

# Android Tablet Course 2018

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## Features of a Google gmail account

The following slides will :

- Show how to make a gmail account
- How to change settings
- Some features of a gmail account

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## Setting up a Google email account

Setting up a google email account has many benefit as you will see in this presentation.  
Creating an account.

Google

### Create your Google Account

Continue to Gmail

First name  Last name

Username

You can use letters, numbers & periods

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

One account. All of Google working for you.

English (United Kingdom) Help Privacy Terms

You enter your name or nick name and the email name you want to use.  
This may take several trials as google has 10000's emails address.  
Example: for a person name John Doe,  
Phone 750 507 9988.

**[eodjohn9988@gmail.com](#)**

If this name is used you have to change the entry you made **[eodjohn9988](#)**

Next is the password use at least 8 character made up of letters and numbers  
Then click next. If your information is accepted you will move on to the next screen

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## Setting up a Google email account



### Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number



[Back](#)

[Next](#)



Your personal info is private and safe

On this screen they ask for a phone number. This number is used to verify your account to insure you're a live human being and in case you forget your password in the future.

If you don't enter a number you will not be able to continue .

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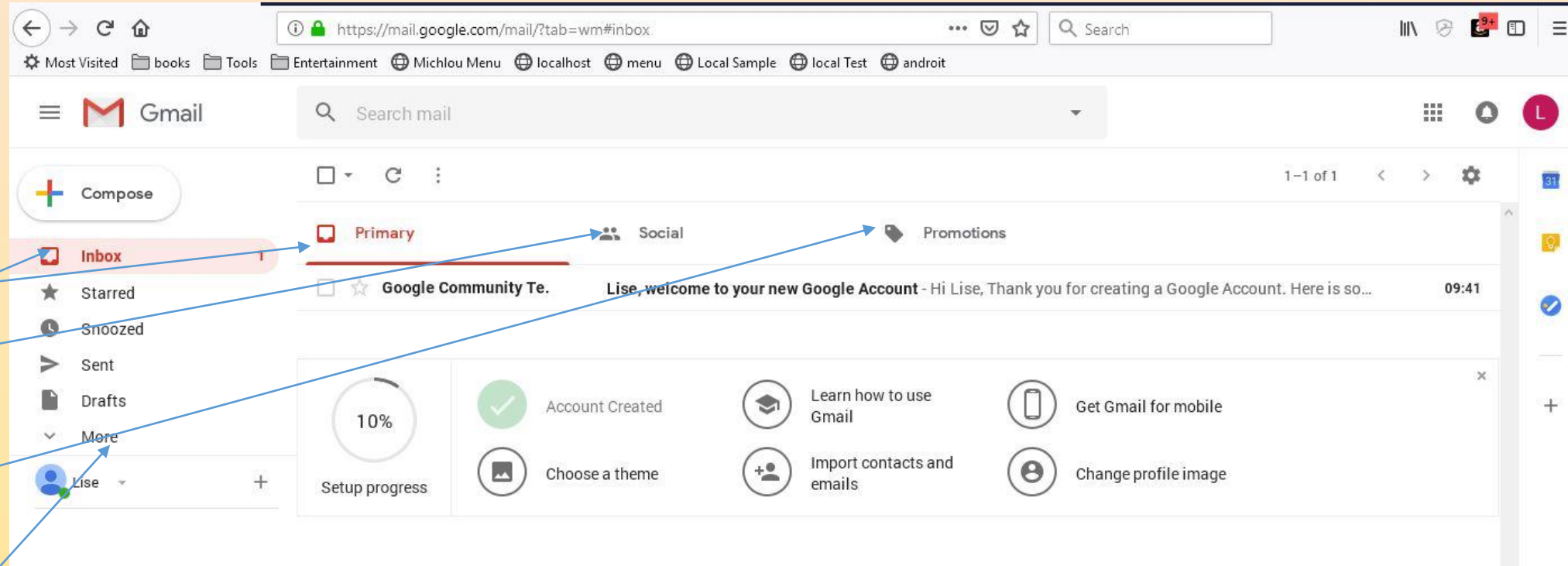
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## Setting up a Google email account

This is usually the first screen you encounter.

