

Tech for Life: Monthly Digital Empowerment Session

Session 2

Google & Email Basics

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Why Google Suite?

Core Benefits

- 1 It is 100% **free** to set up and use.
- 2 Provides **10 GB of extensive cloud** email storage space.
- 3 **Access** your account securely **anywhere** there is internet access.
- 4 Excellent **built-in security features** (i.e. spam filters) and various extensions available (i.e. grammarly).



Privacy Shield

Google's terms explicitly protect your personal details from being shared maliciously.



Automatic Updates

Continuous updates and cyber attack scan keeps system safe to use.

Build for Additional Accessibility and Intelligence



The "Sign-In" Master Key

Creating a Google account gives you access to "Google Suite" tools. This allows you to use your Gmail profile as a secure universal key to log into other safe apps and websites instantly, improving overall accessibility.



Built-in AI Features

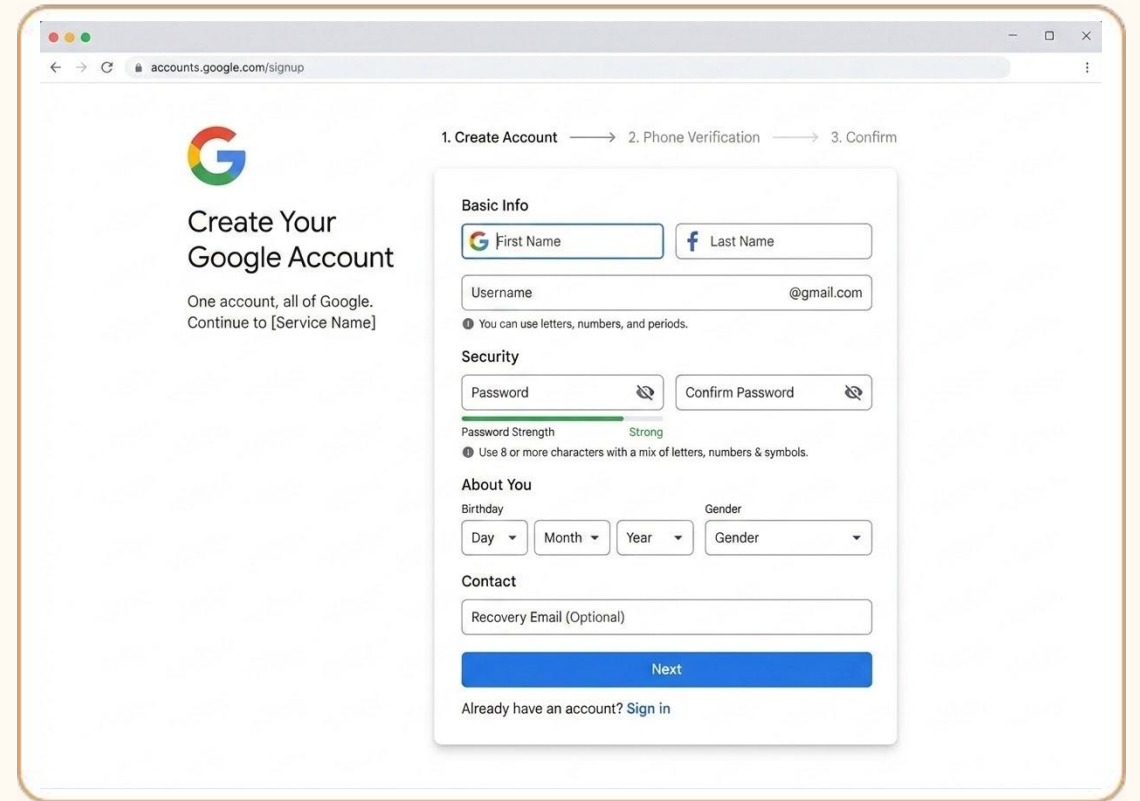
Google integrates its Gemini AI right into your tools. With smart assistance already built into your Gmail and Chrome browser, you don't have to download anything extra or learn a separate system to utilize frontier intelligence model.

