



Bringing Generations Together



PAK PIONEERS COMMUNITY ORGANIZATION OF CANADA


Email Basics for Seniors


A step-by-step guide to sending, receiving, and managing email — written in plain, simple English just for you.

BEGINNER-FRIENDLY COURSE


What Is Email — and Why Does It Matter?

Email (short for *electronic mail*) is a way to send messages to anyone in the world — instantly, for free, using the internet.

 **Stay in touch with family**

 **Reach your doctor's office**

 **Track packages**

 **Receive bank statements**

→ **Write a message**

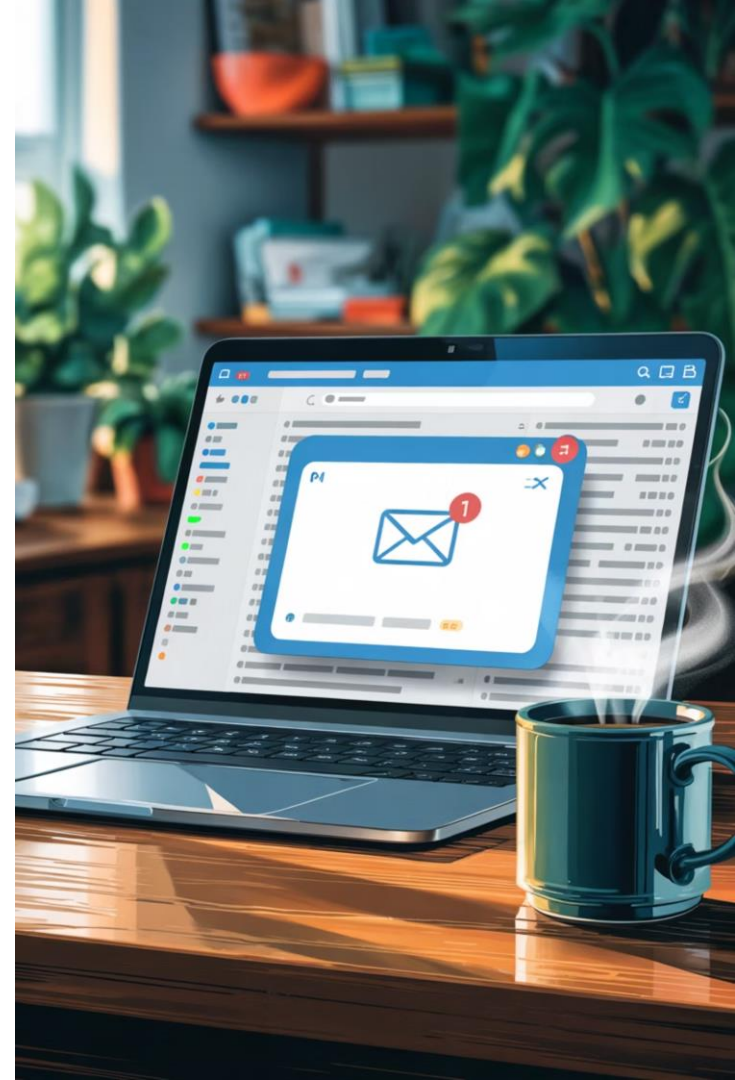
Type words on your computer or phone

→ **Press Send**

It arrives in seconds — no stamp needed

→ **They reply back**

You get their message right in your inbox



Meet Gmail — Your Email Home

We will use **Gmail** — a free, safe, and easy email service made by Google. It works on computers, tablets, and phones.



Key Parts of Gmail

Inbox

Where new messages arrive
— like your mailbox

Compose Button

Click here to start writing a
new email

Sent

Shows emails you already
sent

Spam

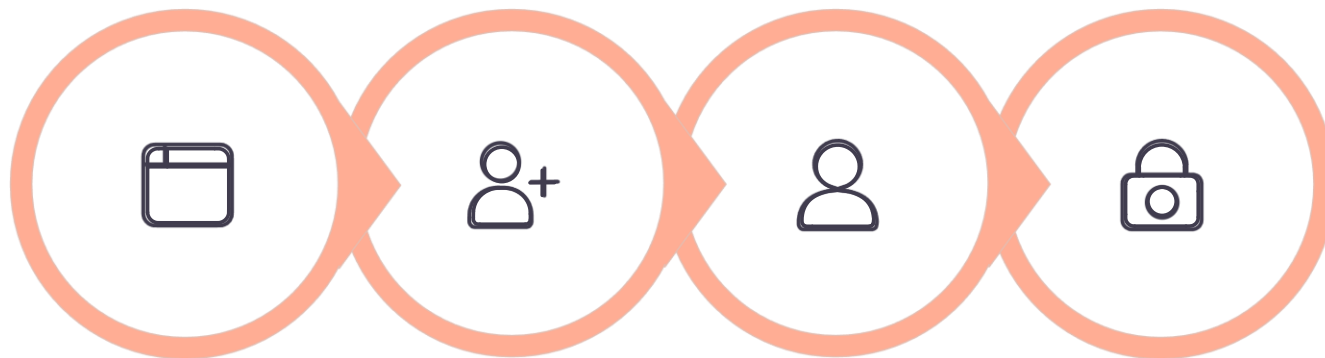
Junk mail Gmail catches for
you automatically

Trash

Deleted emails go here before
being removed

Creating Your Gmail Account

Follow these steps to set up your very own Gmail address. Take your time — there is no rush!



