

Hand on Sessions on Basic Internet

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What we will learn today?



CREATE GOOGLE ACCOUNT

- ▶ **Step 1:** Visit Google account creation page, accounts.google.com
- ▶ **Step 2:** Click on Create account.
- ▶ **Step 3:** The sign-up form will appear. Enter your first and last name.
- ▶ **Step 4:** Choose a Username for your account.
- ▶ **Step 5:** After choosing a username, enter a password. Type the password again to confirm. (As per Google's instruction always use 8 or more characters with a mix of letters, numbers & symbols)
- ▶ **Step 6:** At last tap on Next. (Right corner of the screen)

Step 7: On the next page enter your phone number to verify your account. (It is a two-step verification process for security)

Step 8: On the given mobile number you will receive a text message from Google with a verification code. Enter the verification code and tap on Verify.

Step 9: On the next page enter your **DOB** in the specified fields.

Step 10: Choose a **Gender**.

Step 11: Tap on **Next**.

Step 12: Read, Google's Terms of Service and Privacy Policy will appear on the screen and click on **I agree**.



**CONGRATULATIONS
YOU HAVE CREATED
YOUR ACCOUNT**



Create Google meet link

- ▶ Open the Meet app .
- ▶ Tap New meeting.
- ▶ Select an option:
 - ▶ Get a meeting link to share: This generates a meeting link you can share to meet now or later. To invite others, tap Share invite. To join the meeting, copy the code into the "Join with a code" field.
 - ▶ Tip: Google Workspace users are sent Get joining info to share. This works exactly like the "Get a meeting link to share."
 - ▶ Start an instant meeting: Create a meeting that you join now.



Are you all done ?

See how easy it is

Google makes life easier Right



How to write a proper email?

- ▶ **1. Keep the subject line simple**
- ▶ **Open with a proper greeting**
- ▶ **Give the purpose of your email**
- ▶ **Writing the body text**
- ▶ **Wrapping up your email**
- ▶ **Signing off**
- ▶ **Double check everything**



THANKS!

Any questions?

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