



Tutorial: Email Account:

Overview:

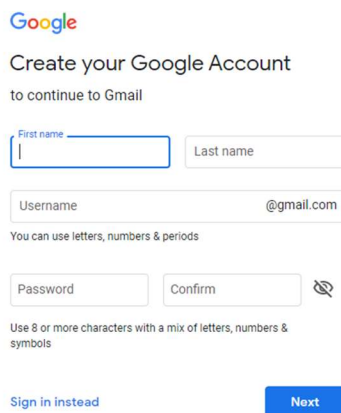
If you are running a classroom with students, whether your content is distributed synchronously or asynchronously, maintaining contact with your students is key. An email account is a great avenue of communication with your students. Email works in the same way as regular mail, yet instead of writing a letter with pen and paper, your students can type their message and questions on the computer, and send their message to a digital email address rather than a mailing address. This tutorial will teach you how to create an email address, how to access emails sent to you, and how to send your own emails to others who have an email address. This tutorial will be using the Gmail email service as an example.

Creating an email account:

-Go to www.gmail.com. This website is how you can sign in to your email account and create your email account.

 Sign in to continue to Gmail	 Acceder Ir a Gmail
<input type="text" value="Email or phone"/>	<input type="text" value="Correo electrónico o teléfono"/>
Forgot email?	¿Olvidaste el correo electrónico?
Not your computer? Use Guest mode to sign in privately. Learn more	¿Esta no es tu computadora? Usa el modo de invitado para navegar de forma privada. Más información
Create account	Crear cuenta
Next	Siguiente

-If you do not already have an email account set up, click on the “create account” blue link at the bottom left of the textbox. This will bring you to a new web page where you can create your email account.



Google

Create your Google Account
to continue to Gmail

First name

Last name

Username @gmail.com

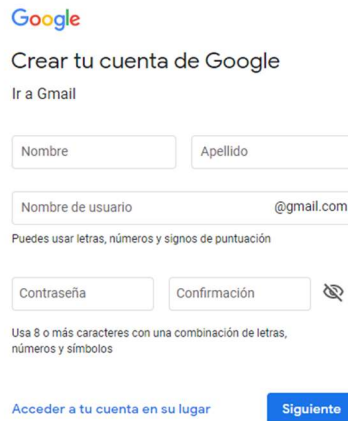
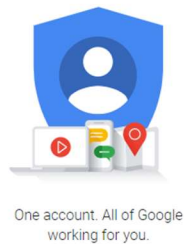
You can use letters, numbers & periods

Password

Confirm

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

[Sign in instead](#)



Google

Crear tu cuenta de Google
Ir a Gmail

Nombre

Apellido

Nombre de usuario @gmail.com

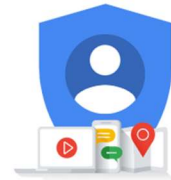
Puedes usar letras, números y signos de puntuación

Contraseña

Confirmación


Usa 8 o más caracteres con una combinación de letras, números y símbolos

[Acceder a tu cuenta en su lugar](#)



-To create your account, type in your name into the first two textboxes. The third textbox is where you choose the name of your email address. For example, say you type in the third textbox “abc”. This will create an email address for you where your students can send their emails to the address “abc@gmail.com” and you’ll receive them. Your email address is unique to you. As such, if you want to access the messages sent to your email address, then you’ll need a private password that only you know in order to login to your email account. After deciding on the name of your email address, type in your choice of password for your email account. For Google email services, they require passwords to contain uppercase and lowercase letters, numbers, and special characters. In the final textbox, retype your password to confirm that you didn’t misspell your intended password in the fourth textbox.

-After creating your password, click the next button. The next web page covers your recovery options.

 Phone number (optional)

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

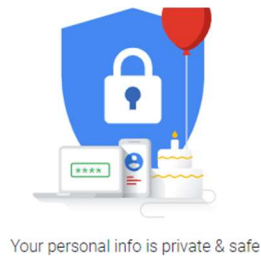
Your birthday


Gender

[Why we ask for this information](#)

[Back](#)

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 Número de teléfono (opcional)

Usaremos tu número como medida de seguridad. Nadie podrá verlo.

