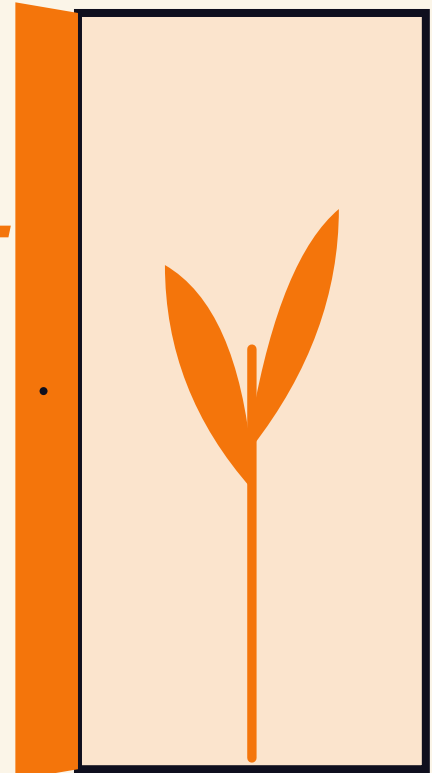




Email made easy.

Send. Receive. Read.

Your bank, your hospital, your government — they all need an email. Gmail is the most-used. Free. Forever. Once you have an account, the world opens up.



WHAT'S INSIDE

- ✓ Open Gmail and read messages
- ✓ Send your first email
- ✓ Attach photos and documents



— WHY THIS MATTERS

An email address is your digital home address.

Without email, you can't fully use the internet. Bank accounts need email. Government schemes need email. Online bookings need email.

Gmail by Google is the simplest. Free. Spam-protected. Works on phone and computer. If you don't have one, your kids can set it up in 5 minutes.

WHAT YOU'LL LEARN

- Open Gmail
- Read incoming messages
- Reply or send a new email
- Attach photos and documents

 *Takes about 6 minutes to read*



1

STEP 1 OF 6

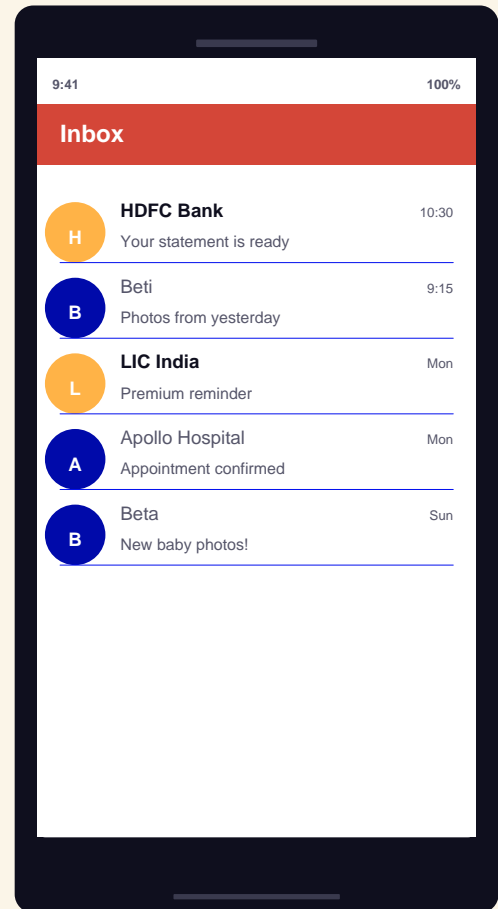
Open Gmail

- Phone: tap the red 'M' Gmail app
- Computer: open browser, go to gmail.com

Sign in with your email address (like ramesh@gmail.com) and password. If logged in already, you go straight to inbox.

● **TIP**

Save your password somewhere safe (in your home notebook). Without it, you can't get back into your account.





