



This guide includes:

- How to make an email account
- How to send an email
- How to check your emails
- Tips and tricks when using email
- Mailing lists you can sign up to
- List of Words and Meanings

1. What is an email address?

An email address is like a postal address but on the internet.

People can send mail to your email address just like a postal address

You can also send mail to other people using your email address.

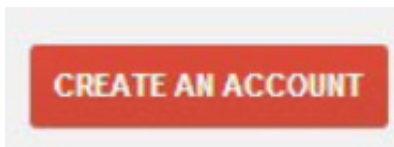
An email address looks like this:

Joesmith@gmail.com



Brain Storm

Can anyone think of a reason someone would want to have an email address?



2. How to make an email address.

The First thing you need to do is turn on a computer and get onto the internet.

Step 1

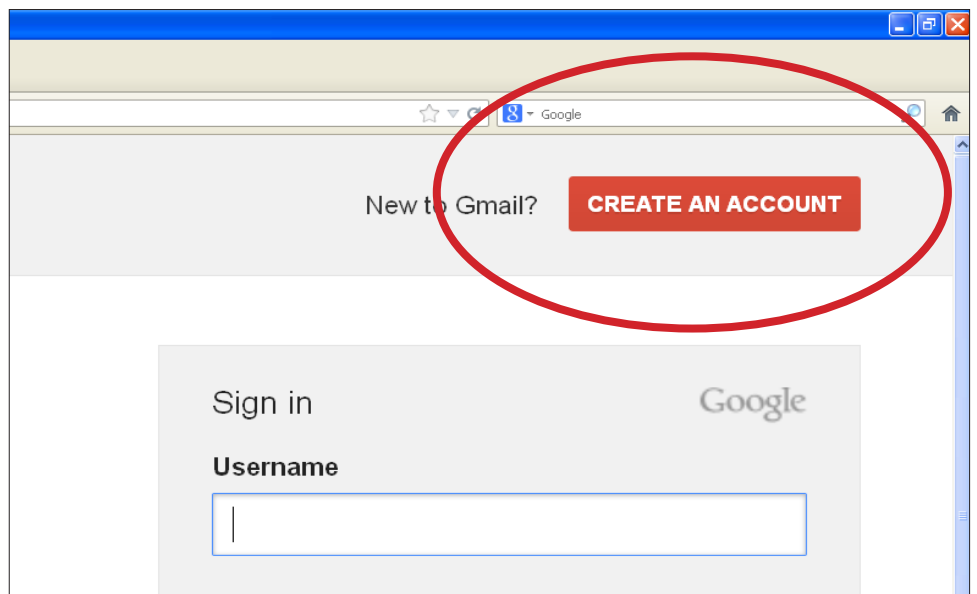
Open the internet and type gmail.com into the web address box at the top of the screen, Press enter on the key board.

Step 2

This will open a new page.

On the right hand side of the page is a red button that says 'Create Account'

Click on the create account button.





Step 3

Fill in your information.

- Type in your first name and your last name.
- Type in what you would like your email to be. e.g. joesmith@gmail.com
- Choose a password for your email. You should choose a password with letters and numbers. e.g. geelong1985.
- Type in your password again.

Name

Choose your username

@gmail.com

Create a password

Confirm your password

How to...

Set up and use Email



- Put in your birthday. Use the arrows to pick the month you were born in and then type the day and the year in boxes on the right.
- Put in if you are a man or a woman. Click on the arrows to pick male or female.
- Write in your mobile phone number without the first '0'. Example: if your phone number is 0433 853 765, write 433 853 765.
- If you don't have a phone number, ask a friend if you can use their number.

Birthday

January 22 1985

Gender

Female

Mobile phone

+61 433 853 765



1. Type in a friend's email address. You could use your Self Advocacy group's address if you like.
2. Copy the code words that you can see into the space below them.
3. Use the arrows to pick the country that you live in. e.g. Australia
4. Click on the first box to say you agree to the rules of gmail.
5. Click on **NEXT STEP** when you have finished.



