



Using Google Mail

In this lesson we will show you how to sign into and use your Google account (or Gmail as it's commonly known).

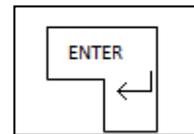
If you do not currently have an email account please use the "Creating an Email Account With Microsoft Outlook Guide"

Lesson 1: Accessing The Website and Signing In

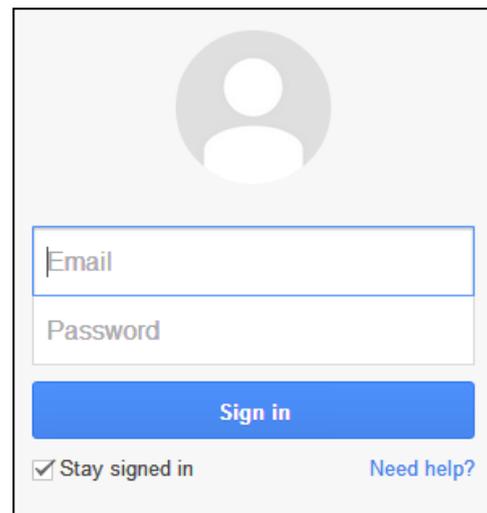
1. Open your web browser (Internet Explorer, Firefox, Chrome). For the purposes of this lesson we will be using Internet Explorer but the other browsers will have very similar buttons and functions.
2. Click into the address bar at the top left of the browser



3. Make sure the text is highlighted in blue and type www.gmail.com then press the “Enter” key.

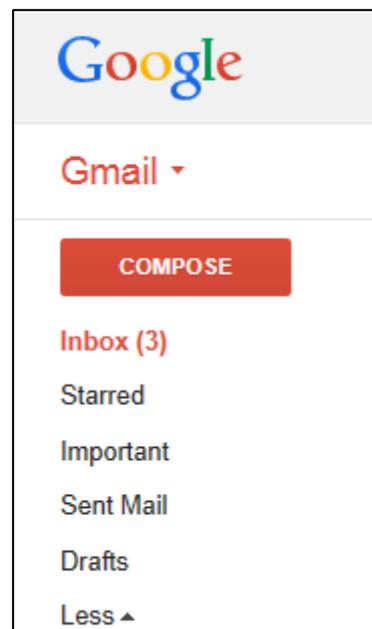


1. Once the page loads type your full email address into the “Email” box and then your password into the “Password” box. Ensure the “Stay signed in” box is unchecked and click “Sign In”. This will take you to your inbox.

A screenshot of the Gmail sign-in form. At the top, there is a large, light gray circular icon representing a user profile. Below this are two input fields: the first is labeled 'Email' and the second is labeled 'Password'. Below the input fields is a blue button with the text 'Sign in' in white. At the bottom left, there is a checkbox labeled 'Stay signed in' which is checked. At the bottom right, there is a link that says 'Need help?'.

Lesson 2: Your “Inbox”

1. You will now be taken to your “Inbox”. This is the folder of your email account where new emails arrive and are organised. You can tell if you have new email and how many by looking at the “Inbox” link at the left of the screen. A number should appear beside the “Inbox” link indicating how many new, unread emails you have.



The Side Menu:



Compose: This is the button you will use when you want to create and send a new email.

Inbox: All received emails arrive in here.

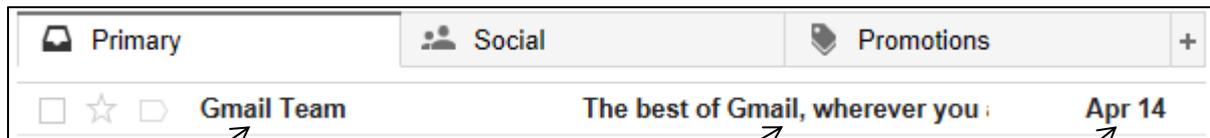
Starred: This is where you can archive important emails that you don't want to have in your inbox.

