

Email



Region
Östergötland

Email

Email is an easy way to communicate.

- It costs nothing to send an email, but it does require a connection to the Internet.
- You can send email to anyone, anywhere in the world.
- Your email address is personal, and does not change if you move or travel to a different location.

Setting up an email account

If you do not have an email address, you can create one yourself. There are several free email services. A few examples:

Gmail (provided by Google), Yahoo Mail and many others.

In this presentation we will be explaining how to create a Gmail account.

Enter the Google web address in your browser: <http://www.google.com>

Click **Gmail**.

The image shows a web browser window with the address bar containing <http://www.google.se/>. The browser's navigation bar includes buttons for '+Du', 'Sök', 'Bilder', 'Kartor', 'Play', 'YouTube', 'Nyheter', 'Gmail', 'Drive', 'Kalender', and 'Mer'. The main content area displays a Doodle for the first day of summer, featuring five cartoon figures in the water. One figure is holding a beach ball, and another is blowing a bubble. Below the Doodle is a search bar and two buttons: 'Sök på Google' and 'Jag har tur'. The browser's status bar at the bottom shows the URL http://www.google.se/search?site=&q=Sommarsolst%C3%A5ndet+2013&oi=ddle&ct=first_day_of_summer_2013-1536005-hp and a zoom level of 100%.

If you do not have an email address and you want an email account, click **Create account**.

If you already have a Gmail account, enter your email address (in the username field) and your password, and then click the **"Sign in"** button.



Google
Logga in
Fortsätt till Gmail

E-post eller telefonnummer

[Har du glömt adressen?](#)

Är detta inte din dator? Logga in privat med gästläget.
[Läs mer](#)

[Skapa konto](#) [Nästa](#)

Svenska ▾ Hjälp Sekretess Villkor

Click here to create an email account.

Enter your email address.

click next to create your password.



Tips for creating a new email address

- The information you will have to enter depends on which email provider you select (for instance Gmail).
- Every email address is unique, and you can only choose an address that no one else has. The email service verifies the availability of the address you entered and then suggests similar addresses if the one you want is already taken. You cannot use the letters å, ä or ö. You can choose to use your real name or an invented one.
- A password should consist of at least six characters. Use a mix of letters, numbers and/or special characters (for instance !, @, #, \$, %, ^, &, *) in order to compose a secure password. Avoid using your name or date of birth as your password.
- You are not required to provide personal information, such as your personal identity number or gender.
- The alternate email address and possible security question are used to protect your email account. If you lose access to your email account, it will be easier to recover your account if you have provided one of the above. Make sure you have access to the email address you provided as your alternate email address. Make sure you choose an answer that you will not forget and which no one else will be able to guess if you have entered a security question (Gmail does not offer this option).
- Keep your password in a secure location so that no one else can access it.

Creating a new email account

The screenshot shows the Google account creation page in Swedish. The browser tabs are "Kundgarantier - en av många bra" and "Skapa ett Google-konto". The URL is <https://accounts.google.com/signup/v2/webpersonaldetails?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F%3Ftab%3Dwm&tmpl=default&fl...>

Google
Välkommen till Google
shireen.h.m73@gmail.com

Telefonnummer (valfritt)
725740076

Vi använder telefonnumret för att skydda kontot. Andra kan inte se det.

Återställningsadress (valfritt)
Vi använder den för att skydda ditt konto

År: 1973, Månad: november, Dag: 23

Ditt födelsedatum

Kön: Kvinna, Man, Jag vill inte ange det, Anpassad

Bakåt, Nästa

Callouts:

- Enter your mobile number as an additional unique identifier.
- Enter the year, month and day you were born.
- Indicate whether you are a man or woman, or select "Other".

Security Note: Dina personliga uppgifter är privata och säkra

Taskbar: Windows 8.1 taskbar with icons for Internet Explorer, File Explorer, Chrome, Photoshop, Word, and PowerPoint. System tray shows "SV", signal strength, and time "13:49 2018-10-23".

Creating a new email account

Kundgarantier - en av många bra x Skapa ett Google-konto x

Kundgarantier - en av många bra x Skapa ett Google-konto x +

https://accounts.google.com/signup/v2/webtermsofservice?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail%2F%3Ftab%3Dwm<mpl=default&fl...

