

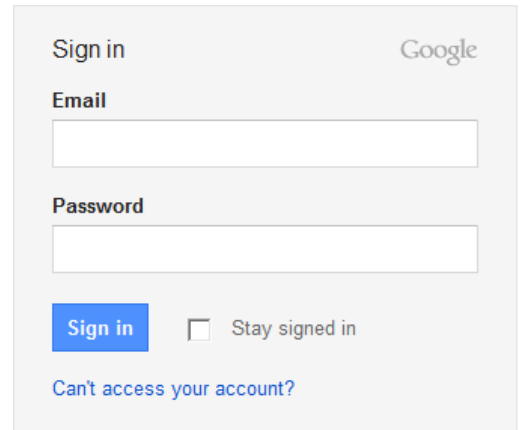
# Email for Beginners

## Sign in to your email account

- Open a web browser (i.e., Internet Explorer)
- In the address box, type in **gmail.com**, and then hit the **Enter** key on your keyboard
- Type in your username and password

Note: If checked, click to uncheck the box by **Remember me on this computer.**

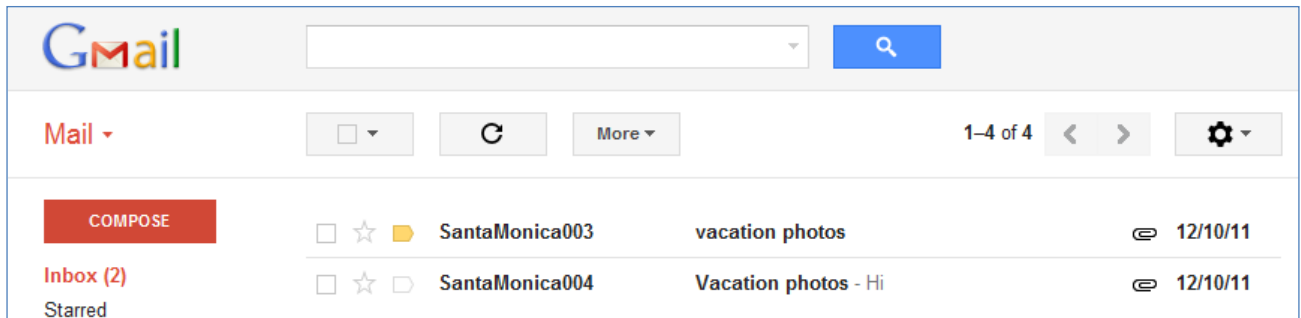
- Click on the **Sign In** button



The screenshot shows the Gmail sign-in interface. At the top right is the Google logo. Below it are two input fields: 'Email' and 'Password'. Under the password field is a 'Sign in' button and a checkbox labeled 'Stay signed in'. At the bottom, there is a link that says 'Can't access your account?'.

## Read your email

- If you have unread (new) emails, they will appear in bold
- To view a list of your emails, click on Inbox



The screenshot shows the Gmail inbox interface. At the top left is the Gmail logo. To its right is a search bar with a magnifying glass icon. Below the search bar is a 'Mail' dropdown menu, a refresh button, and a 'More' dropdown menu. On the right side of the header, it shows '1-4 of 4' and navigation arrows. The main content area shows a list of emails. The first email is from 'SantaMonica003' with the subject 'vacation photos' and a date of '12/10/11'. The second email is from 'SantaMonica004' with the subject 'Vacation photos - Hi' and a date of '12/10/11'. There is a 'COMPOSE' button on the left and a 'Starred' label below the second email.

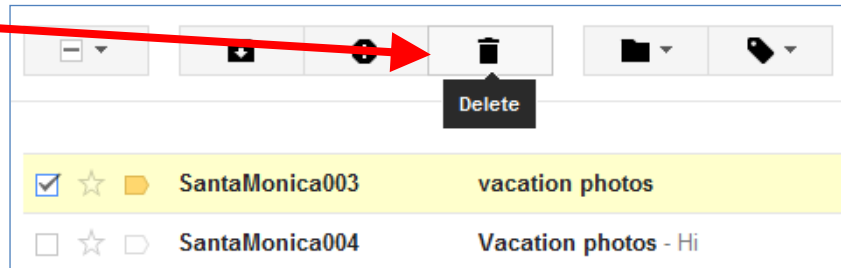
- All your mails, unread and read, in your Inbox will appear
- To open an email, click on the line of the email you wish to read

## Delete an email

- To delete an email message, click on the checkbox next to that email

Note: You can delete several emails at once by selecting multiple checkboxes.

