

Gmail

Gmail (**Google MAIL**) is a free Web-based e-mail service that provides users with a gigabyte of storage for messages and provides the ability to search for specific messages. The Gmail program also automatically organizes successively related messages into a conversational thread.

Gmail has a greater storage capacity than other special applications such as Microsoft and Yahoo

Creating a **Google account** is needed to access **Gmail** because it is just one of the many services offered by Google to registered users. Signing up for a Google account is free and easy, and naming your new **Gmail address** will be a part of the sign-up process. This means whenever you're signed in to Gmail, you are automatically signed in to your Google account. You'll be able to easily access other Google services like **Google Docs, Calendar, and YouTube**.

Gmail features

Gmail offers several useful **features** to make your email experience as smooth as possible, including:

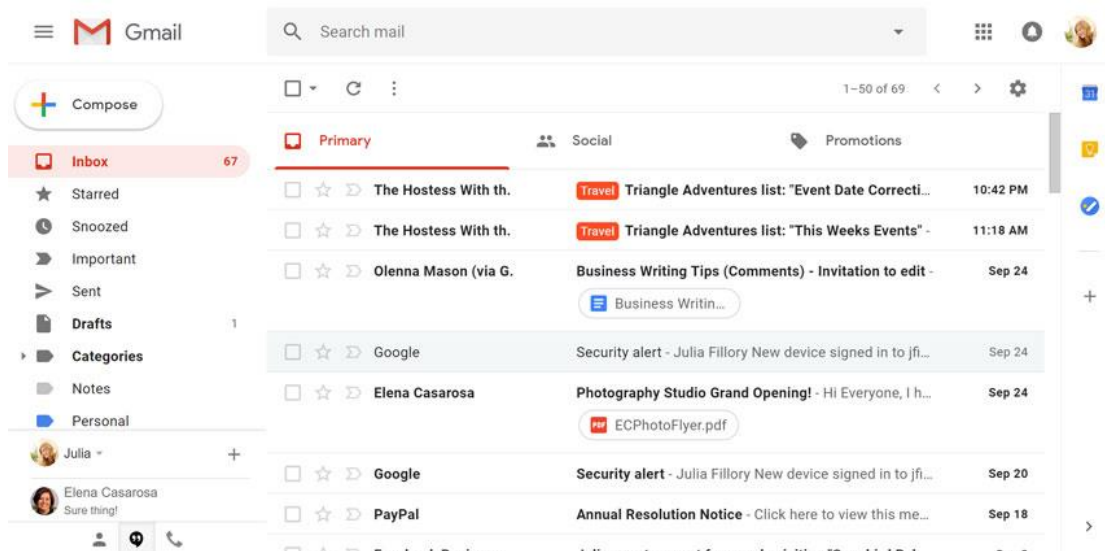
- **Spam filtering.** Spam is another name for junk email. Gmail uses advanced technologies to keep spam out of your inbox. Most spam is automatically sent to a **separate spam folder**, and after 30 days it is deleted.
- **Conversation View.** An email **conversation** occurs whenever you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail **groups** these emails together by default, which keeps your inbox more organized.
- **Built-in chat.** Instead of sending an email, you can send someone an **instant message** or use the **voice** and **video chat** feature if your computer has a microphone and/or webcam.
- **Call Phone.** This feature is similar to voice chat, except that it allows you to dial an actual phone number to call **any phone in the world**.

It's **free** to make a call to anywhere in the United States or Canada, and you can make calls to other countries at relatively low rates.

Gmail interface

When you're working with Gmail, you'll primarily be using the main **Gmail interface**. This window contains your **inbox**, and it allows you to navigate to your **contacts**, **mail settings**, and more. Also, if you use other Google services like **YouTube** or **Calendar**, you'll be able to access them from the top of the Gmail window.

Click the buttons in the interactive below to learn about the different parts of the Gmail interface.

