

RHP Computer Applications

1-1 Logging in to your email account – Sending Assignments via email



You will be turning in the majority of your assignments via email. Any web-based email address will work; hotmail, yahoo, gmail, etc.

You may only use your email account to send assignments, request help or receive grades to and from your instructor. You are not permitted to email anyone but the instructor during class time.

When you email your assignment, the instructor will grade the assignment and reply back to you with your grade (it will be a very brief email, basically the points you received over the points possible).

If you need an email account, or if you want to create a separate account just for this class, follow the directions below to create a gmail account. Gmail only allows you to create four or so email accounts per location in a 24 hour period, so if you get blocked, just try again the following day, or create it from home. Keep in mind that google changes their site from time to time, so the screens may not exactly be the pictures I have in this assignment.

If you already have an email account, turn to page 7 of this assignment.

RHP Computer Applications

1-1 Logging in to your email account – Sending Assignments via email



Go to the Gmail account website.

Open your Internet Explorer browser and in the address bar, type in the address www.gmail.com and hit ENTER. You should see a screen that is similar to the one below:

Gmail

A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:



Lots of space
Over 7670.184280 megabytes (and counting) of free storage.



Less spam
Keep unwanted messages out of your inbox.



Mobile access
Get Gmail on your mobile phone. [Learn more](#)

[About Gmail](#) [New features!](#) [Switch to Gmail](#) [Create an account](#)



New! Get your own domain with Google Apps for Business

Love Gmail, but looking for a more custom email address for your business?
Get branded email, calendar, and online docs @your_company.com. [Learn more »](#)

Sign in Google

Username
pjhorton21@gmail.com

Password

[Sign in](#)

[Can't access your account?](#)
[Sign out and sign in as a different user](#)

Look for a link that looks like this:

NOTE: If you do not see a link that looks like the one above, someone before you may have not logged out. Look for a “Log Out” link.

Click on the “Create an account” link. A signup screen will appear (see next page).



Create a Google Account - Gmail

C

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

rhp08phho is available

Choose a password: [Password strength:](#)
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Type in your first and last name. Next, type in your desired login name. Start your login name with the **rhp08**, and then follow that with first two letters of your first name followed by the first two letters of your last name. As shown above, my login name would be **rhp08phho**. After you type your login name, click on the **check availability** button. If that login name is OK, it will appear in blue below the button as available. If your login name is not available, add a number or two at the end.

If you have a hard time remembering your login, write it down somewhere!

Type in a password. This password should be A) easy to remember and B) not so easy that someone could guess it. Re-enter your password to confirm it (and write it down if you have to).

Lastly, uncheck the **Remember me on this computer** box. Since you are responsible for all the email that you send, you don't want someone else being able to access your account. You should login to your gmail account each day.

RHP Computer Applications

1-1 Logging in to your email account – Sending Assignments via email



Next, scroll down and continue with the signup. You can answer one of the provided questions, or write your own question. This will be used if you forget your password.

Then, type in the graphic code in the box.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question: Write my own question
My favorite movie about a rodent and his special day

If you forget your password we will ask for the answer to your security question. [Learn More](#)


Answer: Groundhog Day


Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location: United States

Word Verification: Type the characters you see in the picture below.





Letters are not case-sensitive

Continue to the Terms of Agreement...

RHP Computer Applications

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If you would, you can read the terms of your agreement. Basically, it's lawyer gobley-gook that says you can't sue Google if you do something stupid. Click on the box that says you accept.

A screenshot of a web page for 'reattl'. At the top is the 'reattl' logo in blue. Below it is a search bar containing 'reattl' and a magnifying glass icon. Underneath the search bar, it says 'Letters are not case-sensitive'. To the left of the main content area, the text 'Terms of Service:' is displayed. To the right, there is a paragraph of text: 'Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.' A link for 'Printable Version' is located to the right of this paragraph. Below the text is a scrollable text box containing the following text: 'submit to the exclusive jurisdiction of the courts located within the county of Santa Clara, California to resolve any legal matter arising from the Terms. Notwithstanding this, you agree that Google shall still be allowed to apply for injunctive remedies (or an equivalent type of urgent legal relief) in any jurisdiction.' Below the scrollable text box, there is a paragraph: 'By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).' At the bottom of the page is a button that says 'I accept Create my account'.

If everything goes well, you should see the screen on the following page. If all is not well, correct any mistakes you made and try again.



Introduction to Gmail

Congratulations!

You've successfully signed up for Gmail. Here are **three things you really should know** before you get started.

[I'm ready - show me my account](#)

Archive, don't delete

With more than 2,500 megabytes of free storage, you never need to delete another email. Just archive everything and use Gmail's search to find what you need.

Great search, less filing

Never file another message or create another folder. Use Gmail's built-in Google search to quickly find the email you need.