Google

Sekretess och villkor

rättstävning som vi använder i alla våra tjänster.

Du bestämmer själv
Beroende på dina kontoinställningar kan en del av denna data knytas till ditt Google-konto och vi behandlar sådan data som personliga uppgifter. Du kan styra hur vi samlar in och använder denna data nu genom att klicka på Fler alternativ nedan. Du kan alltid ändra inställningarna senare eller dra tillbaka ditt samtycke för framtida data genom att besöka Mitt konto (myaccount.google.com).

FLER ALTERNATIV ▾

- Jag godkänner Googles användarvillkor
- Jag godkänner att mina uppgifter behandlas i enlighet med beskrivningen ovan och sekretesspolicyen.

[Avbryt](#) [Skapa konto](#)

Du bestämmer över uppgifterna vi samlar in och hur de används.

Svenska ▾ Hjälp Sekretess Villkor

SV 13:55 2018-10-23

Read through the terms of service or ask someone to help you.

SV 13:54 2018-10-23

Kundgarantier - en av många bra x Inkorgen (1) - shireen.h.m73@gm x +

https://mail.google.com/mail/?tab=wm#inbox

Gmail Sök i e-post

Skriv

Inkorgen

- Stjärnmärkt
- Uppskjutet
- Skickat
- Utkast
- Mer

Shireen

Inga nya chattkonver
Starta en ny

INBOX

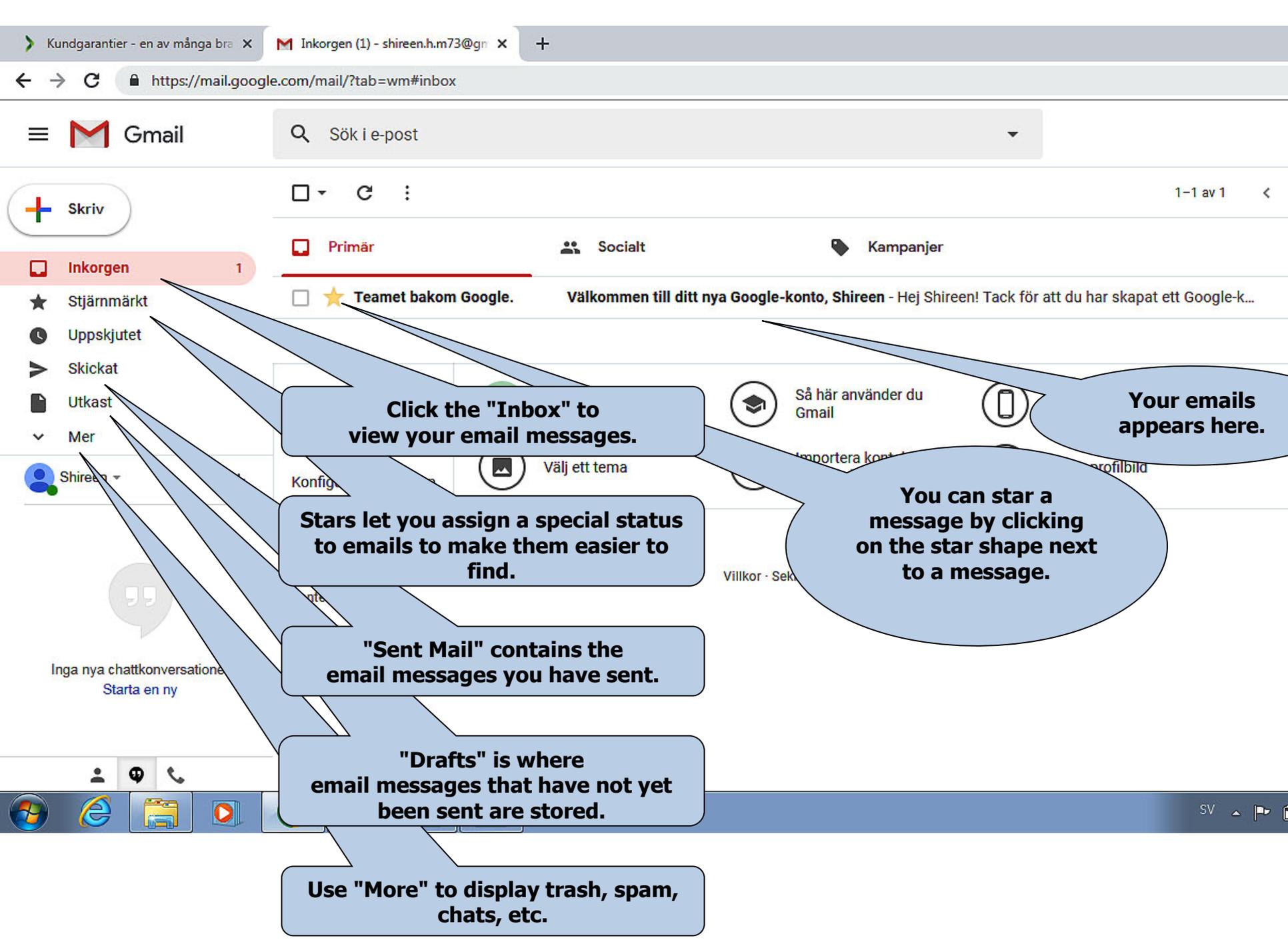
When you open your inbox, you will see all the messages that have been sent to you. Every message is displayed on its own line, and consists of the following elements: date and time, subject/title, sender, and a box used to select the message. Click anywhere on the line to open the message.

