

INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

Class IX , Ch-3 Information and Communication
Technology Skills: I (IT #402)

Session 10: Communication and Networking —
Creating an e-Mail Account

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CHANGING YOUR TOMORROW

Learning outcome of this Session

The students will be able to:

- Create an e-mail account; and
- Sign in and sign out an e-mail account.

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Creating an E-mail Account

To set up an e-mail account, there are a number of popular providers to consider.

- (a) Gmail (run by Google)
- (b) Outlook mail (run by Microsoft)
- (c) Yahoo mail (run by Yahoo)



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Steps to open an e-mail account on Gmail

Here we will learn how to create an e-mail account using Gmail. All e-mail hosting sites will have similar procedures.

1. Go to www.gmail.com and click "Create an account".

2. The sign up form will appear. You will need to fill your name, username, password and other details in a sign-up form. A password should be at least 8 characters long and contain letters, numbers and special characters (e.g., \$%#). This will make it more secure.

3. Fill in other details as your phone number, country, etc. Review the Terms of Service and Privacy Policy, click the check box, and then click Next step.

4. Google welcome page will appear. Click on the 'Continue to Gmail'. This will display your Gmail account page.



A Quick Recap Of This Session

In this session, you have learnt to create an e-mail account. You have also learnt how to sign in and sign out an e-mail account.

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Home Assignment

A. Multiple choice questions

1. Here are the steps to sign in to your Gmail account.

- (i) Type username (ii) Go to www.gmail.com
(iii) Click Sign in (iv) Type password

Choose the option with the correct order.

- a) i > ii > iv > iii
b) ii > i > iii > iv
c) ii > i > iv > iii
d) ii > iii > i > iv
2. Which one of the following statements is false?
- a) You need to create an account before you can send an e-mail.
b) You should sign out of your account when you are not using the computer.
c) You do not need an Internet connection to use your Gmail account.
d) You must not share your password with others.

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Home Assignment

A. Multiple choice questions

3. Which of the following is an e-mail service?
 - a) WhatsApp
 - b) WeChat
 - c) Gmail
 - d) Facebook

B. Short answer questions

1. What characters should the password have in e-mail address, to make it more secure?

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THANKING YOU

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