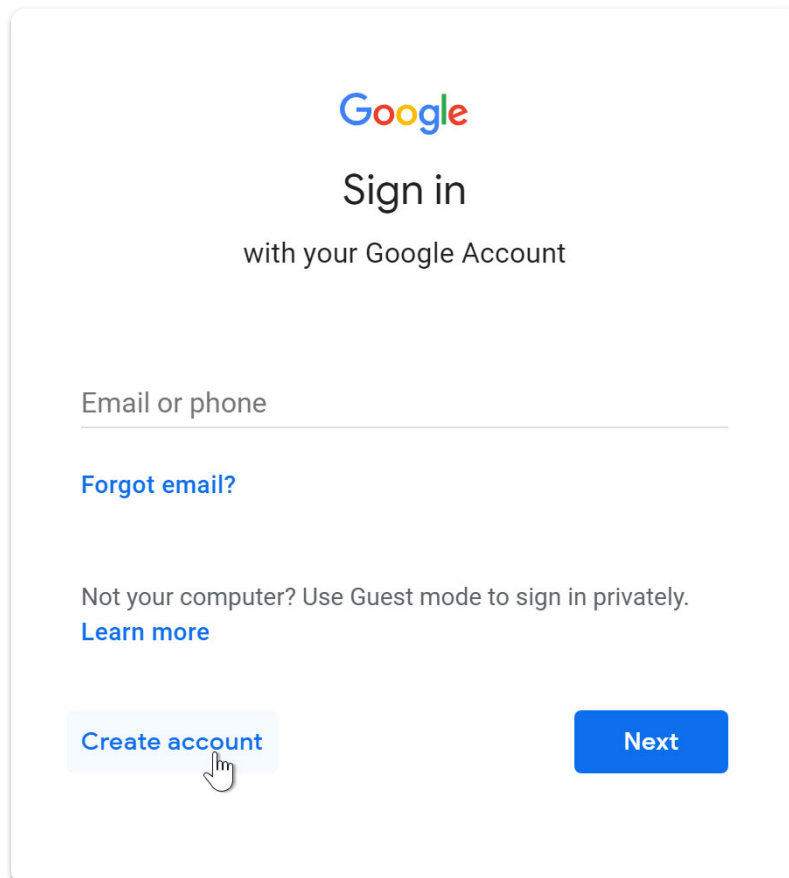


Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your **name**, **birth date**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.

To create an account:

- 1- Go to www.gmail.com.
- 2- Click **Create account**.



Google

Sign in
with your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

3- The **sign-up** form will appear. Follow the directions by entering the required information.


4- Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number

 9195559555

[Back](#) [Next](#)

Your personal info is private & safe

5- Next, you will see a form to enter some of your personal information, like your name and birthday.



Elena, welcome to Google



ecasarosa3@gmail.com

Phone number (optional)

 9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month	Day	Year
March	02	1982

Your birthday

Gender

Female



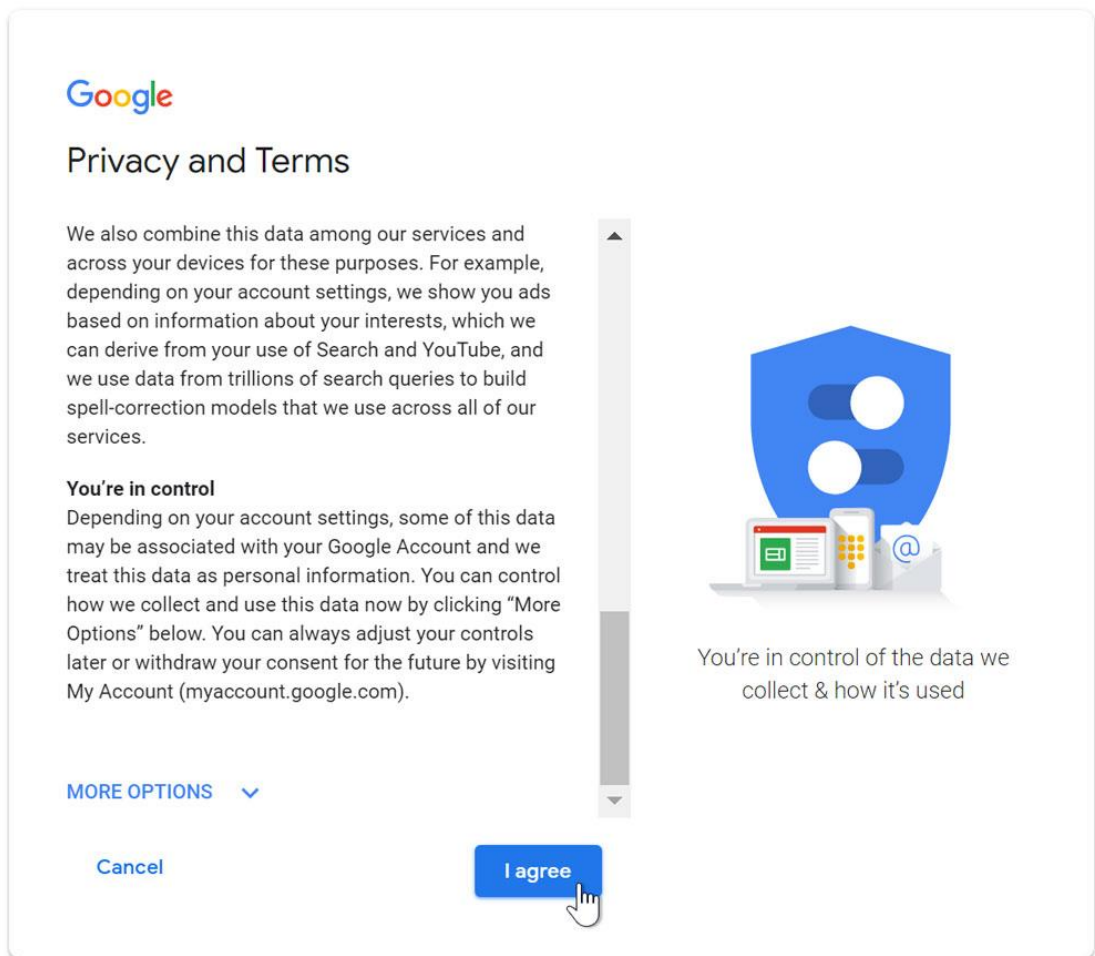
Your personal info is private & safe

Why we ask for [this information](#)

