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GENT

**fedasil**  
FEDERAAL AGENTSCHAP VOOR  
DE OPVANG VAN ASIELZOEKERS



# MODULE 1

Email/Gmail



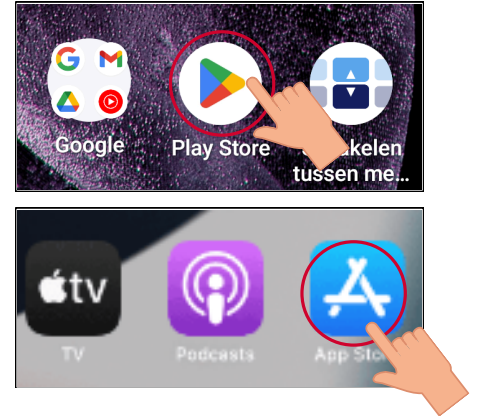


# E-mail/ Gmail

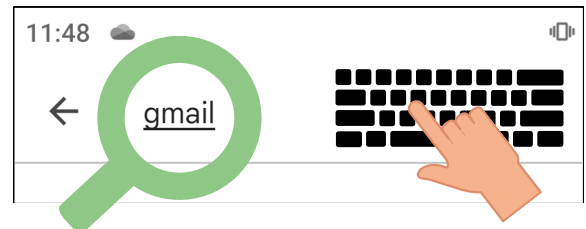
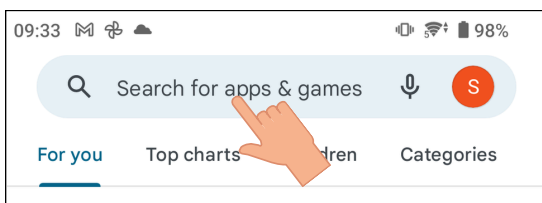


## 1. Download the Gmail app

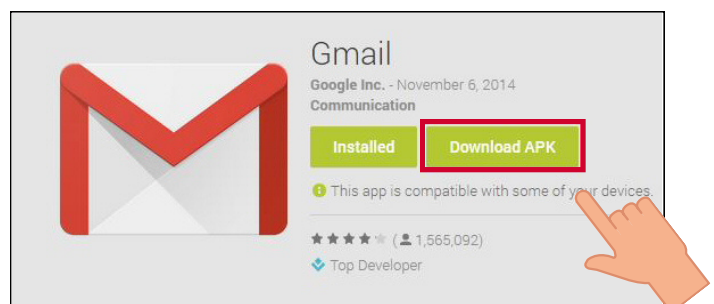
1. Go to the **Google Play Store** or to the **App Store**.



2. **Search for "Gmail"**.



3. **Download** the app.





## E-mail/ Gmail



### 2. Make an account

1. Go to **"Create an account"** and enter your **first and last name**.

Create a Google Account  
Enter your name

First name

Surname (optional)

2. Enter your **birthday** and **gender**.

Google  
Basic information  
Enter your birthday and gender

Day | Month | Year

Gender

3. Choose the **email address** or write one yourself.

Google  
Choose your Gmail address  
Pick a Gmail address or create your own

geenssara659@gmail.com

sarageens359@gmail.com

Create your own Gmail address

4. Choose a **password** that's easy to write and remember.

Google  
Create a strong password  
Create a strong password with a mixture of letters, numbers and symbols

Password

Show password

5. Review the **account info** and click **"Next"**.

Google  
Review your account info  
You can use this email address to sign in later

S Sara Geens  
sgeens123@gmail.com

Next

6. Click on **"Express personalisation"**.

Google  
Choose personalisation settings

Express personalisation (1 step)  
Use personalisation settings that deliver tailored content and ads. We'll remind you in a couple of weeks to review your settings.

Manual personalisation (5 steps)  
Configure your personalisation settings step by step. You decide which settings are on or off to get the content and ad experience that you want.