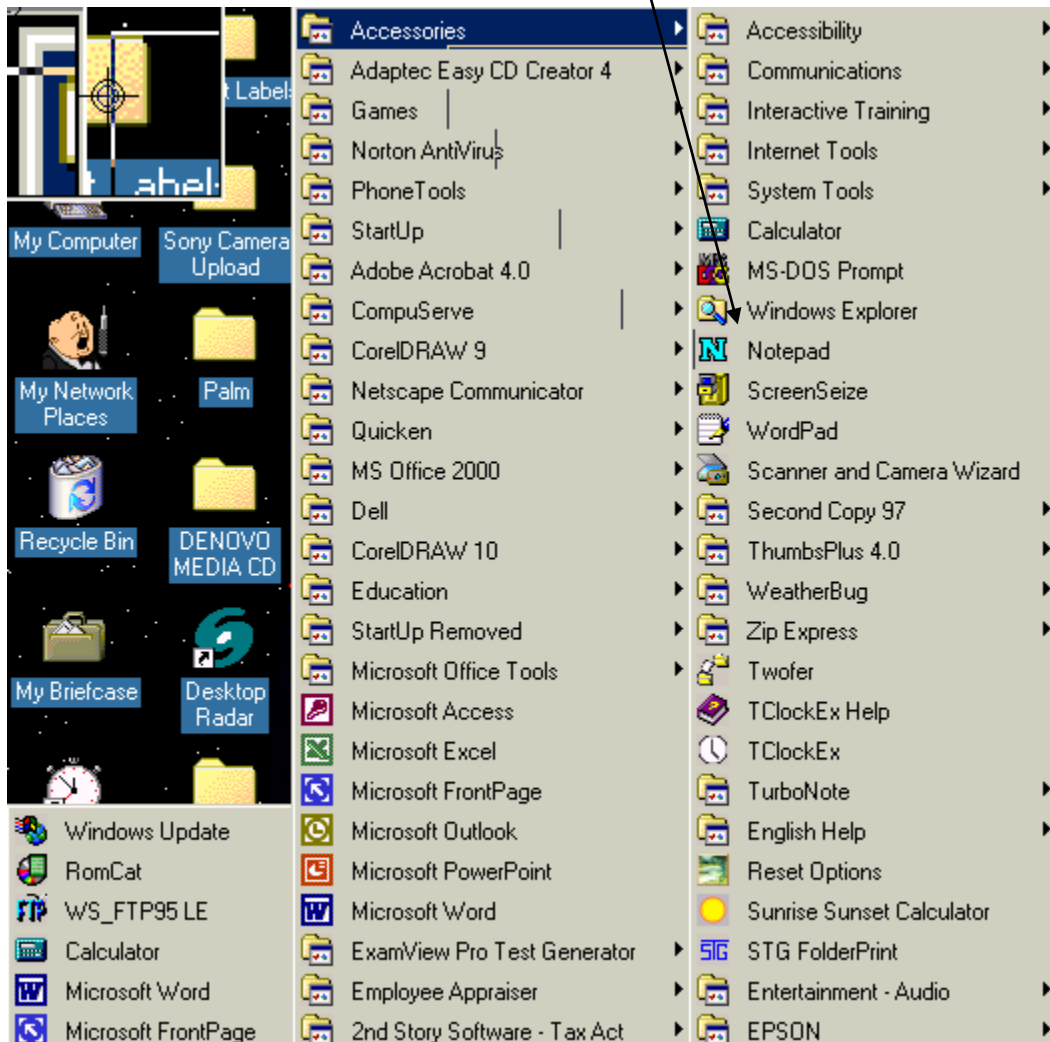
Go ahead and click on **I'm ready – show me my account**.



Sending Email

During most assignments in this class, you will be emailing the instructor a file that contains your assignment. When you send an email that contains a file, the file is called an attachment.

We're going to practice that now. Start by running the notebook program on your computer (to get to the notebook program, click on the start button, then programs, then Accessories and select Notepad).



RHP Computer Applications

1-1 Logging in to your email account – Sending Assignments via email



Create a new document in Notepad and type the following information:

- Your FULL name
- Your email address
- Your birthday
- Your favorite food

Save this file (make sure to save it in your personal folder). You can use any file name you wish. If you are using a different email than gmail, the following procedure may be a bit different.

Log into your email account, and choose Compose Mail.

The top screenshot shows the Gmail inbox. The search bar contains "Search Mail" and "Search the Web". The inbox list shows a message from "Gmail Team" with the subject "Gmail is different. Here's what you need to know." and the time "7:17 am".

The bottom screenshot shows the "Compose Mail" window. The "To:" field contains "rhp@denovodental.com". The "Subject:" field is empty. The rich text editor is visible at the bottom.

Nearly all of your assignments will be sent to me (Mr. P Horton) via email. My email address for assignments is rhp@denovodental.com. Type this address into the **To:** field.

Here's the hardest part! Next, type in the SUBJECT. The subject will ALWAYS need to be in the correct format, or your assignment will be LOST INTO OBLIVION!!! Students have flunked this class because they were not able to put the correct subject in the Subject field.

