

Introduction to Gmail

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives



Learning Objectives

- ▶ **Create a Google account**



Learning Objectives

- ▶ **Create a Google account**
- ▶ **Login to Gmail**



Learning Objectives

- ▶ **Create a Google account**
- ▶ **Login to Gmail**
- ▶ **Write an email**



Learning Objectives

- ▶ **Create a Google account**
- ▶ **Login to Gmail**
- ▶ **Write an email**
- ▶ **Send an email**



Learning Objectives

- ▶ **Create a Google account**
- ▶ **Login to Gmail**
- ▶ **Write an email**
- ▶ **Send an email**
- ▶ **View an email**



Learning Objectives

- ▶ **Create a Google account**
- ▶ **Login to Gmail**
- ▶ **Write an email**
- ▶ **Send an email**
- ▶ **View an email**
- ▶ **Logout Gmail**



Prerequisites



Prerequisites

- ▶ **Working Internet connection**



Prerequisites

- ▶ **Working Internet connection**
- ▶ **Any web browser**



Prerequisites

- ▶ **Working Internet connection**
- ▶ **Any web browser**
- ▶ **I will be using Firefox web browser**



Google products



Google products

► Gmail



Google products

- ▶ **Gmail**
- ▶ **YouTube**



Google products

- ▶ **Gmail**
- ▶ **YouTube**
- ▶ **Google Play**



Google products

- ▶ **Gmail**
- ▶ **YouTube**
- ▶ **Google Play**
- ▶ **Google Docs/Drive**



Google products

- ▶ **Gmail**
- ▶ **YouTube**
- ▶ **Google Play**
- ▶ **Google Docs/Drive**
- ▶ **Google Calendar**



Google products

- ▶ **Gmail**
- ▶ **YouTube**
- ▶ **Google Play**
- ▶ **Google Docs/Drive**
- ▶ **Google Calendar**
- ▶and more



Username



Username

- **unique**



Username

- ▶ **unique**
- ▶ **alphabets**



Username

- ▶ **unique**
- ▶ **alphabets**
- ▶ **alpha-numeric**



Summary

In this tutorial, we learnt about -

- ▶ **Google account creation**
- ▶ **How to write, send & view an email**
- ▶ **And sign out from Gmail**



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

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- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>



Thank You

Thanks for joining
<http://spoken-tutorial.org>