- Explanations:
 - Select** – use this to work with specific messages. For instance to move or delete them.
 - Refresh** - use this to retrieve any new messages that may have been sent to you.
 - Compose** - use this to create a new email message.
 - Spam** - These are unwanted emails that may contain advertising for a product or service, or messages that contain blocked images, links or file attachments.

1-1 av 1

13:58

SV 13:58 2018-10-23



Click the "Inbox" to view your email messages.

Stars let you assign a special status to emails to make them easier to find.

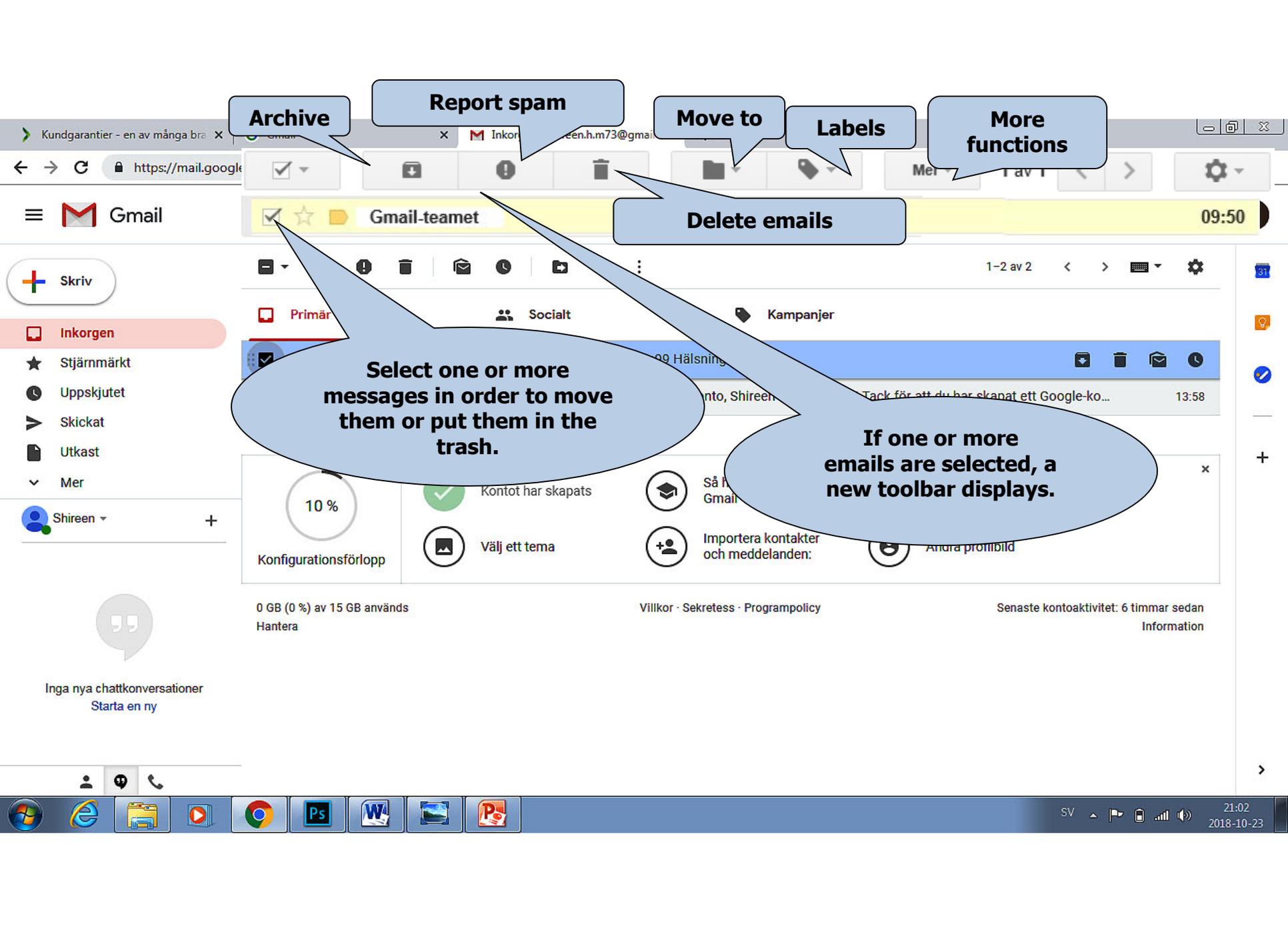
"Sent Mail" contains the email messages you have sent.

