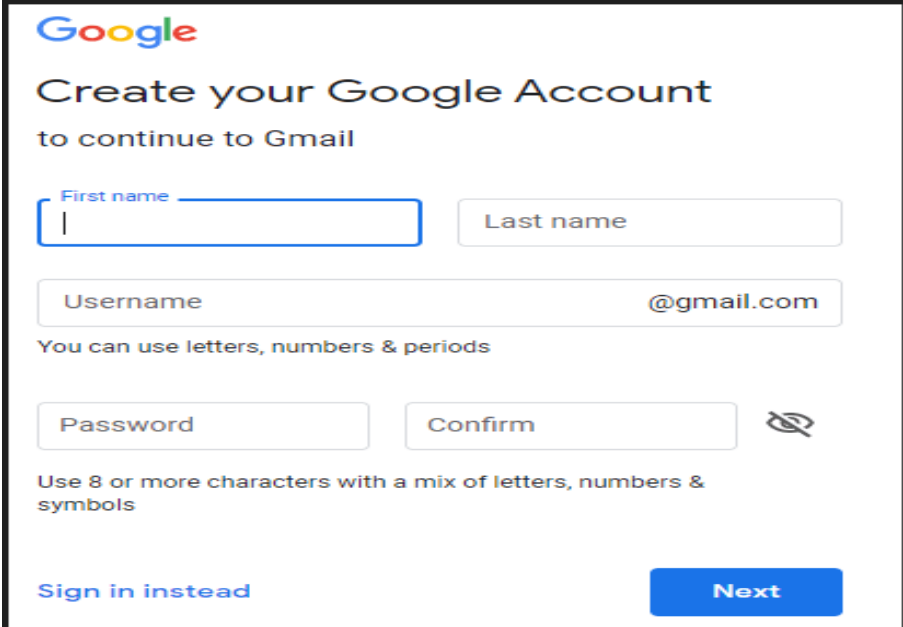# Mail for Desktop

Select the Google chrome or Firefox browser to create Gmail in desktop.

Ask the students to create a new gmail account of their own and answer the questions asked to create a new Gmail account.

- Type www.gmail.com to create a new mail id.
- Click Create account.
- Enter your name.
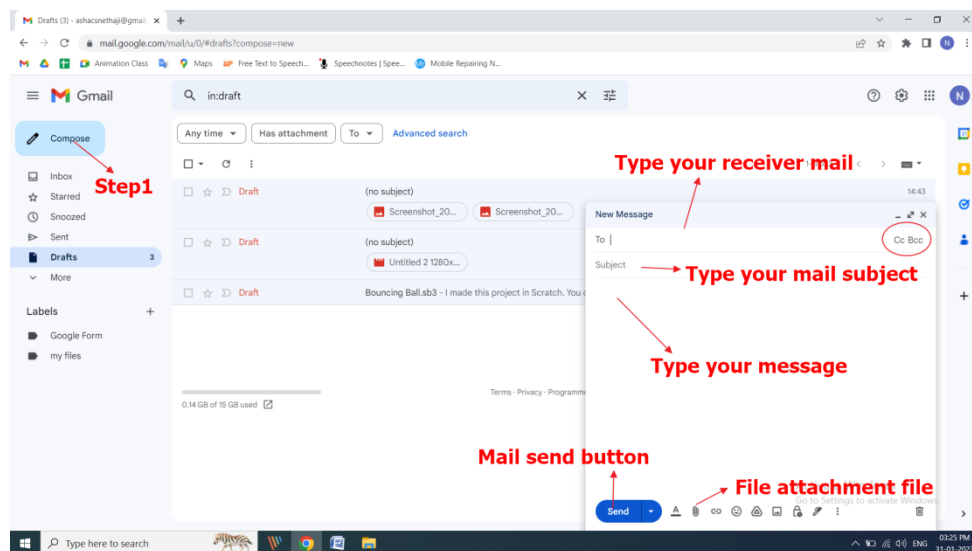- In the "Username" field, enter a username. Enter and confirm your password.

- Ask the students to compose a new mail and send to one of his friend on another group.

- should be taught to open and read the inbox mail.

- Students should also be taught to check the sent mails and to star the important mails.

- Students should also be taught to forward or reply to the email.

- Students should learn to attach the files and folders.

- We can even recover our mail if we forgot password.

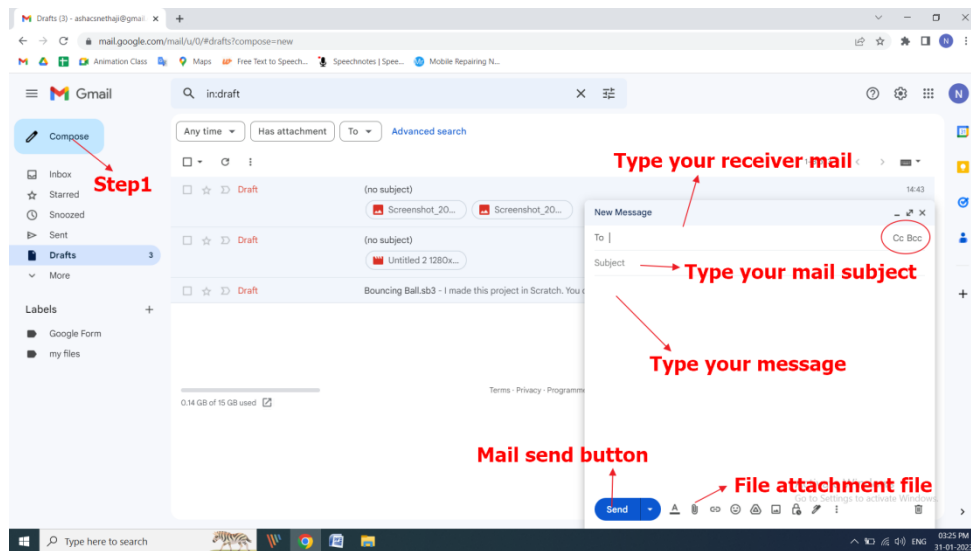- The gmail account can also be created on tablets in the same way.

