



Gemini on the web: first steps

Your first conversation, the menus, finding your chats again, and privacy

Gianluca Bonomo · www.gianlu.it · info@gianlu.it



Contents

How to use this handout	3
1. The front door	3
2. The first conversation	4
2.1 Continuing the conversation	5
3. The icons under the answer	6
4. Finding and organising chats	7
5. The settings menu, entry by entry	8
6. Privacy: what to write and what not.....	9
Hands-on exercise	10
Questions that come up in class.....	11
Glossary.....	11
Further reading	11

How to use this handout

This handout gathers, in written and ordered form, everything covered in the lesson. You do not need to memorise it: it is there so you can find things again calmly, later, when the lesson is over and a question is left hanging.

GOAL

Open Gemini on the web, have your first conversation, find and organise your chats, and know what is behind each entry of the settings menu.

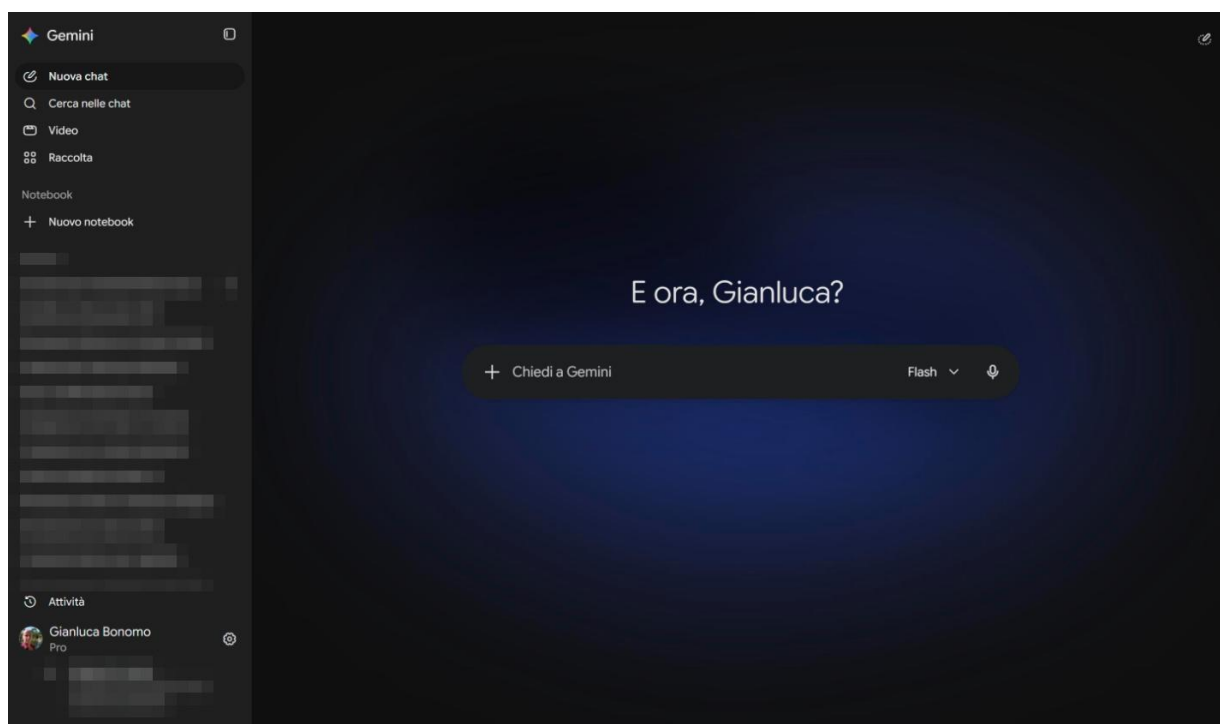
What you will be able to do

- Recognise the parts of Gemini's main screen.
- Ask a question, read the answer and continue the conversation with a follow-up.
- Search, pin, rename, share and delete a chat.
- Know where privacy, limits, memory, connected apps and the subscription are.

