## **Email Basics**



#### Free Web-based email



Google's free email service includes 15 Gb storage for mail and Google Drive, as well as access to online apps.



Microsoft's email includes 15 Gb storage for mail and online storage using OneDrive.



Although there is no online file storage, as with Gmail or Outlook, mail storage is practically unlimited at 1Tb.

Easy to use, with essentially unlimited mail storage.

#### **Gmail Homepage**

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💽 James -	🕞 🏫 📄 M Curr	WTP FINAL - THAT'S ALL FOLKSI As was suggest INBBOX	11/30/1						
	🗌 🏫 📄 M, Jane, Tom (3)	FINAL WEIGH IN - Hi Folks I need some group o	11/25/1						
	um	WTP - Hey Jim if you have access to a scale and want to email your final weight, that looks like the	11/25/15						
	Folders 🔤	WEEK 11 - No time to waste NEXT WEEK is the FINAL WEEK of the Fall Weed-The-Pounds Week 11 Standings							
	🗌 🏠 📄 M Curr	WTP Week 10 - Name Wk 9 % Wk 10 % TOTAL % LOST THIS MONTH TOTAL % LOST from START SUZANNE SOMERS 0.51% -0.52% 0.00%							
	🗆 🚖 📄 M Curr	WTP Week 9 - This is it we are in the final stretch of the challenge. EVERYONE is in the positive for weight							

# Write new message

-							
ton1875@gmai	il.com was just u	sed to sign i	n from Chro	ome on Windows. Ja	mes Barto	n jbarton1875@gmail.co	Jul 8
n Google Play.	Order number: 0	GPA.1394-	Recip	ient's email addr	ess	View 🛪	Apr 3
on Google Play.	. Order number: (					View A	Mar 1
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5	Send email	Attach	files	Insert photo			

### Create a new Gmail account

Go to gmail.com and click on "CREATE AN ACCOUNT"

Create your Googl	e Account			
One account is all you need One free account gets you into everything Google.	Name First Last			
G M 🕅 🖪 🛆 💠 🕨 💿	@gmail.com			
Take it all with you Switch between devices, and pick up wherever you left off.	Create a password Confirm your password			
	Birthday Month Day Year Gender			
	I am ≎ Mobile phone ■ ▼			
	Your current email address			
	Location United States			
	Next step			

Enter your first and last name

Choose a username (Google will suggest based on your name)

Create a password (must be 8 characters, a mix of upper, lower case, numbers, and symbols are suggested

Birthdate and Gender are require fields

A Mobile Phone number can be used to retrieve a forgotten password, as can an existing Email address, but neither is required

Next Step requires agreement to terms and conditions, after which your new account is created