01

Gmail Essentials

Creating Your Google Account

- 1 Open your **web browser** (like Safari or Google Chrome) and go to **gmail.com**.
- 2 Tap "**Create account**" at the bottom left of the sign-in screen, then choose "**For my personal use**".
- 3 Carefully type your **name**, **username** which would be your unique email address, and key in your **password** of choice.

A screenshot of the Google Account creation page in a web browser. The browser's address bar shows 'accounts.google.com/signup'. The page features the Google logo and the text 'Create Your Google Account' and 'One account, all of Google. Continue to [Service Name]'. A progress bar at the top right indicates the steps: '1. Create Account' (active), '2. Phone Verification', and '3. Confirm'. The main form is divided into sections: 'Basic Info' with fields for 'First Name' (with a Google icon), 'Last Name' (with a Facebook icon), and 'Username' (with a '@gmail.com' placeholder); 'Security' with 'Password' and 'Confirm Password' fields, a 'Password Strength' indicator showing 'Strong', and a note 'Use 8 or more characters with a mix of letters, numbers & symbols.'; 'About You' with 'Birthday' (Day, Month, Year dropdowns) and 'Gender' (dropdown); and 'Contact' with a 'Recovery Email (Optional)' field. A blue 'Next' button is at the bottom, and a link 'Already have an account? Sign in' is below it.

Pro Tip: Write down the password and login to gmail across devices to save future hassle. Follow instructions on Google Account Recovery page to retrieve password.

Reading & Replying Emails

Receiving & Reading

- **Time Sorting:** Messages are automatically sorted based on the exact time they were received.
- **Unread Status:** Tap any message with **bold text**—it indicates the message is unread.
- **Email Threads:** Back-and-forth conversations are grouped into **a single record**. Scroll all the way up to see the entire history.

Responding & Replying

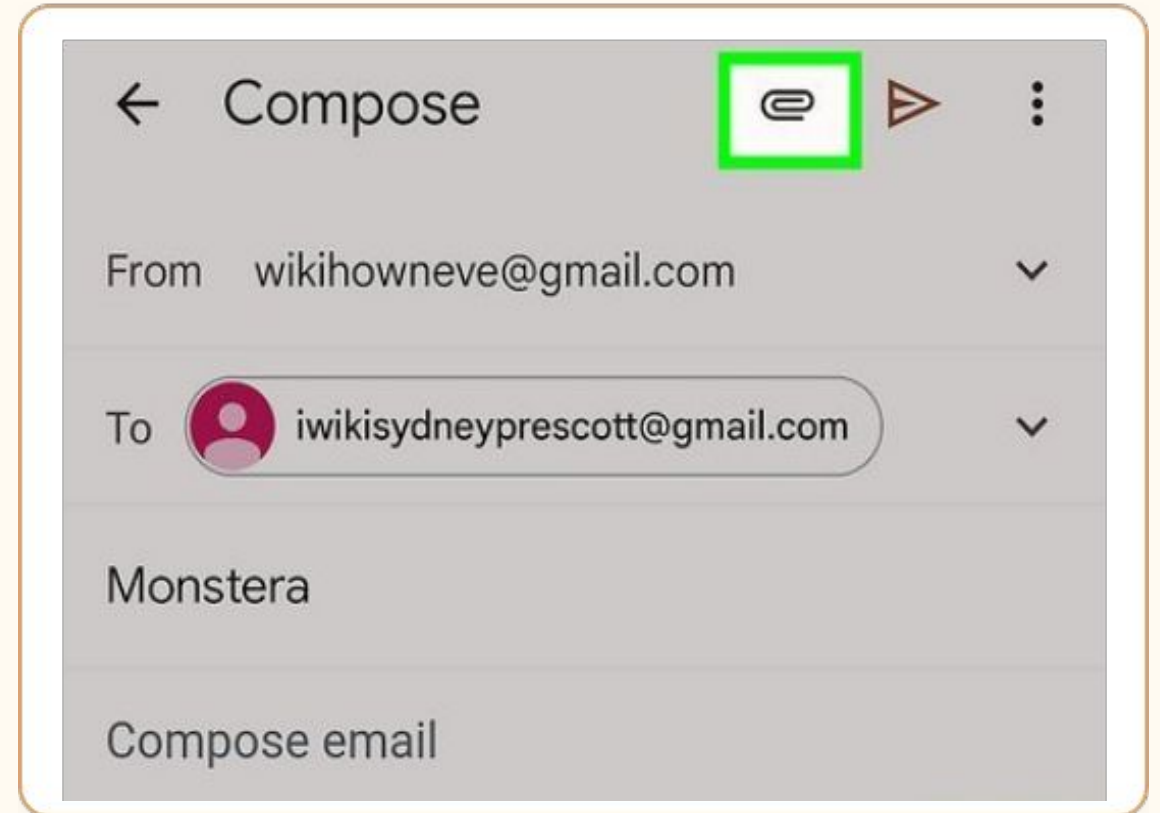
- **Reply or Forward:** Tap the **curved reply arrow** at the bottom to respond, or forward the email to share it with new recipients.
- **Auto-Save Drafts:** Unsent messages **save automatically** into your drafts, letting you pick up right where you left off.
- **Review & Send:** Modify your recipient and CC list, type your text, then tap the blue **Paper Airplane** to send.