Compose mail
- On your computer, go to Gmail.
- At the top left, click ✏️ Compose.
- In the "To" field, add recipients. You can also add recipients:
- In the "Cc" and "Bcc" fields.
- When you compose a message, with a "@mention" and the contact's name in the text field.
- Add a subject.
- Write your message.
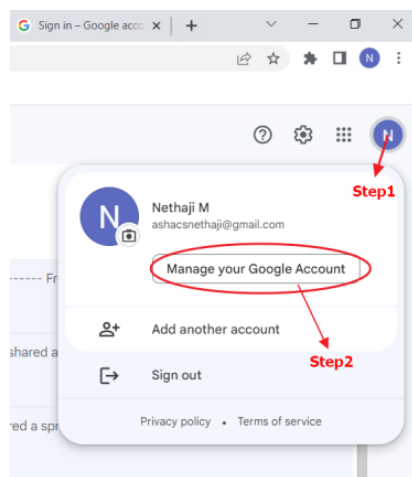- At the bottom of the page, click Send.

Steps to Changing your Gmail Password on Desktop
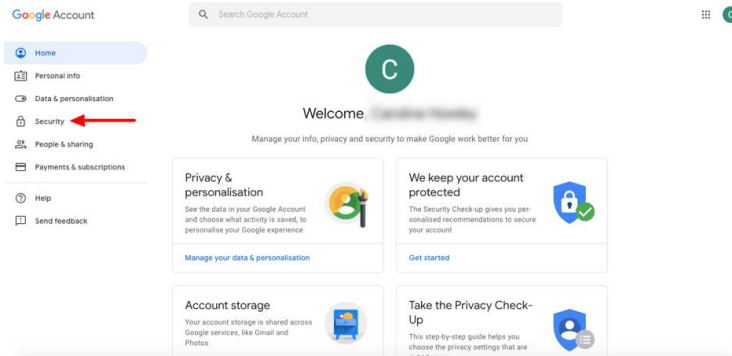
1. Log in to Gmail on your browser
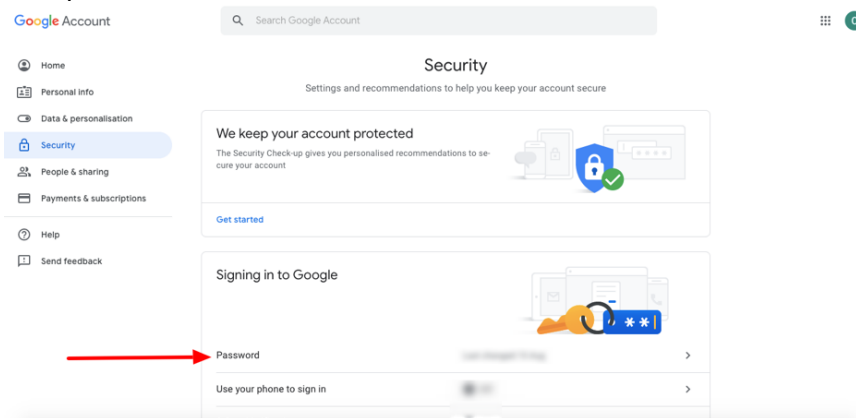2. Click on your profile photo in the top right-hand corner of the page:

3. Click on the '**Google Account**' button in the box that has opened up in the top right corner of your inbox. This will take you to your Google Account settings page:

4. Click on '**Security**' – it's the fourth option on the left sidebar. This takes you to the '**Security**' page:

5. The second box from the top is titled '**Signing in to Googl**e.' Click on the '**Password**' option within this box:

6. Google will now ask you to verify your current password by signing in – simply type your existing password in the box and click '**Next**.' If you don't know your password, click '**Forgot password**' and follow Google's instructions to reset your login information through your backup email account:

7. If your sign-in i s successful, you'll be taken to the '**Password'** page where you must type in and confirm your new password. Choose a strong one of at least eight characters, using a combination of numbers, letters, and punctuation. Remember – don't use an obvious password such as a pet's name, birth date, or a password similar to ones you use on other sites:

← Password

Choose a strong password and don't reuse it for other accounts. Find out more

Changing your password will sign you out on your devices, with some exceptions.

New password

Password strength: type your new password
Use at least 8 characters. Don't use a password from another site, or
something too obvious like your pet's name. Why?

Confirm new password

Change password

8. Once you're happy with your new password, click '**Change Password'**.
9. Congratulations! You're done – you've successfully changed your Gmail password