Your current email address
surgwindarring@gmail.com

Prove you're not a robot
 Skip this verification (phone verification may be required)

rlinksee school

Type the two pieces of text:
rlinksee school

Location
Australia

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

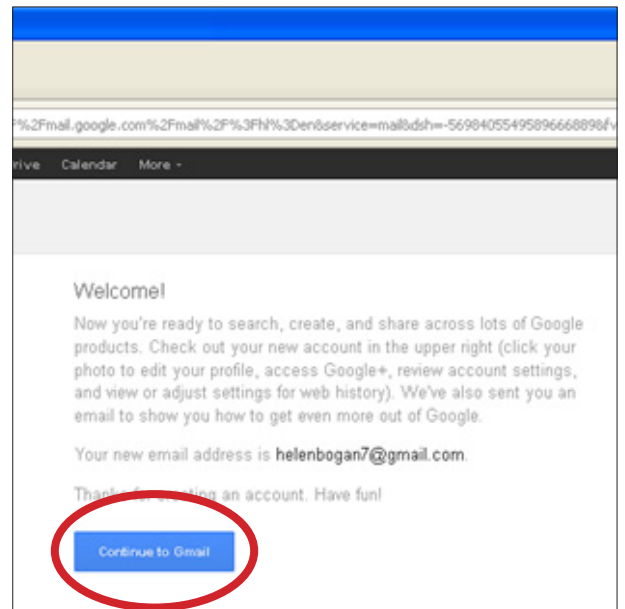
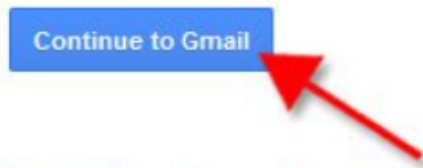
Next step



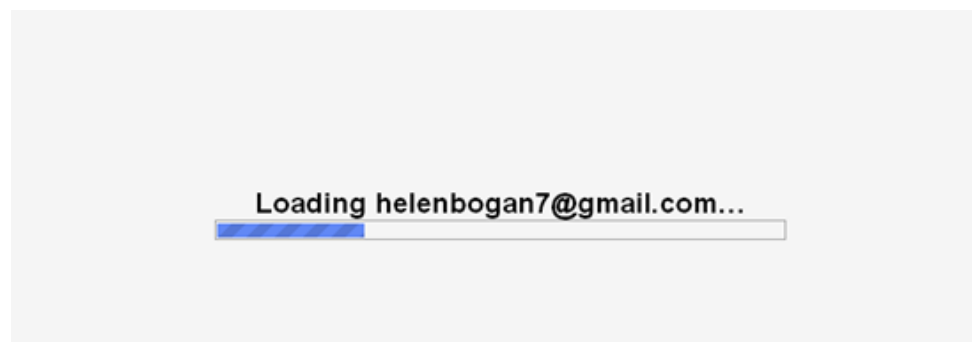
4. Setting up the Email

Once you have clicked next a new page will open up welcoming you to Gmail.

- Click 'continue to Gmail'.



- A window will come up asking you to wait.





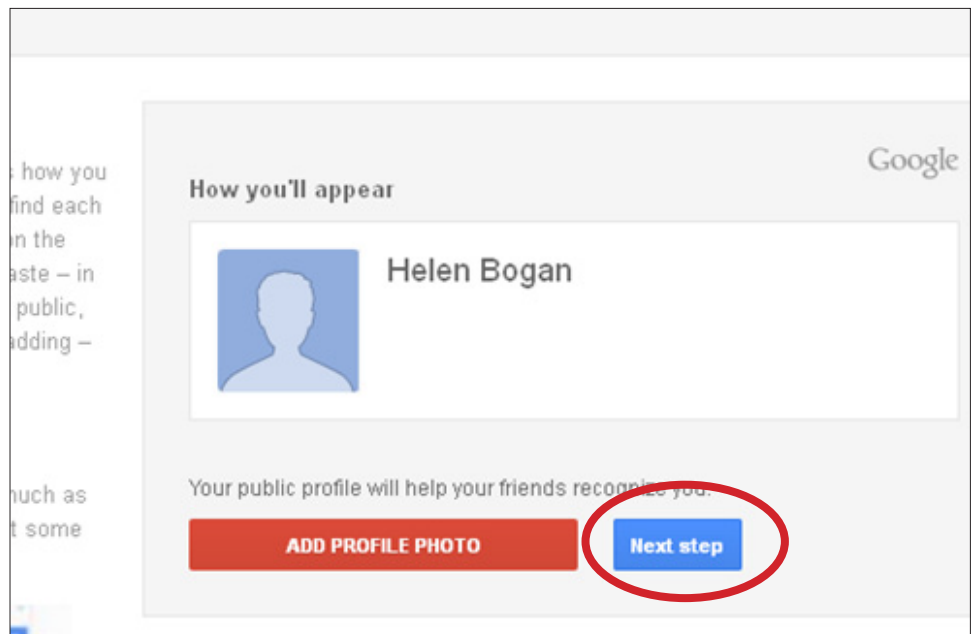
How to...