Adding Attachments

You can attach all sorts of different files to an email, including PDFs, Word docs, photo, and excel files.

Choose from two simple methods:

- 1. Attach from Device:** Select and upload files directly from your computer or phone's storage.
- 2. Attach from Google Drive:** Link or attach files stored in your cloud drive directly. Be sure to select “send as attachment” option to avoid sharing URL link to google file separately.

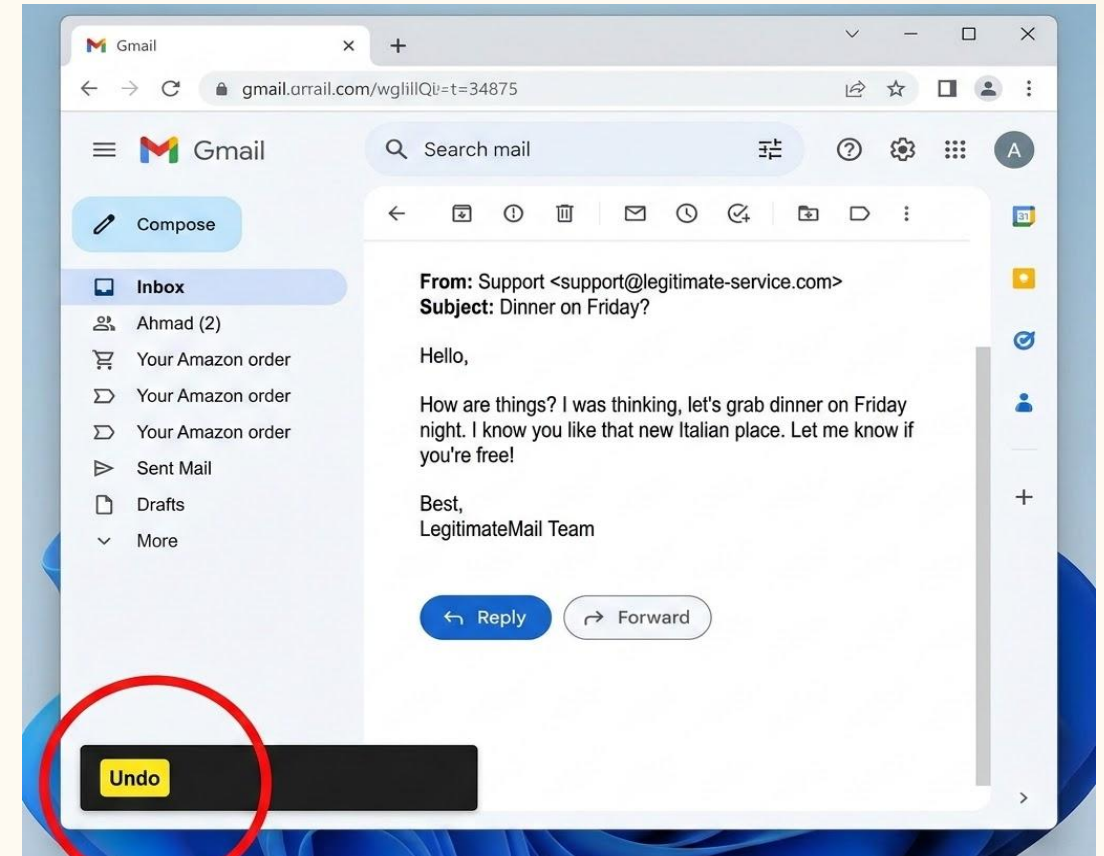


Unsend an Email in time

Your 10-Second Window to Prevent Mistakes

If you accidentally click send on an email with mistakes, or suddenly realize you've responded to a suspicious message, Gmail offers a brief window to claw it back before it reaches the recipient.

- **Locate the Undo Bar:** Watch for the small black notification bar saying **"Message Sent"** that appears at the bottom left of your screen.
- **Tap 'Undo' Instantly:** Click the yellow or white **"Undo"** text. This pulls the email back into your drafting drawer safely.



How to Spot an Email Scam

Four Key Warning Signs

Phishing attacks rely on deception, but they almost always leave digital fingerprints. Use this checklist to inspect suspicious incoming messages before you click any links or download files.

The Sender

Check the email address closely. Scams often use strange, long domains or lookalike sender names.

The Links

Do not click addresses cluttered with chaotic symbols, random characters, or mismatched URLs.

The Tone

Watch out for false urgency, extreme threats, or unbelievable promotional offers.

The Layout

Generic greetings ("Dear customer"), spelling errors, or misaligned graphic logos are immediate signs of danger.

Protecting Yourself Online

Your Inbox Guardrails:



Trust the Junk Folder

The scam identification algorithm is smart. If an email is filtered into your "Spam" folder, leave it there.



Safety First

Only move a message out of Junk if you are 100% certain who sent it.



If in Doubt, Ignore

It is always safe to delete an email without opening it first.

Advanced Gmail Features

Here are some useful tools to keep your inbox organized

The Search Bar

Don't waste time scrolling. Type a keyword (like "Appointment" or "Dinner date") into the top bar to locate key emails instantly.

Customizable Labels

Think of these as separate folders. You can create labels to cleanly categorize "Receipts," "Family," or "Newsletters."

Automatic Sorting

Gmail automatically filters your mail into tabs (Primary, Social, Promotions) so advertisements stay out of your main view.

Starring Mail

Tap the small Star icon next to any message to bookmark it for quick follow-up later.

02

Browsing with Chrome

What is Google Chrome

Think of Google Chrome as your secure vehicle to drive around the web.

The Omnibox

A unified address and search bar.