Google gmail breaks up your account in 4 section

1. Inbox or Primary
2. Social (emails you receive from Facebook)
3. Promotion (email you get from junk mail)
4. Spam (junk mail)



To see the email click on the any of the sections (primary) – (Social) – (promotion) or (spam)

To compose a new email click on the compose button



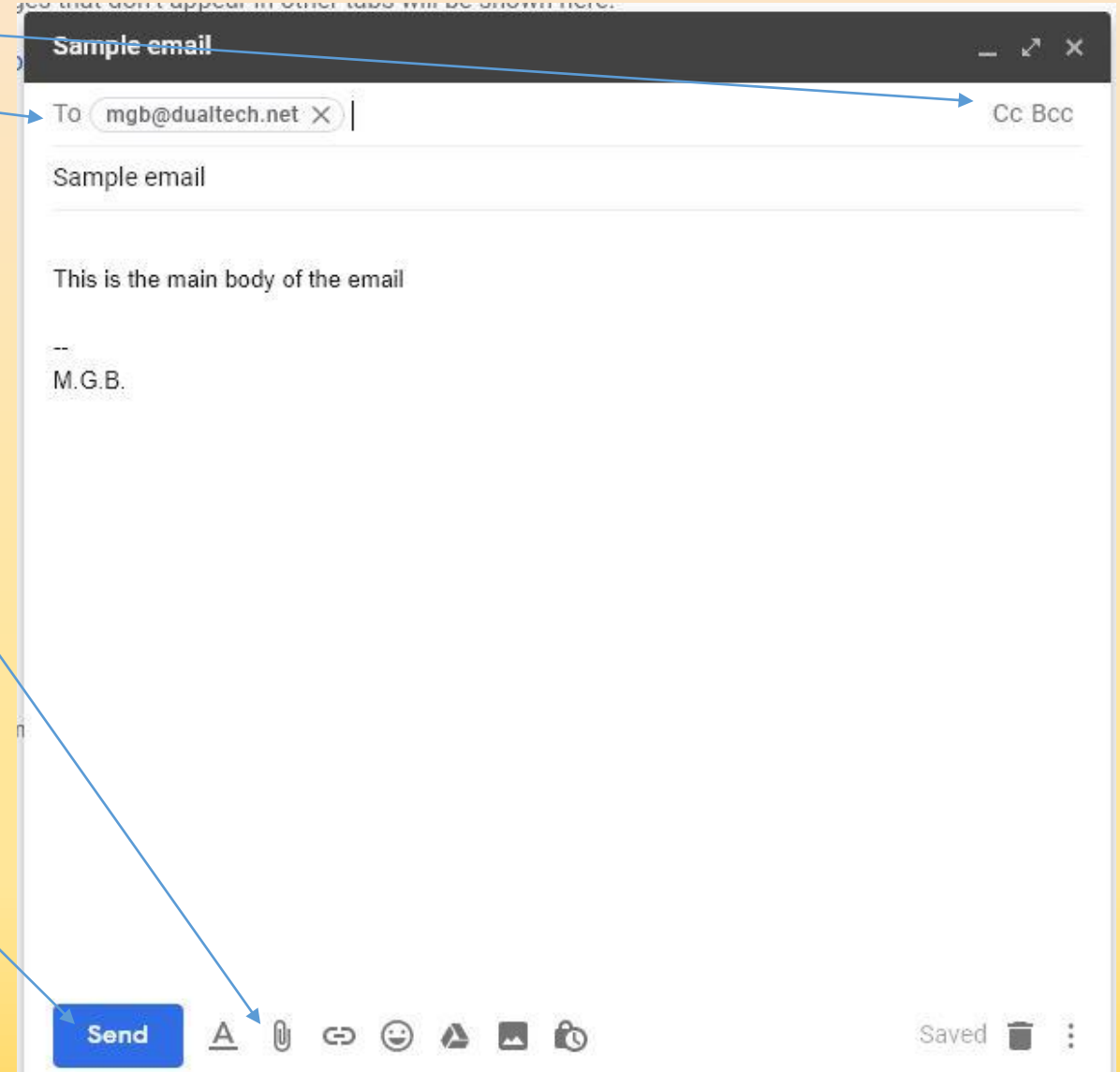
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## Setting up a Google email account