"Drafts" is where email messages that have not yet been sent are stored.

Use "More" to display trash, spam, chats, etc.

You can star a message by clicking on the star shape next to a message.

Your emails appears here.



Archive

Report spam

Move to

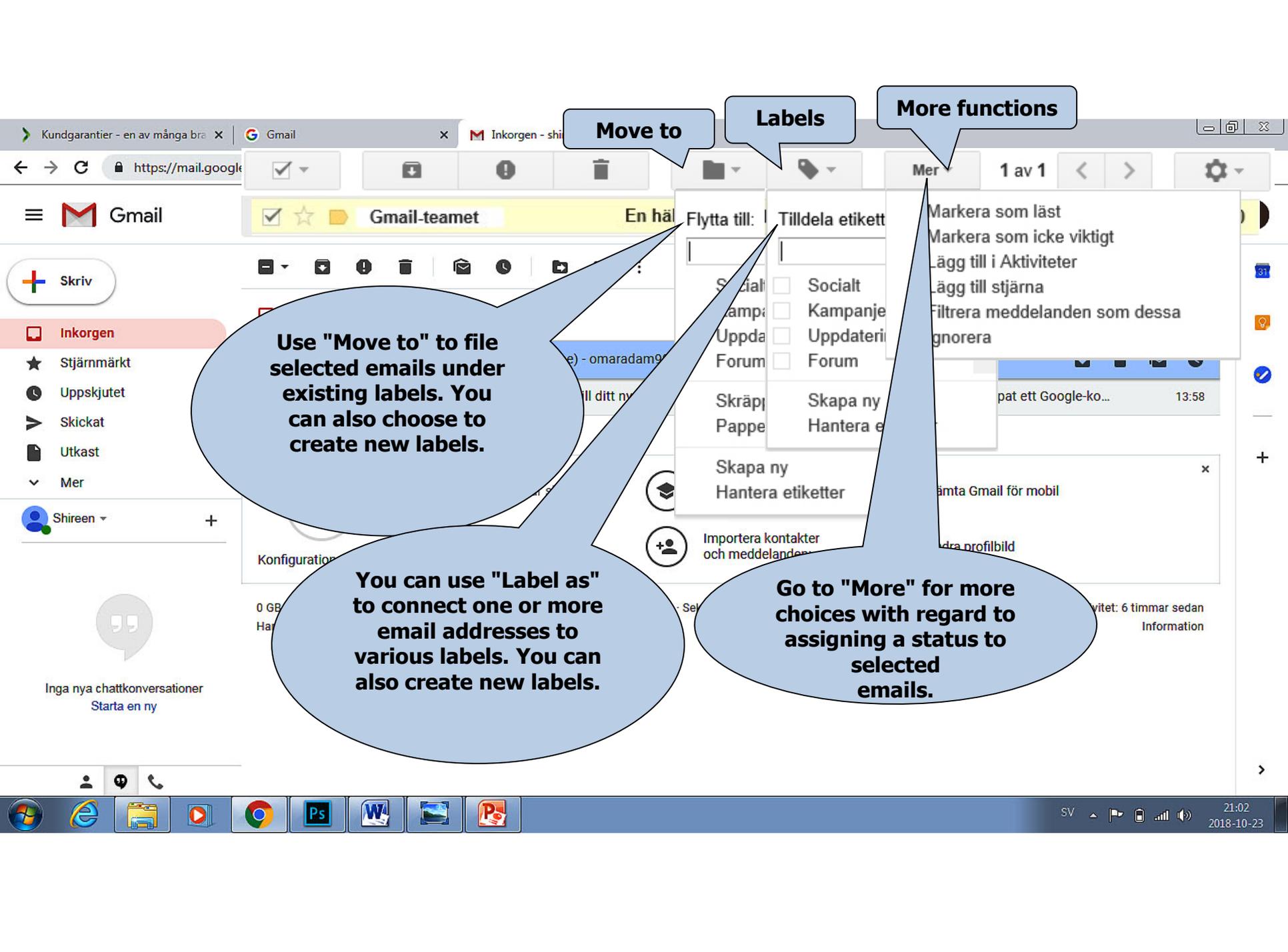
Labels

More functions

Delete emails

Select one or more messages in order to move them or put them in the trash.

If one or more emails are selected, a new toolbar displays.