Per-Tab Process

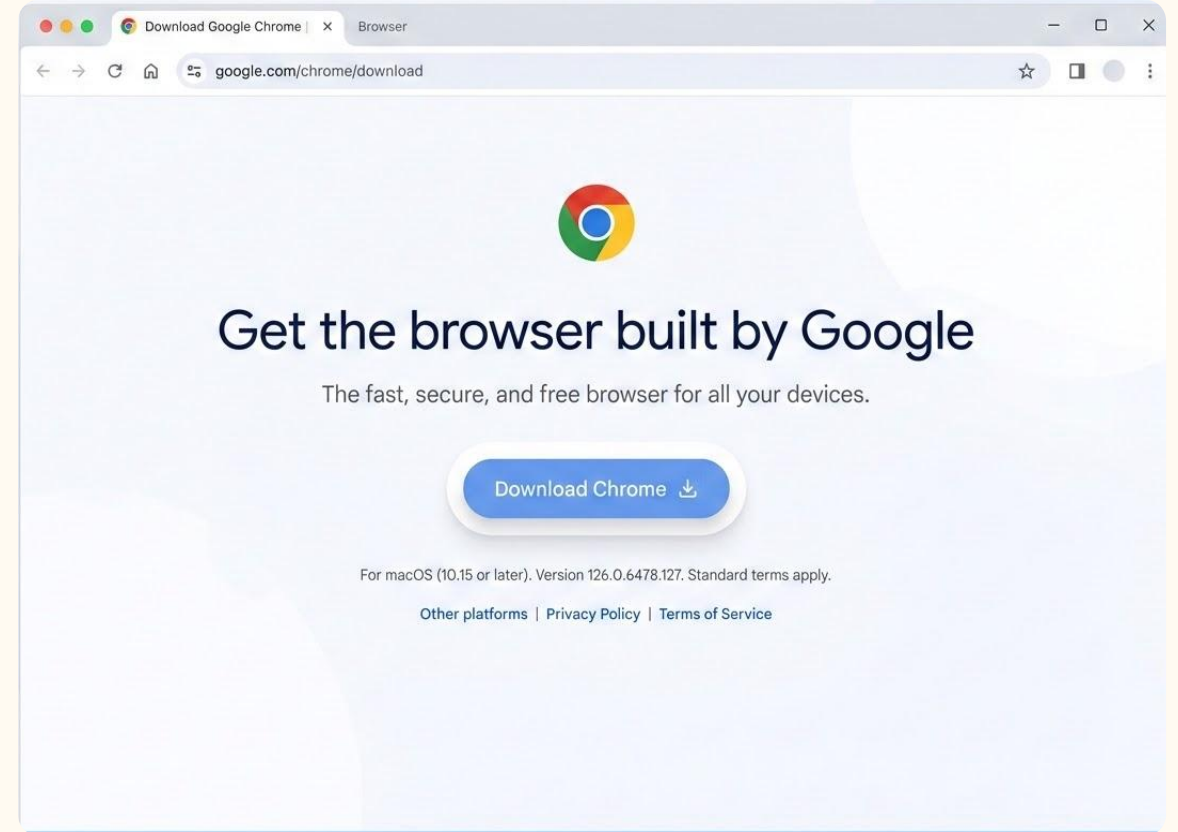
Each tab operates in its own process, preventing system-wide crashes and improving stability.

Incognito Mode

Allows for private browsing without saving history.

Extensions

A robust ecosystem for customizing your browsing experience with added features.



Understanding Browser Tabs

Tabs let you open multiple web pages simultaneously without losing your place. All tabs are mirrored across all devices signed in to the same Google account.

The Index Card Analogy

Think of each tab as a separate piece of paper stacked on your desk.

