CREATING EMAIL ADDRESSES, EMAIL CORRESPONDENCE TECHNIQUES

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- To receive emails, you will need an email account and an email address. Also, if you want to send emails to other people, you will need to obtain their email addresses.
- Popular webmail providers are **Yahoo!**, Microsoft's Outlook.com (previously **Hotmail**), and Google's Gmail.

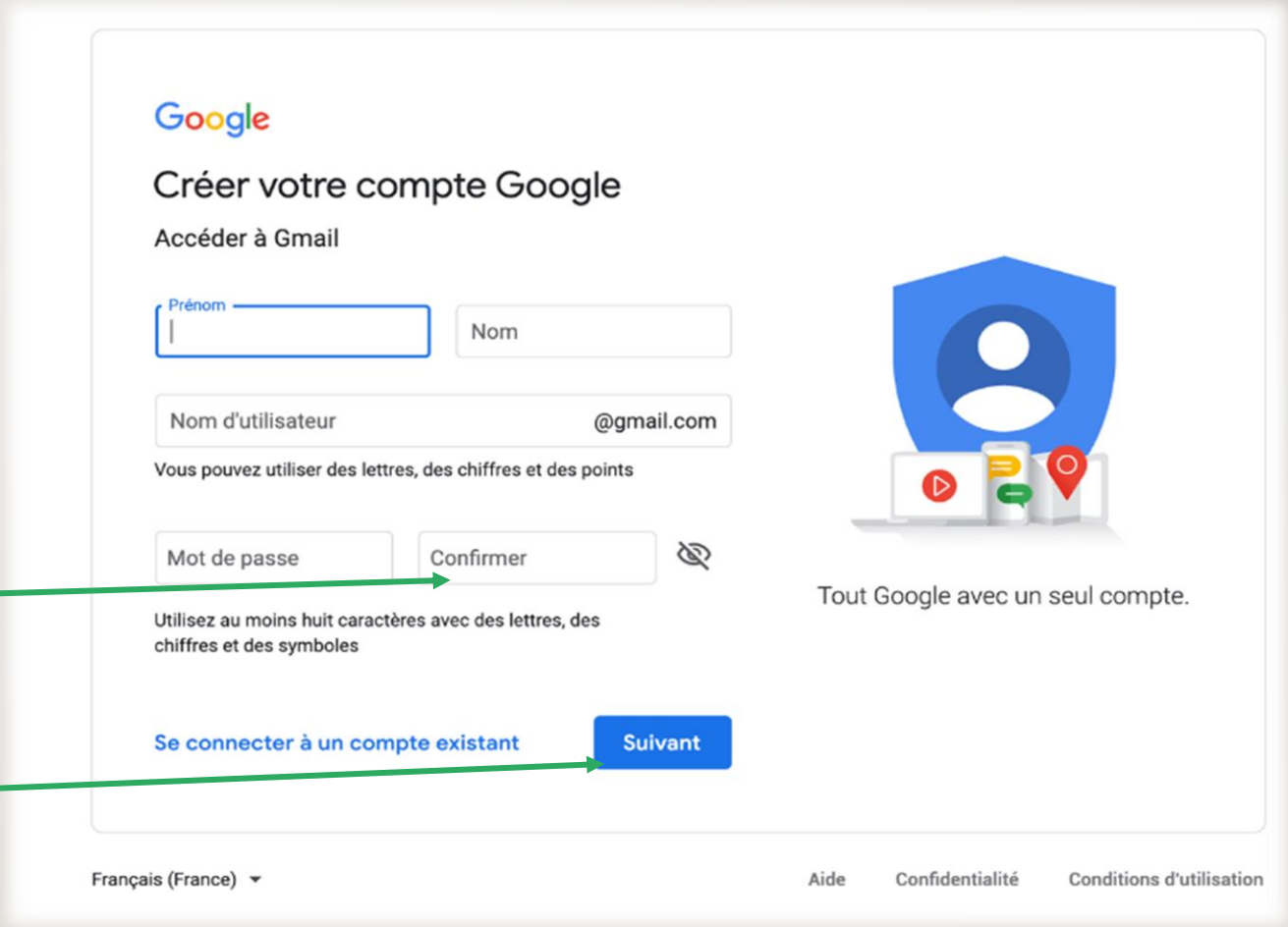
- Many hosted web domains end with a suffix other than **.com**. Depending on the organization, your provider's domain might end with a suffix like **.gov** (for **government** websites), **.edu** (for **schools**), **.univ** (for **university**), or **.org** (for nonprofit **organizations**).Can be installed on the desktop (work offline).