Move to

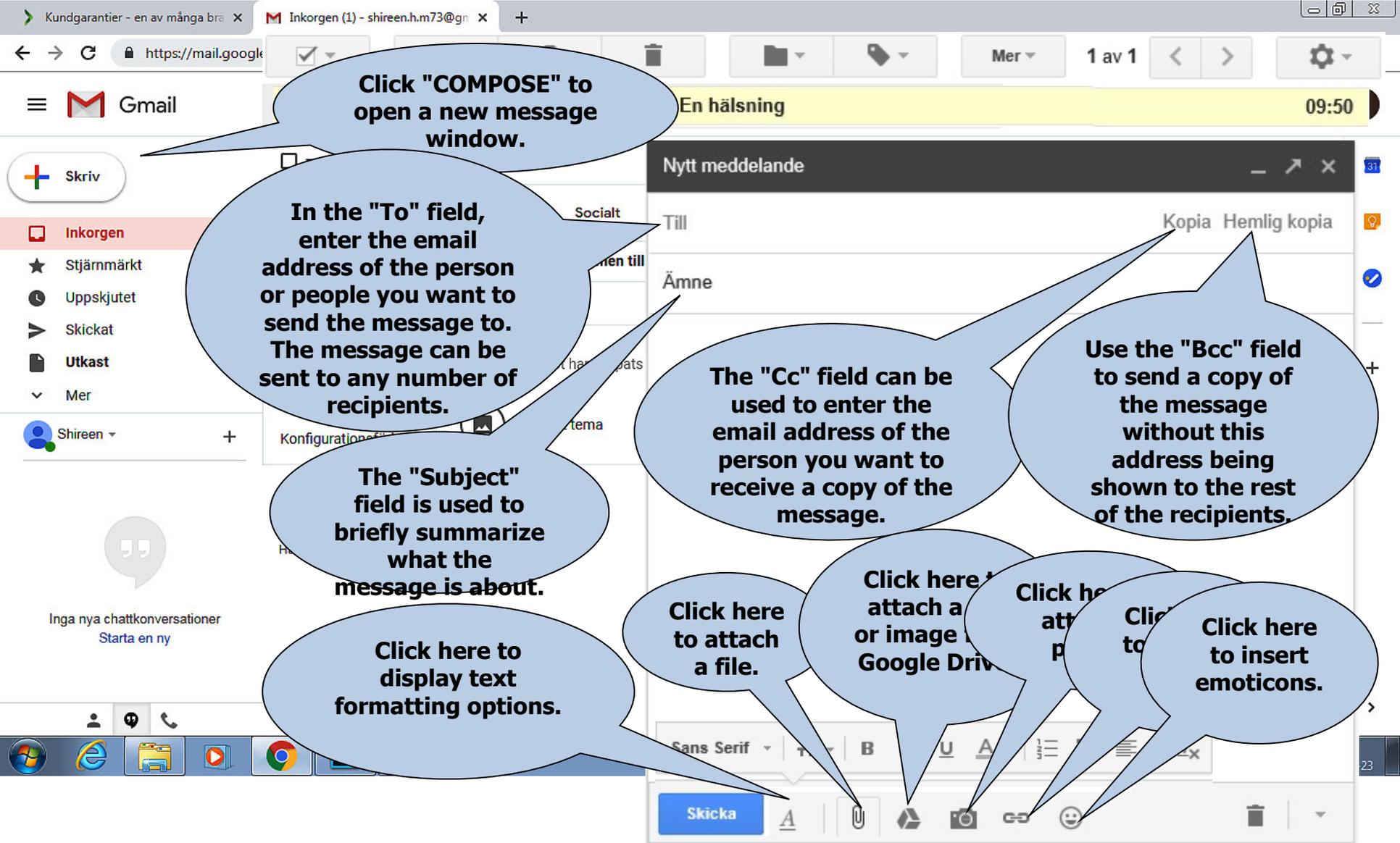
Labels

More functions

Use "Move to" to file selected emails under existing labels. You can also choose to create new labels.

You can use "Label as" to connect one or more email addresses to various labels. You can also create new labels.

Go to "More" for more choices with regard to assigning a status to selected emails.



Click "COMPOSE" to open a new message window.