Dirección de correo de recuperación (opcional)

La usaremos para proteger tu cuenta

Día Mes Año

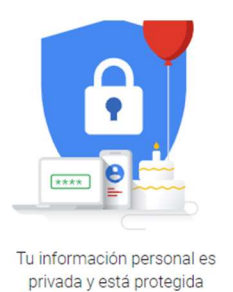
Tu fecha de nacimiento

Género

[Por qué solicitamos esta información](#)

[Atrás](#)

[Siguiente](#)



-The recovery options are present in case you forget your password which you need to login to your email address. By listing a phone number or another email address, gmail will send a web link to that email address or phone number which will let you reset your password for your email so you can reaccess it. These recovery options are optional yet are very helpful in case you might forget your email password. Following the recovery options, Google services asks for your date of birth and gender to create your email account.



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:



Privacidad y Condiciones

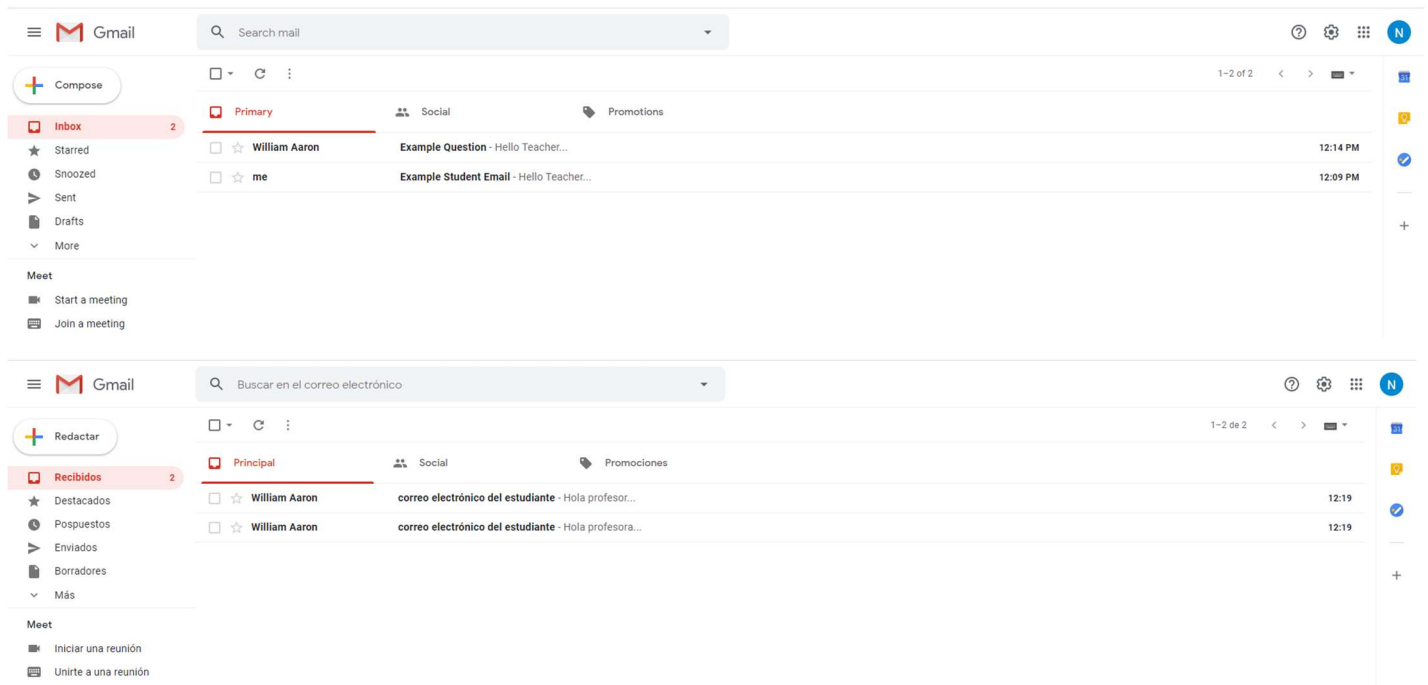
Para crear una cuenta de Google, deberás aceptar las [Condiciones del Servicio](#) que se encuentran a continuación. Además, cuando creas una cuenta, procesamos tu información como se describe en nuestra [Política de Privacidad](#), incluidos estos puntos clave:

-Following putting in your recovery information, Google will ask you to agree to a privacy statement. In order to create your email with google services, you must agree to this privacy statement. Once you agree, that's everything! Your email address is now created.