Set up and use Email



- This screen will come up asking if you want to put a photo of yourself up.
- You can always add a photo of yourself later on.
- Click [next step](#) to skip.

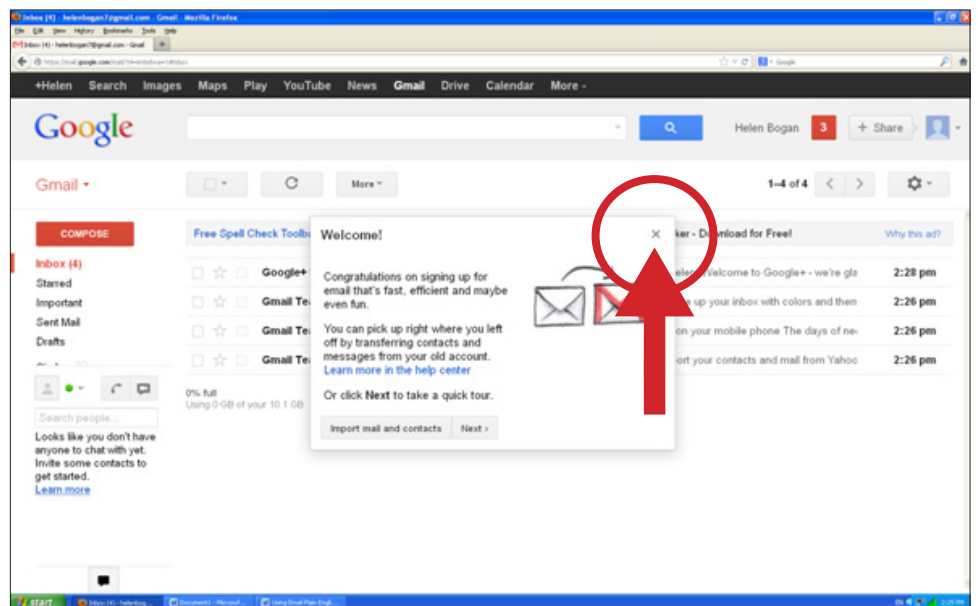
NEXT STEP





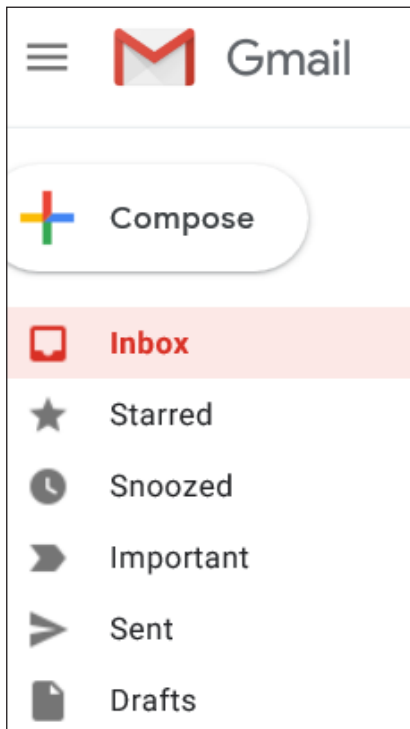
5. Last step to set up Email

This screen will come up, Click the cross (x) at the top of the 'welcome' message and you are ready to get started!



Congratulations!

You now have a new email address!