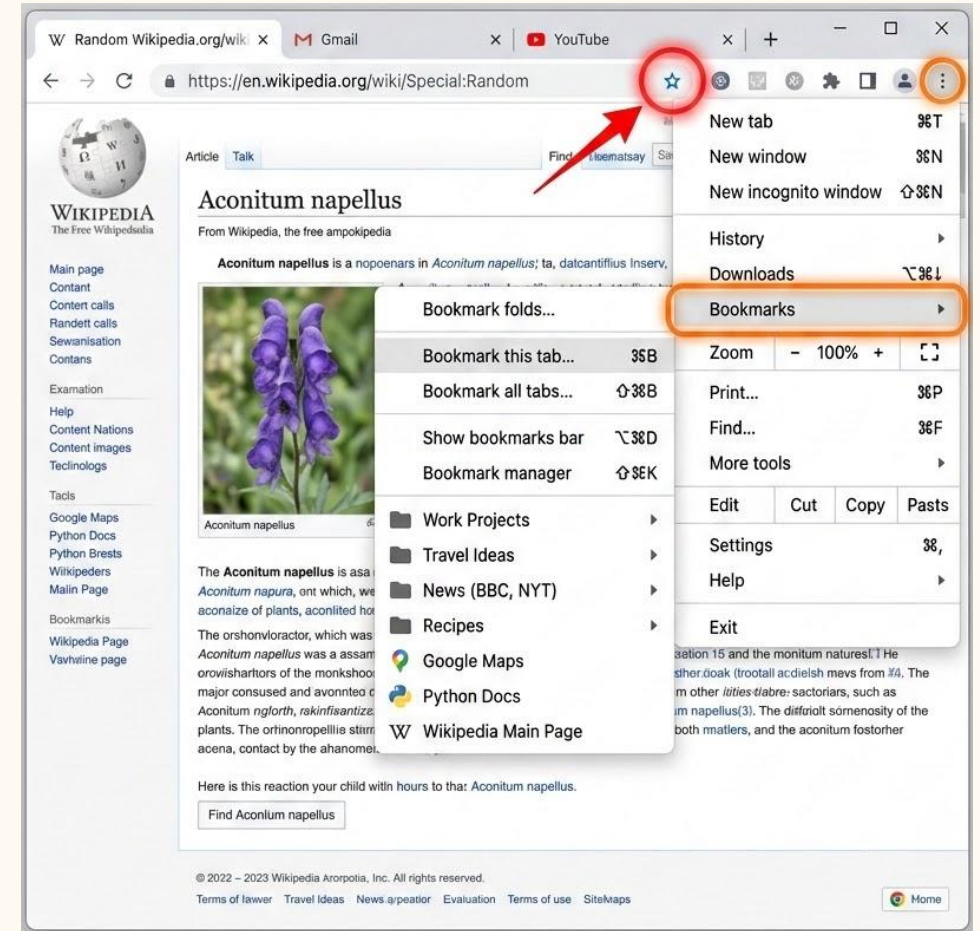
-  **Open a Page**
Tap the [+] icon to open a brand-new tab.
-  **Close a Page**
Tap the small [X] in the tab's corner to close it.



Saving Your Favorite Sites

Bookmarking gives you quick access to your frequently visited sites across devices.

- 1 Go to the website you want to save.
- 2 Tap the **Star icon** in your browser's menu bar to bookmark it.
- 3 To open it later: Tap the menu list and select **Bookmarks** to see your list.



Chrome Tips & Tricks

Unlock the Power of Chrome with features in the Three-Dot Menu (:):



Passwords Vault

Quick access to saved login information securely stored in your account.



My Downloads

Quickly locate any PDF, newsletters, or pictures you saved off the web.



Translate Page

Automatically translates foreign website text into clean, readable English.



Reading Mode

Tucked in 'More Tools', it hides ads and distractions so you can focus on the text.