2

STEP 2 OF 6

Read your inbox

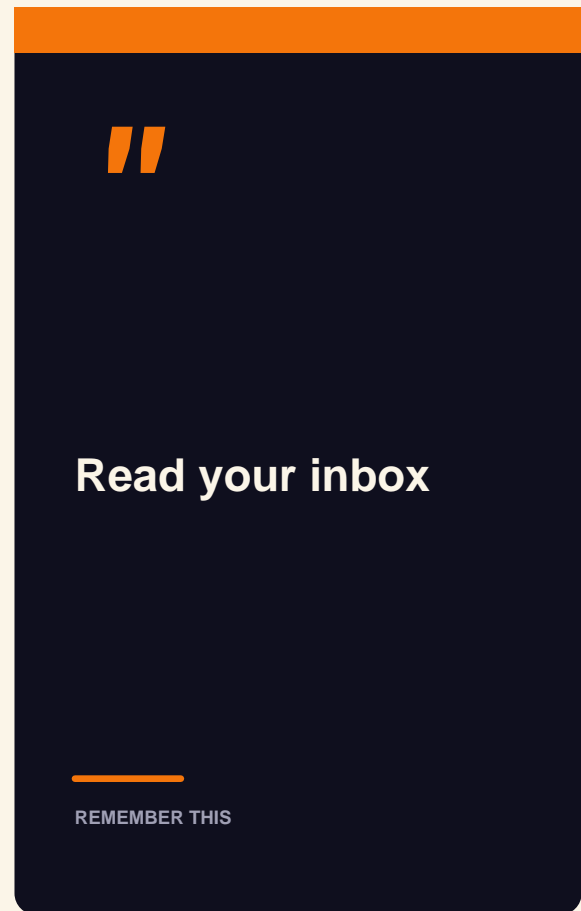
Inbox shows all incoming emails:

- BOLD = unread (haven't opened yet)
- Light = already read
- Latest at top, oldest below

Tap any email to read it. Use the back arrow to return to the inbox.

● **TIP**

Most senders' names show up at left.
Subject in middle. Time on right. Familiar people first, strangers later.





3

STEP 3 OF 6

Reply to an email

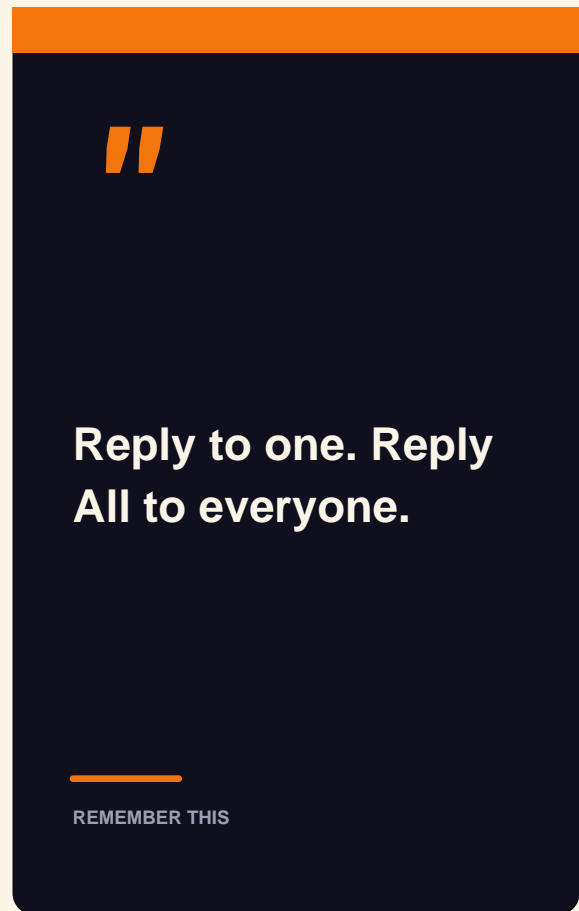
After reading an email:

- Tap the 'Reply' button (curved left arrow)
- Type your response
- Tap Send (paper plane icon)

The reply goes back to the same person. They get it instantly.

● **TIP**

If you want to reply to ALL people on the email (group emails), tap 'Reply All' instead. Use carefully — sometimes you don't want everyone seeing your reply.





4

STEP 4 OF 6

Compose a new email

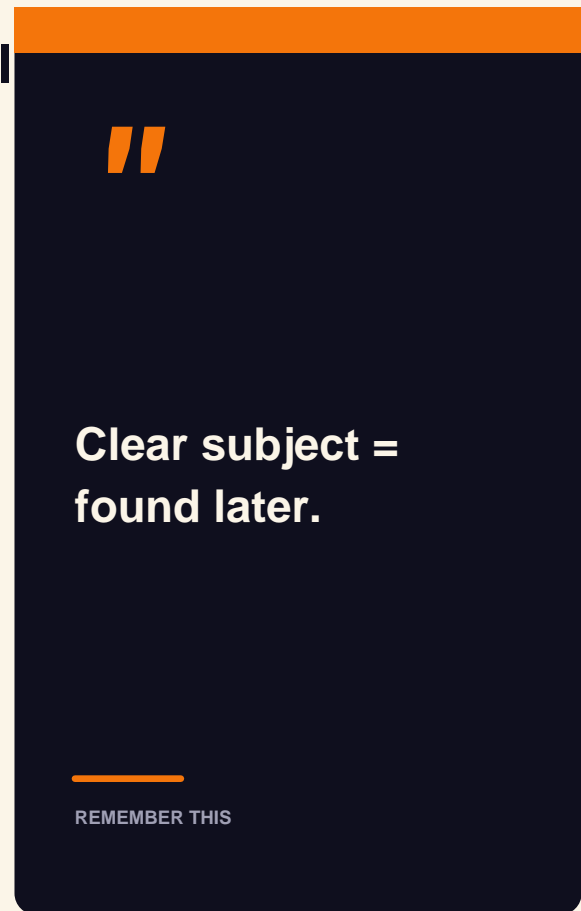
To start a new email:

- Tap the COMPOSE button (red pencil icon, or '+')
- Type the recipient's email address in 'To'
- Type a clear subject
- Type your message
- Tap Send

The email reaches in seconds, anywhere in the world.

● **TIP**

Subject lines should be clear: 'Anniversary photos' not 'Hi'. Helps the receiver find your email later.





5

STEP 5 OF 6

Attach a photo or document

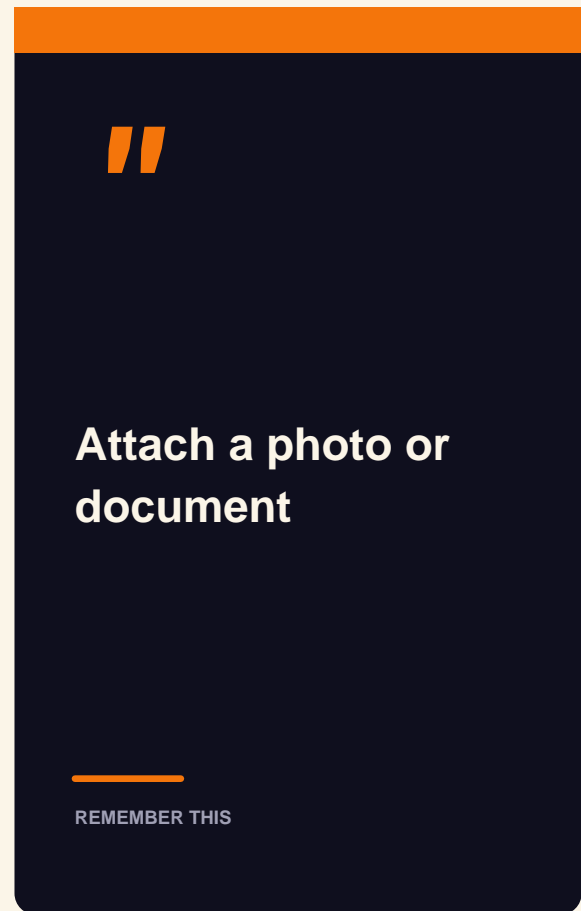
While composing an email:

- Tap the paperclip icon (Attach)
- Pick from your phone gallery or files
- Select photo/document
- It uploads — you see a preview
- Tap Send

Photos, PDFs, Word docs — all attach the same way.

TIP

Files over 25 MB don't attach. For big videos, use Google Drive: upload to Drive, share the link via email.





6

STEP 6 OF 6

Spot spam and unsafe emails

Gmail filters most spam to a 'Spam' folder. But some sneaks through. Watch for:

- Strange senders (random numbers in name)
- Subject lines like 'You won!'
- Asking for your password or OTP
- Threatening account closure

Don't click links in suspicious emails.



WARNING

Banks NEVER ask for password or OTP by email. Government NEVER threatens by email. Real organizations communicate clearly. Any email asking for personal info — delete it.

Unknown sender + scary subject = delete.

REMEMBER THIS



QUICK RECAP

Email essentials.

1 **Bold = unread, light = read**

Inbox shows newest at top. Bold senders haven't been opened. Tap any to read.

2 **Reply vs Reply All**

Reply goes to one sender. Reply All goes to everyone on the email. Use carefully — some replies aren't for everyone.

3 **Subject = your filing system**

Clear subjects make emails findable later. 'Anniversary photos' is better than 'Hi'.

4 **Paperclip for attachments**

Photos, documents, PDFs — all attach via the paperclip icon. Recipient downloads them their end.

5 **Real banks never email passwords**

Any email asking for password, OTP, or 'urgent action' on your account is a scam. Delete without clicking.



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