1. The front door

To start you do not need to install anything: a browser and a Google account are enough.

Open your browser and go to **gemini.google.com**. If you already have Gmail or an Android phone you are all set: you sign in with the same account. From then on all conversations are tied to the account, not to the computer. If tomorrow you open Gemini on another PC, or in the Windows app we cover in lesson 8, you find the same chats.



Gemini's start screen on the web. Recent chats in the sidebar have been blurred. The interface is in Italian.

Here is what you see, from left to right.

- **Sidebar:** Nuova chat (New chat), Cerca nelle chat (Search chats), Video, Raccolta (Library), the Notebook section, then the list of recent chats.
- **Attività (Activity) and account** at the bottom of the bar, with the settings cog.
- **Writing box** in the middle, with the + button to attach files and choose tools, the model selector and the microphone.
- **The greeting**, which changes every time («E ora, Gianluca?», «Cominciamo»...). It means nothing: it is just courtesy.

IN PLAIN WORDS

Gemini is a chat with an assistant who has read an enormous amount. You write, it answers, and the conversation stays saved.

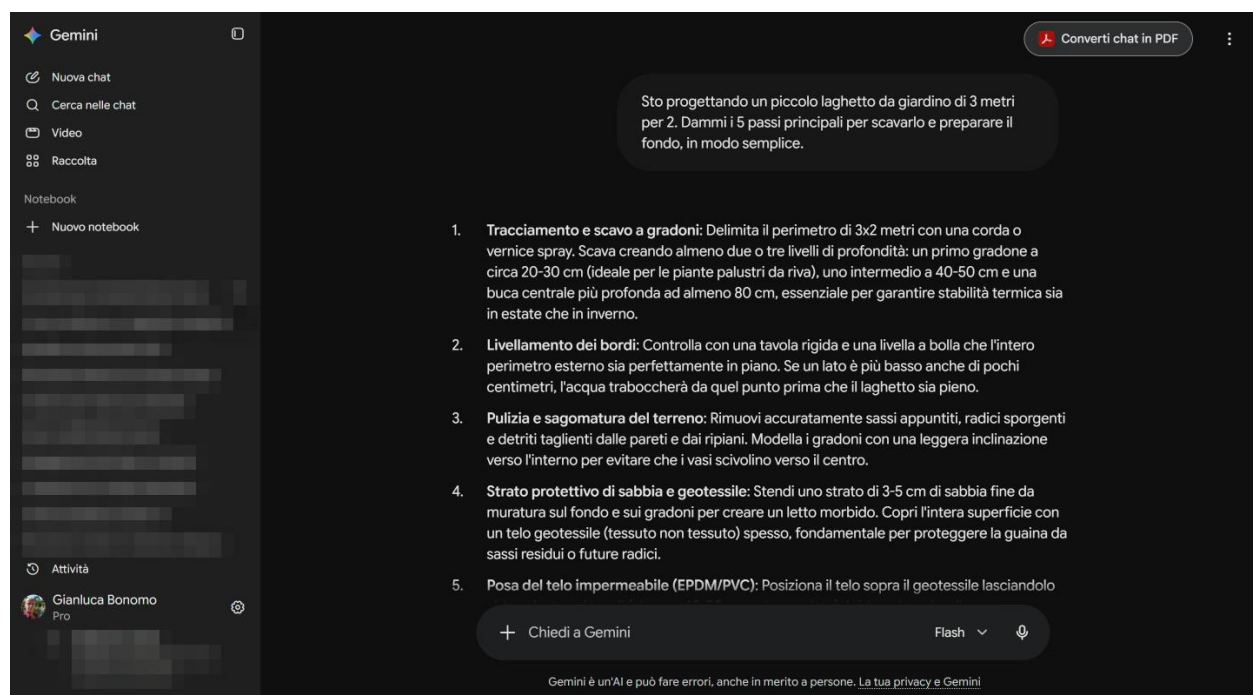
2. The first conversation

Let's try it with a real case. Imagine you want to dig a small garden pond of three metres by two, and you do not know where to start. Click in the box and write your request in your own words. I wrote this (in Italian, my language):

I am planning a small garden pond of 3 metres by 2. Give me the 5 main steps to dig it and prepare the bottom, in a simple way.