Smart Password Management

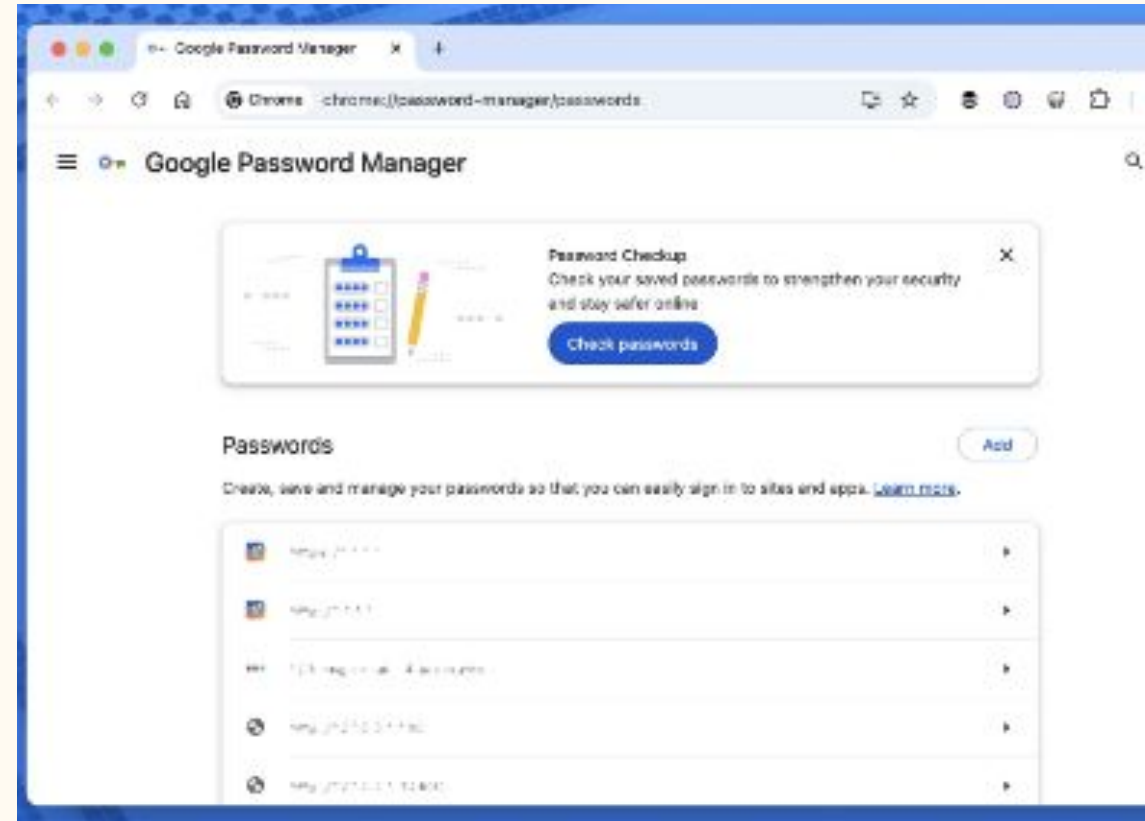
Using the exact same simple password for everything means if one account is compromised, they all are.



Let Chrome generate a **Suggested Password** (a random string of secure characters) when you create