Open Gmail

**Create
account**

Enter name

Set password



What is a browser? A browser is the app you use to visit websites — like Google Chrome, Safari, or Firefox. Type **gmail.com** in the address bar at the top.



Choosing your email address: Try using your name — for example: **marysmith1945@gmail.com**. Write it down and keep it somewhere safe!

Logging In to Gmail

Every Time You Open Gmail:

1 Open your browser

Look for the colorful circle icon (Chrome) or any browser app

2 Type gmail.com

Type it in the bar at the very top of the screen and press Enter

3 Enter your email address

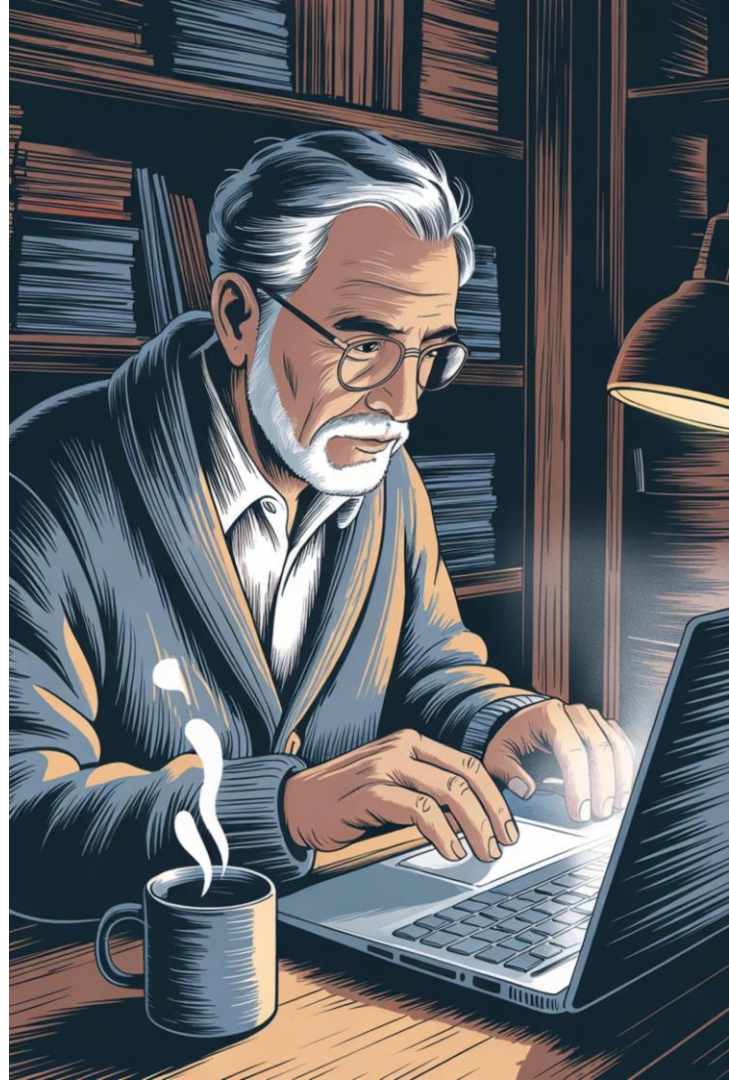
Type the full address you created, then click Next

4 Enter your password

Type carefully — letters are hidden for your privacy. Click Next.

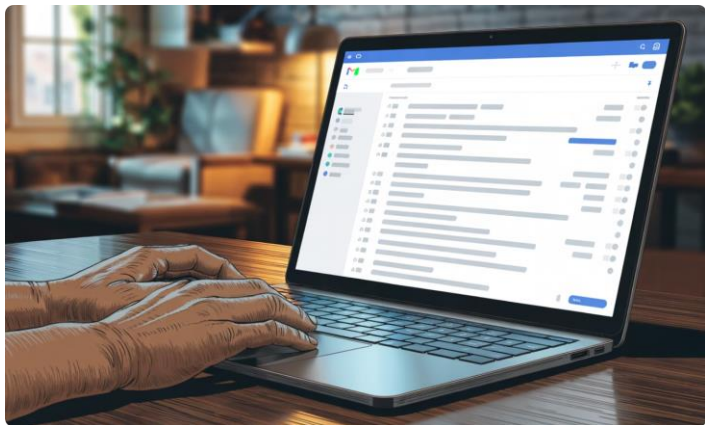
✔ **Tip:** Check the box that says "Remember me" or "Stay signed in" on your personal device — so you don't have to type your password every time.

⚠ **Important:** Never check "Stay signed in" on a public computer at the library or a store.