7. Confirm **cookies & ID**.

Google  
Confirm personalisation settings and cookies

Back Confirm

8. Accept **Terms** and **Privacy**.

Google  
Privacy and Terms

I agree



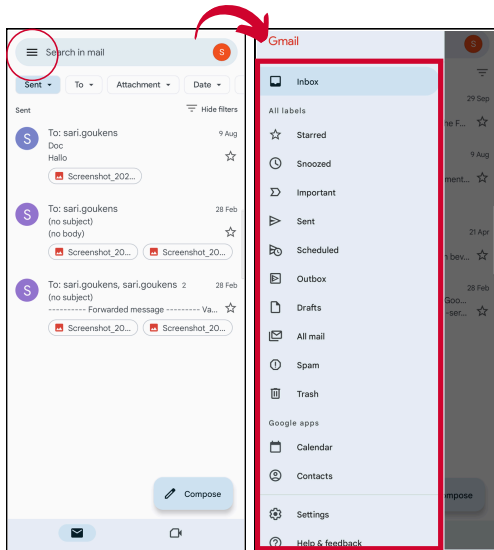
# E-mail/ Gmail



## 3. Layout of GMAIL

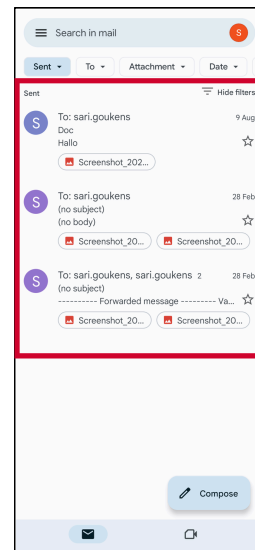
### Menu

How you can browse between **different folders.**



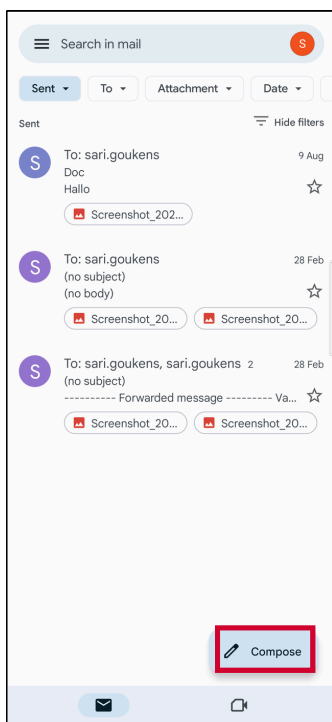
### Inbox

Where you can see the emails you **have received.**



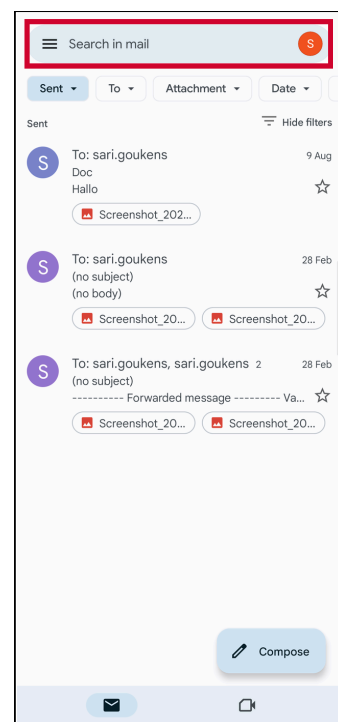
### Compose

Where you can **write and send** an email.



### Search bar

Where you can **look up** contacts and emails you have received and sent.

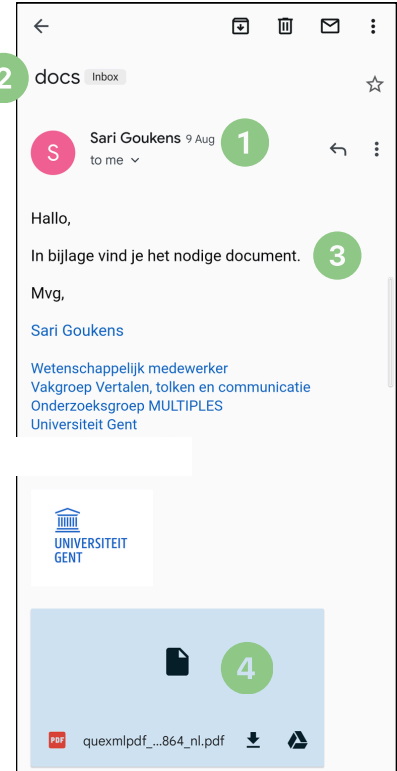
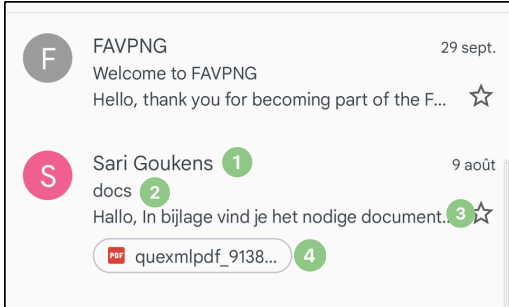