The prompt I used (translated)

Press Enter and wait a few seconds. Gemini writes the answer as it goes and gives the chat a title (here «Come realizzare un laghetto da giardino», How to build a garden pond), which immediately appears among the recent chats.



The first answer: five numbered steps, from marking out the dig to laying the liner.

Notice the form: a numbered list, key words in bold, measurements (steps at 20–30 centimetres, 40–50, and a central hole of at least 80). Why? Because I asked for «five steps» and «in a simple way». **You decide the shape of the answer** with your request.

2.1 Continuing the conversation

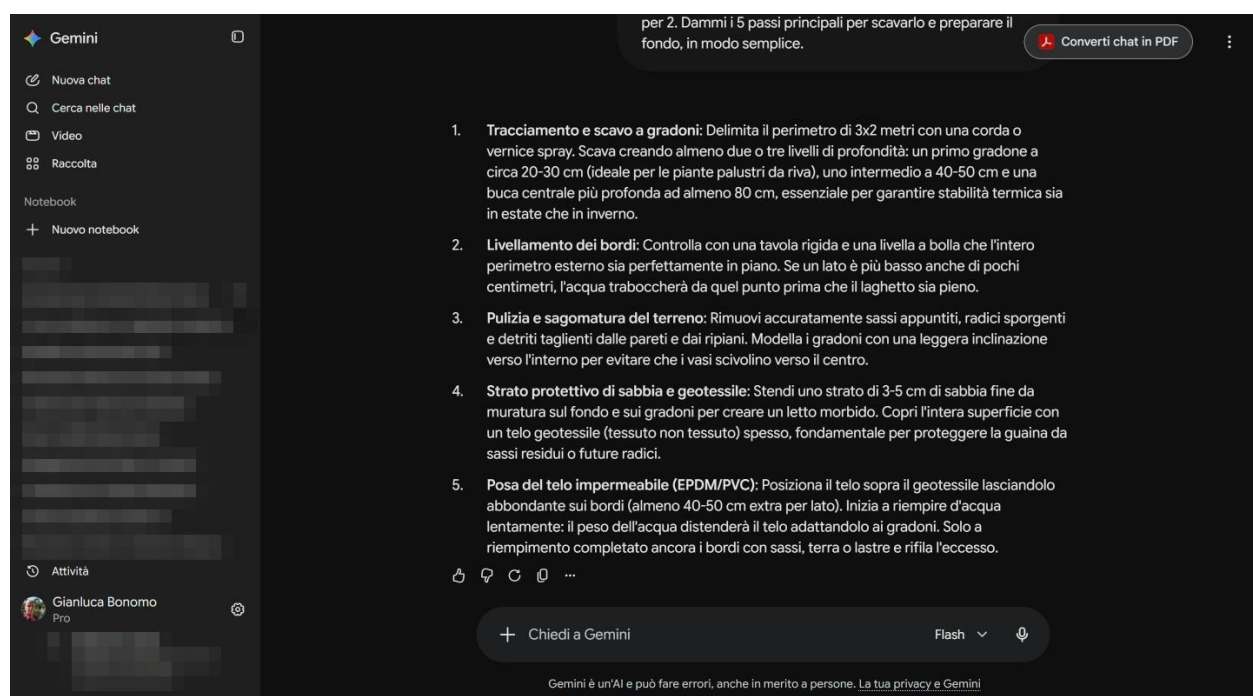
The nice part is that Gemini remembers what you said in that chat. You can write «Explain point 3 better» or «Rewrite it for a ten-year-old» without repeating everything. If you change subject, open a **New chat**: one subject per chat keeps everything tidier and more precise.

