

How to create an email id

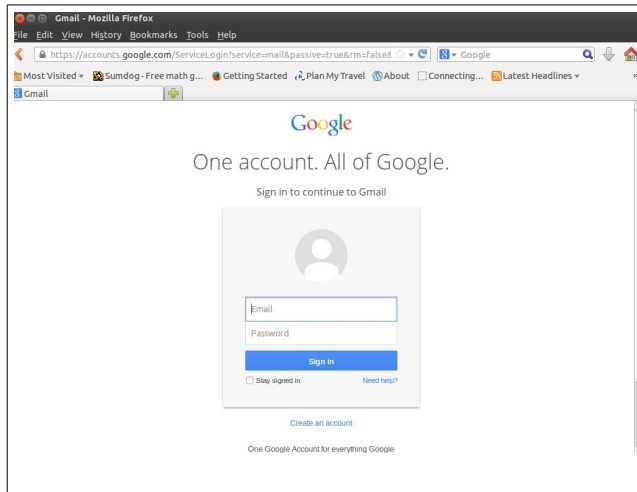
To create an email id you can go to any of the following websites

www.gmail.com

www.yahoomail.com

www.rediffmail.com

This handout will explain how to do this on www.gmail.com

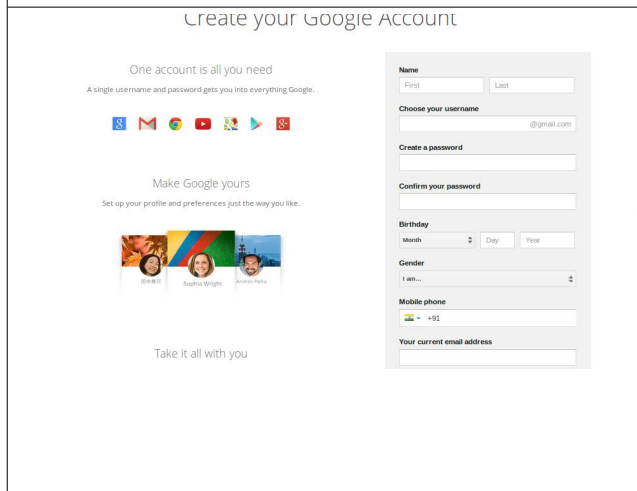


Open any browser - Mozilla Firefox or Google Chrome and type www.gmail.com in the address bar.

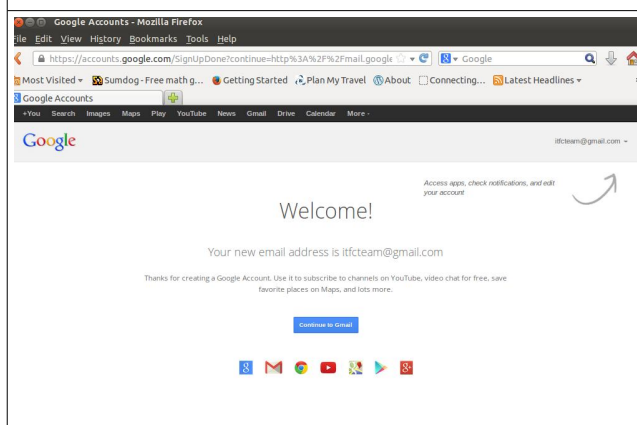
If you have your email ID and password, please enter them in these boxes you will see.

Do not click on the box which says "Stay signed in". This means your gmail account will always be open.

If you do not have an account click on Create Account and the following form will appear.

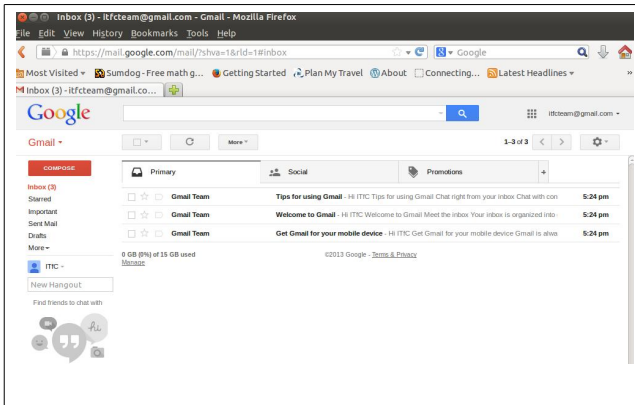


1. Enter your name
2. Enter username and password. User name can be the same as your name. Keep your password simple - so you can remember it. Do not share your password with anyone
3. Enter your date of birth, gender and phone number. To prove that it is a human being registering, you must enter the code numbers.

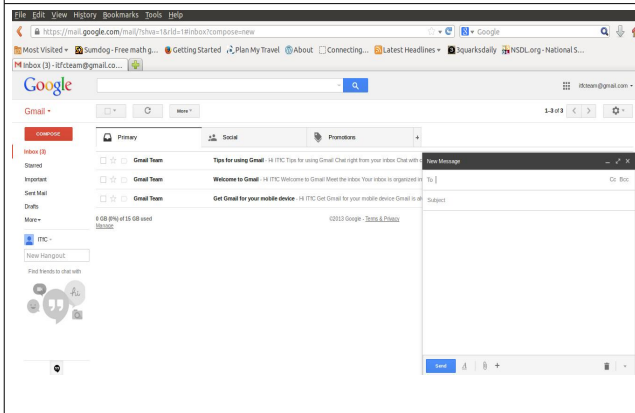


4. Enter another email address if you have one.
5. Check the privacy and terms and conditions box.
6. Click on Next Step and your new gmail account is ready.

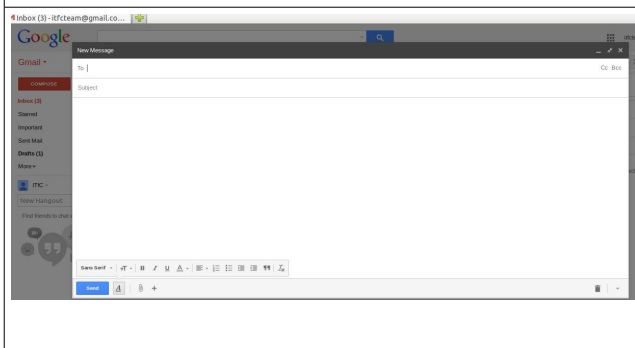
How to send an email



1. Type the website for your mail (www.gmail.com for gmail) in the address bar.
2. Enter your username and password without any spelling mistakes.
3. Do not check the "Stay Signed In" box.
4. To check your existing messages, go to Inbox.
5. Your new Inbox will look like this with Welcome Message from Gmail



1. To compose a new message, go to "Compose". This can be found on the left panel.
2. When you click on that you see a panel open for composing a mail.
3. If you click the double arrow in the right hand corner of this panel, the compose window will pop out
4. You can see the bottom panel with formatting options



5. Enter the address of the recipient
6. Enter the subject
7. Type the contents in the box
8. Attach files (if any) by clicking on the image like a clip
9. If you click "Send" the mail will be sent.