# E-mail/ Gmail



## 4. Reading an email



1 The **sender** of the email

2 The **subject line** : what the email is about

3 The **text** of the email

4 The **attachment** : extra files sent with the email (photo, document...)

5 To **reply to one sender** :  
Press the bottom left button

6 To **reply to all sender** :  
Press the bottom middle button

7 To **send the mail to someone else ("forward")** :  
Press the bottom right button

8 To **remove the email** :  
Press the top middle button

9 To **mark the email as unread** :  
Press the envelope in the top right corner

10 To **go back to the inbox** :  
Press the arrow in the top left corner



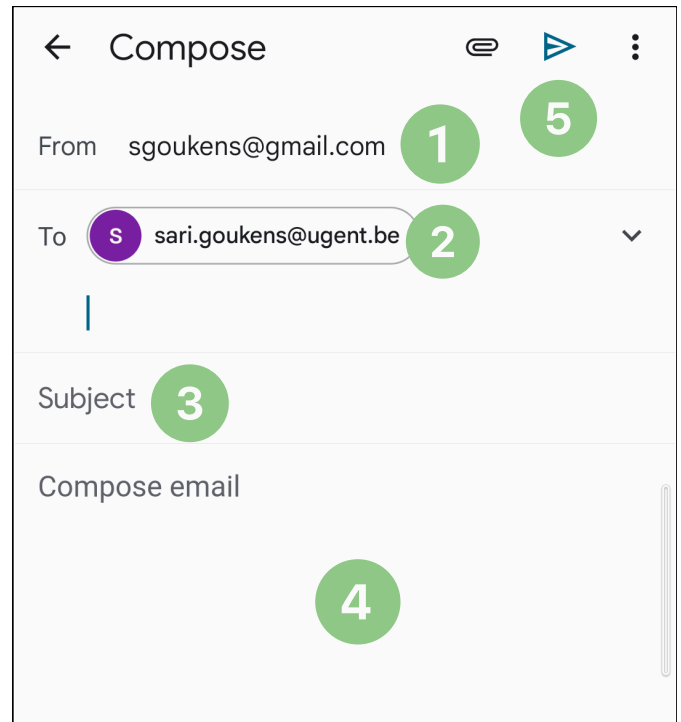
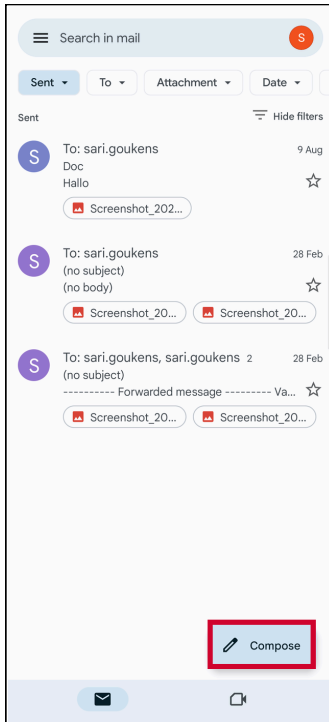


## E-mail/ Gmail



### 5. Writing and sending an email

1. Press **“compose”**.



- 1 From** : your own email address (the sender)
- 2 To** : the email address of the person you want to send an email to (the recipient)
- 3 Subject** : the topic of your email
- 4 Compose email** : here you write the text of your email
- 5 Paper airplane/ send button** : press the airplane in the top right corner to send the email

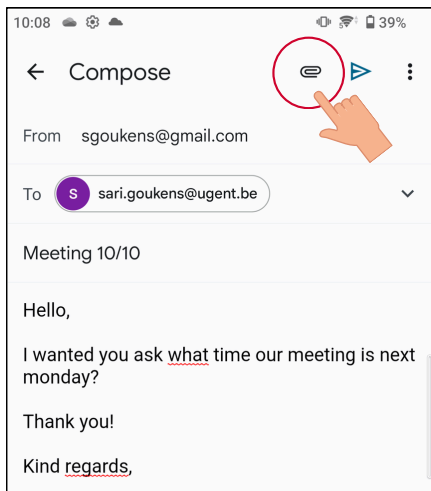


## E-mail/ Gmail

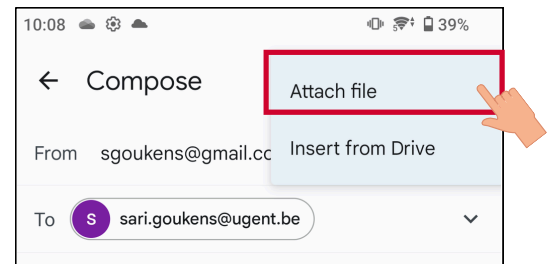


### To add attachments (photo or document) :

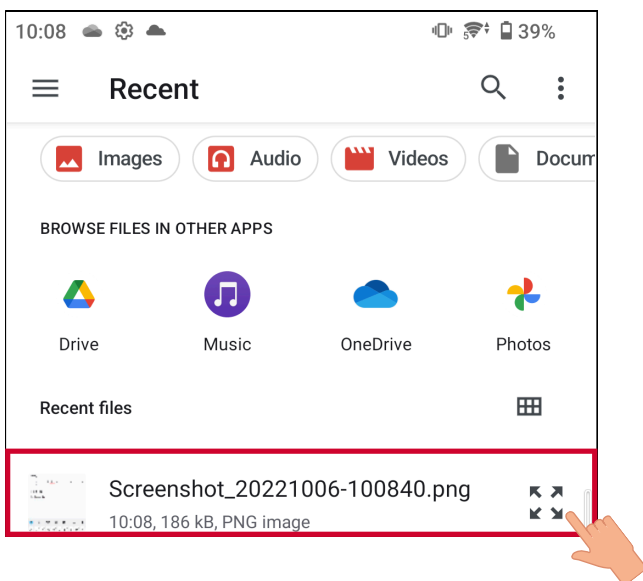
1. Press the **paper clip** in the top right corner.