The email is setup this way the Copy or Blind copy  
These selection appear after you clicked the TO: section  
The Subject section  
The body of the email:

Options at the bottom Attachments and other  
When your done click SEND



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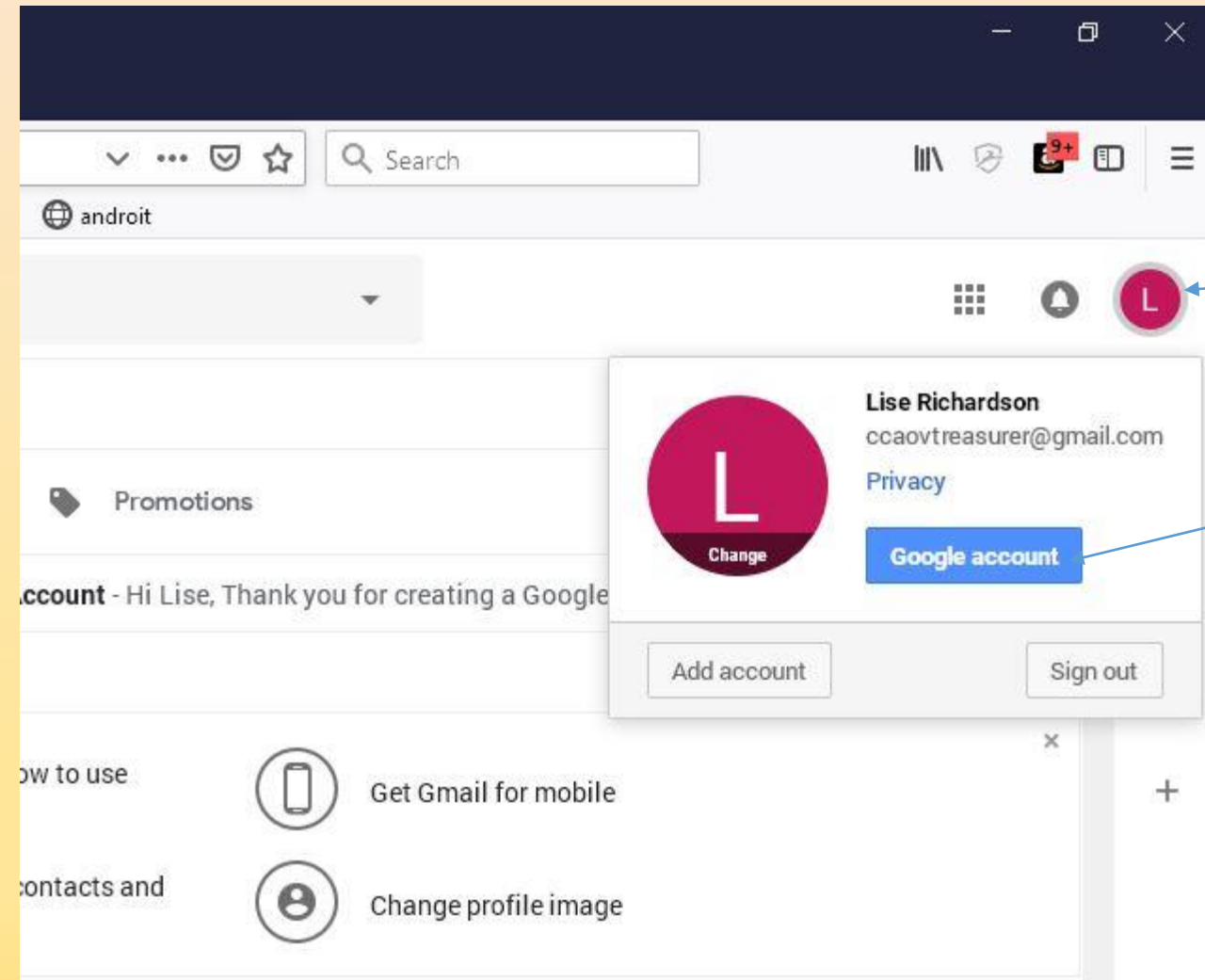
## Setting on your email account