GEMINI CAN BE WRONG

At the bottom of the page there is a sentence worth reading every time: «Gemini is an AI and can make mistakes, including about people». Measurements, prices, product names and regulations must **always be checked** on a reliable source before you spend money or dig holes.

3. The icons under the answer

At the bottom of every answer there is a row of small icons. They are few, but they save a lot of time.



The icons under the answer: thumbs up, thumbs down, regenerate, copy and more actions.

Icon	What it is for
Thumbs up / down	You tell Google whether the answer was useful. It helps improve the service; it does not change the answer in front of you.
Circular arrow	Regenerate: asks Gemini to try again. Useful when the first answer does not convince you.
Copy	Copies the text to the clipboard, ready to paste into Word, an email or a file.
Three dots	Other actions, for example sharing or exporting. They change depending on the type of answer.

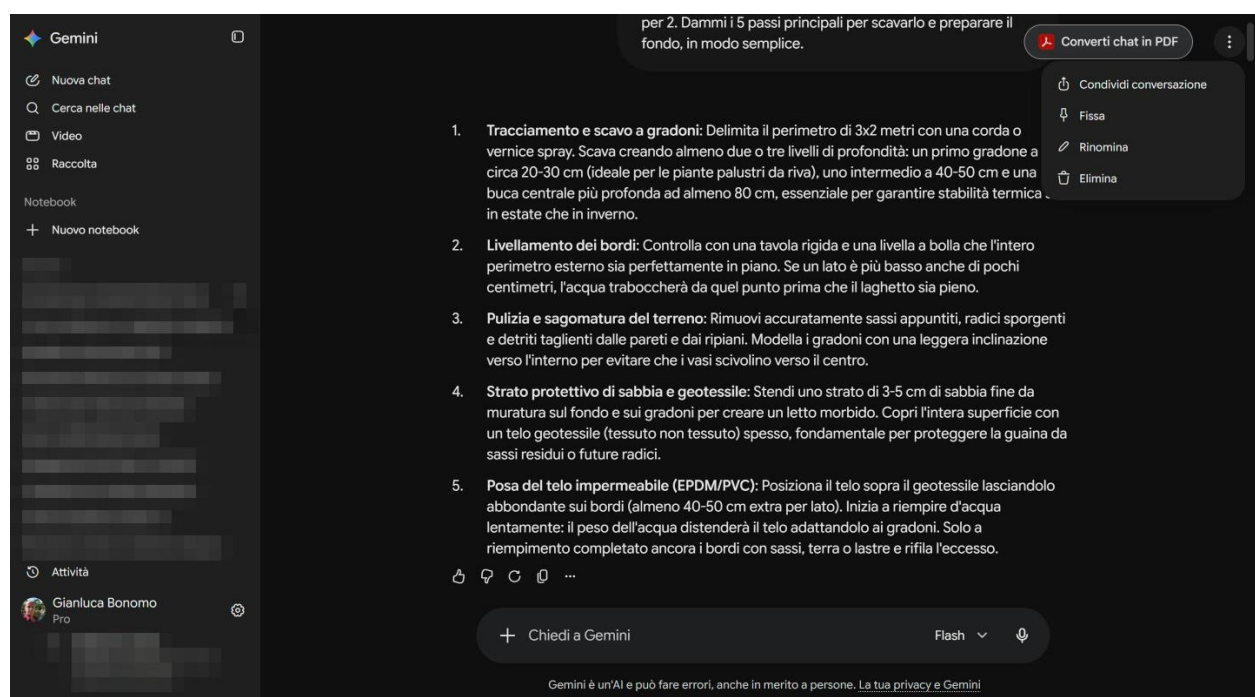
The actions under an answer. The entries hidden behind the three dots may vary.

At the top right you also find the **Converti chat in PDF** (Convert chat to PDF) button: it turns the whole conversation into a document, handy to keep a guide or send it to a friend.

4. Finding and organising chats

After a few weeks you have dozens of chats. To keep track you have three tools. The first is **Cerca nelle chat** (Search chats), in the sidebar: type a word and Gemini searches your conversations.

