How to set up a free Google e-mail account

If you are currently serving as a clergy member of the North Carolina Conference you are entitled to a free nccumc.org e-mail address. Please contact the Conference IT Office for help with accessing your e-mail for the first time. If you would like to set up a free Gmail.com personal e-mail account follow these steps:

- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to https://mail.google.com.
- Click the Create a New Account button.
- Fill out the required information and choose your username. Your e-mail address will be username@gmail.com.

You can browse to these websites by clicking in the address bar and typing the address. Once you have finished the address you can press the Enter button on your keyboard.

How to log into your Google e-mail account from any online computer

One of the primary advantages of the Gmail system is the ability to access your e-mail from any computer that is connected to the Internet. Follow these steps to log into your e-mail account:

- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to https://mail.google.com.
- Enter your username and password to login.

How to open an e-mail

To open an e-mail message (using the Gmail system) you must first log into your e-mail account. The Inbox will be displayed and you can single left click on each message to open them.

Click on this:
To see this:

![Email example]

**How to reply to an e-mail**

There are two different ways to reply to an e-mail message: Reply and Reply All. There are important differences between the two options:

- Reply will send a reply directly to the sender.
- Reply All will send a reply back to everyone who was included on the original message.

This is an important difference!

Click this button to reply:
Click the down arrow next to the reply button and choose Reply All:

**How to forward an e-mail**

When you would like for someone to see an e-mail message that you received you can use the Forward option. Forwarding an e-mail involves the same steps as Reply All.
How to draft an e-mail

To draft a new e-mail message click the Compose button.

How to address e-mails

Once you have selected the Compose button to create a new button you must enter the e-mail address of the intended recipient. E-mail addresses follow the naming convention of username@domain.com (or .org, .net, edu, etc.). Enter the address you wish to send a message to in the To: field.

How to log onto the conference and district websites

To access the Conference and District website follow these steps:

- Open your web browser (Internet Explorer, Mozilla Firefox or Google Chrome).
- Browse to http://nccumc.org to access the Conference website.
- Browse to http://districts.nccumc.org to access the District website.

You can browse to these websites by clicking in the address bar and typing the address. Once you have finished the address you can press the Enter button on your keyboard.
How to “subscribe” to get automatic updates from your District web site

You can subscribe to get updates to your District website via e-mail. Follow these steps to subscribe to this notification service:

- Browse to http://districts.nccumc.org/.
- Click on the your District link to access the your District website.
- Enter your e-mail address in the subscribe field and click subscribe.

How to Use Google Hangouts

Google Hangouts is the name of the video conferencing solution that the Conference and District Offices are using to connect with each other and the members of our Annual Conference. You can find out more information on how to set up and use this system by visiting the Frequently Asked Questions (FAQ) section of the Information Technology (IT) Office website. Follow these steps to access this information.

- Browse to the Conference Website (http://nccumc.org) and hover your mouse over the blue Ministries section.
- On the lower left hand corner of the pop-up window click on Frequently Asked Questions listed below the Information Technology Office title.
- Click on the FAQ article titled “How do I start/join/invite people to a Google Hangout?”

You could also browse directly to: http://nccumc.org/it/faq/how-do-i-startjoininvite-people-to-a-google-hangout/.
How to find the FAQ section of the IT Office website: