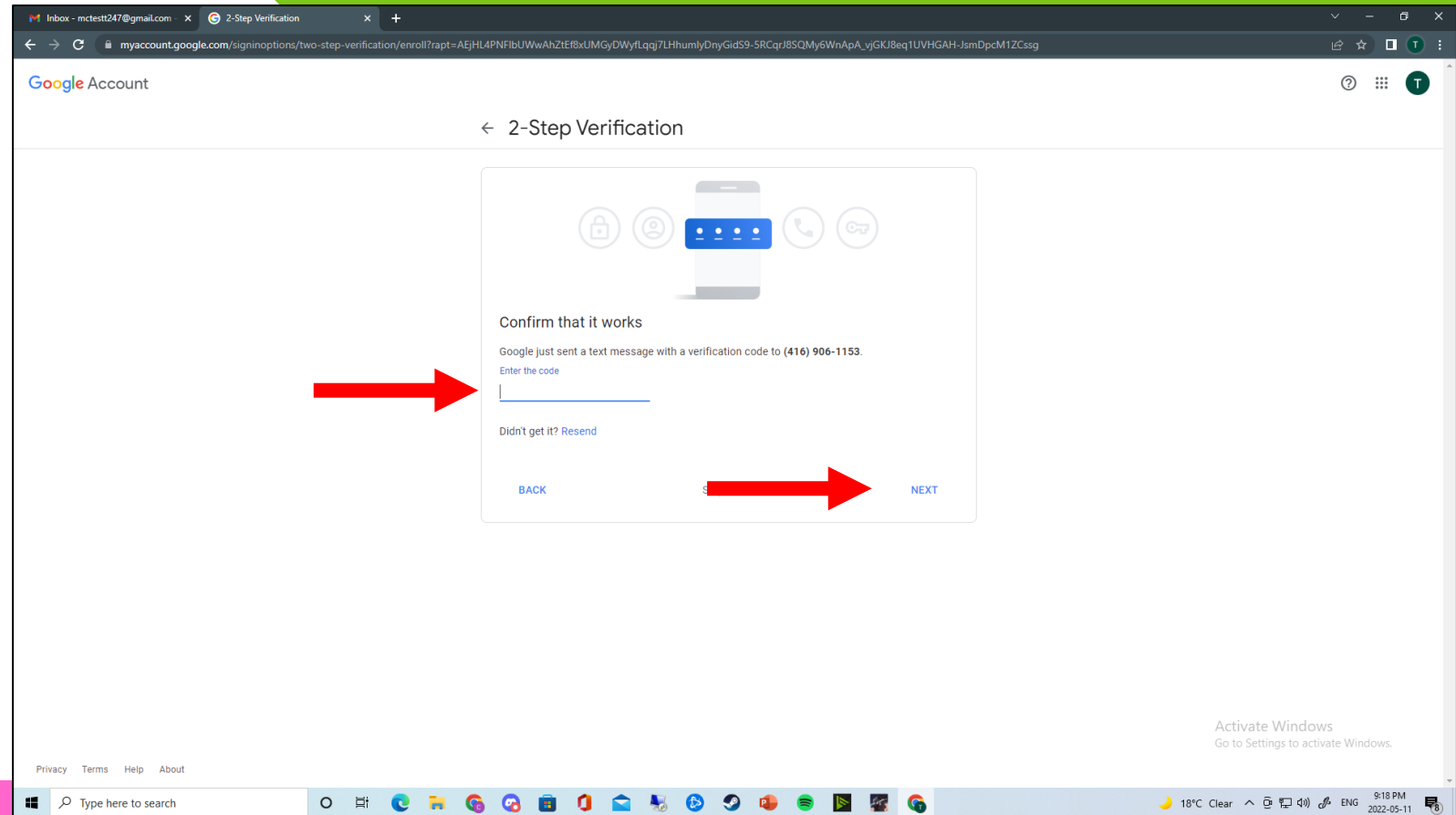
# Added Security

- 2-step verification uses your phone number to text you a one-time code that can be used for a security check
- Type in your phone number and click the **text message** option – it will have a blue circle in it to let you know it's selected



# Added Security

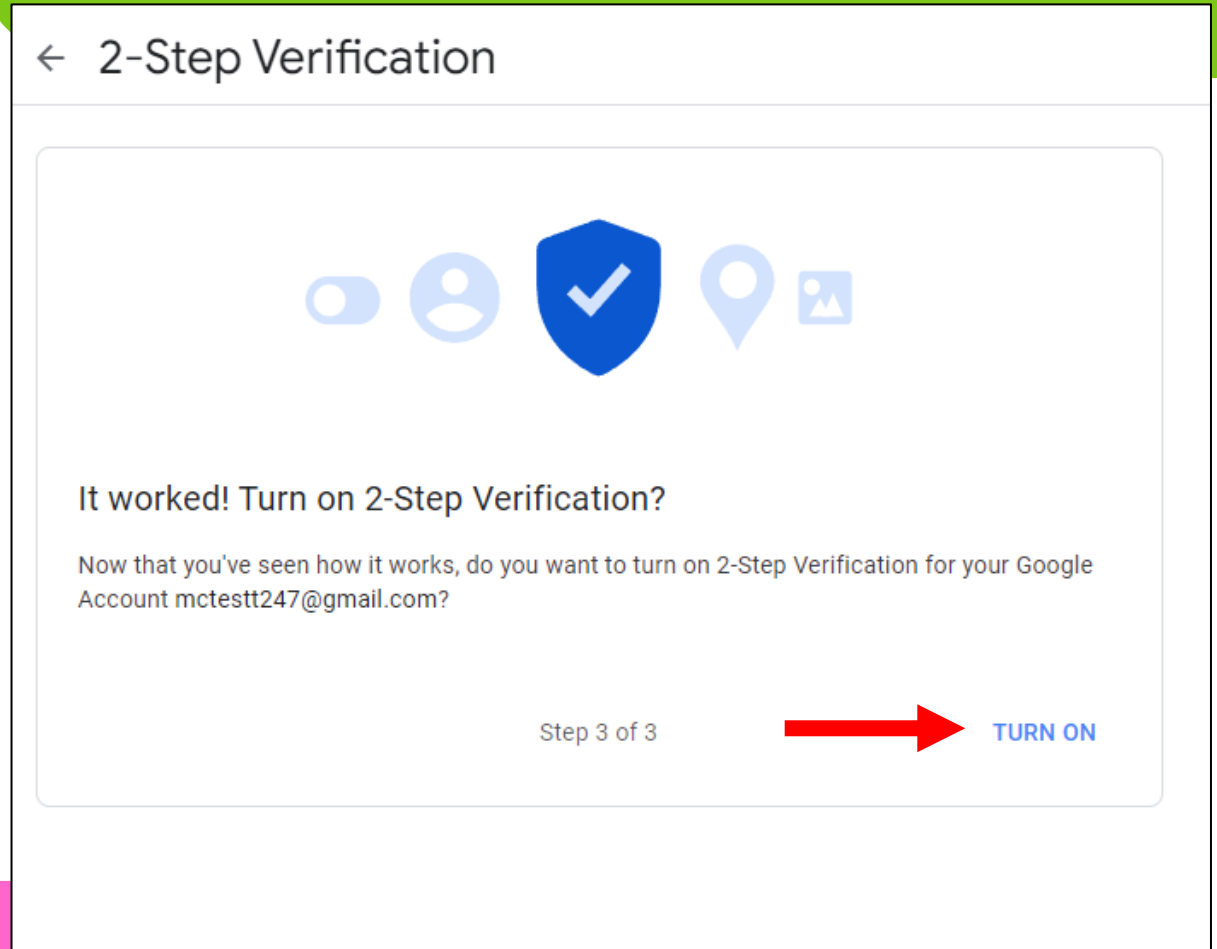
- Check your text messages again and find the code sent by Google
- Type that same code into the *enter the code* box and click *next* once you've done this



**Note: If you didn't get the code, you can click the resend button to try it again**

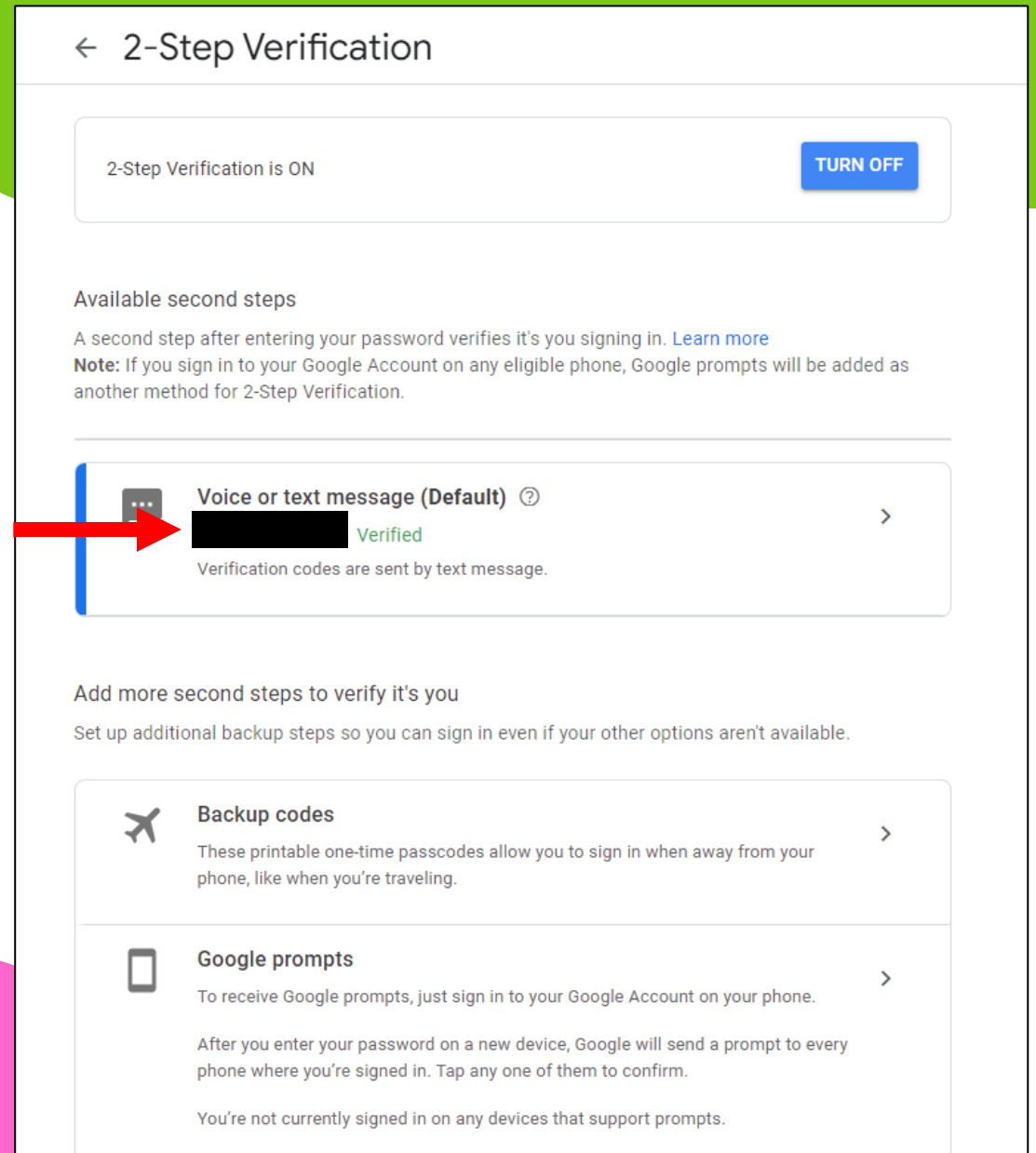
# Added Security

- If you did it right, the next page will tell you it worked
- Go ahead and click **turn on** to finish setting up your 2-step verification



# Added Security

- On this last page, you can check to see if 2-step verification was turned on
- Your phone number should appear where the black box is with the word *verified* beside it




← 2-Step Verification

2-Step Verification is ON [TURN OFF](#)

Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)


**Note:** If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.

 **Voice or text message (Default)** [?](#) Verified [>](#)


Verification codes are sent by text message.

Add more second steps to verify it's you

Set up additional backup steps so you can sign in even if your other options aren't available.

 **Backup codes** [>](#)

These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling.

 **Google prompts** [>](#)

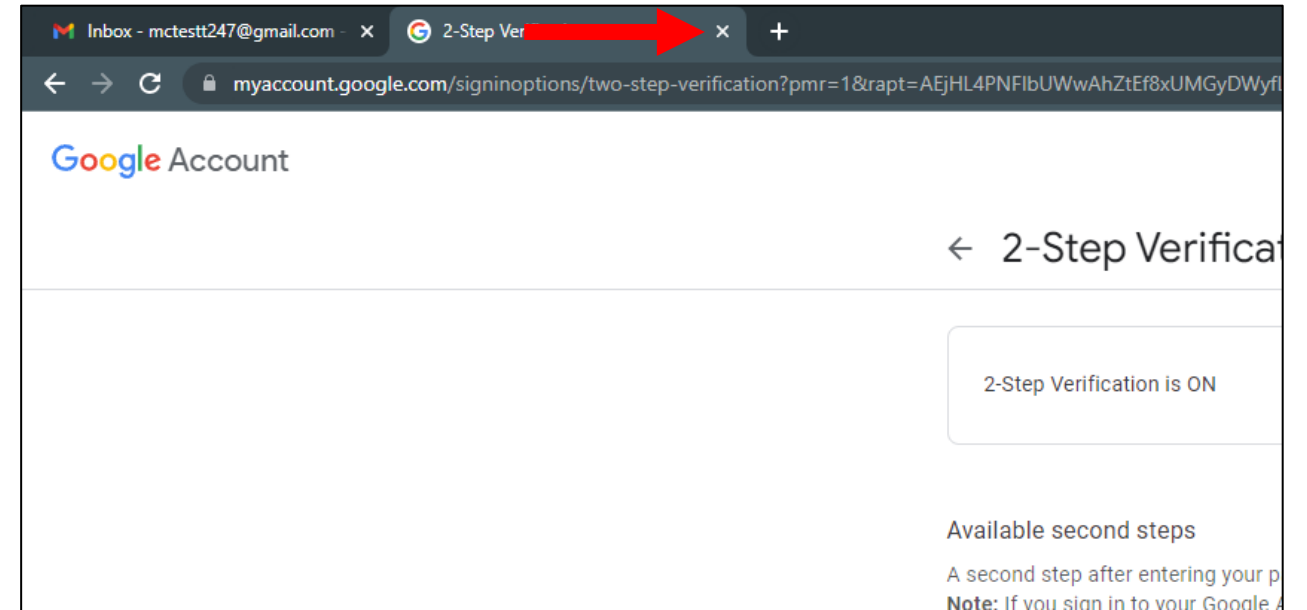
To receive Google prompts, just sign in to your Google Account on your phone.

After you enter your password on a new device, Google will send a prompt to every phone where you're signed in. Tap any one of them to confirm.

You're not currently signed in on any devices that support prompts.

# Added Security

- We have successfully added an extra bit of safety to our e-mail accounts
- Go ahead and close the 2-step verification tab by clicking the **x** on the 2-step verification tab

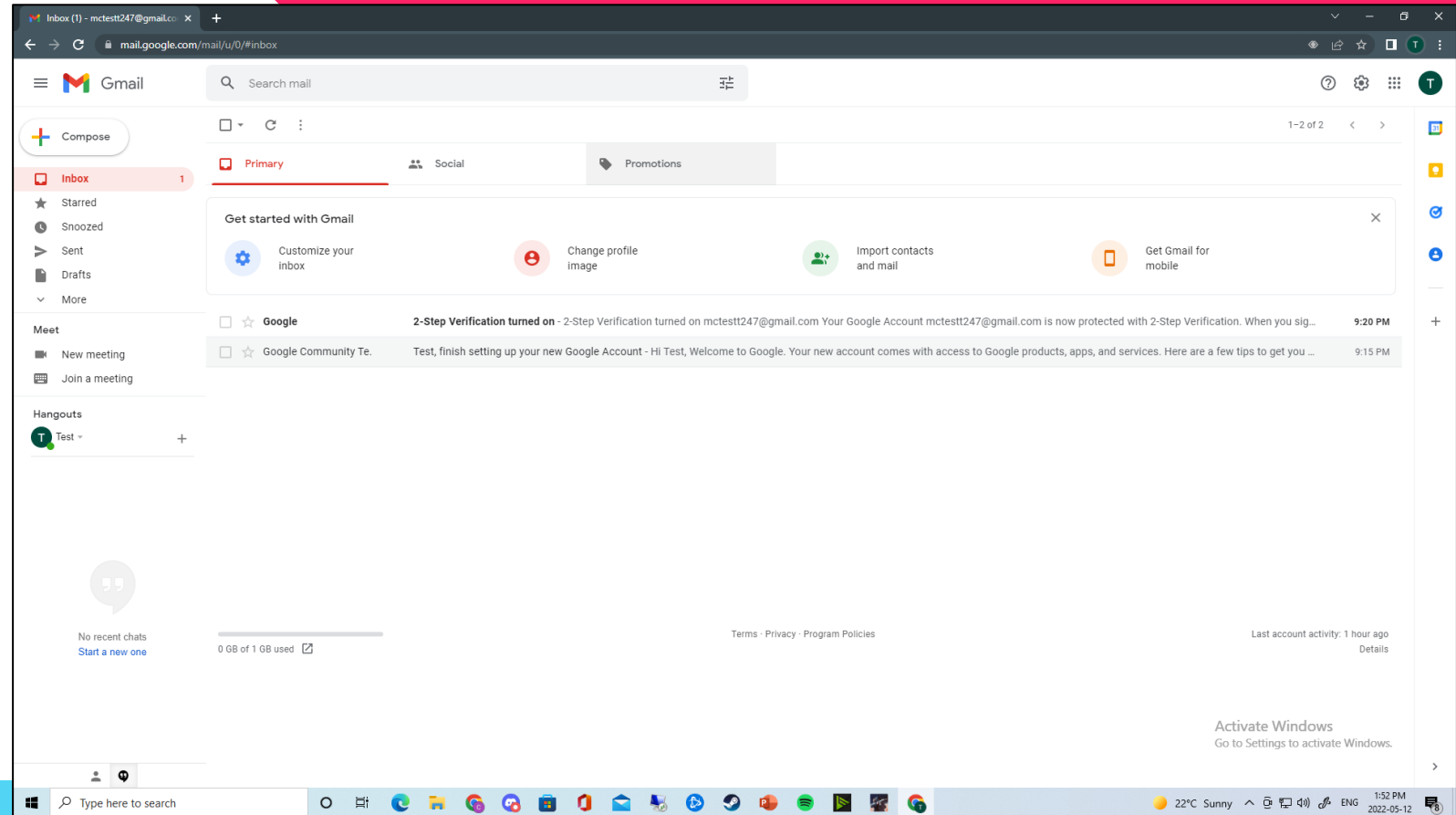




Now, let's learn about  
using Gmail!

# Using Gmail

- You should now be back to the main tab
- We can start going through all of the different buttons and tabs that you see all over the place

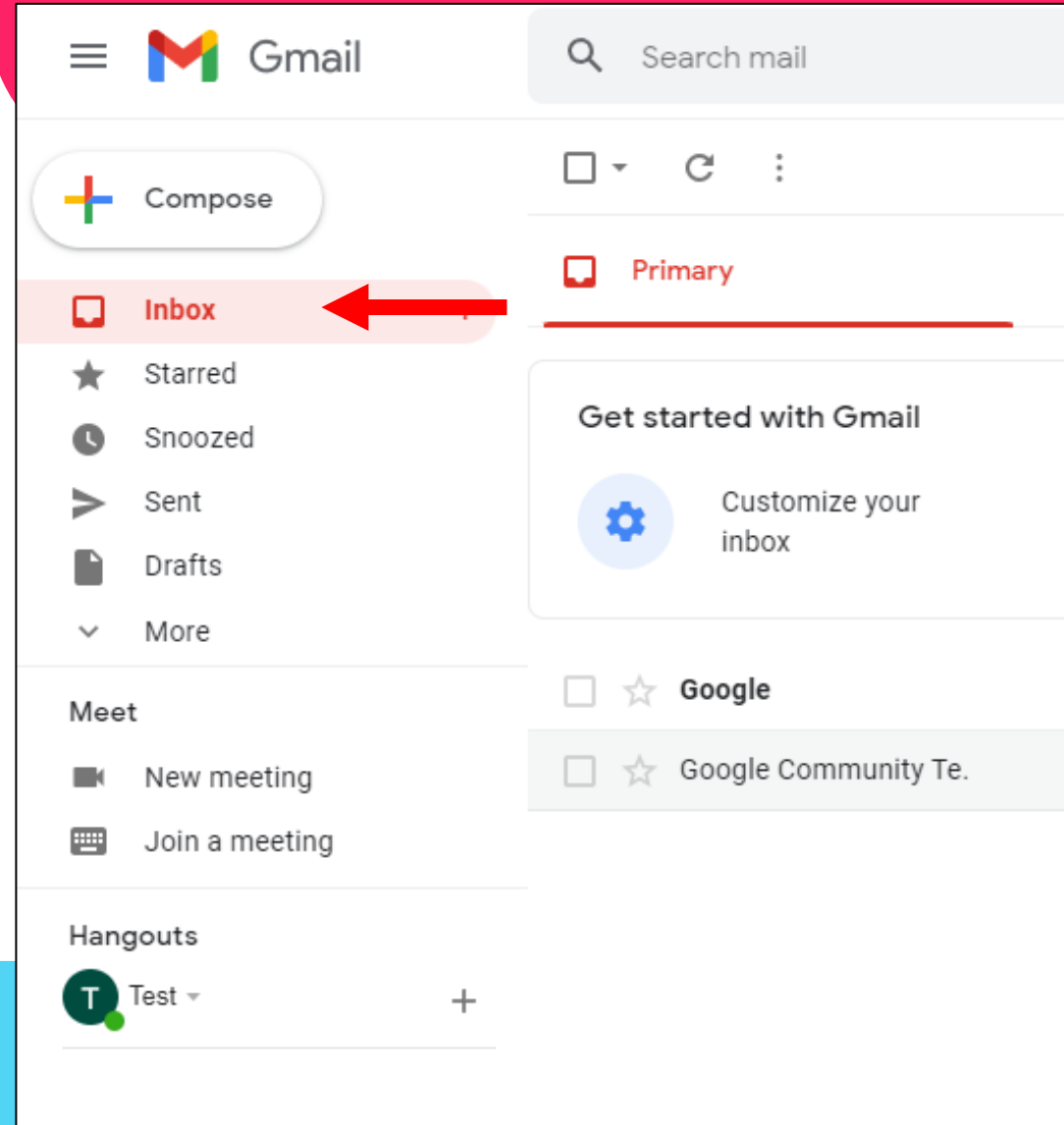


**Note:** Today, we'll just focus on the main stuff like where to check your e-mails and how to start sending some

# Using Gmail

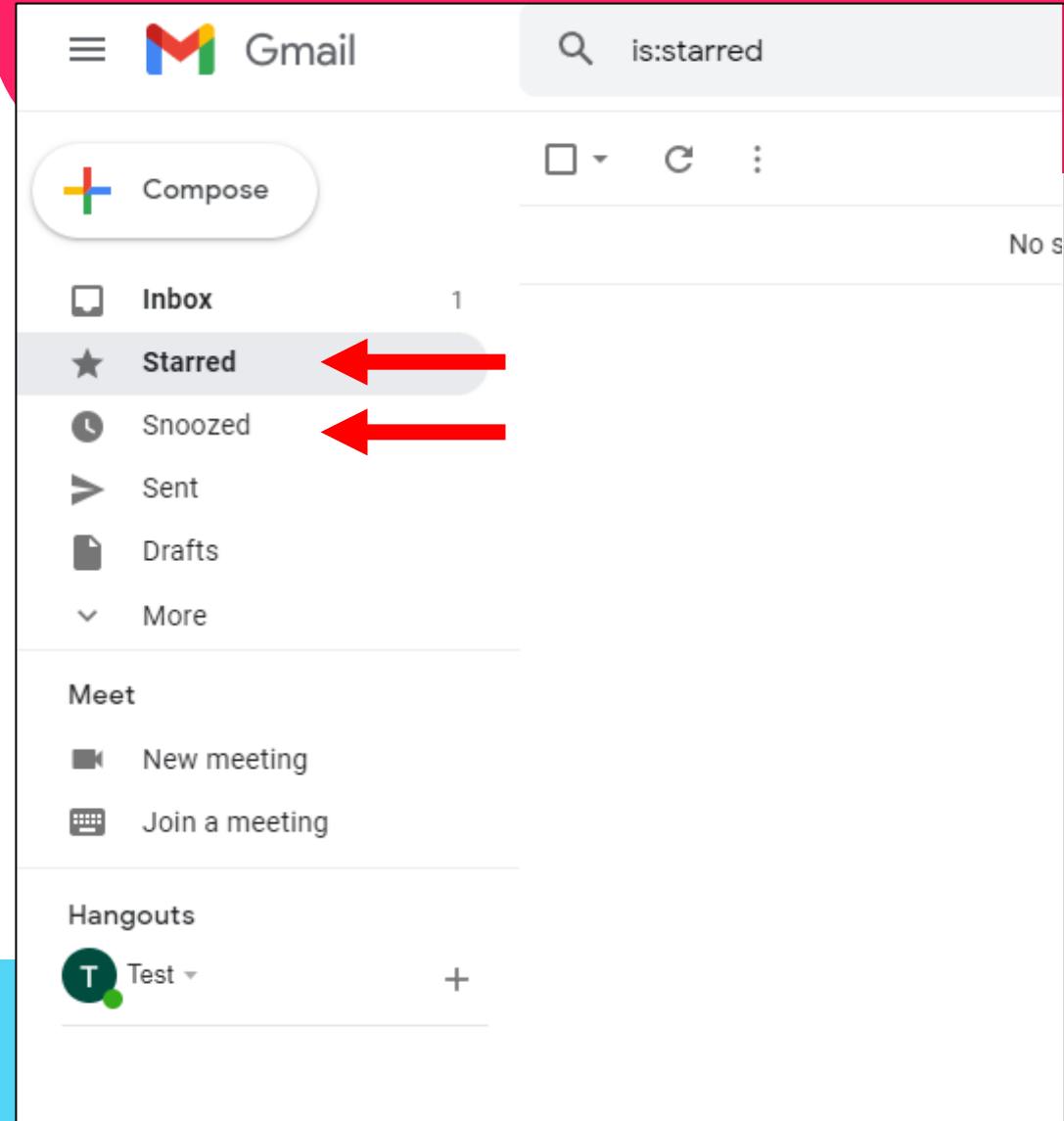
- When you open Gmail, you'll start in the *inbox*
- The inbox is where you can see all of the mail that you've gotten
- If you have any *unread* mail, a *number* will be to the right of the inbox, letting you know how many are unread

**Note:** In this case, we only have 1 unread email



# Using Gmail

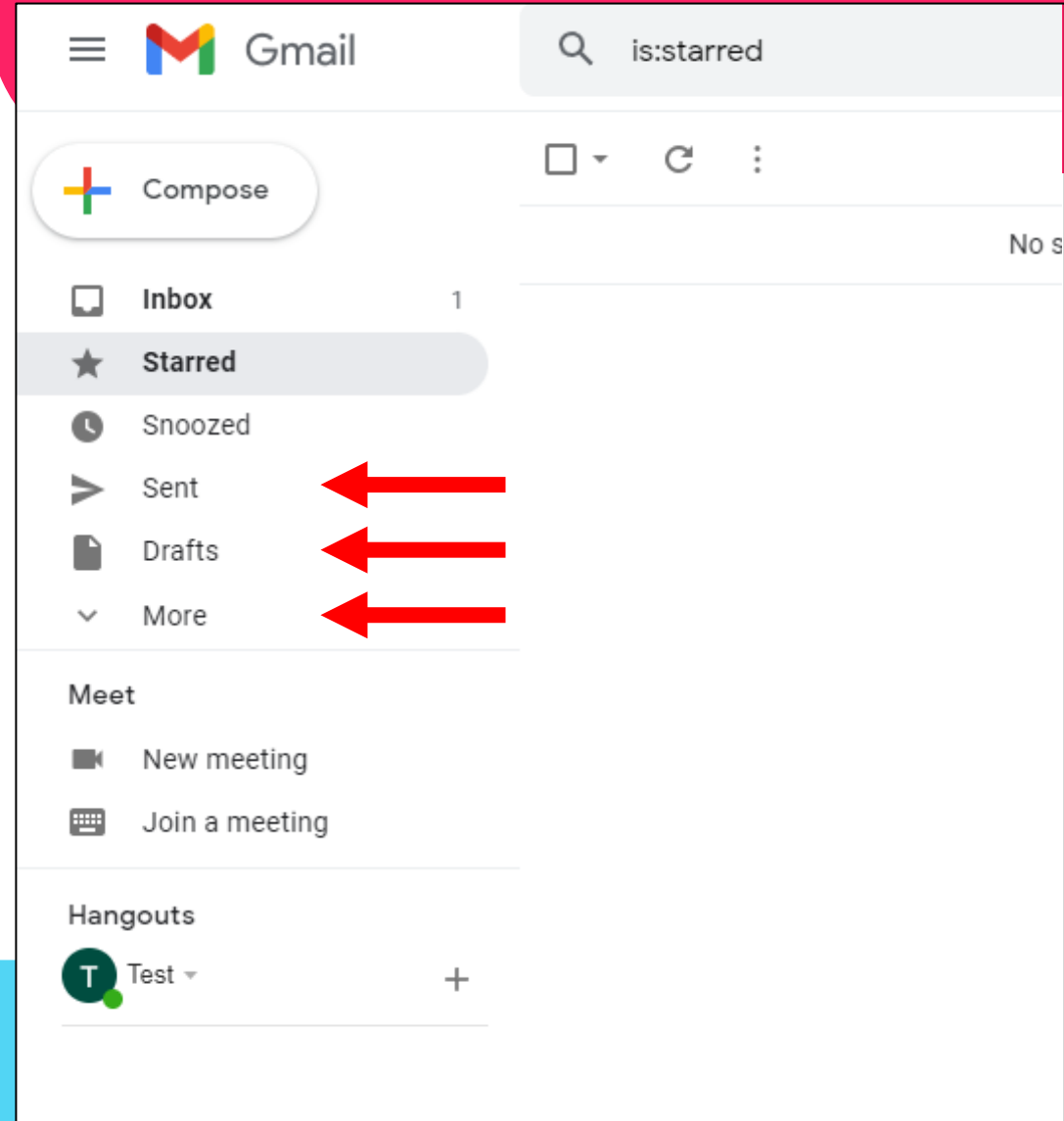
- The *starred* box let's you see all of the e-mails you've marked as very important (more on this later)
- The *snoozed* box is where you can store e-mails you want to view at a later point in time



# Using Gmail

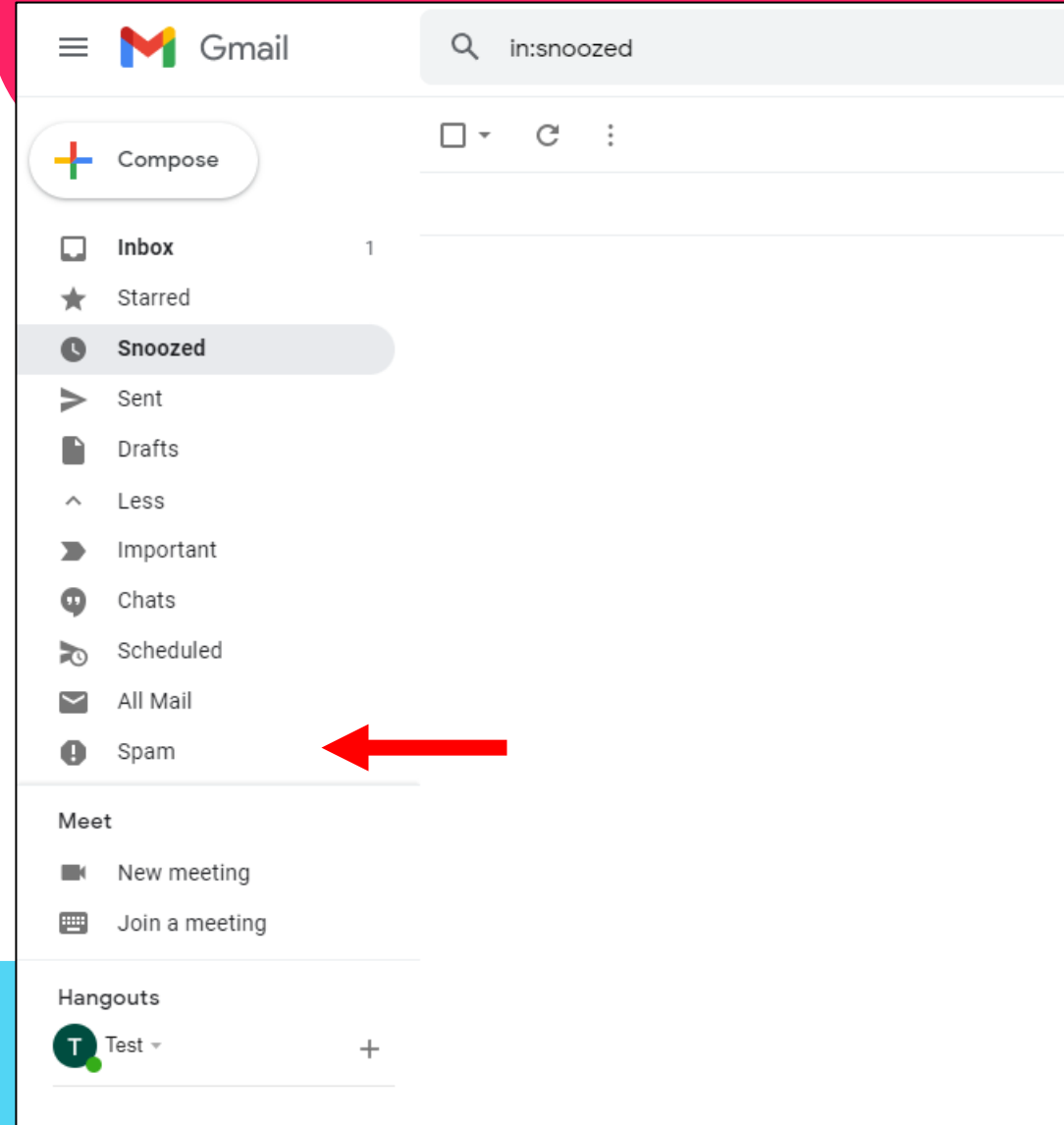
- The *sent* box lets you look at all of the e-mails you've sent over time
- The *drafts* box is where you can see e-mails you haven't finished typing yet
- Click the *more* arrow below the other boxes

**Note:** If you close your browser or e-mail tab by accident, a copy of your incomplete e-mail will be saved in the drafts box



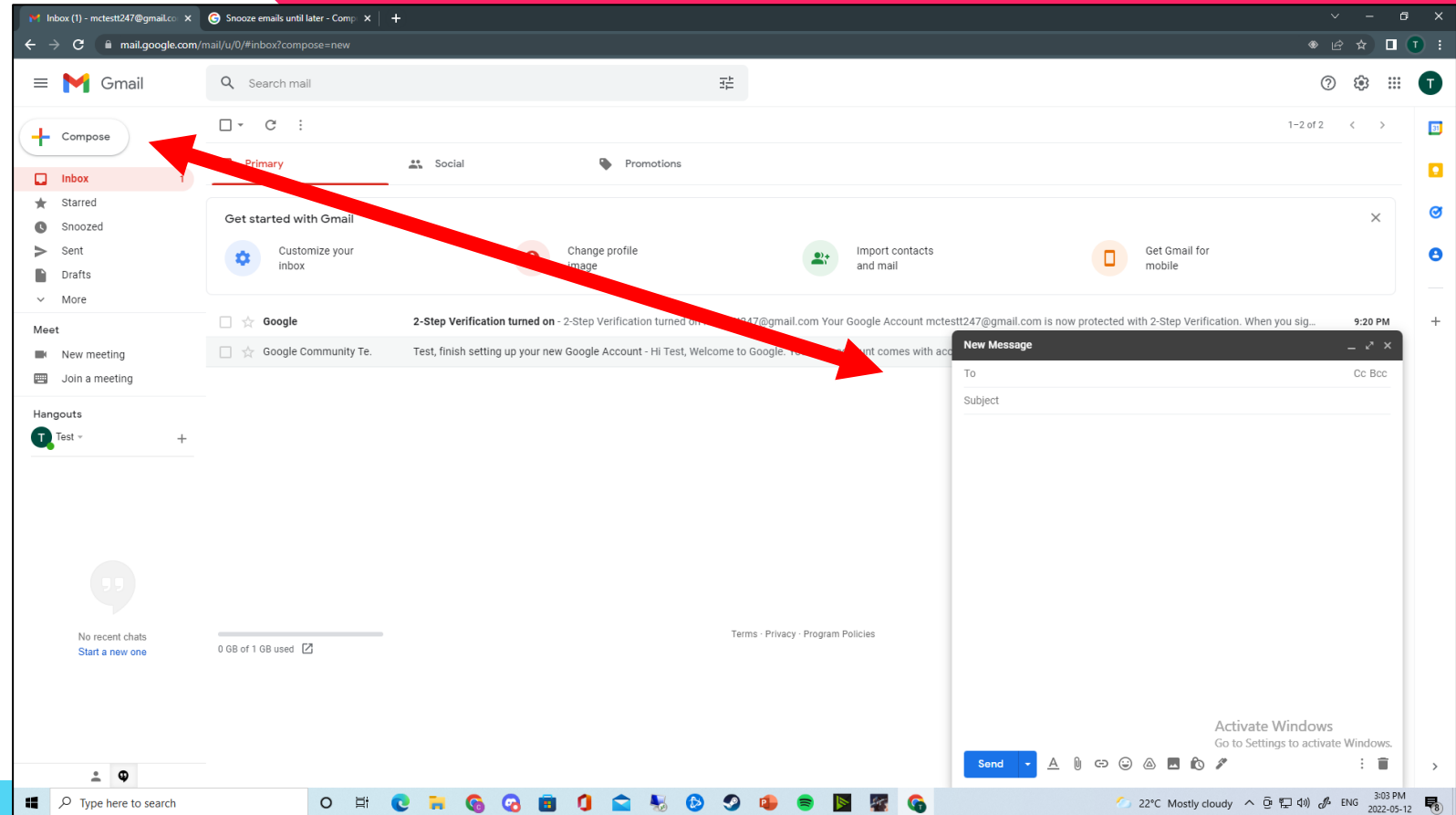
# Using Gmail

- You'll see a few more options show up
- These are some additional mailboxes that help keep your e-mails organized
- The *spam* box is the most useful here - it keeps most dangerous e-mails separate from the others



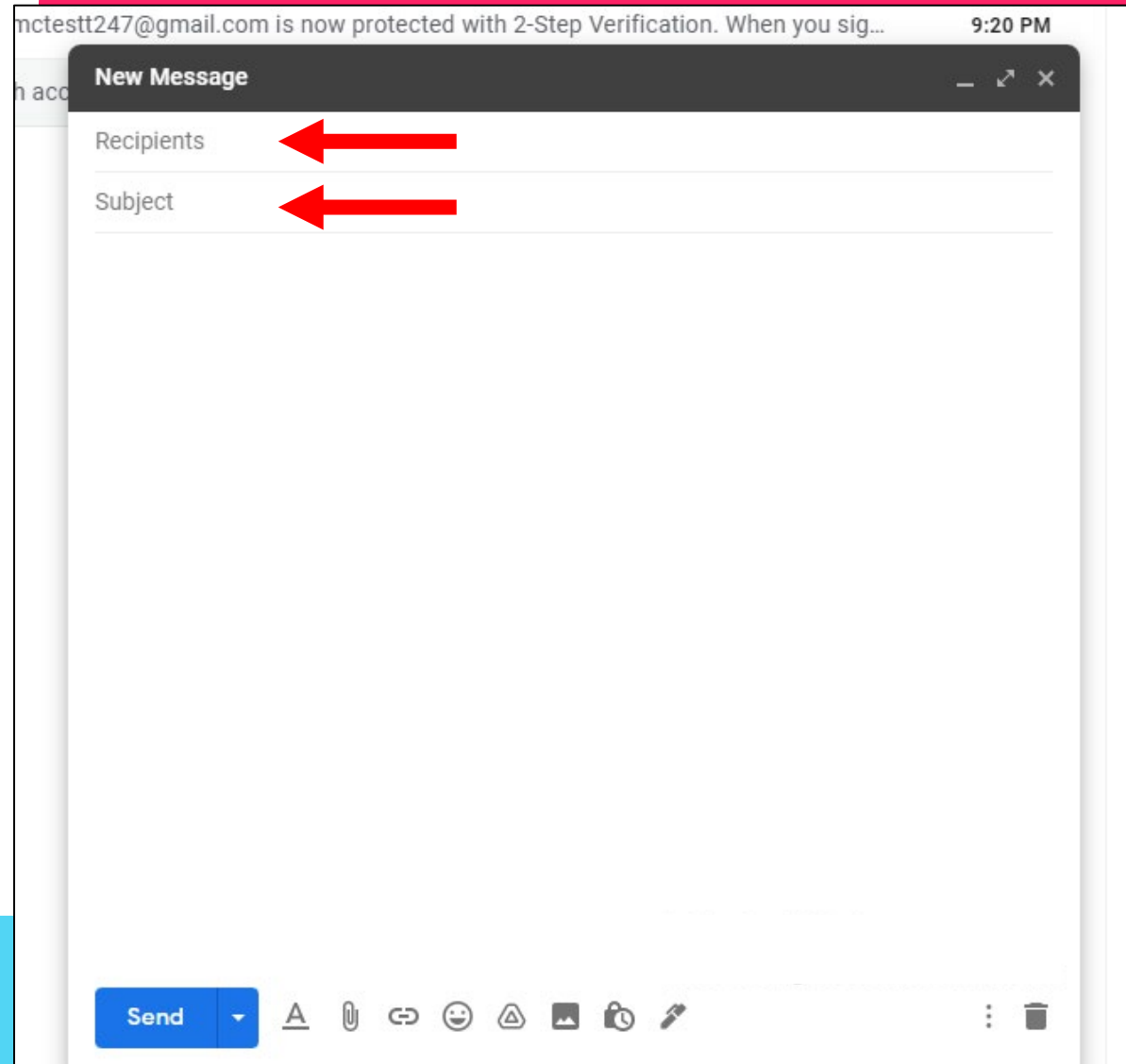
# Using Gmail

- Click the *compose* button on the top-left
- A new pop-up will show up on the right side of your screen
- This will let you create and send an e-mail to someone you know



# Using Gmail

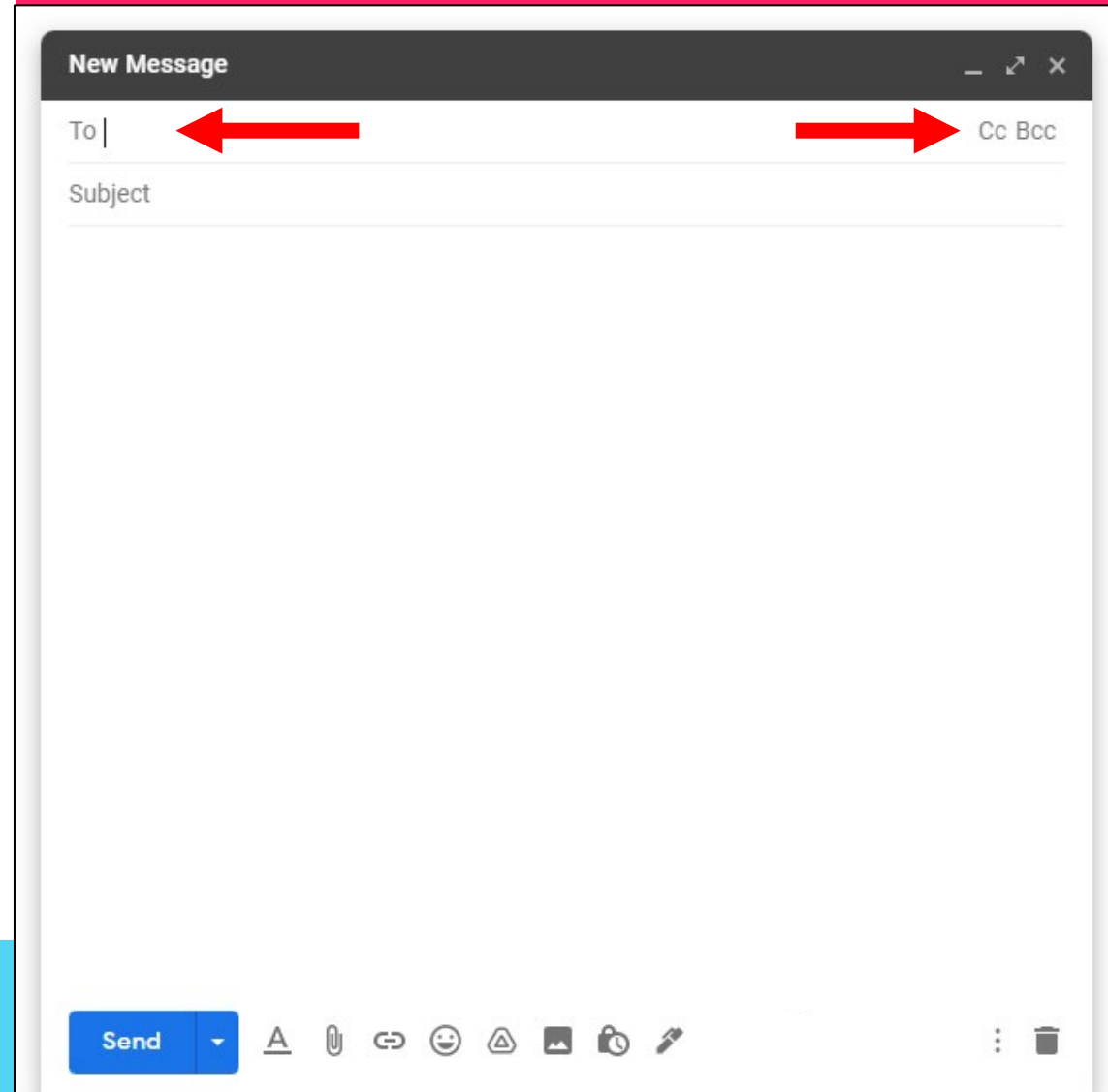
- The **recipients** line is where you can type out the e-mail for the person you are trying to message
- The **subject** line is where you can give a short title to your e-mail
- Go ahead and click on the ***recipients*** line





# Using Gmail

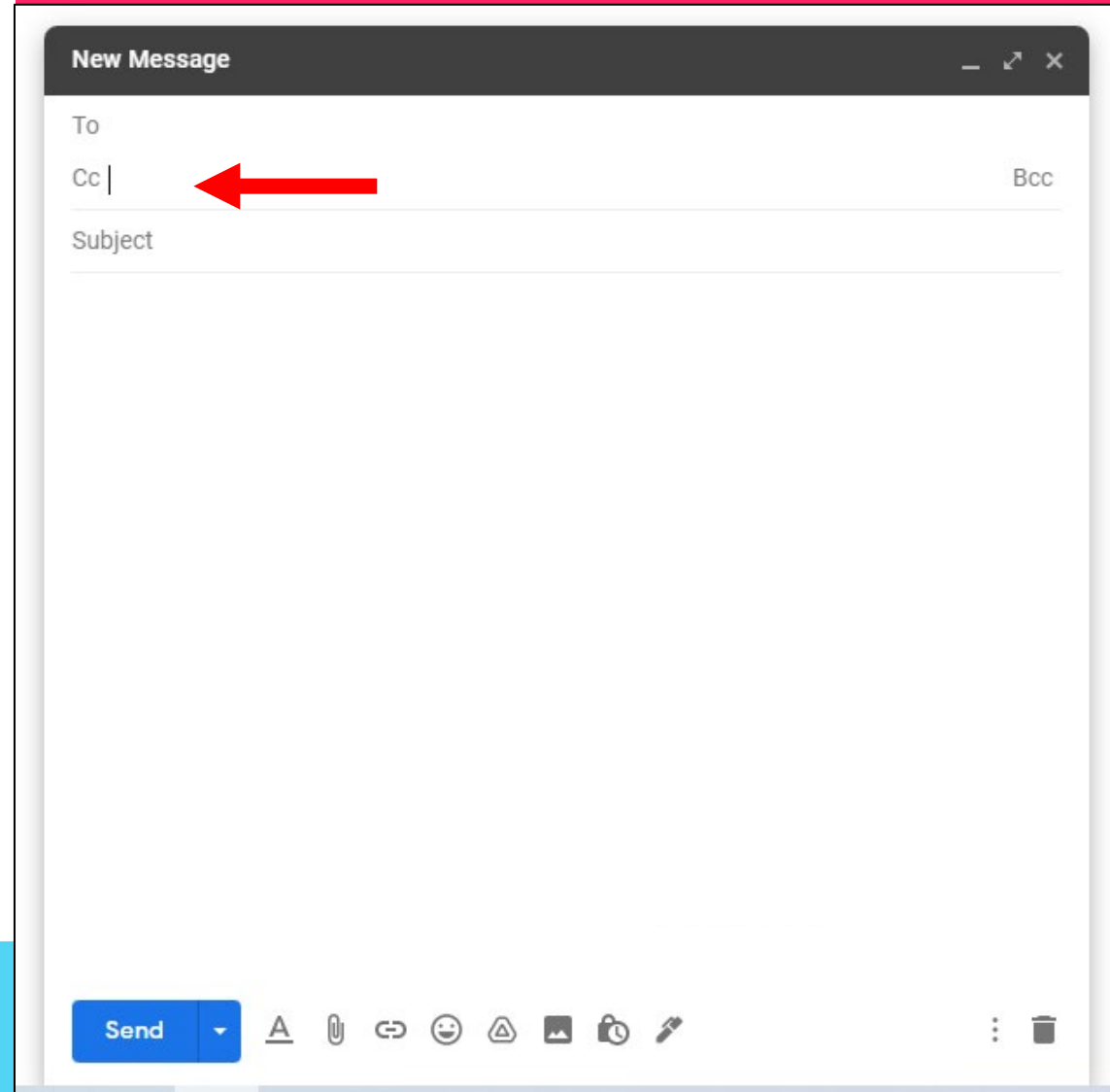
- You can now **type-in** the email address of the person you want to message
- You can see that the **"recipients"** label changed to **"To"**
- You can also see that two new buttons show up on the right - **Cc and Bcc**



# Using Gmail

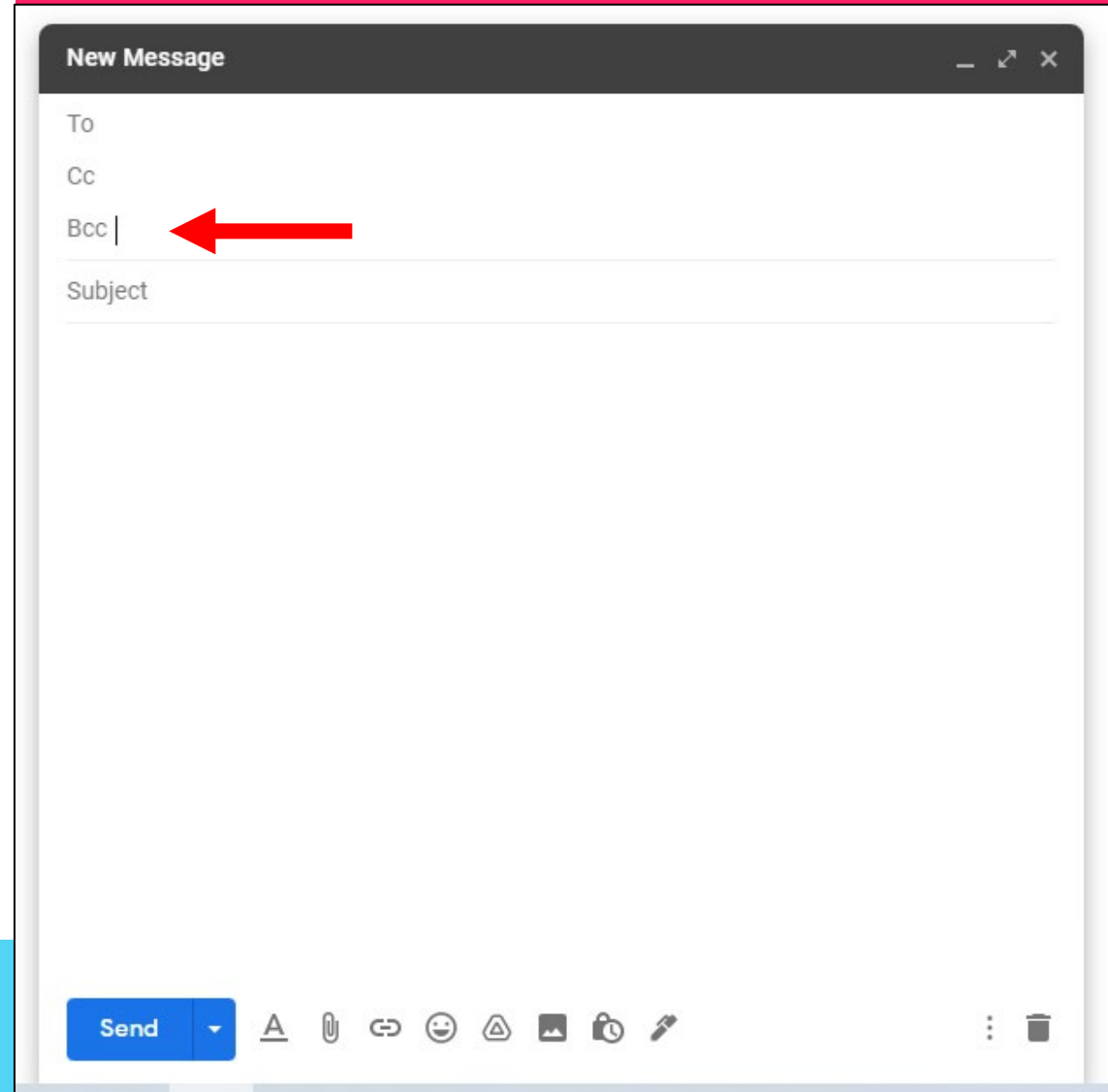
- Click on **Cc** – an extra line will be added below the “To” line
- “**Cc**” means “**carbon copy**” – this lets you send a copy of your email to someone other than the main person you’re sending it to
- This lets you keep others in the loop

**Note:** save the “To” line for people you want a direct answer from



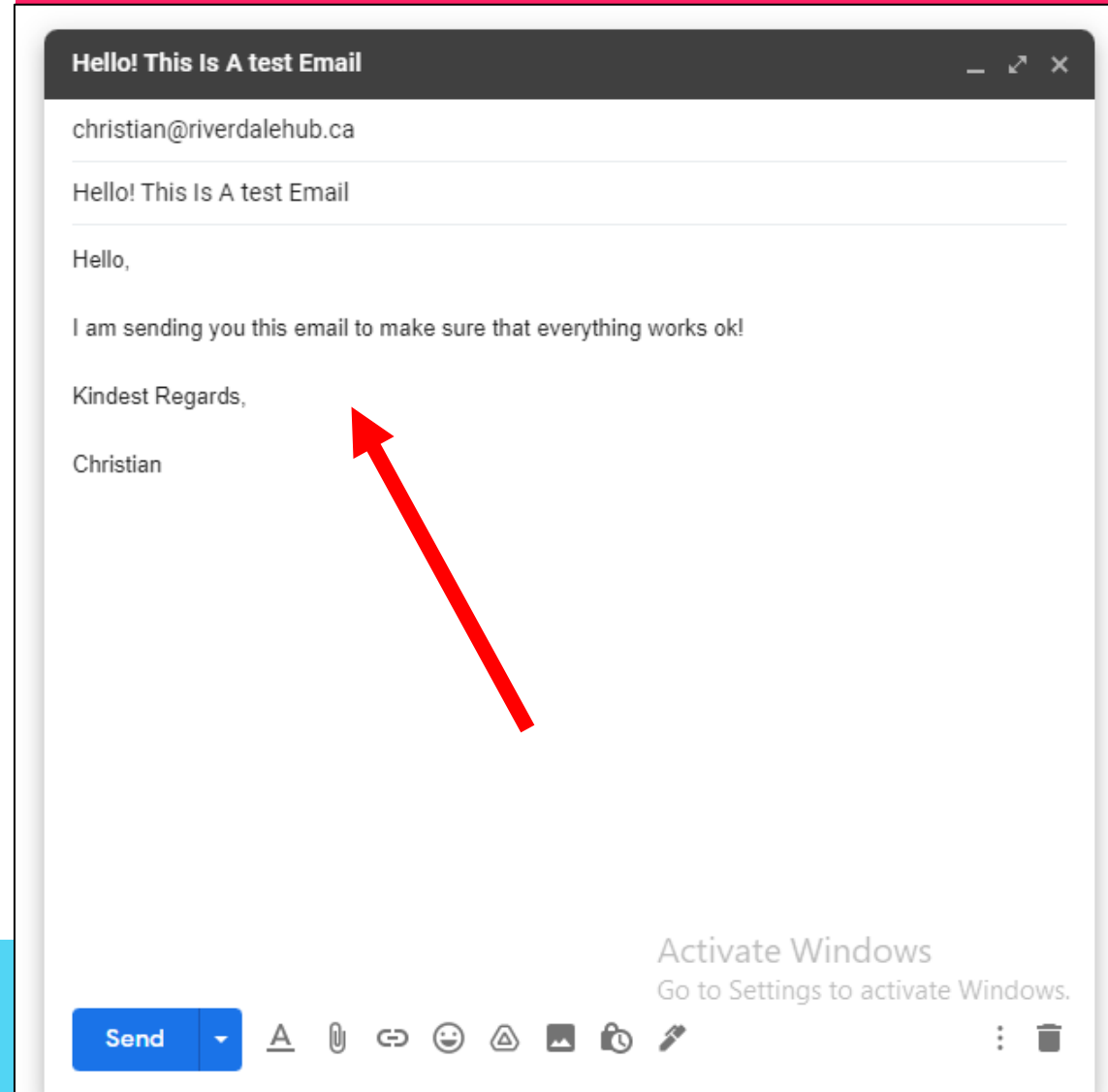
# Using Gmail

- Click on *Bcc*
- "*Bcc*" means "*blind carbon copy*" – this lets you send a copy of your email to someone else, but it hides the added person's information
- This lets you keep people in the loop more privately



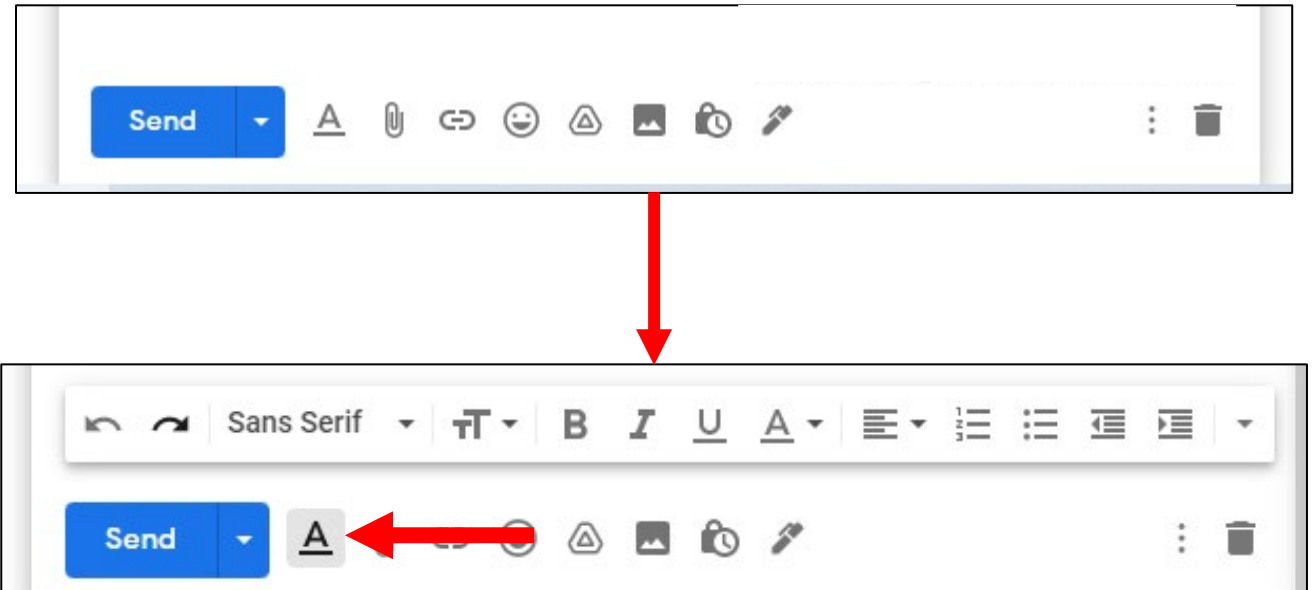
# Using Gmail

- Start typing out all of the information you need to send your email
- Fill out the "**To**", "**Subject**", and **main body** lines - click on each to start typing
- Next, let's look at the icons and buttons at the bottom of the email window (we're only going to look at a few)



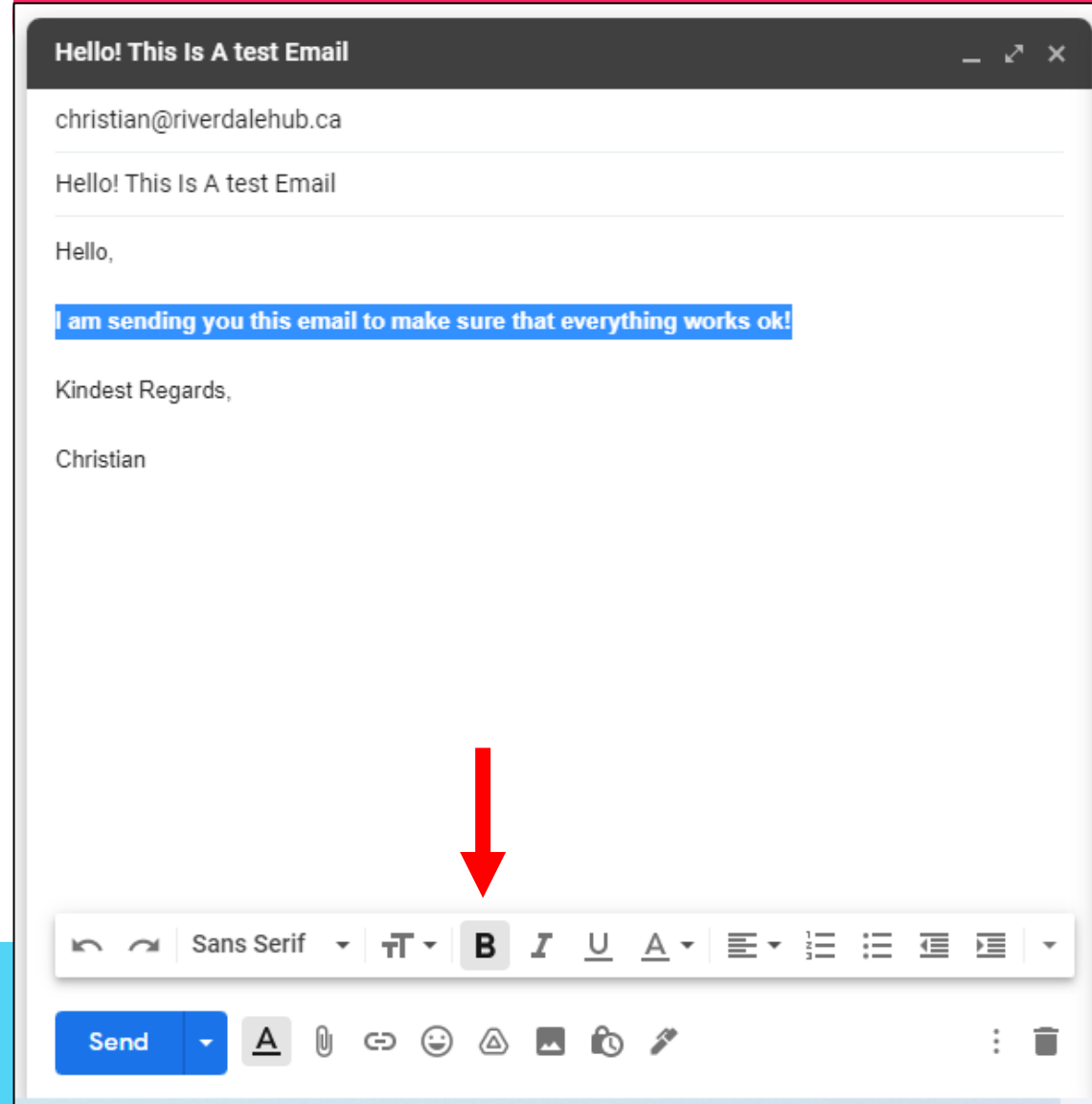
# Using Gmail

- Click the **A** button and you'll see some extra buttons will show up
- This lets you *format* the text in your email - for example, you can change the font size or color
- You can also change the alignment of your text



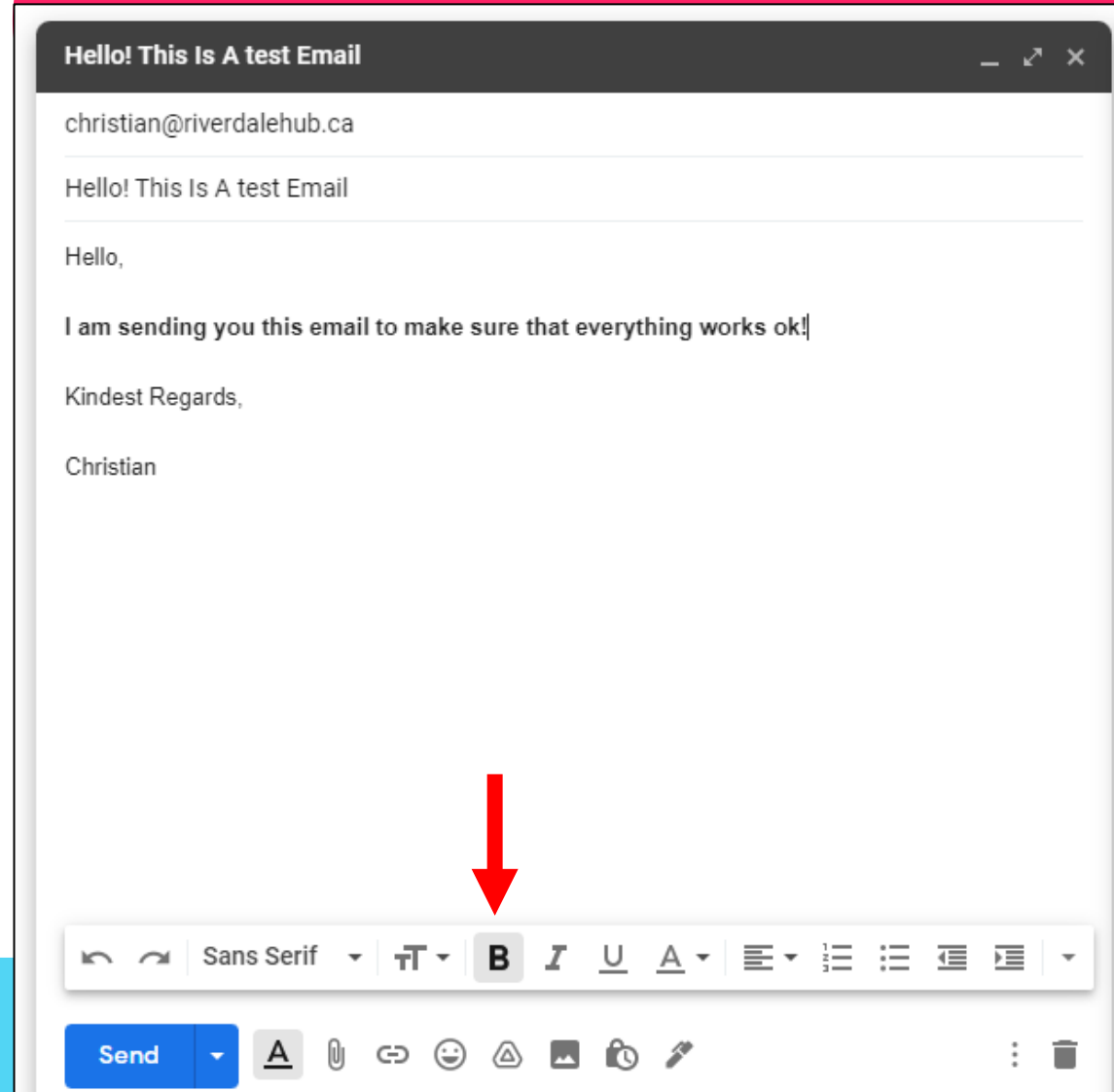
# Using Gmail

- To make style changes to your email, click and hold on a piece of your sentence, then drag your mouse over the rest of the word(s)
- It will highlight in blue - click the **B** button below to make your text *bold*



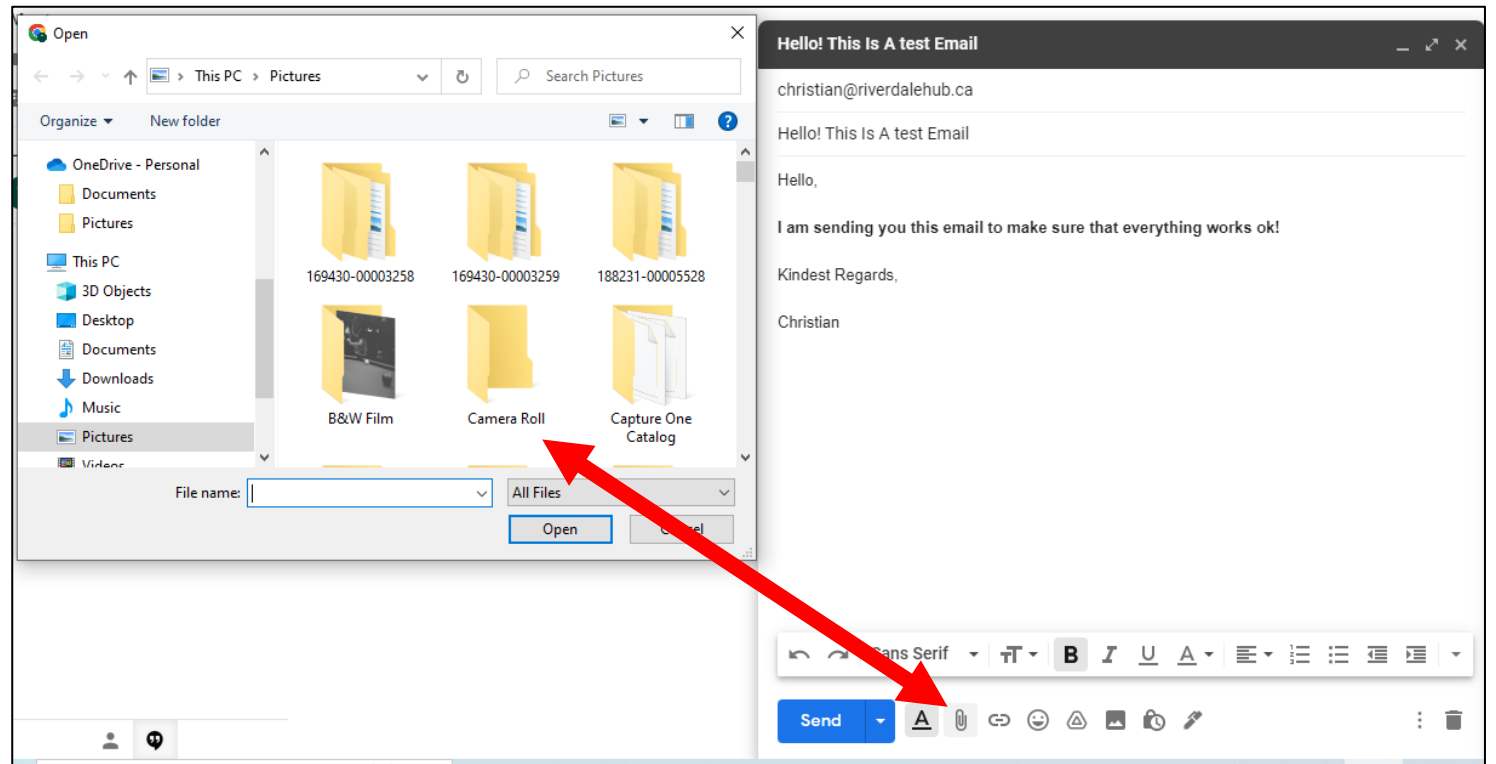
# Using Gmail

- Click away from your highlighted text to see the changes you've made
- The text is now thicker and stands out from the rest
- The ***bold*** button is also highlighted below to let you know it's been used



# Using Gmail

- Next, let's click on the *paperclip* button beside **A**
- This lets you attach a picture, video, or other type of file to your email
- A new window will open – from here, you can pick a file that's saved on your computer to add to your email

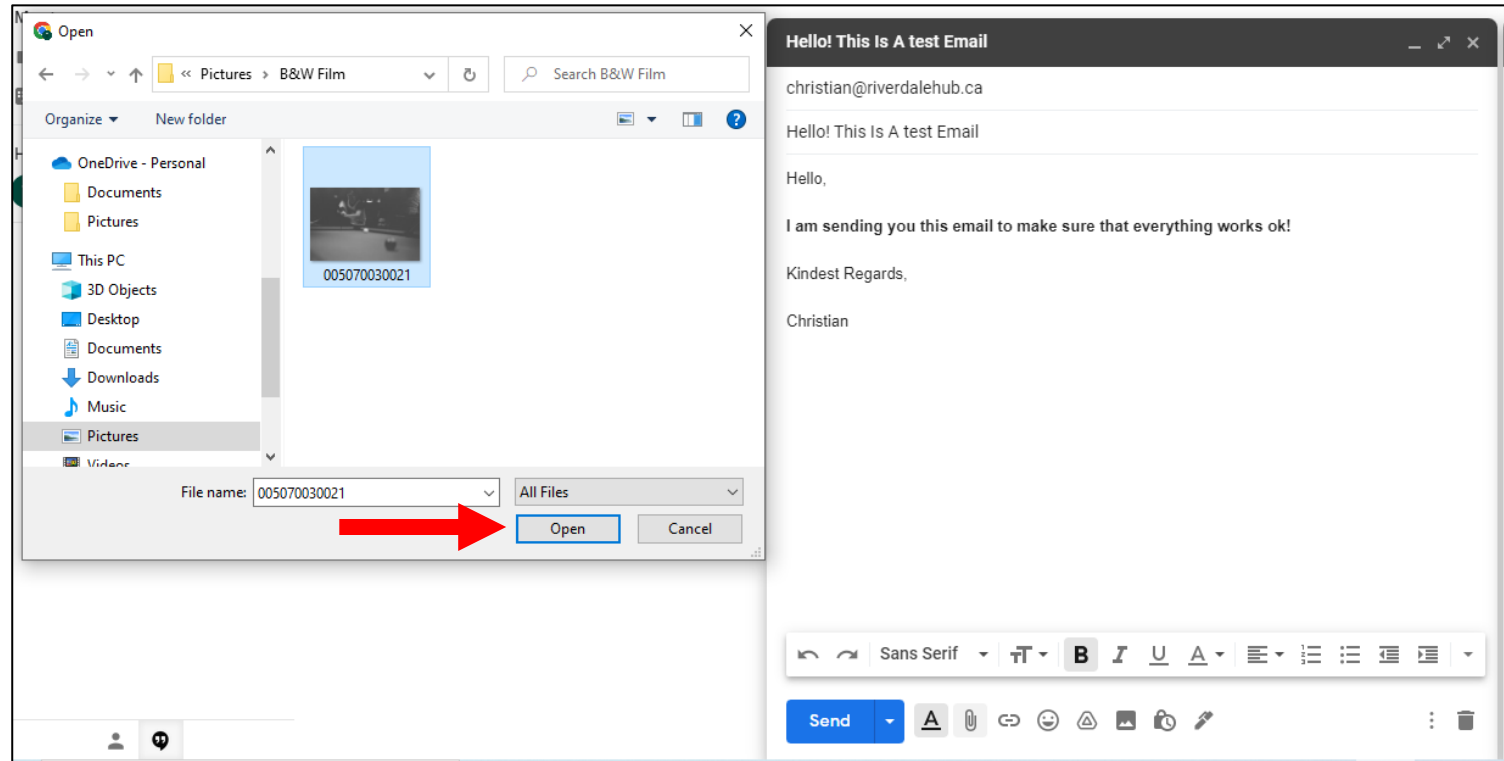


**Note: files have to be a relatively small size so that you can send them via email**



# Using Gmail

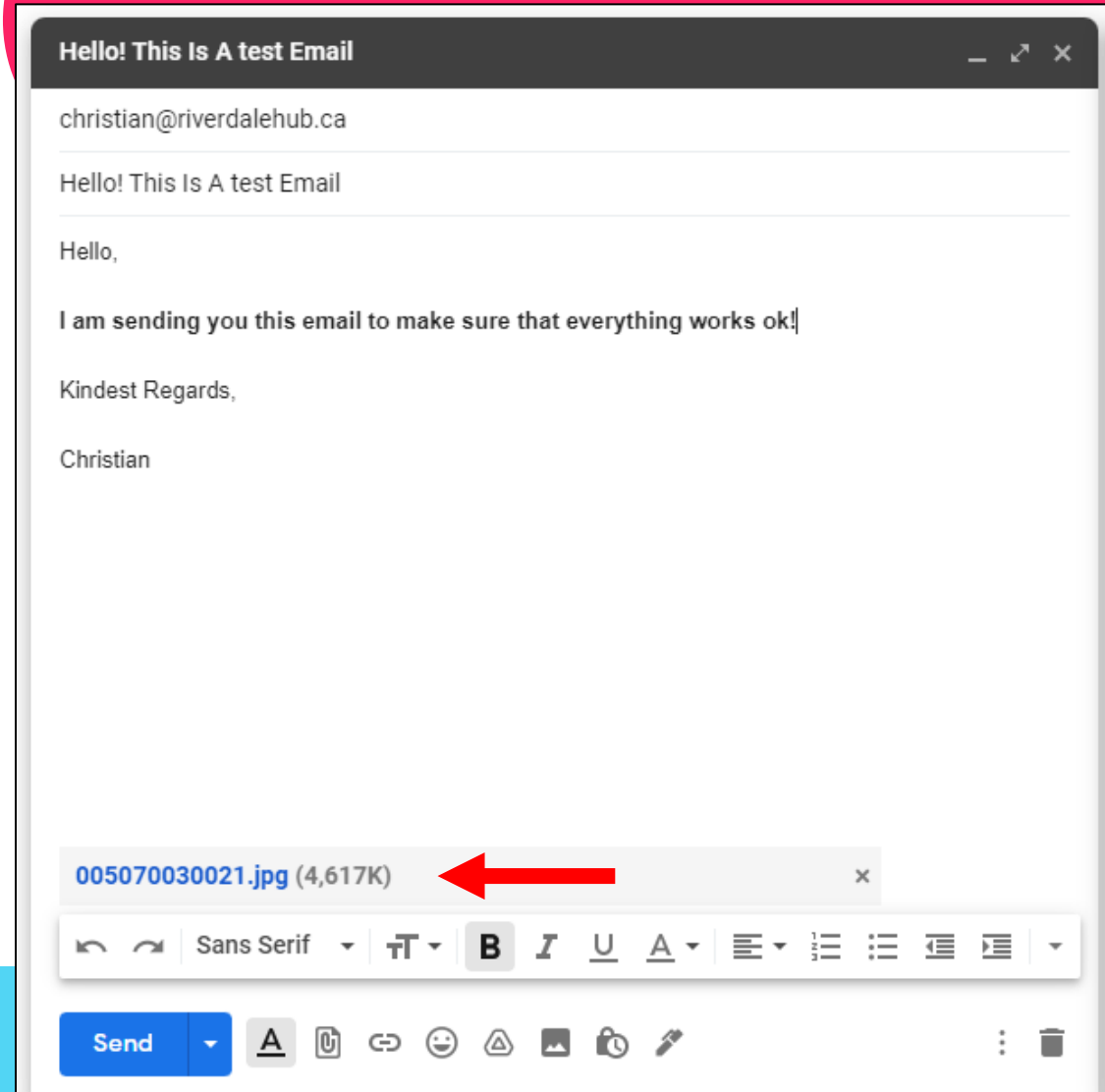
- We'll send a picture in this example – click on the "*pictures*" folder under the "*this PC*" tab
- Next, click on a picture you'd like to send – it'll be highlighted in blue when chosen
- Click "*open*" to add it



# Using Gmail

- The picture is now added to the email
- You will notice the *file name* of the picture highlighted in blue at the bottom
- Please note you can send multiple pictures or files at the same time as long as the actual file sizes are not too big

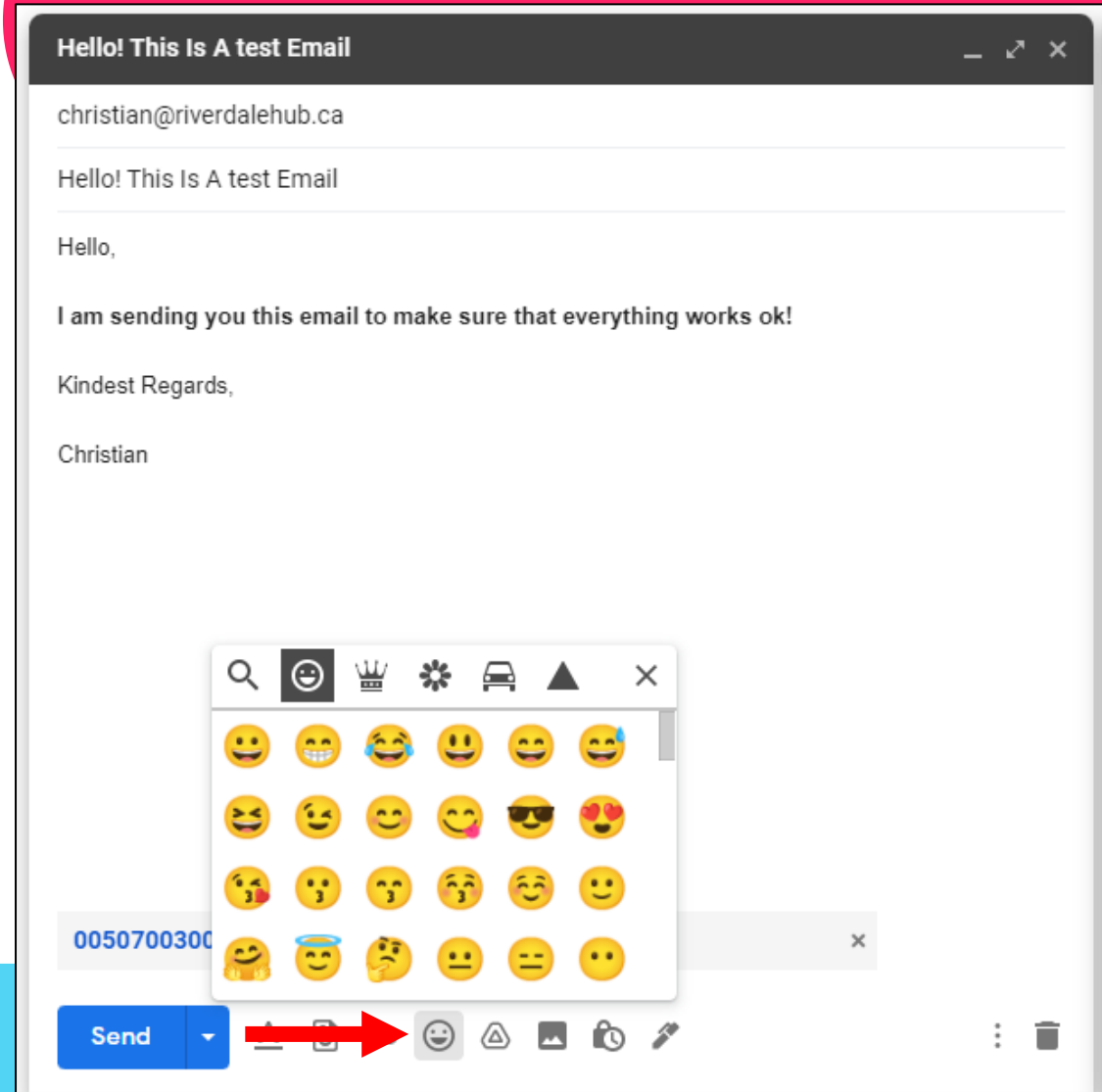
**Note:** if the file sizes are too big, you will see a warning prompt telling you so



# Using Gmail

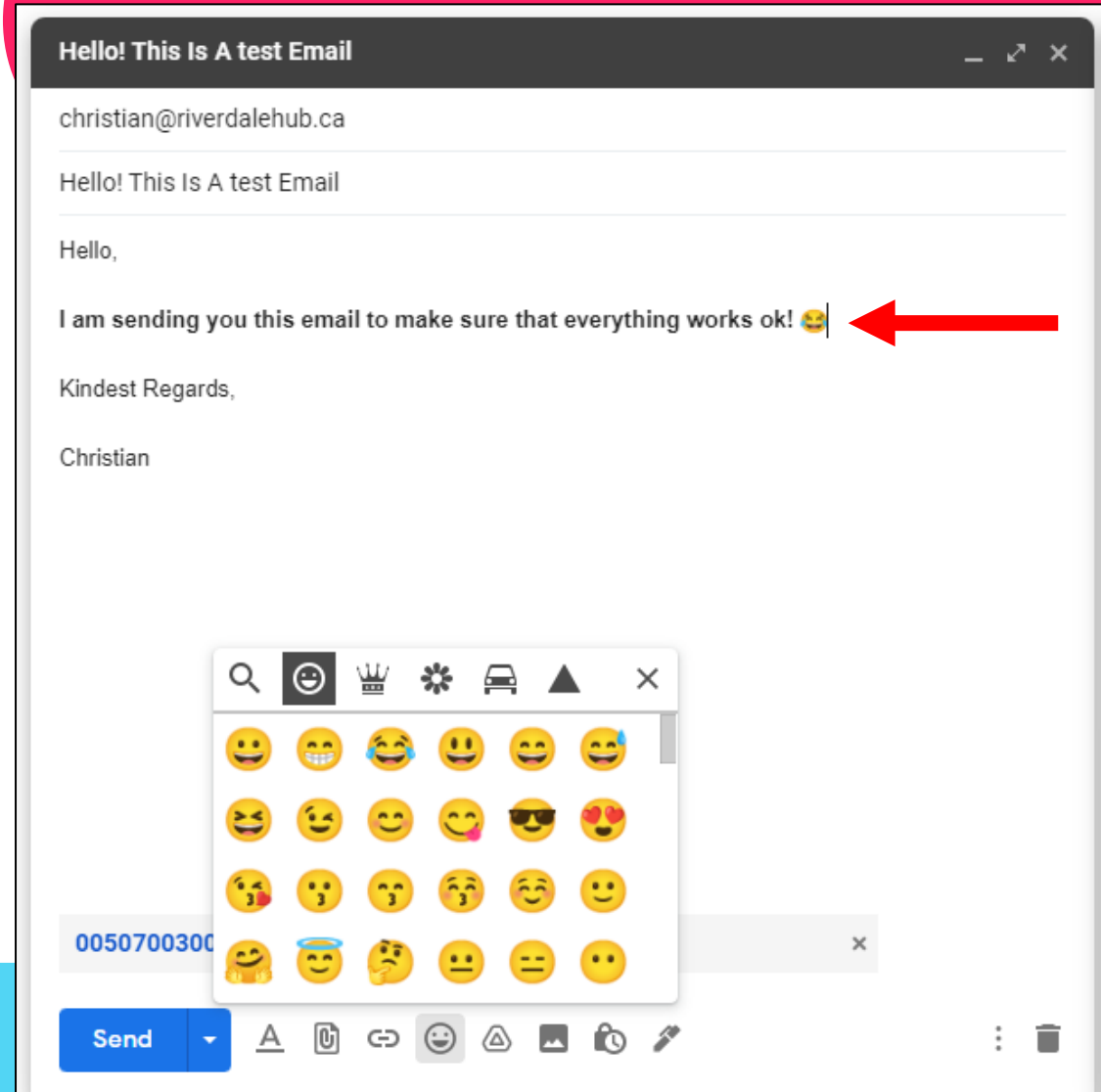
- Next, click the smiley face beside the paper clip – this is also called the “*emoji*” button
- This lets us add some basic, fun emotions to our email
- Feel free to browse the different types and click one when you’ve found one you like

**Note: emojis should really only be used with people you are friends with – avoid sending them in professional” emails**



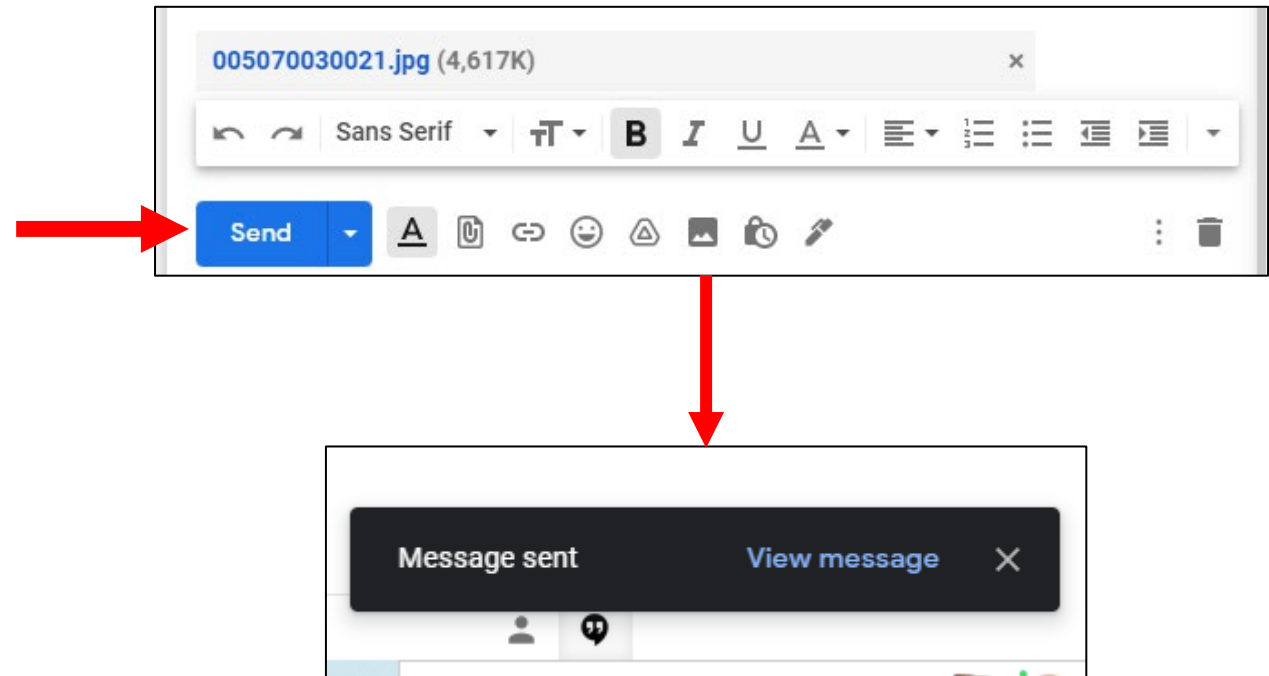
# Using Gmail

- When you add an emoji, it'll show up wherever you last typed something
- You can see we've added the laughing emoji
- There isn't a limit on how many emojis you can send at one time, but adding too many can pollute your email and make it hard to read



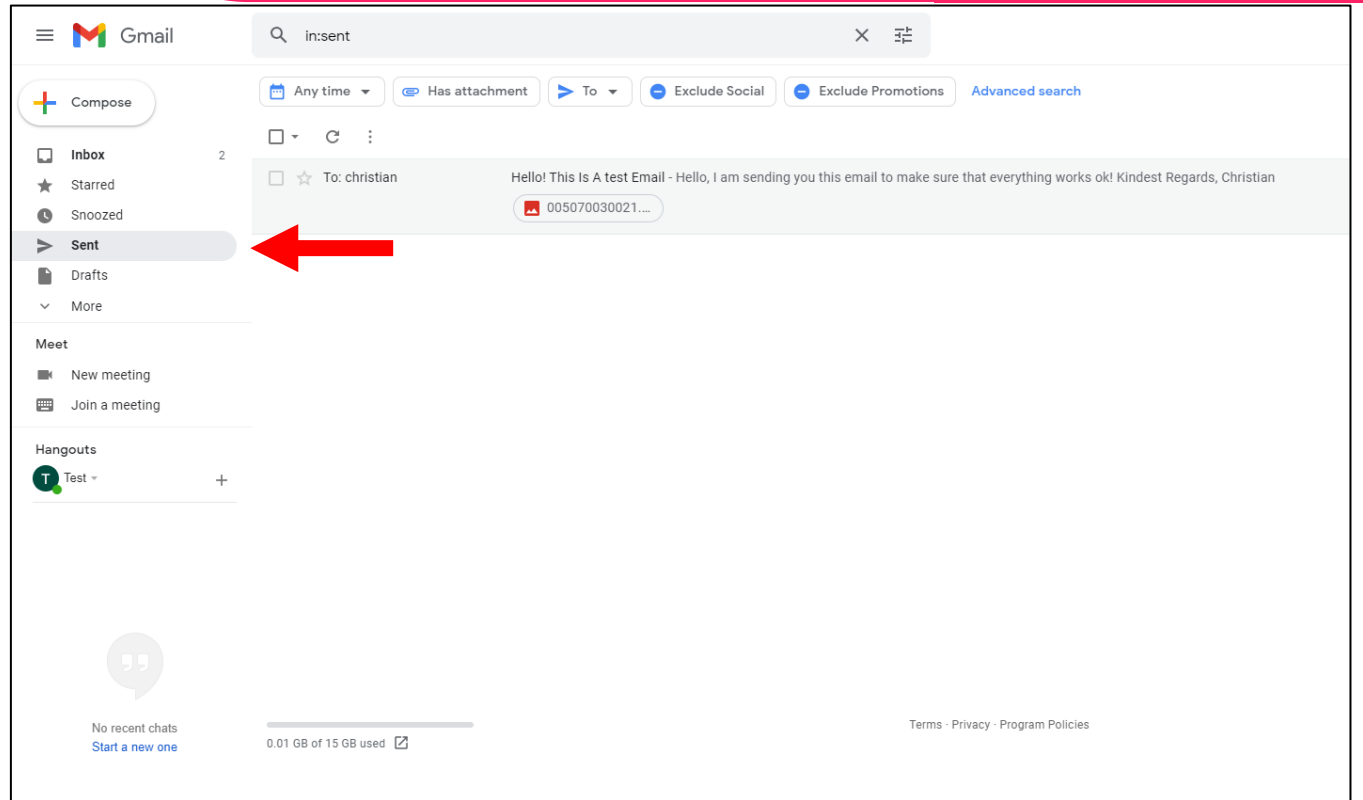
# Using Gmail

- Click the **x** button on the top-right corner of the **emoji box** to close it
- If you're happy with your email, click the **send** button on the bottom left to finish
- A small message will appear on the bottom left of your screen telling you the email has sent



# Using Gmail

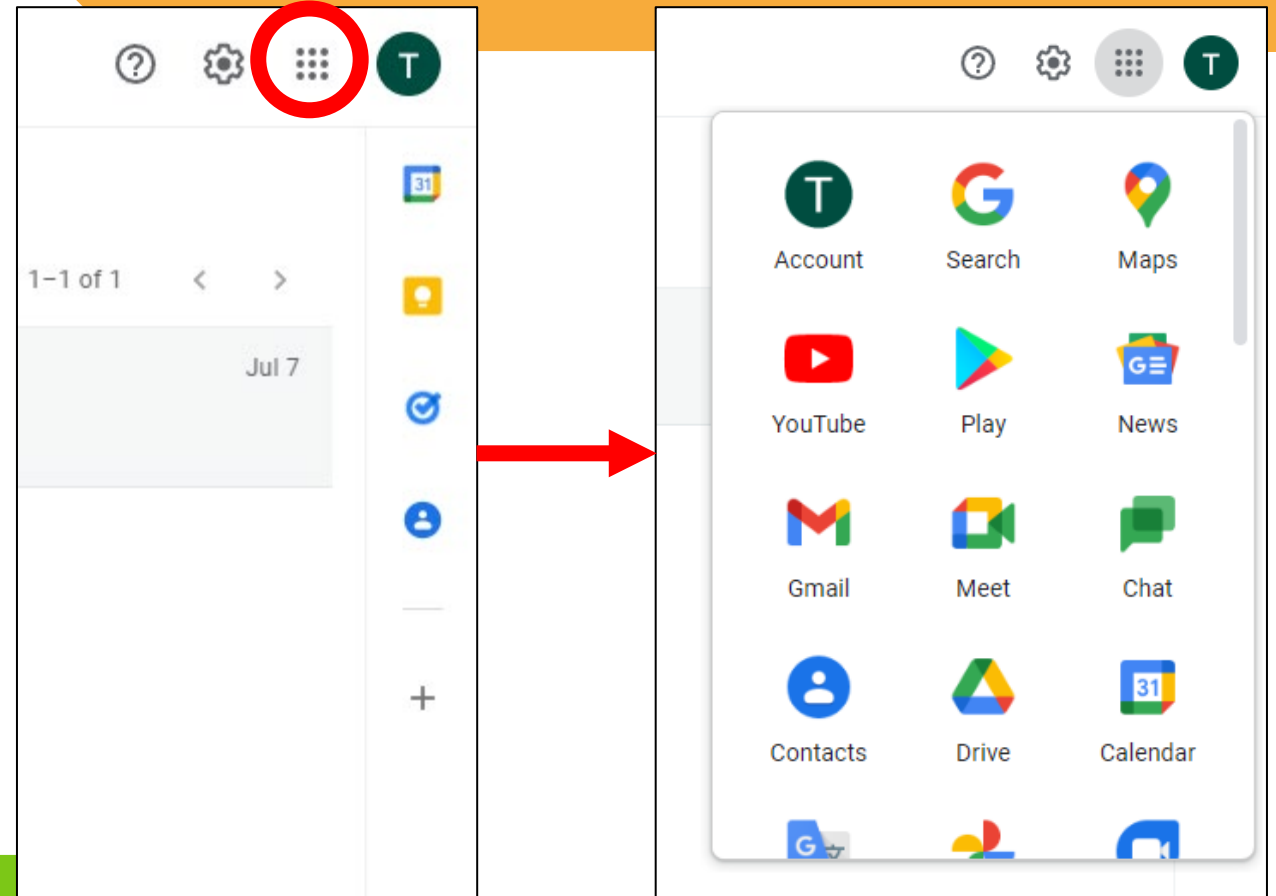
- Once your email has been sent, you can click on the *sent* tab on the left side of your screen
- You can see that the email you've just sent shows up and also gives you a preview of the files attached on it



Lastly, let's take a look at some  
additional free features!