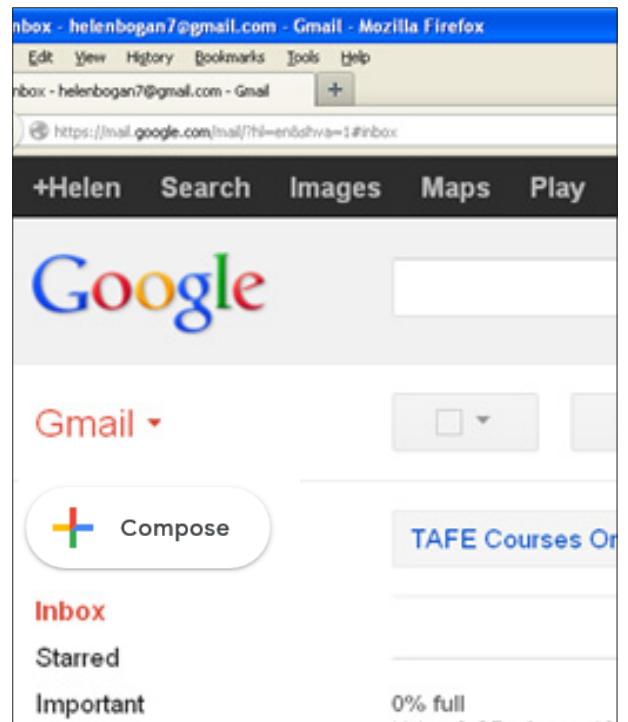


6. Sending an Email

Step 1

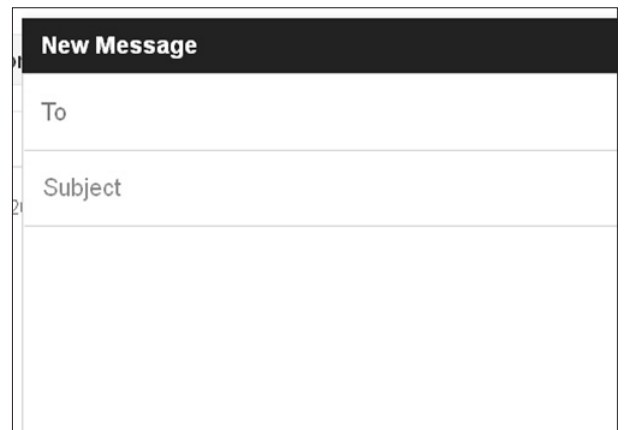
Click on the **Compose** button on the top left hand side of the page.

Compose means to make something.



Step 2

This window will come up.





Step 3

To write an email to someone, you need to write the address in the space next to 'To:'

Example: joe@gmail.com

Step 4

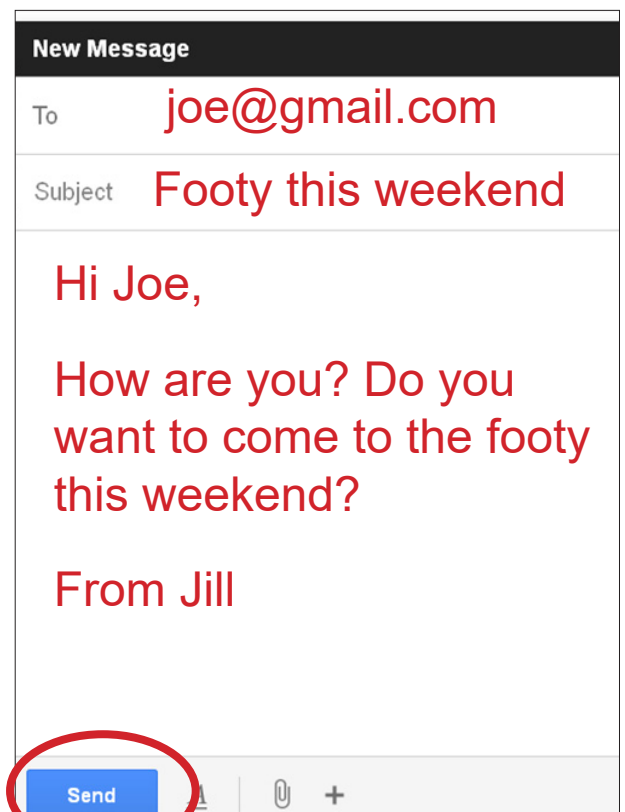
Next to **Subject**, type in 2 or 3 words saying what the Email is about.

Step 5

Write what you want to say in the email here.

Step 6

Click **Send** here to send your email message.