Creating email addresses (exemple Gmail)

- Go to the Gmail home page: https://www.google.com/gmail/ and click on 'Create an account'.

Fill in the form with your first and last name. Enter the username you require for your e-mail address. And enter a password in the appropriate field. Repeat it in the "**Confirm**" box next to it.

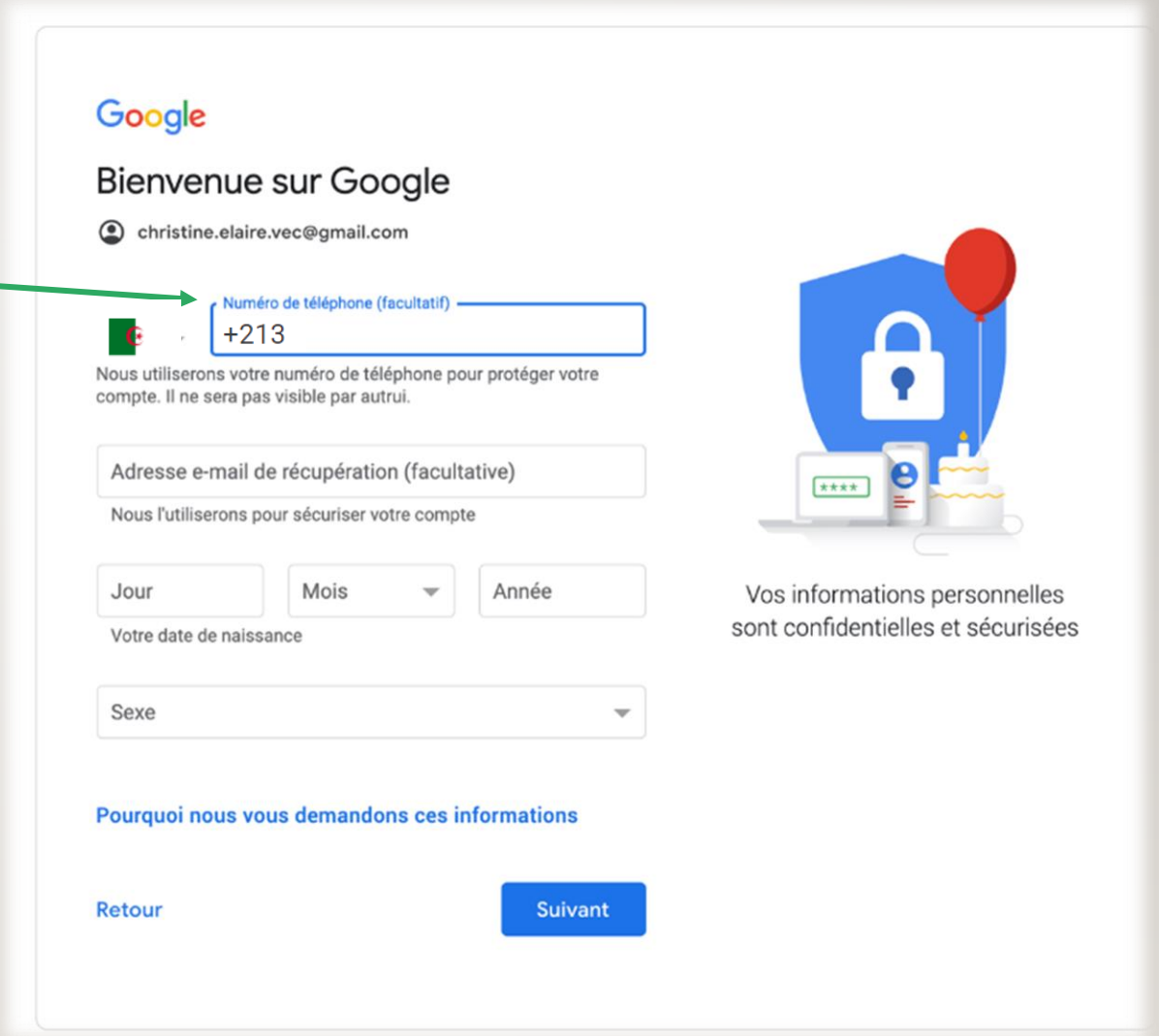
Then click on "**Next**".