In the "To" field, enter the email address of the person or people you want to send the message to. The message can be sent to any number of recipients.

The "Subject" field is used to briefly summarize what the message is about.

Click here to display text formatting options.

Click here to attach a file.

Click here to attach a Google Drive file or image.

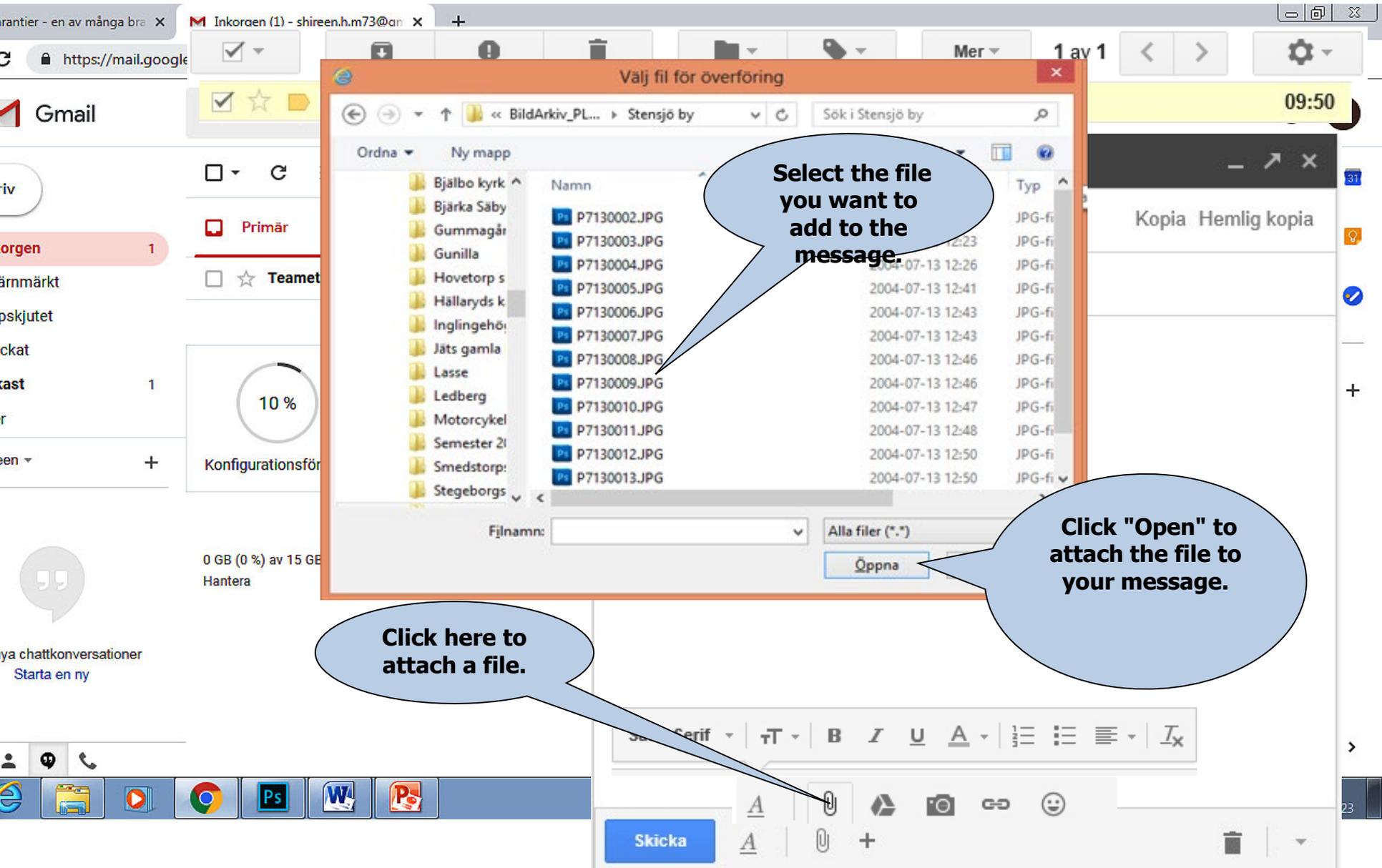
Click here to attach a picture.