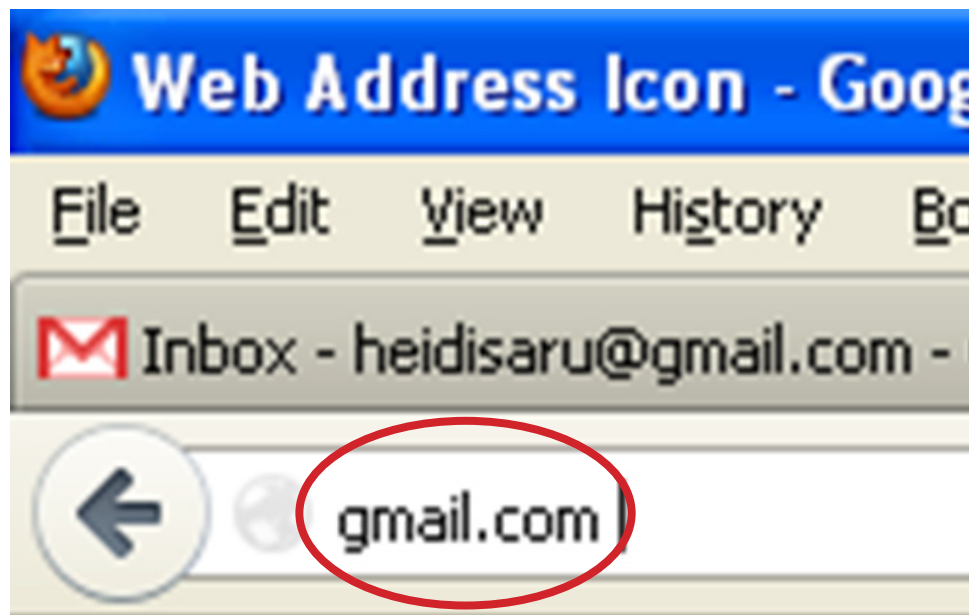




7. Checking your Emails

Step 1

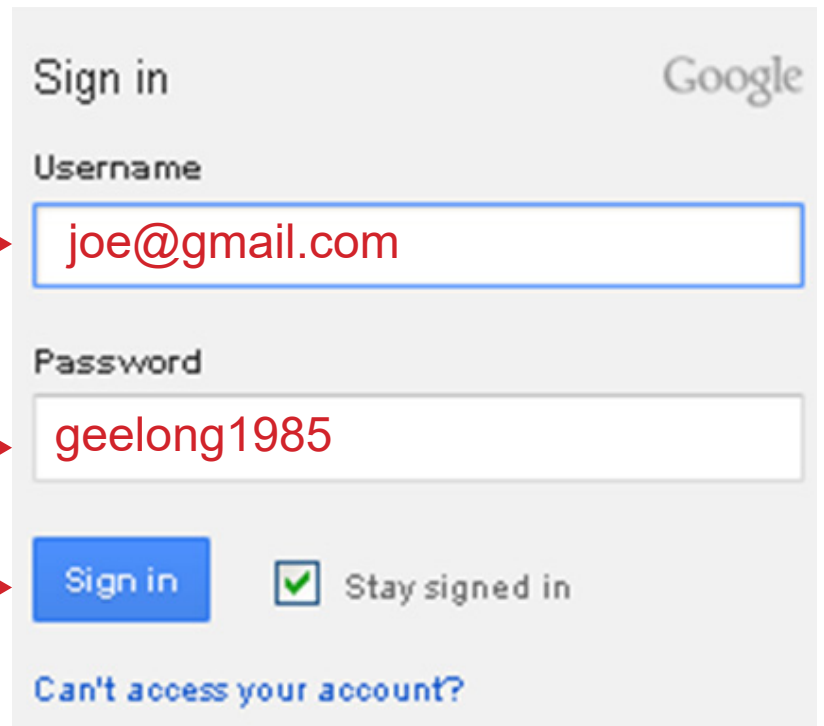
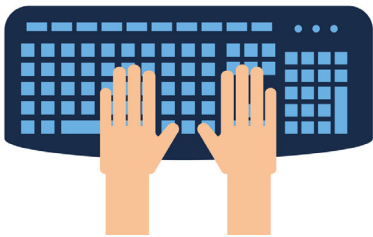
Go to the web address. Open the internet and type gmail.com into the web address box at the top of the screen.