Creating email addresses (exemple Gmail)

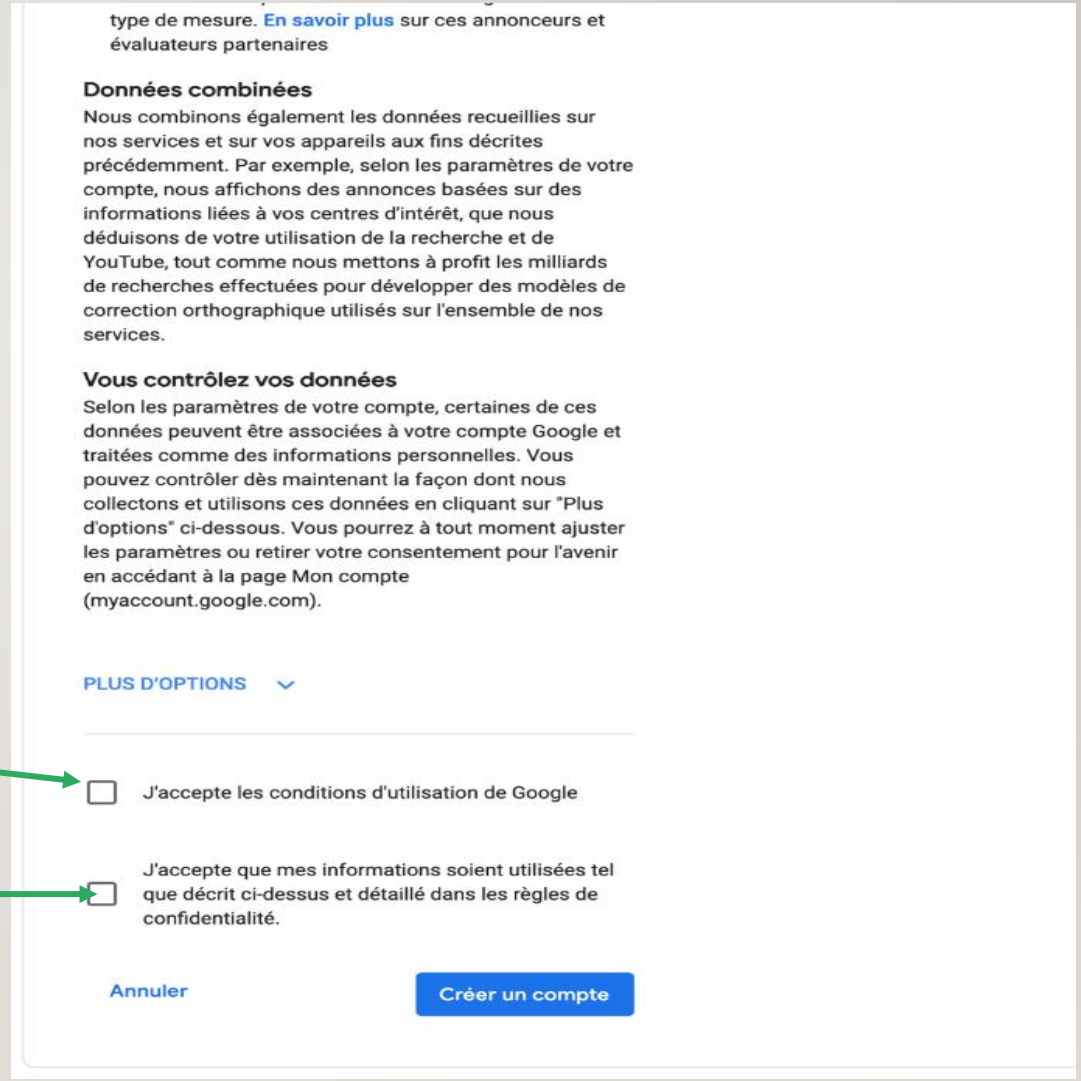
To secure your Google Account, you will be asked for a **telephone number** and an email address. Put in at least one or the other, otherwise it will be very difficult to recover your password if you lose it. What's more, the telephone number will enable you to secure your email inbox with 2-factor verification, or in the event of any abnormal be haviour on your account.