- Click on the **Delete** button to delete the selected email



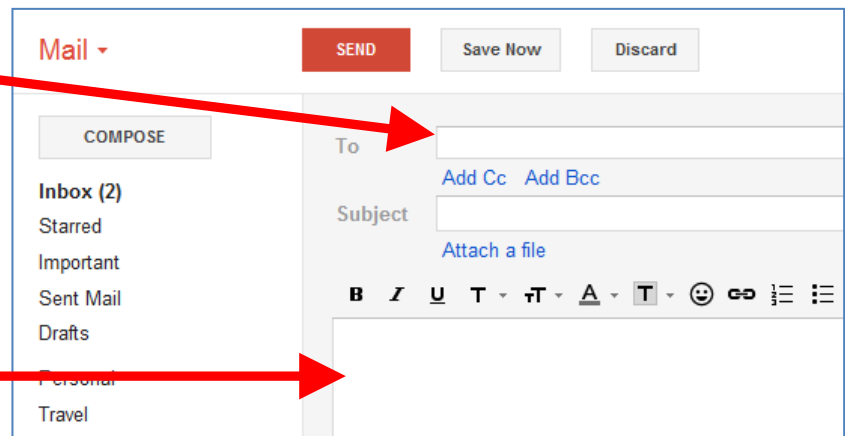
## Send an email

- Click on **Compose Mail**

- Type in the recipient's email address in the box next to **To:**

- Type in the subject of the email. This is what will be seen when the recipient receives the email

- Type your message into the large text box



- When you are ready to send the message, click on the **Send** button

Note: After you click **Send**, you cannot make any further changes.

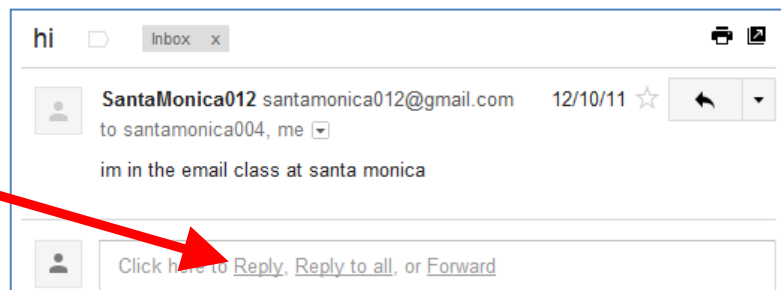
## Reply to an email

- To reply to an email sent to you, first open the email

- Click on **Reply**

- Type your message

- Click on **Send**





## Forward an email

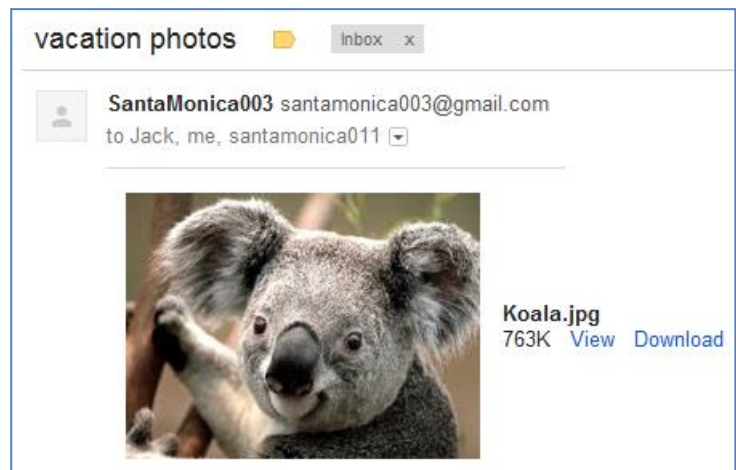
- Forwarding an email is similar to replying, with two differences:
  - Click on **Forward** instead of Reply
  - Type in the email address (or addresses) for the individual(s) you want to forward the message to. Note: When you forward an email, any and all attachments will also be forwarded.

## Download an attachment

- A paperclip icon next to an email indicates that there is an attachment

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SantaMonica003	vacation photos		12/10/11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SantaMonica004	Vacation photos - Hi		12/10/11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SantaMonica012	hi - im in the email class at santa monica		12/10/11

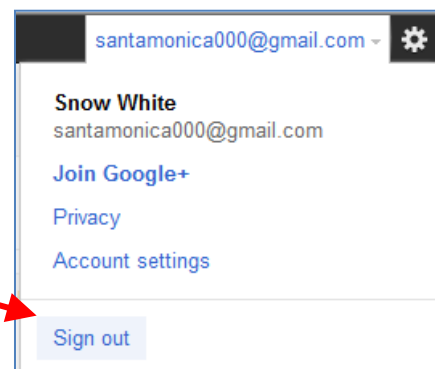
- Open the email; you will see a preview of any attachments
- Click on **Download**
- A window will appear (see below)
- Click on **Save**
- Choose the location where you want to save the file
- Click on **Save** to finish



## Log out when you're done

When you are finished, log out by clicking on your email address (located on the top right).

Then click on **Sign out**.



Important: Do not click on the red **X** to close the browser window; this may not log you out.

 **Send an attachment (i.e., photo, document, etc.)**

- Click on **Compose Mail** to start a new email
- Click on **Attach a file**
- Find the file to attach, then click on **Open** to finish
- To attach additional files, click on **Attach another file**
- You will see the names of the attachments under the **Subject** line of your message
- Type the text of your message
- When you're ready to send the email, click on **Send**