In each assignment, I will tell you what the subject line will be. It will almost always follow this format: **compapp x-x lastname**. (x-x is the assignment number.) Please use ALL SMALL, LOWER CASE letters! This assignment is 1-1

RHP Computer Applications

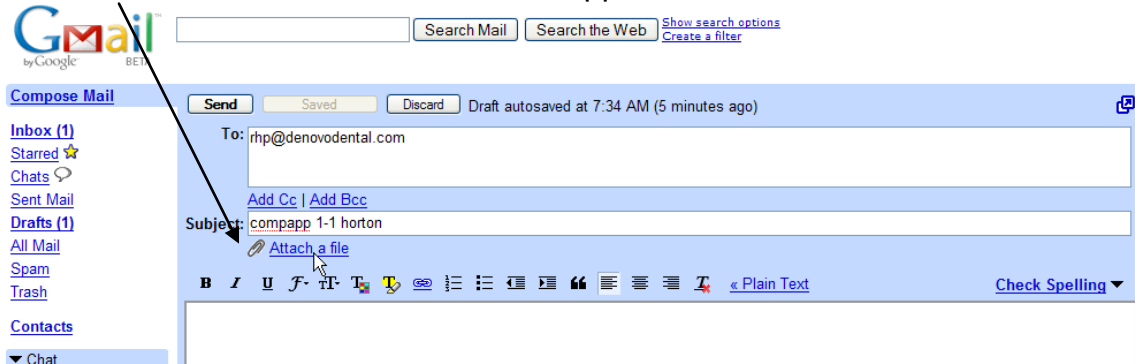


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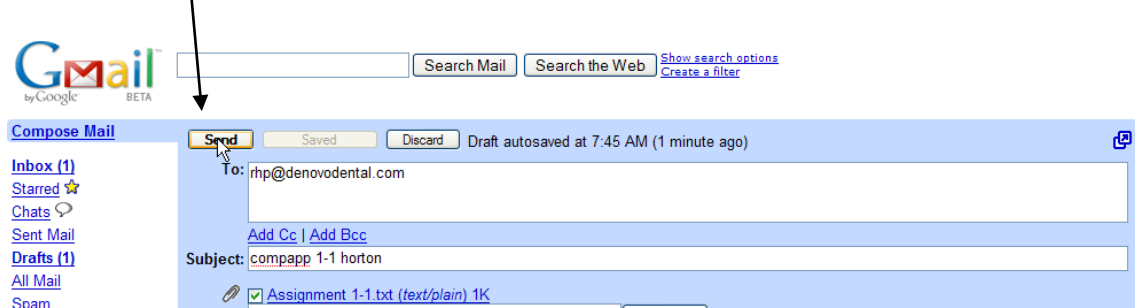
(that's week number 1, assignment number 1). If my last name is Porcupine, the subject would be **compapp 1-1 porcupine**.

Go ahead and fill out the subject line (**compapp 1-1 lastname**). Please put YOUR last name, not the word lastname.

Next, you are going to attach your assignment to your email. Click on the **Attach a File** link. A **browse** button will appear. Click on that button.



You will then need to navigate to notepad file you created earlier and select it. After short pause, your file will be attached to your email. In many assignments, you will have to type answers in the body of your email; but for this assignment, there is nothing else you need to do, so send the email to me by clicking on the **Send** button.

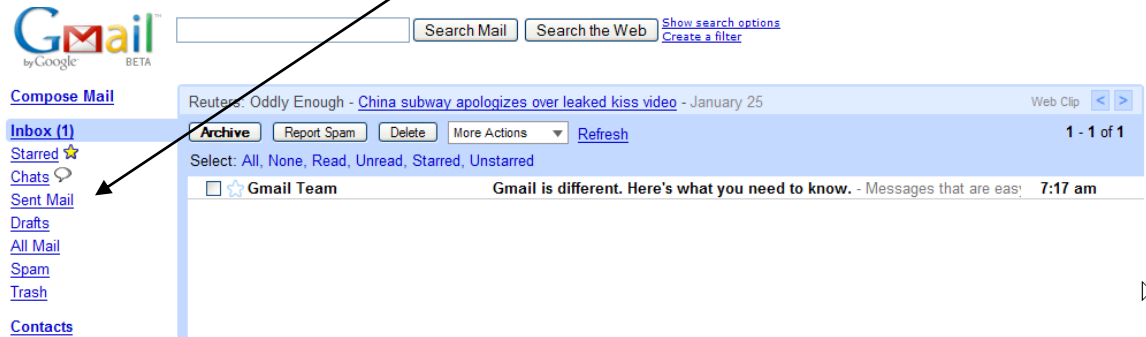


RHP Computer Applications

1-1 Logging in to your email account – Sending Assignments via email



It's done! One cool thing about gmail is that a copy of every email you send is stored in the Sent Mail folder. You can check this folder to make sure the email was sent OK, and also use this if you make a mistake on sending your assignment to re-send it to me.



After a while, your grade for each assignment will be emailed back to you. If you have any questions about emailing assignments, get help from a fellow student.

This completes assignment 1-1.

When you are done with your email, **MAKE SURE TO SIGN OUT** of your email account. Click on the **Sign Out** at the top right corner.