*After you have filled in the form and clicked "**Next**", you must accept the Confidentiality Rules and Conditions of Use.*

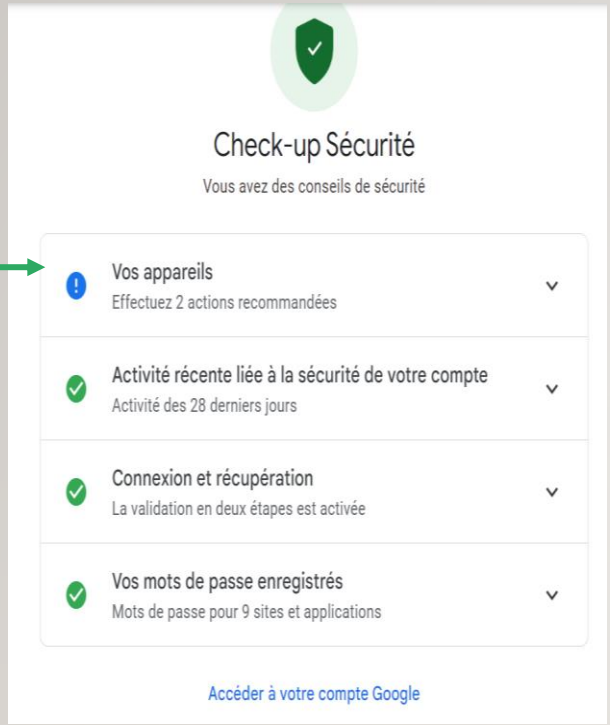


Creating email addresses (exemple Gmail)

To do this, scroll to the very bottom of the page and, after reading the terms and conditions, tick "I accept Google's terms and conditions of use" and "I agree to the use of my information as described above and detailed in the privacy policy" before clicking on "Create an account" again.