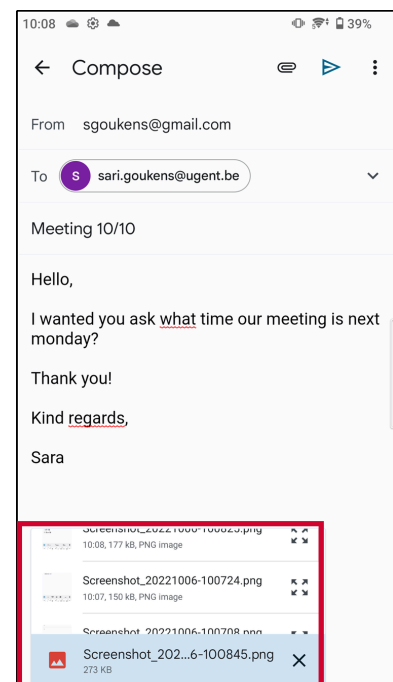
2. Click on **"attach file"**.



3. Pick the **file/ photo** you want to attach.



4. You can see the attachment at the **bottom of your email**.





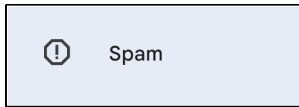
# E-mail/ Gmail



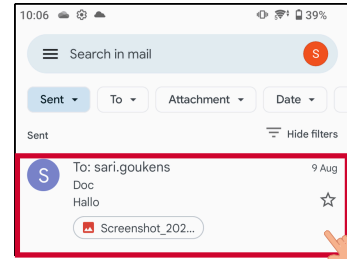
## 6. Spam filter

### 1. What is the **spam filter** ?

It filters emails that are seen as unwanted or may contain a virus, so they do not show up in the inbox



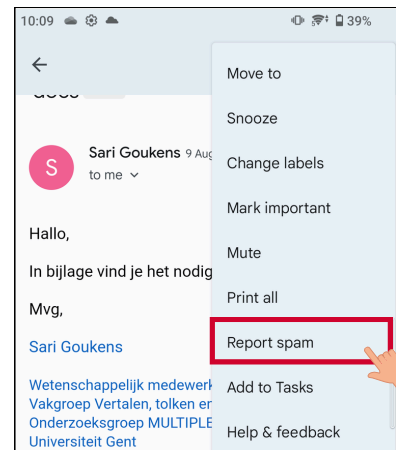
### 2. Indicate the email you want to **mark as spam**.



### 3. Click on the **three dots** in the upper right corner (the menu).

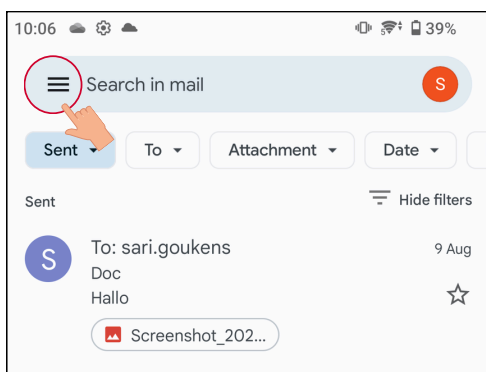


### 4. Click on **“report spam”**.

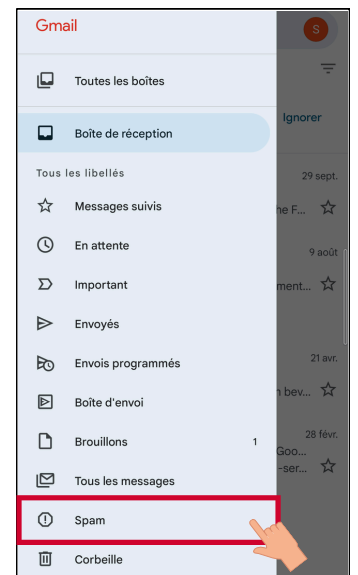


## To check what is in the spam folder :

### 1. Click on the menu (three horizontal stripes) in the upper left corner



### 2. Click on “Spam” : You can now see the Spam folder





**Module 1 - Email/Gmail  
is now available on video !**



**[Click here](#) or scan the QR Code  
below to watch it:**





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