To make changes to your settings  
First step is to open your gmail account  
On the top right you will see a colored dot indicating  
your gmail account.

Click the button (in this case it's red)

Your info will be displayed.

To access the setting click on Google Account



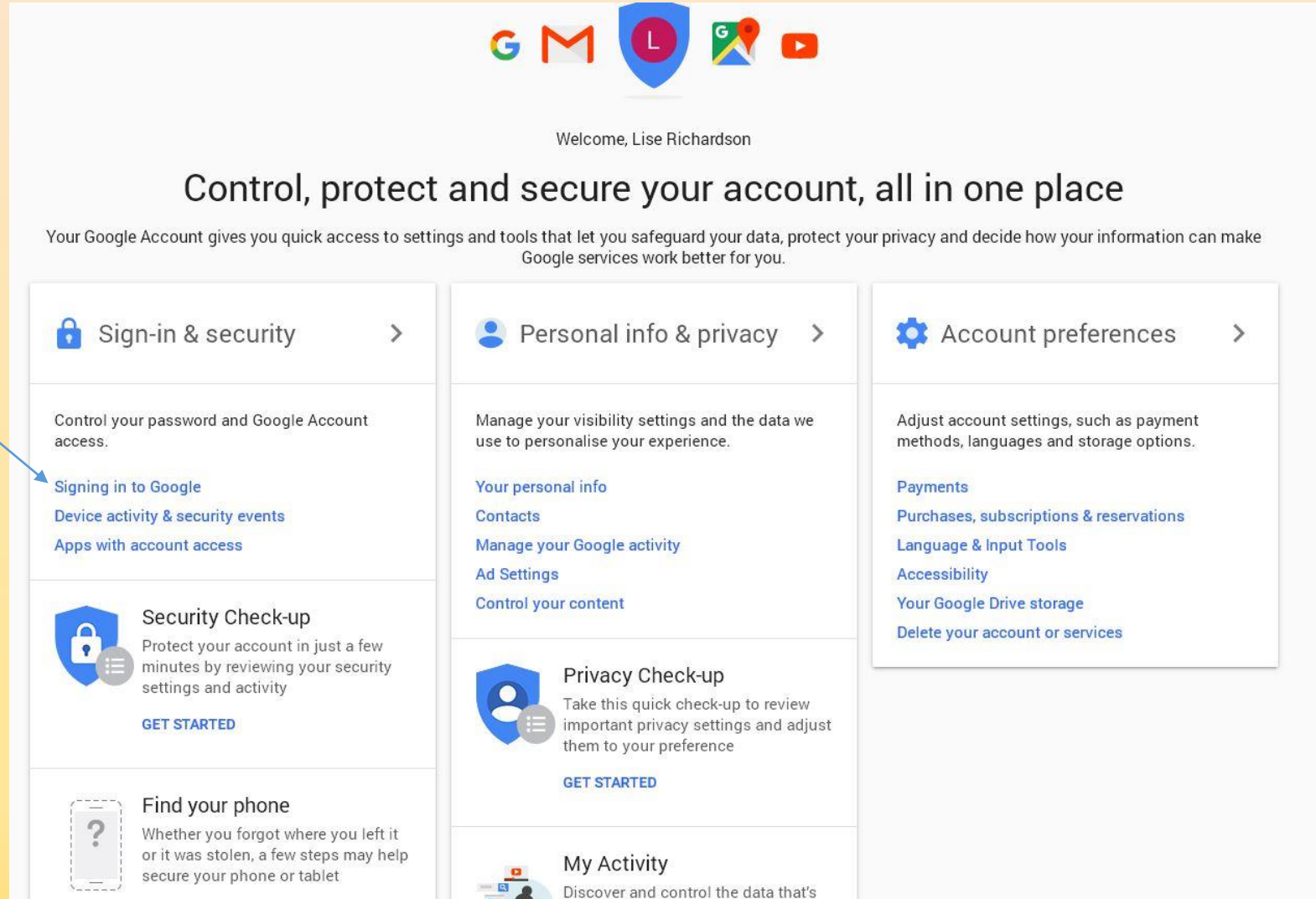
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## Setting up a Google email account