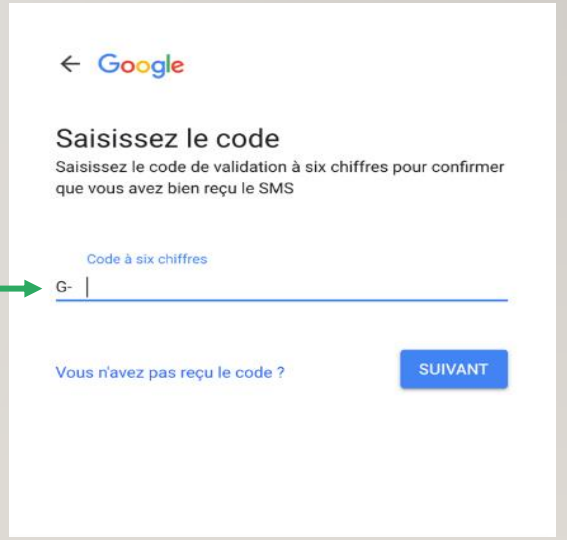
1- Click here

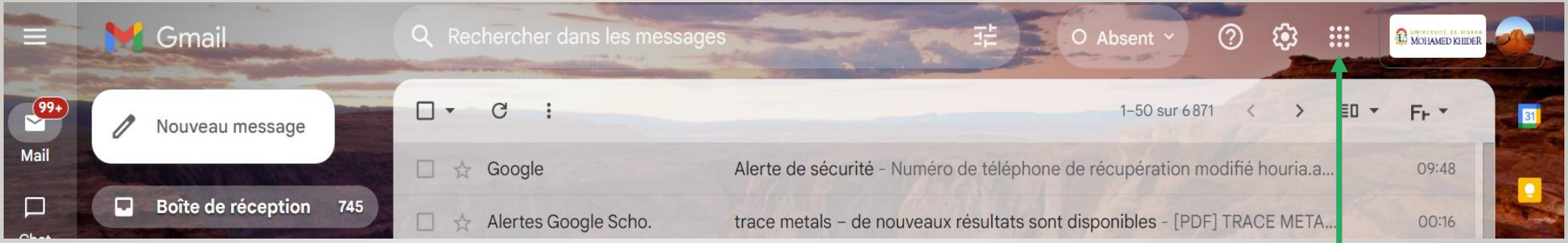


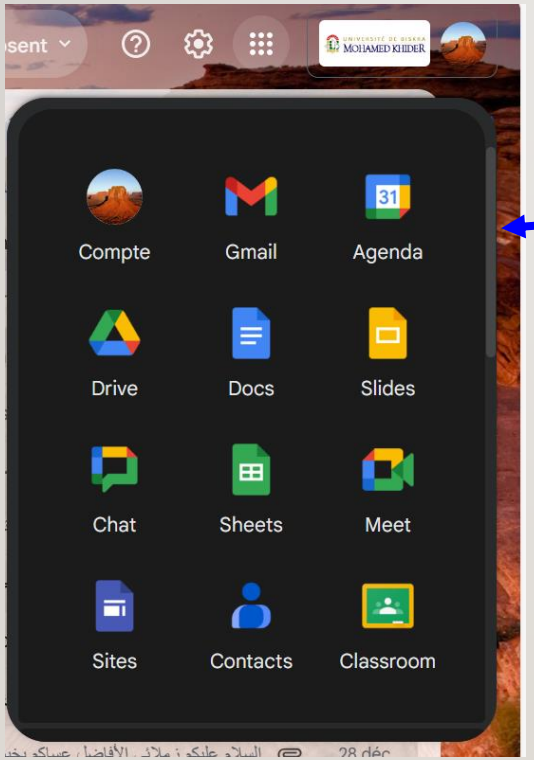
2- Click here

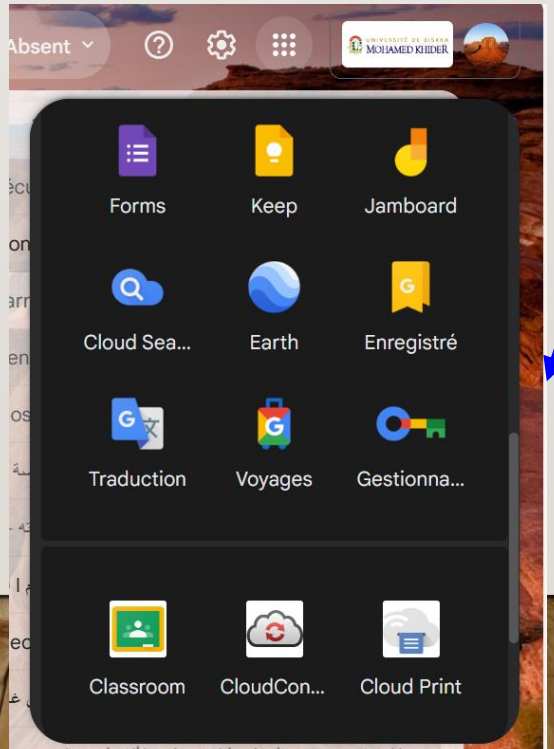
3-Validate the phone number to check that the phone number is really yours, google will send you a six-digit validation code by text message.