Step 2

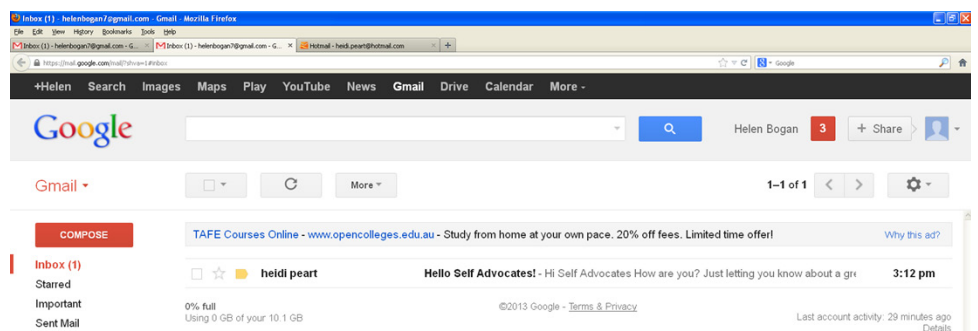
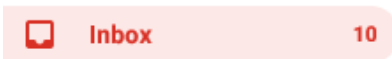
Type in your email address (user name) and your password.

Press *sign in* when you have finished.



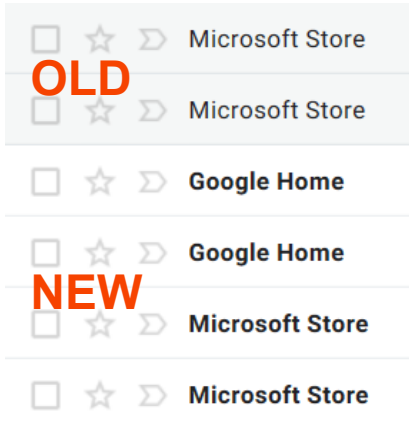
Step 3

Check if you have any new emails. The screen in the picture below is called the Inbox. The inbox is like a mail box for your emails.



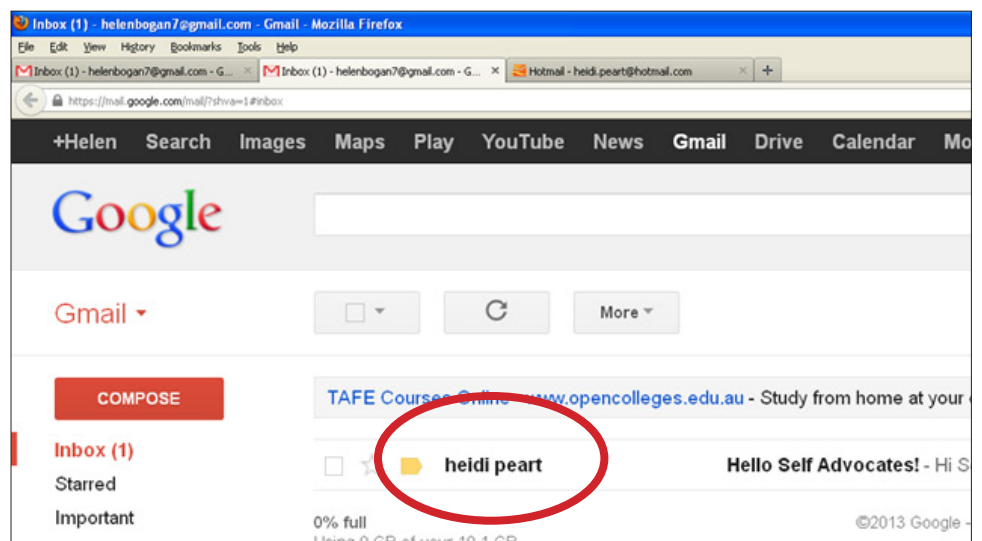
How to...

Set up and use Email



New emails will have the writing in bold and a white background.

Click on the name of the person sending the email to open it.



Step 4

Once you have opened your email and read it you can do one of three things. You can:

1. delete it
2. write back (reply) or
3. save it for later.