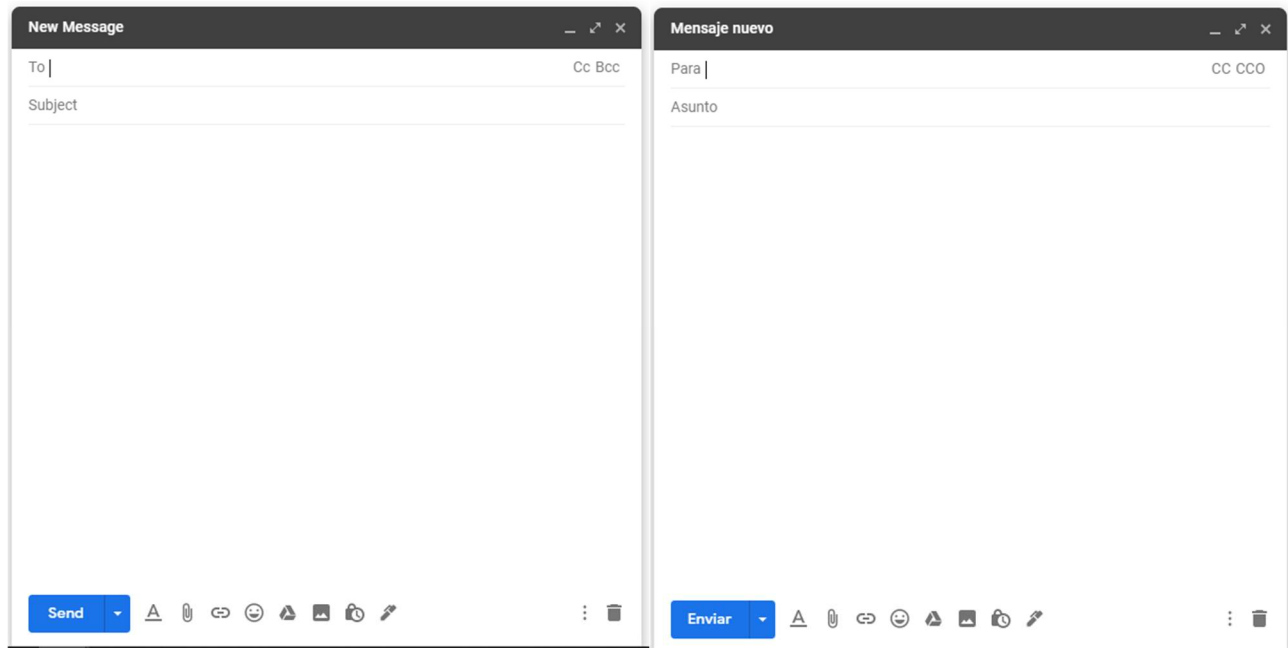
How to use your email account:

-The most basic use of an email account is to send and receive emails from your students.

When you first login to your email account, you will see your email inbox. Just like a mailbox, your email inbox is where you will receive all your emails.



In your inbox, you can click on an email, like the example pictured here, and read any message that a student has sent you. You also have the option to reply to their email, which will let you create your own message and send it directly back to them. You can also forward the email, which lets you create your own message, and you can send the students message and your message to any other email address. Whenever you'd like to go back to your email inbox, you can click on the inbox button on the menu to the left of the webpage. To compose your own email, click on the “compose” email button.



-When you compose your email, the first text box is where you will type out the email address you'd like to send your message to. The second text box is for your subject line, where you can let the receiver know what your email is about. The third textbox is where you can type in your message. At the bottom of the pop-up is where you can include additional attachments to your email. You can include photo files which are saved to your computer which will be displayed in your message, and you can include computer files as well if you'd like to email a word document to your student. Once you've finished composing your email, click on the blue send button to send the email to that address.

Other resources:

-Email is a very powerful tool and Gmail includes many other services as well. If you'd like to learn more about what you can do with email, Google also offers tutorials to help teach you how to use more advanced features. On the top right side of the Gmail web page, click on the question mark button, and it will pull up a menu. The first two options, help and training, will help teach you more about how to use Gmail.



Help

Training

Updates

Send feedback

12:19 PM



Ayuda

Capacitación

Notificaciones

Enviar comentarios

12:19