4-Enter the code received by text message









You click here and you will see several important icons such as: Drive, Docs, Meet etc

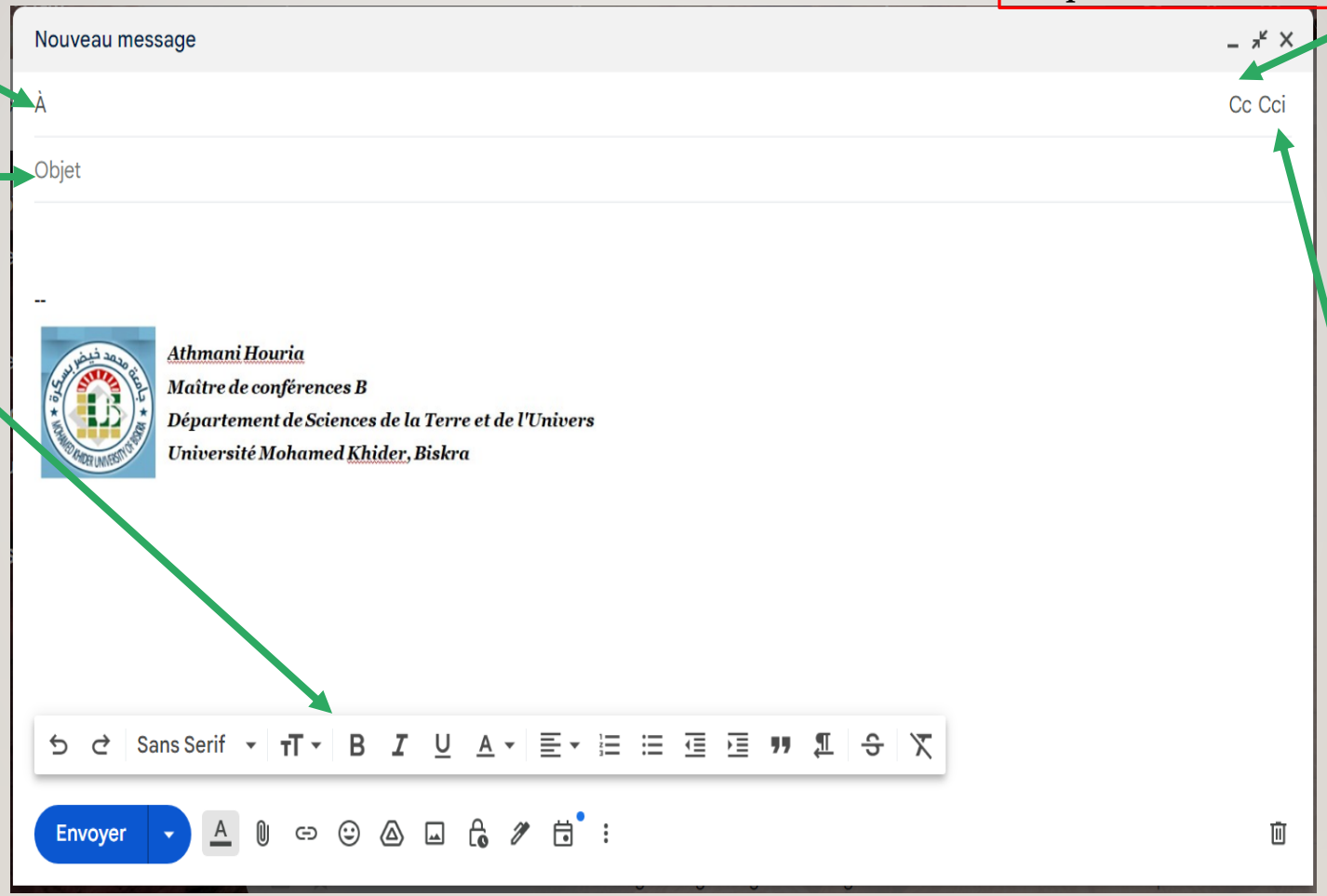
Email fields

À all the co-recipients you place here will have their email address sent to all the other people to whom the email is sent.

This is the title that your recipient will see in the mailbox

the font bar, such as word, to personalize your text

Cc Carbon copy , when you send an email, it is sent to a primary recipient. The Cc field allows you to add secondary recipients. Handy if you're not particularly expecting a response from secondary recipients!



Cci

(Blind Carbon Copy), each of your correspondents will see only his or her own address appear in the list of recipients.

Email fields

Attach files no larger than 25MB

Insert a photo

Delete the message of Email

the font bar, such as word, to personalize your text

Insert a link

Insert files with Drive that exceed 25MB