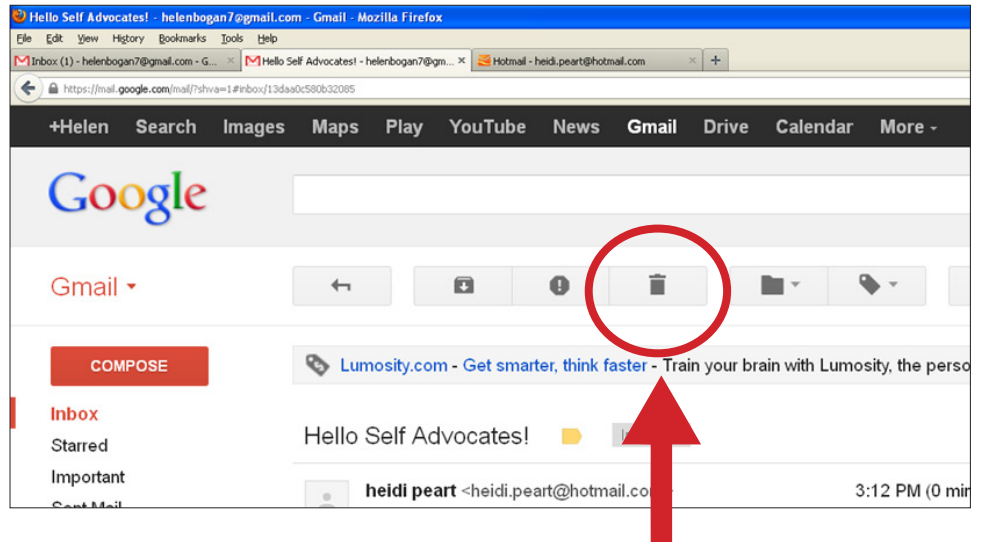




Step 5

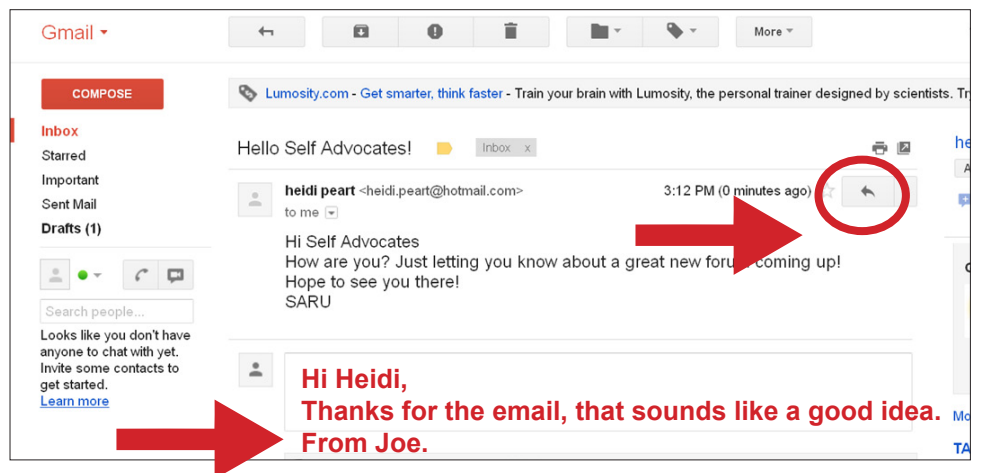
• Delete an email

To delete the email press the little rubbish bin picture at the top of the screen.



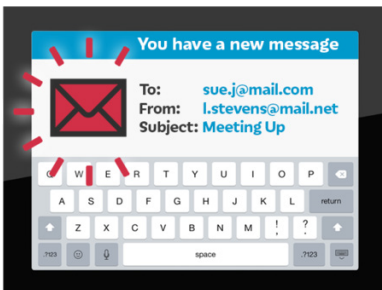
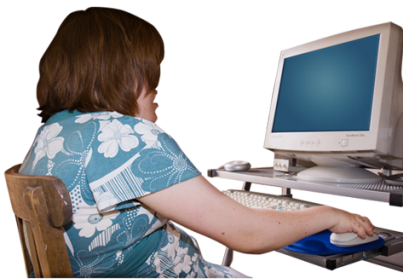
• Reply to an email

To write back to the person who sent the email click the arrow then start typing in this box.



When you have finished click the send button.