accounts for web services, which can be auto-filled when you login next time.



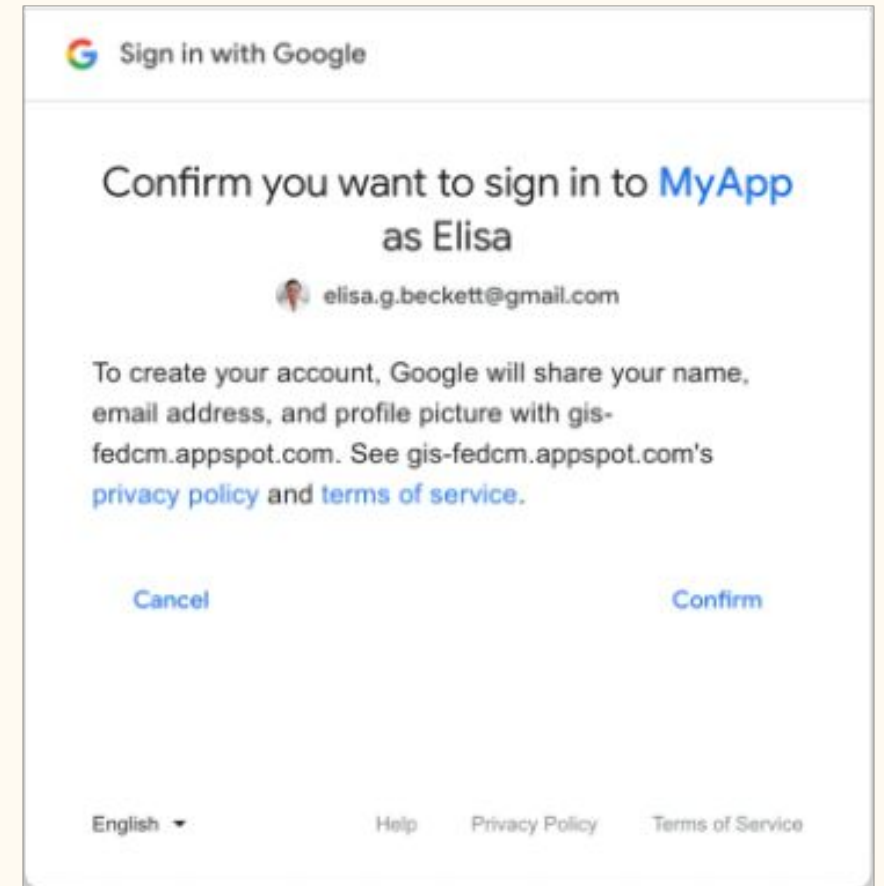
You can to **Passwords & Autofills** (from three dot dropdown) to check the list of stored credentials, verify what is saved, or update old passwords safely.