The other two are in the three-dot menu at the top right, when a chat is open.



The chat menu: Condividi conversazione (Share), Fissa (Pin), Rinomina (Rename), Elimina (Delete).

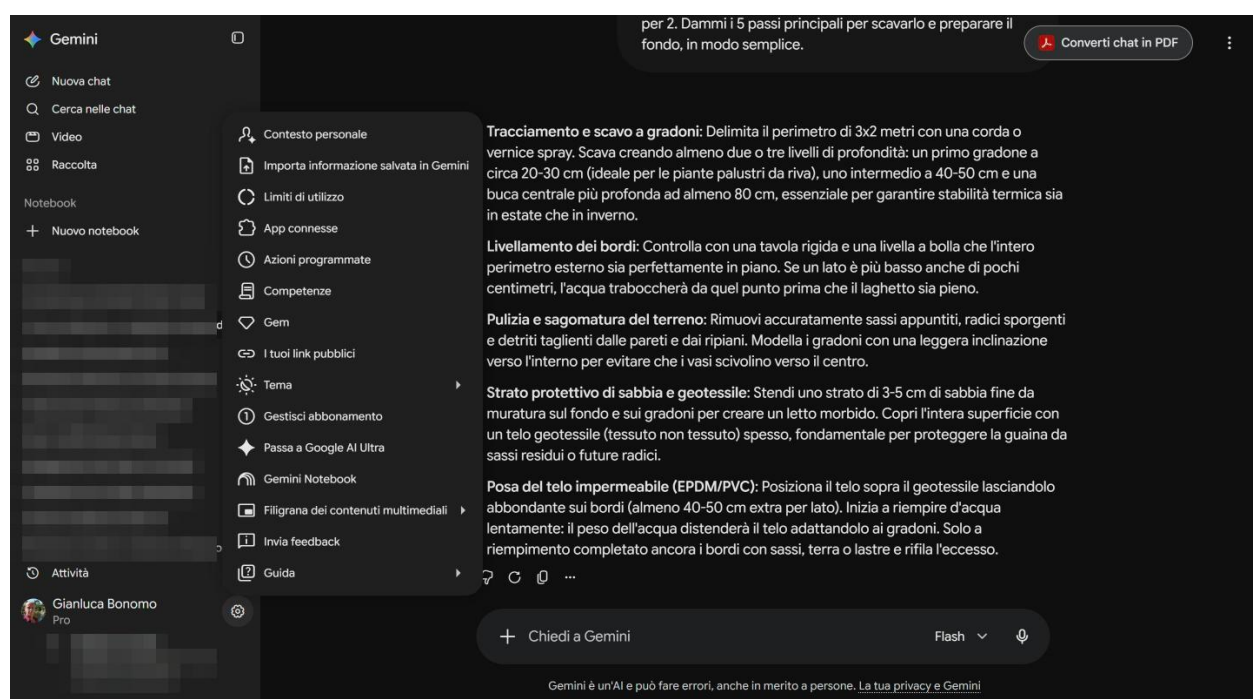
- **Pin:** the chat stays at the top of the list, like a sticky note on the fridge. Ideal for guides you consult often.
- **Rename:** Gemini picks a title, but you can give your own, clearer one.
- **Share conversation:** creates a link you can send to someone. Anyone with the link can read.
- **Delete:** removes the chat. Think before confirming: do not count on getting it back.

SHARED LINKS STAY OUT THERE

When you share a chat with a link, that link stays valid until you remove it. In the settings menu there is the entry **I tuoi link pubblici** (Your public links), where you see everything you have shared and can revoke it. Take a look now and then.

5. The settings menu, entry by entry

At the bottom left, next to your name, there is a cog. Click it: a long menu opens. It looks like a jungle, but every entry has a precise place in the course.



Gemini's settings menu, with the main entries.