[Back](#)

[Next](#)

7- Review [Google's Terms of Service](#) and [Privacy Policy](#), then click I agree.



Google


Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

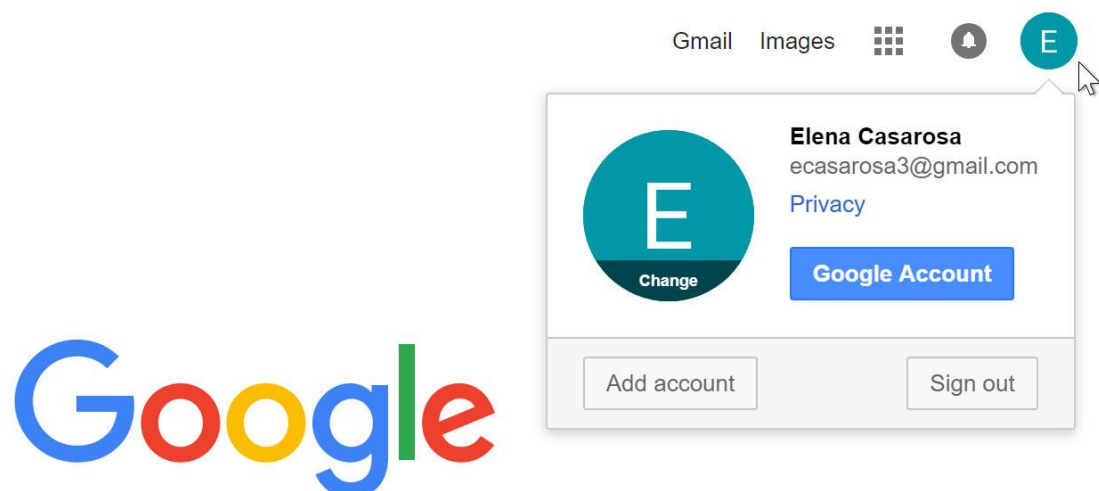
MORE OPTIONS ▾




Cancel **I agree**




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

8- Your account will be created.



Gmail Images   



Elena Casarosa
ecasarosa3@gmail.com
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Google Account

Google

Add account Sign out

Google drive component

Google Drive is a free cloud-based storage service that enables users to store and access files online. The service syncs stored documents, photos and more across all of the user's devices, including mobile devices, tablets and PCs.

Google Drive integrates with the company's other services and systems -- including Google Docs, Gmail, Android, Chrome, YouTube, Google Analytics and Google+. Google Drive competes with Microsoft OneDrive, Apple iCloud, Box, Dropbox and SugarSync.

How Google Drive works

To get started with Google Drive, the end user must create or sign in to a Google account. Then, the user types "drive.google.com" into browser. "My Drive" will automatically appear, which can contain uploaded or synced files and folders, as well as Google Sheets, Slides and Docs. Then, the user can either upload files from the computer or create files in Google Drive.

Alternatively, the end user can download a Google Drive application to one or more devices. A Google Drive folder will appear along with other folders in each device's file system. Files that the user adds to one folder are available through a Google Drive web app or the Google Drive folder on each device

When the end user creates a file or folder, he or she becomes its owner by default. Then, the owner can control the level of visibility (public or privately shared with specific Google accounts) and transfer ownership to another user using Gmail addresses. The owner can also regulate permissions for both folders and files, using access levels such as "can edit," "can comment" and "can view."

What are Docs, Slides and Sheets?

Google Docs, Google Slides and Google Sheets make up Google Drive's office suite. Google Docs is a word processor, Google Slides is a presentation program and Google Sheets is a spreadsheet program. Respectively, they can be compared to Microsoft Word, Microsoft PowerPoint and Microsoft Excel. Although the Google versions lack some

capabilities that those Microsoft Office applications have, they are simple, collaborative and free.

Each application in the suite enables users to create and edit documents, presentations and spreadsheets that they can store in Google Drive. Users can access the apps on the web using browsers including Google Chrome, Microsoft Internet Explorer and Edge, Mozilla Firefox and Apple Safari. There are also mobile apps for Google Android and Apple iOS. Each application also enables users to save, edit and share files in Microsoft Office formats.