In this section you can change all of the settings in your account. The password and email recovery are the two most important. To make changes here you select **Signing in to Google**. From this location you can also change your recovery email.

A recovery email is an existing email that can be used to send a new password to should you forget your gmail password. To access these section you will need to enter your gmail password



The screenshot shows the Google Account settings page for Lise Richardson. At the top, there are icons for Google, Gmail, a profile picture, Google Maps, and YouTube. Below the icons, it says "Welcome, Lise Richardson". The main heading is "Control, protect and secure your account, all in one place". A sub-heading reads: "Your Google Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy and decide how your information can make Google services work better for you." There are three main sections: "Sign-in & security", "Personal info & privacy", and "Account preferences". Each section has a list of sub-sections and a "GET STARTED" button. A blue arrow points from the text on the left to the "Signing in to Google" link in the "Sign-in & security" section.

Sign-in & security >

Control your password and Google Account access.

[Signing in to Google](#)

[Device activity & security events](#)

[Apps with account access](#)

Security Check-up

Protect your account in just a few minutes by reviewing your security settings and activity

[GET STARTED](#)

Find your phone

Whether you forgot where you left it or it was stolen, a few steps may help secure your phone or tablet

Personal info & privacy >

Manage your visibility settings and the data we use to personalise your experience.

Your personal info

Contacts

Manage your Google activity

Ad Settings

Control your content

Privacy Check-up

Take this quick check-up to review important privacy settings and adjust them to your preference

[GET STARTED](#)

My Activity

Discover and control the data that's

Account preferences >

Adjust account settings, such as payment methods, languages and storage options.

Payments

Purchases, subscriptions & reservations

Language & Input Tools

Accessibility

Your Google Drive storage

Delete your account or services

## Setting up a Google email account

In this section you can change your password.

Change the email recovery

Change the recovery phone number.

Change your security questions.

The screenshot shows the 'Sign-in & security' settings page for a Google account. The left sidebar contains a navigation menu with sections: 'Welcome', 'Sign-in & security' (selected), 'Personal info & privacy', 'Account preferences', 'About Google', 'Privacy Policy', and 'Help and Feedback'. The main content area is titled 'Signing in to Google' and includes instructions on password strength and a 'Get started' link for phone sign-in. Below this is the 'Password & sign-in method' section, which lists 'Password' (last changed January 27, 2016) and '2-Step Verification' (currently off). The 'Account recovery options' section shows the 'Recovery email' as mgb1945@mail.com.

Section	Item	Value	Action
Password & sign-in method	Password	Last changed: January 27, 2016	>
	2-Step Verification	Off	>
Account recovery options	Recovery email	mgb1945@mail.com	>

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Your Google account

These are the google functions icons. When you sign up for a GMAIL account you get all these functions. Most of these are free.



Search



Gmail



Drive



Photos



Maps



Calendar



Translate



Earth



Play



Docs



Finance



Contacts



Books



Account



YouTube



Classroom



News



Blogger



Google+



Hangouts

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Search

The Google Search Icon. Clicking on this icon open the Google search window.



Gmail

The Google Mail. This con opens your Gmail account.