Entry	What you find	Where we cover it
Contesto personale (Personal context)	Memory of past chats and fixed instructions for Gemini.	Lesson 6
Importa informazione salvata in Gemini (Import saved information)	To import into Gemini information and preferences saved elsewhere.	Lesson 6
Limiti di utilizzo (Usage limits)	The short and the weekly tank.	Lesson 1
App connesse (Connected apps)	Gmail, Calendar, Drive and other apps Gemini can access.	Lesson 7

Entry	What you find	Where we cover it
Azioni programmate (Scheduled actions)	Tasks Gemini does on its own at a set time.	Lesson 7
Competenze and Gem (Skills and Gems)	Reusable instructions and tailor-made assistants.	Lesson 6
I tuoi link pubblici	The list of chats you have shared.	This lesson
Tema (Theme)	Light, dark or automatic look.	This lesson
Gestisci abbonamento (Manage subscription)	Your Google AI plan.	Lesson 1
Gemini Notebook	Quick access to the new NotebookLM.	Lesson 9
Filigrana dei contenuti multimediali (Media watermark)	Information on the watermark that marks AI-created content.	Lesson 5
Invia feedback and Guida (Send feedback and Help)	You report a problem or read the official help.	This lesson

The settings menu entries on 7 October 2026. The list may change.

6. Privacy: what to write and what not

Everything you write leaves your computer and travels to Google's servers. That is normal, it is how it works, but it asks for a little common sense. The rule I give my students is the **sign on the fence**: if you would not hang it outside your house, do not paste it into the prompt.

- No passwords, codes, card numbers or identity documents.
- No confidential data of customers or colleagues, unless you are authorised.
- Caution with medical and legal information about other people.

At the bottom of the sidebar there is the **Attività** (Activity) entry: it takes you to the page where Google shows the history of your requests and the settings on what is saved and for how long. Open it once, calmly, and decide for yourself. Your own data appears there, so do not share screenshots of it.

THE IDEA IN ONE LINE

Gemini is like a brilliant colleague who talks to everybody: give it the information you would give a friendly stranger.

Hands-on exercise

Twenty minutes to go all the way round with a test conversation.

1. Open gemini.google.com and sign in with your Google account.
2. Write a request about a real project of yours, with the number of points and the tone you want. For example: «Give me 5 steps to prepare the vegetable garden in spring, in a simple way».
3. Ask a follow-up about the point that interests you most, without repeating the context.
4. Click the circular arrow to regenerate the answer and compare the two versions.
5. Rename the chat with a title of your own and pin it at the top of the list.
6. Open the settings menu and look at I tuoi link pubblici and Attività, without changing anything.

WATCH OUT

Does the chat appear among the recents with the title you chose?

Can you say where a conversation is deleted?

Questions that come up in class

Do I absolutely need a Google account?

Yes, as a rule you need a Google account to use Gemini and save chats. A personal one is fine: you do not need Workspace.

Can I find my chats on another computer?

Yes: conversations are tied to the account. I made them on the web and found them identical in the Windows app.

Can I delete a conversation?

Yes, from the chat's three-dot menu with the Delete entry. To delete in bulk or decide how long things are kept, go through the Activity page.

Why does Gemini say wrong things so confidently?

Because it builds the most probable text; it does not check facts like an encyclopaedist. For measurements, prices and regulations, always verify.

Can I share a chat with a friend?

Yes, with Share conversation: you get a link. Anyone who has it can read it, so do not use it for chats with personal data.

Glossary

Term	What it means
Activity	The page where you see and manage the history of your requests to Gemini.
Chat	A conversation with Gemini, saved in the list of recents.
Pinned chat	A chat that stays at the top of the list.
Prompt	The message you write to Gemini: your request.
Public link	The address with which anyone can read a chat you have shared.

Further reading

Gemini on the web (gemini.google.com) - author's screenshots, 7 October 2026

Google, privacy notice for the Gemini apps - read the up-to-date version for your country

WATCH OUT

Interface checked on 7 October 2026, in Italian and with a Google AI Pro plan. Menu entries may change with updates and differ from one account to another. Labels are shown in Italian as on screen, with an English gloss.