 **Inbox**

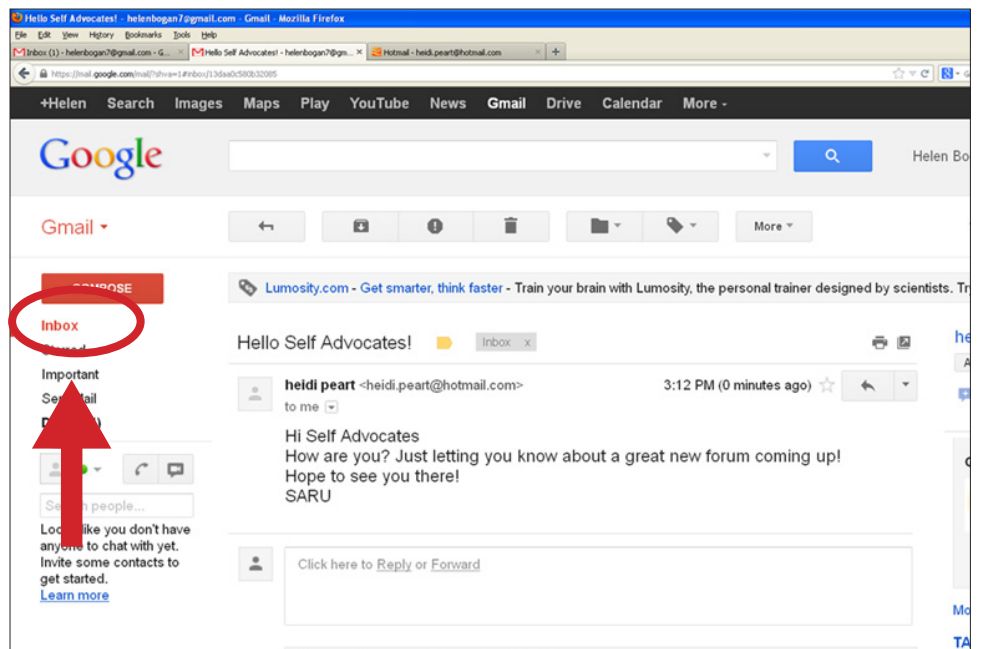


- **Save the email for later**

To save the email for later go back and click on 'Inbox'.

This will take you back to the inbox so you can read other emails.

The email you have read will be automatically saved.





Tips and Tricks

- Try to check your email at least twice a week so you get lots of practice.
- Make sure you tell people about your new email address so that they can contact you.
- Write your email address on some cards so that you can give them out to people you trust.
- Write your email address and password down and keep it somewhere safe so you don't lose it.
- Sometimes you might get sent things like adverts that are disguised as emails, if you're not sure if something is an advert you should get someone to help you out.



Mailing Lists you can join

If you would like some interesting news about self-advocacy and disability related events here are some mailing lists you could sign up to.

To sign up write an email to the addresses below telling them you would like to be on their mailing list.



SARU

- saru@rosshouse.org.au



Arts Access Victoria

- info@artsaccess.com.au



Wild at Heart

- info@wildatheart.org.au



Advocating Change Together

- act@selfadvocacy.org



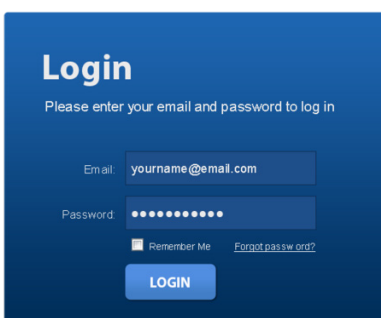
Disability Advocacy Resource Unit

- admin@daru.org.au



Reinforce Self Advocacy

- reinforce@rosshouse.org.au



List of Words and Meanings

- **Inbox:** Like a mail box where emails are stored and sent to
- **Web Address:** A web address is a long group of words that take you to a place on the internet. Example: google.com.au is a web address
- **Email Account/ Email Address:** Is someone's personal mail box on the internet. Email address is where you send the information. Example: joesmith@gmail.com
- **Junk Mail:** Are email messages that are trying to sell you something
- **Replying to an Email:** Where someone writes to you and you write back
- **Deleting an Email:** Throwing away an email you don't want anymore (Like putting something in the bin)
- **Log In:** Is when you put your email address and password into the computer so that you can read your emails
- **Password:** A special word that only you know so that you can keep your emails private.