# App Overview

- Look at the right side of your screen - click on the *dots* beside the letter *T*
- A small menu will appear with extra icons you can click on
- These icons are shortcuts that take you to other Google-run products such as YouTube and Google Drive



**Note:** use your mouse to scroll down the app menu to see some more shortcuts



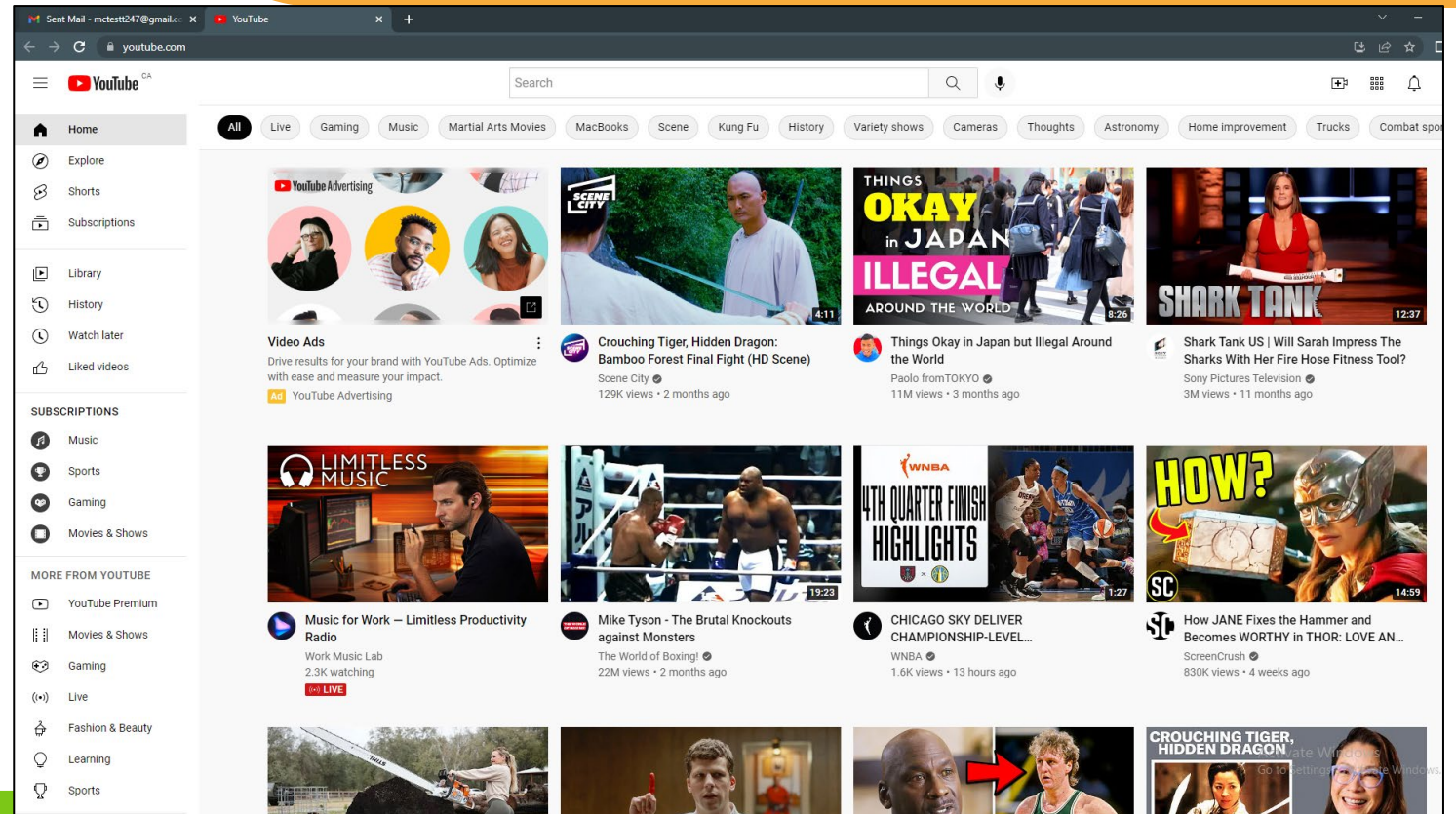
# App Overview

- We'll save going through them all for another time; but for now we can touch on a few
- Clicking the *YouTube* button will bring you straight to the website itself



# App Overview

- A new *tab* will open in your browser – this is the *YouTube Homepage*
- From here, you can look for a wide variety of videos to watch whenever you're in the mood for entertainment



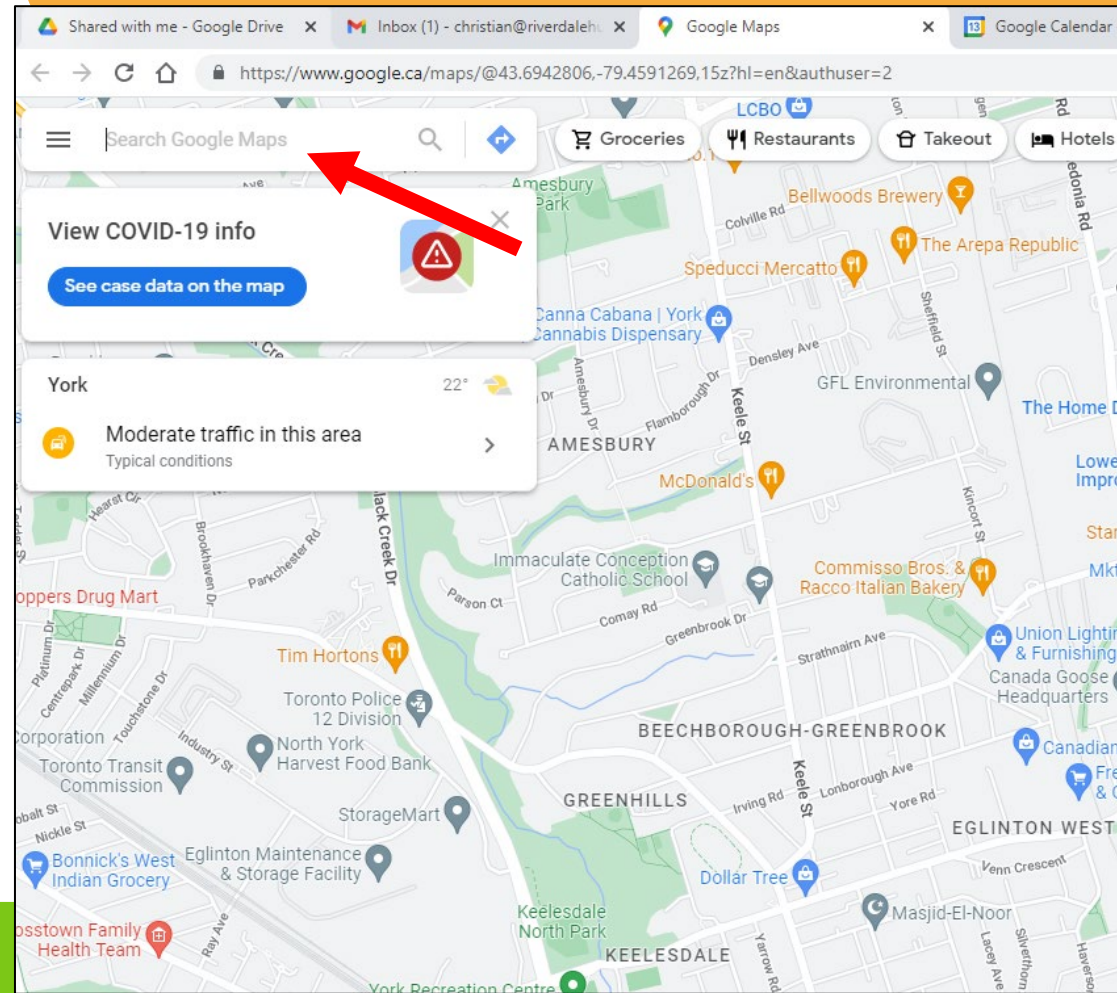
# App Overview

- Click *Google Maps* if you want to get some directions to your local shops, restaurants, and other places in the city (or out of the city)



# App Overview

- A new *tab* will open in your browser – this is the **Google Maps** site
- Begin typing an address in the top left "**Search Google Maps**" bar to look for directions to somewhere
- We can talk more about Google Maps later



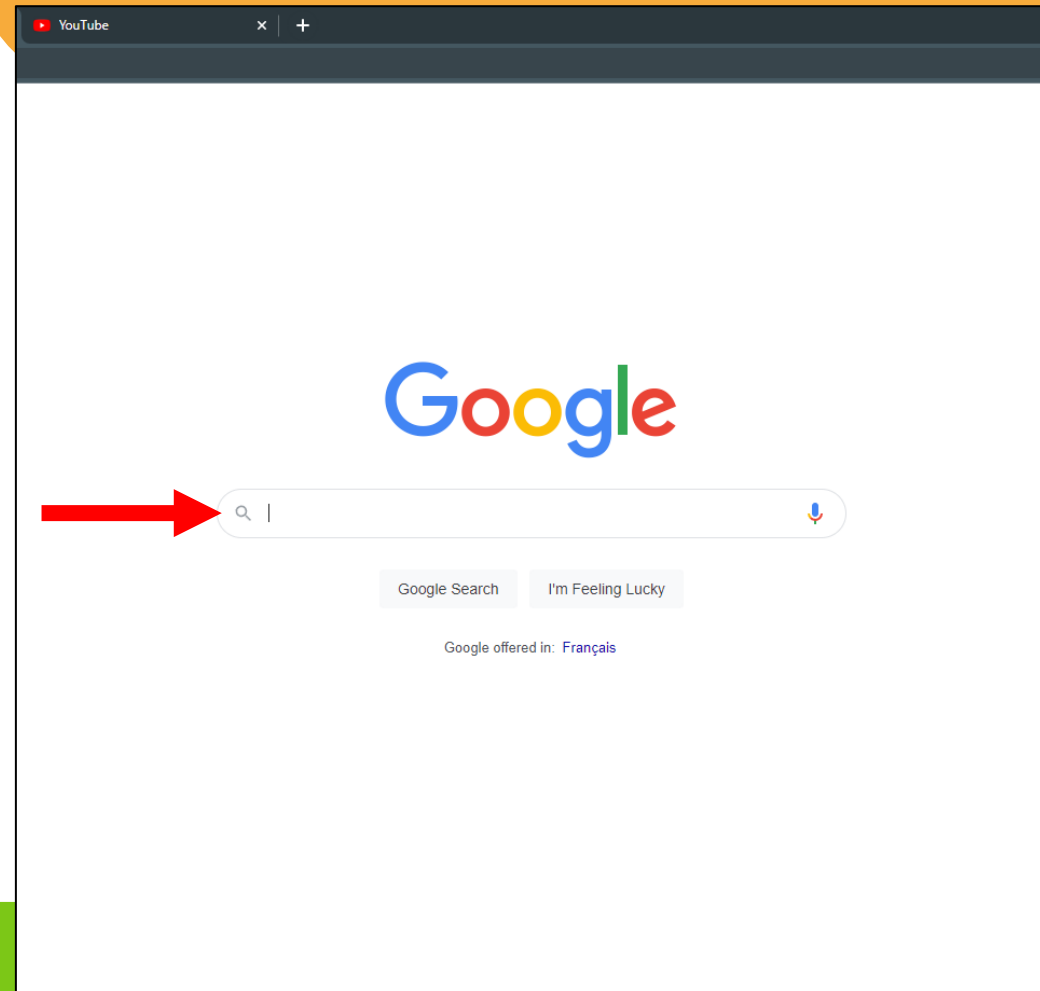
# App Overview

- Lastly, clicking the *Google Search* button will take you back to the main internet browser. From there, you can begin searching the web.



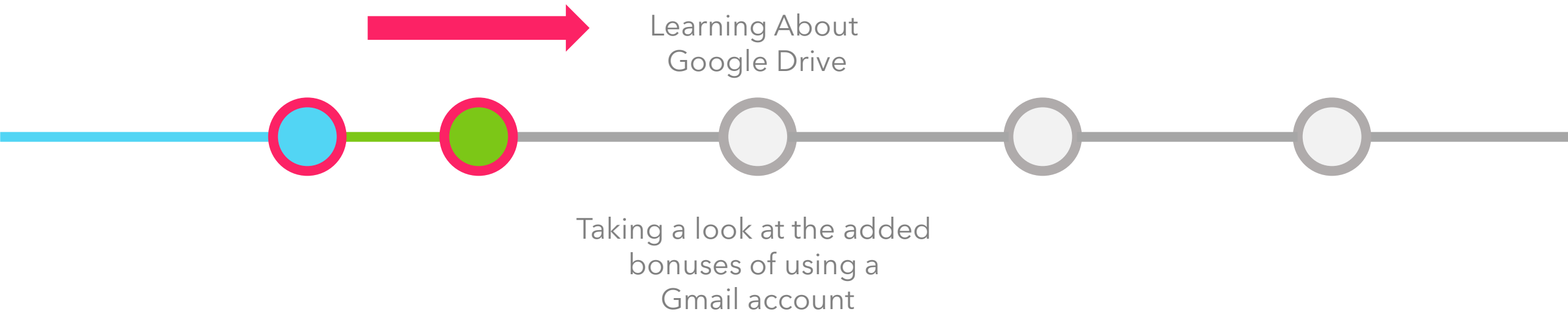
# App Overview

- A new *tab* will open in your browser – this is the **Google Search Homepage**
- Type in whatever it is you may want to look for into the search bar in the middle of your screen





# Series Progress



**That's it for now!**  
**Any Questions?**