Drive

Google drive. This is a 15 gig cloud free drive. This drive is also accessible from your tablet. You can get more space but you have to pay for it.



Photos

This is the Photo icon. This is part of the 15 gig where you can store your photo's and access them from your tablet if you have data or the internet.



Maps

Google map is used to get directions from one location to another. From this App you can also search for restaurants, Gas station & many others.



Calendar

From the calendar your can book appointments, set reminders



Translate

Translate from different languages



Earth

Need to find an address, use google earth

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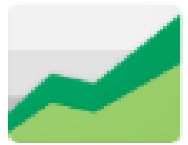
Play

This is the play store App. From this App you can search for App's and other fun stuff



Docs

This is the document icon. This icon allows you to make document of many styles.



Finance

The finance icon is for the Stock analyst.



Contacts

This Icon allows you to keep your contacts for email and other google functions.



Books

Search google for your favorite book. The books are not free.



Account

Manage your Google account settings



YouTube

This icon takes your to the YouTube search site

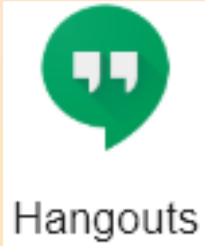


Classroom

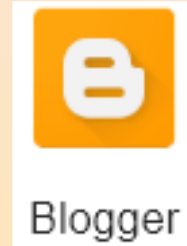
Create a classroom on any subject and communicate with the students

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Message a friend or start a group conversation.  
Connect anytime with voice and video calls



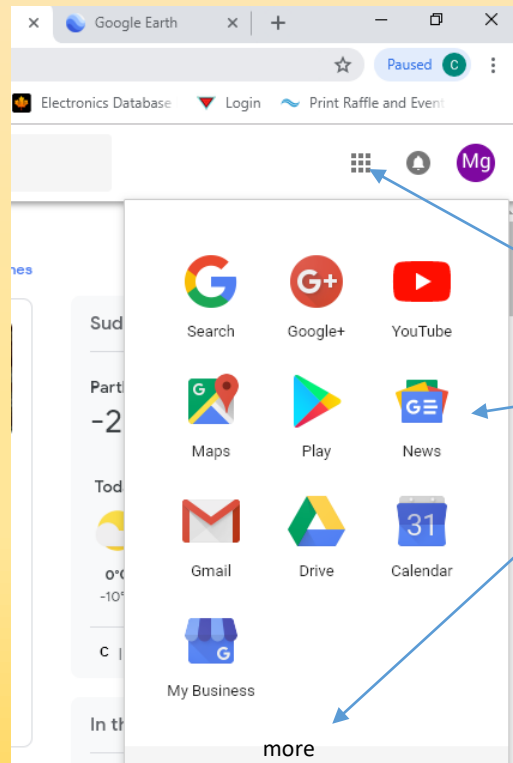
If your ever wanted a blog site this is the icon for you. You must set the site before you use it.



Google plus will take you to your photo's



This is the google news channel.



From the Google search page you can access all of the sites we have looked at.

To access click on the 9 dots

Select a site from the icons

Click on more for additional site icons.

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Google has a site that is not part of the menu selection.

This site is call Google scholar.

If you need information on medicine, diseases and many more information.

The logo for Google Scholar, featuring the word "Google" in its multi-colored font followed by the word "Scholar" in a grey sans-serif font, all contained within a white rectangular box.

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## Samsung tablet APPS



Hoopla is a library program that allows you to borrow book from your library. A library card is required. Hoopla comes as an App for a tablet or can be installed on a computer.



Archive.org is a web site that offers 1000's of eBooks and audio books. This site offers movies, documentaries and many other information that is no longer Copy write.



TV Guide is an APP to view the TV Channels. After you install the App select Canada as the Country the select your service provide Examples: Eastlink Digital or Bell



Oodles comes as an APP and offers 1000's of free eBooks  
The Apps on this page are all free and the books are free.

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**Thank You**