Click here to attach a video.

Click here to insert emoticons.

The "Cc" field can be used to enter the email address of the person you want to receive a copy of the message.

Use the "Bcc" field to send a copy of the message without this address being shown to the rest of the recipients.



Click here to attach a file.

Select the file you want to add to the message.

Click "Open" to attach the file to your message.

Välj fil för överföring

Ordna Ny mapp

Namn	Typ
P7130002.JPG	JPG-fil
P7130003.JPG	JPG-fil
P7130004.JPG	JPG-fil
P7130005.JPG	JPG-fil
P7130006.JPG	JPG-fil
P7130007.JPG	JPG-fil
P7130008.JPG	JPG-fil
P7130009.JPG	JPG-fil
P7130010.JPG	JPG-fil
P7130011.JPG	JPG-fil
P7130012.JPG	JPG-fil
P7130013.JPG	JPG-fil

Filnamn: Alla filer (*.*)

Öppna

Skicka

Attachment icons: paperclip, image, video, link, emoji



Gmail

Inkorgen

Stjärn

Viktiga

Skickade

Utkast

Cirklar

Mer

Håll

vänner

pers

att n

Läs

Aktivera mina cirklar

Ny Hangout

Hitta vänner att chatta med

0 GB (0 %) av 15 GB a

Hantera

Sans serif

Skicka

Välj fil för överföring

Stensjö by

Sök i Stensjö by

Ordna	Ny mapp	Namn	Senast ändrad	Typ
		P7130002.JPG	2004-07-13 12:22	JPG-fi
		P7130003.JPG	2004-07-13 12:23	JPG-fi
		P7130004.JPG	2004-07-13 12:26	JPG-fi
		P7130005.JPG	2004-07-13 12:41	JPG-fi
		P7130006.JPG	2004-07-13 12:43	JPG-fi
		P7130007.JPG	2004-07-13 12:43	JPG-fi
		P7130009.JPG	2004-07-13 12:46	JPG-fi
		P7130010.JPG	2004-07-13 12:47	JPG-fi
		P7130011.JPG	2004-07-13 12:48	JPG-fi
		P7130012.JPG	2004-07-13 12:50	JPG-fi
		P7130013.JPG	2004-07-13 12:50	JPG-fi

Filnamn: Alla filer (*.*)

Öppna

Select the file you want to add to the message.

Click browse.

Click "Open" to attach the photo to your message

Finish by clicking "Send" to send the message.