Your Inbox: Reading Your Emails

Your **Inbox** is the first thing you see when you log in. It shows all the messages people have sent you.



What You Will See:

Bold text = Unread

Messages you haven't opened yet appear in bold

Sender's name

Who sent the email — shown on the left

Subject line

A short title that tells you what the email is about

Date & time

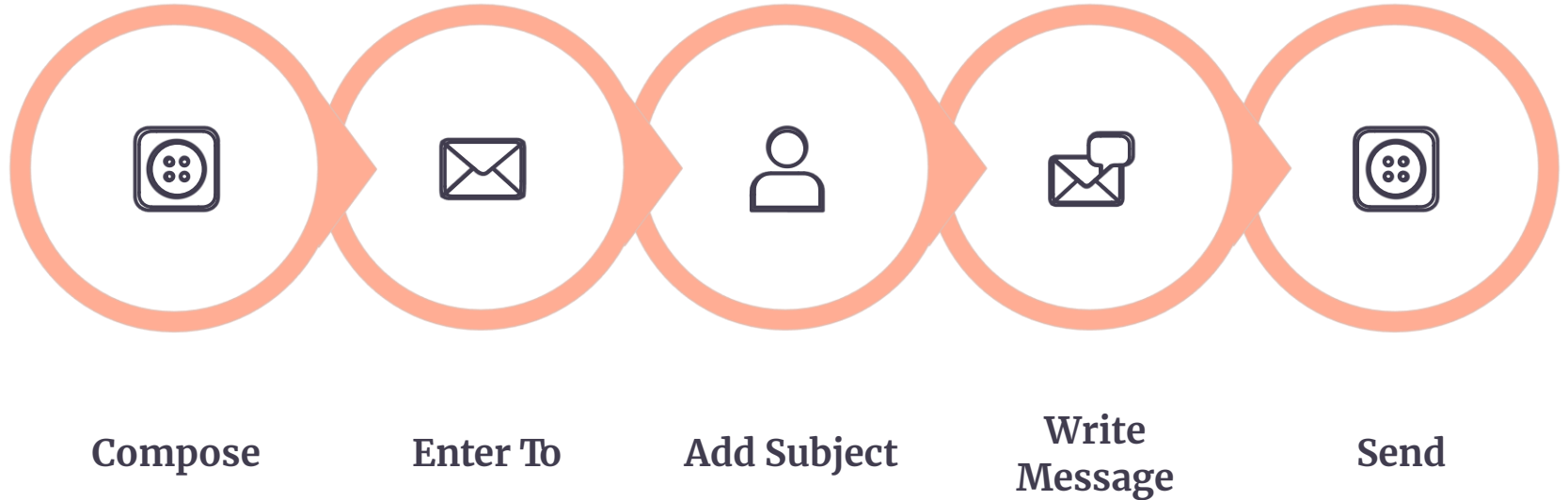
When the email arrived — shown on the right



To read an email: Simply click on it once and it will open for you.

Sending Your First Email

Ready to write a message? Here is how to send an email to a friend or family member — step by step.



Example message to try:

"Hi Susan! I just learned how to send email. Hope you are well. — Mary"



What is a Subject Line? It is like a title for your email — for example: "Hello from Mary" or "Question about Thursday."

Replying, Forwarding & Attachments



Reply

Write back to the person who emailed you. Open their email, then click the **Reply** button (a curved arrow ←). Type your answer and click Send.





Forward

Send someone else's email to another person. Click **Forward**, then type the new person's email address in the To field, and click Send.



Attach a Photo

Click the **paperclip icon**  at the bottom of the Compose window. Find your photo, click it, and click Open. Then click Send as normal.


✔  **Try It Yourself:** Reply to the last email in your inbox — even if it is just a short "Thank you!" message. You can do it!


Spam, Scams & Staying Safe

What Is Spam?

Spam is unwanted junk email — like junk mail in your physical mailbox. Gmail automatically moves most spam to your **Spam folder**.

Warning Signs of a Scam Email:

 **Golden Rule:** If an email asks for your password, Social Security number, or credit card — **do not click anything**. Delete it immediately or ask someone you trust.

 **To delete spam:** Click the checkbox next to the email and press the trash can icon. You will not hurt anything by deleting it.

"You won a prize!"

If you didn't enter a contest, it's likely fake

"Verify your account now!"

Banks never ask for passwords by email

Strange sender address

Like support@amaz0n-secure.ru — not a real address

Review & Practice Activity

Great work! Let's review what you learned and try a real activity on your own.

Quick Recap

01

Email is free electronic mail

02

Gmail is our email service

03

Inbox = where messages arrive

04

Compose = write a new email

05

Paperclip = attach a photo

06

Never share your password

Try It Yourself — Your Practice Activity

Step 1

Log in to Gmail at gmail.com

Step 2

Click the blue **Compose** button

Step 3

Address it to a family member or friend

Step 4

Write a short friendly message


Step 5

Attach a photo using the  paperclip icon

Step 6

Click **Send** — you did it! 



 **You are doing great!** Practice a little each day and it gets easier every time.