

# Email Basics

Ada Community Library

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## Welcome to Gmail

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## Get Started with Gmail

Create an Account

- **Desired Login Name**
  - You can use letters (a-z), numbers (0-9) and periods (.)
  - Must be unique, use "check availability" to confirm
- **Choose a Password**
  - Must be at least 8 characters
  - Combine upper & lower case letters, numbers & symbols
  - Don't just use a word from the dictionary
  - Don't "remember me" unless you own the computer
- **Security Question**
  - If you forget your password, Gmail will ask you the answer to the question you select - so pick one you will always remember

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### Word Verification

Create an Account

#### Are You Human?

- You must decipher the letters in the image and type them into the box
- This test proves that you aren't a computer trying to create fake accounts
- Hint: These aren't usually words, just random letters

Type the characters you see in the picture below.



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Congratulations!

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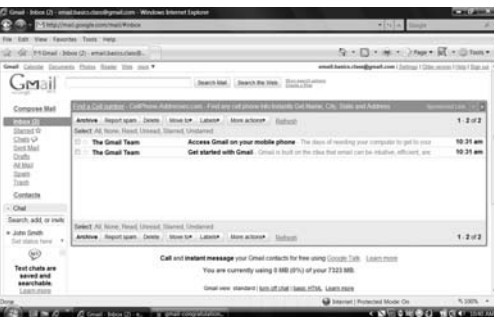
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In the Inbox

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Reading Your Email

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Composing Email

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Contacts

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### Phishing, Scams and Spam

Safe Emailing

- **Phishing**
  - Phishing emails try to trick you into submitting personal information
  - Don't click links in emails that ask you to provide personal information like passwords or credit card numbers
- **Scams**
  - Don't trust anything that's "too good to be true"
- **Spam**
  - Many email providers filter out spam (unwanted advertisements), but filters aren't perfect
  - If you get spam email in your inbox, don't reply to it or click any links in the message
    - Instead, just use "report spam" to help prevent future spam messages

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### Attachments & You

Safe Emailing

- **Attachments can be dangerous**
  - Attachments can conceal viruses, worms and other nasty things you don't want on your computer
- **Be smart before you open**
  - Before opening an attachment, consider:
    - Do you know the person who sent it to you?
    - Were you expecting them to send you an attachment?
- **Use your email to view the attachment before downloading**
  - Most email providers allow you to "view" an attachment in your web browser before you download it

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Questions?

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