Click here to attach a file or image from Google Drive. NB! You need to have this type of account in order to use this feature!

Insert photo

Maria Andersson

1 av 1

Kopiera Hemlig kopiera

Sans serif

Skicka

Insert photo icons

The image shows the Gmail 'New account' setup page in Swedish. The browser address bar shows 'https://mail.google.com'. The page title is 'Gmail'. The main heading is 'Välkommen till ditt nya Google-konto, Shireen - Hej Shireen! Tack för att du har skapat ett nytt konto.' Below this, there are several progress indicators: 'Kontot har skapats' (Account created) with a green checkmark, 'Välj ett tema' (Choose a theme) with a camera icon, 'Importera kontakter och meddelanden' (Import contacts and messages) with a plus icon, and 'Hämta Gmail för mobil' (Get Gmail for mobile) with a phone icon. A 'Konfigurationsförlopp' (Setup progress) indicator shows 10% completion. A settings menu is open in the top right corner, showing options like 'Normal (på större skärmar)', 'Tätare (på större skärmar)', 'Kompakt', 'Konfigurera inkorgen', 'Inställningar', 'Teman', 'Skicka feedback', 'Guidad tur', and 'Hjälp'. Two callout boxes provide instructions: 'Click the gear icon to display a menu where you can make settings configurations.' and 'Click on "Settings".'. The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Chrome, Photoshop, Word, and PowerPoint. The system tray shows the date and time as 13:58 on 2018-10-23.

Click the gear icon to display a menu where you can make settings configurations.

Click on "Settings".

- Visningstäthet:
 - ✓ Normal (på större skärmar)
 - Tätare (på större skärmar)
 - Kompakt
- Konfigurera inkorgen
- Inställningar
- Teman
- Skicka feedback
- Guidad tur
- Hjälp

0 GB (0 %) av 15 GB används
Hantera

Villkor · Sekretess · Programpolicy

Inga nya chattkonversationer
Starta en ny

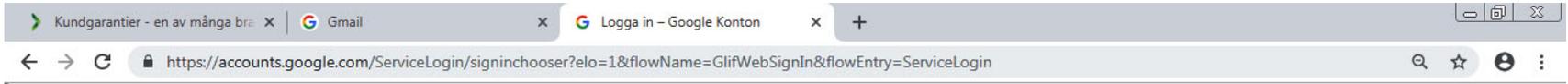
Then click here!

Click here to set the language!

To make sure that no one else will be able to read your messages, sign out of your email account once you're finished using it. This is particularly important if you are using a public computer.

The image shows a screenshot of the Gmail 'Inställningar' (Settings) page in Swedish. The browser address bar shows 'https://mail.google.com/mail/?tab=wm#settings/general'. The page title is 'Inställningar' and the search bar contains 'Sök i e-post'. The left sidebar shows navigation options like 'Skriv', 'Inkorgen', 'Stjärnmärkt', 'Uppskjutet', 'Skickat', 'Utkast', and 'Mer'. The main content area is titled 'Inställningar' and has tabs for 'Allmänt', 'Etiketter', 'Inkorgen', 'Konton och import', and 'Filter och blockera'. Under 'Allmänt', there are settings for 'Konfigurationsförlopp' (10%), 'Språk' (Visningsspråk för Gmail: Svenska), 'Standardläsning', 'Största sidstorlek' (50), 'Bilder' (Visa alltid externa bilder), and 'Ängra skicka' (5 sekunder). A language dropdown menu is open on the right, listing various languages, with 'Svenska' highlighted. A profile card for 'Maria Andersson' is visible in the top right corner. Two callout boxes provide instructions: one points to the language dropdown, and another points to the 'Logga ut' button. The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Chrome, Photoshop, Word, and PowerPoint, along with the system tray showing the date and time (14:27, 2018-10-23).

Delete account



Google

Ta bort ett konto

Ta bort från den här webbläsaren

-  Shireen Haj Mustaffa
shireenramzi73@gmail.com
Utloggad
-  Shireen Haj Mustaffa
shireen.h.m73@gmail.com
Utloggad

Klar

The interface features a white card with a blue arrow pointing down on the right side, and a blue arrow pointing left at the bottom. A blue ribbon-like element is visible on the left edge of the card.