Sign-In with Google Key

You don't need a hundred different usernames and passwords for every new website you visit.

-  **What it is:** A safe, one-click button on official websites allowing you to log in securely using your google account profile.
-  **How to Use:** Tap "**Sign in with Google**", verify your profile name, and you're instantly in!
-  **Privacy Guard:** The recipient website never gets to see or access your private information stored in your account.



03

Intro to Google Drive

Uploading Your Files

There are a few easy ways to get your files safely into the cloud.

1

From Your Computer

Click the "+ New" button in Drive, then "File upload" to add anything from your computer's folders.

2

From Your Phone

Tap the "+" button in the Drive app, then "Upload" to add photos or documents saved on your phone.

3

Snap & Save

Use the Drive app's built-in scanner to snap a photo of a paper document and save it as a PDF instantly.

Sharing with Custom Access

You control exactly who sees your files, and what they're allowed to do with them.



Specific People Only

Tap "Share," then type a name or email. Only that exact person can open the file.



Viewer vs. Editor

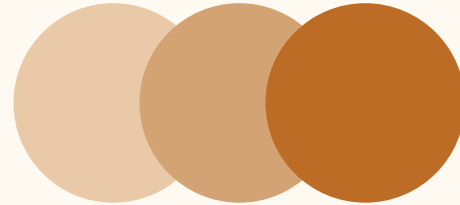
Choose "Viewer" so they can only look, or "Editor" if you want them to be able to change it.



Anyone with the Link

Best way to share public information as it lets anyone who has the link view or edit the file.

Real-Time Collaboration



Think of a shared Google Doc like a notebook that two people can write in at the exact same time.

Live Color-coded Cursors

Comments & Edits

Auto-Save Everything

Everyone's changes appear instantly, comments keep feedback organized, and nothing is ever lost.

Cloud Storage Benefits

Your files live safely in the cloud, not just on one device.

So losing your phone doesn't mean losing your documents.



Access Anywhere

Sign in on any device to get everything back instantly.



2-Step Verification

Keeps your account locked and secure even if your device is lost.



Easy Lost Reporting

Report a lost device anytime in Account Settings > Security.

Frequently Asked Questions



I accidentally deleted an important email! Is it gone forever?

Swipe left until you see the "App Library" to find every app you own. OR swipe down to find the search bar and type in the name of the app you are looking for.



My internet pages completely vanished when I accidentally closed Chrome!

Click the Three Dots -> History -> Recently Closed. Your tabs will instantly snap back right where you left them.



Can anyone look at my personal documents or photos inside Google Drive?

No. Your Google Drive is a completely private vault. No one can see anything inside it unless you explicitly click the "Share" button to send it to a specific friend.

Session Cheat Sheet



To Recall an Email

Tap the black Undo bar instantly before it disappears if you notice an email mistake.



To Add Email Attachment

Tap the Paperclip icon inside composing email draft.



Spotting Scams

Inspect weird sender addresses, complex long URLs, and crooked formatting.



See Saved Passwords

Chrome menu : → Password Manager to view safely.



Save Favorite Page

Tap the Star icon on top in Google Chrome.



Open New Website

Tap the [+] icon to open a clean tab.

Any Questions?

Now, let's practice on your own devices



Thank you for your time and curiosity!