Important: All emails that you class as important will be saved here.

Sent: Where emails you send are stored for future reference.

Drafts: If you start an email but want to finish it later it will automatically be stored in this folder for future use.

The Email List:



Email Author: This will usually show as the author's name but their email address can also be there.

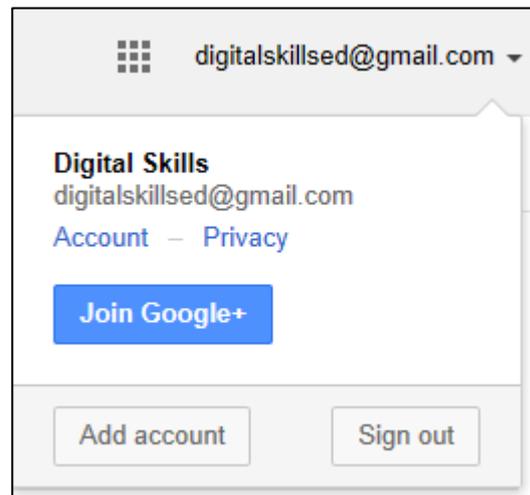
Email Subject: This will usually a few words or a short sentence summarising the email content.

Time and Date: This is the time and date the email was sent. The emails in the list are arranged by date/time in descending order by default.

The Account Button

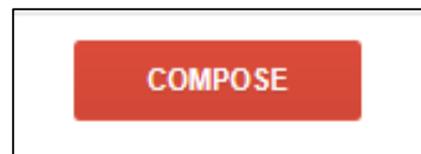
This is found at the top right of the screen. If you click on this a drop down will appear. This is where you will find the "Sign out" button which you will use when you've finished using your account. You can also "Edit Profile" to update your details if required.

Don't "Sign Out" at this point as we will take you through that process later in this booklet.



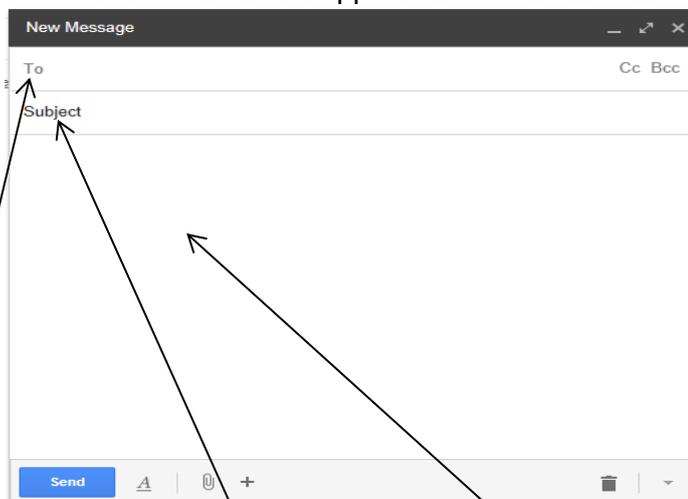
The New Email Button:

This is the button you will use when you want to create and send a new email. Click on it with the left mouse button now.



Lesson 3: Creating a New Email

1. Once the page has loaded a box should appear that looks like this:



To: This is where you type the email address of the recipient. Click into the text box and enter your own email address here (for the purposes of this exercise we're going to send an email to yourself). You can send to multiple people by separating each email address with a “,”

Subject: This should only be a few words that summarise the content of the email. Click into this box and type “My First Email”

Message: This is where the main content of the email is written. Click into this box and type a couple of sentences

2. At the bottom of the email there are a set of buttons:



Send: Once you're finished writing an email you click this to send it

Options: No need to worry about this one at the moment

Formatting: This option is used for formatting the text in your email - you can change the colour, size and make your text bold, underlined or italics.

Insert: You use this button to attach images and files to your email. We will examine this in a later lesson

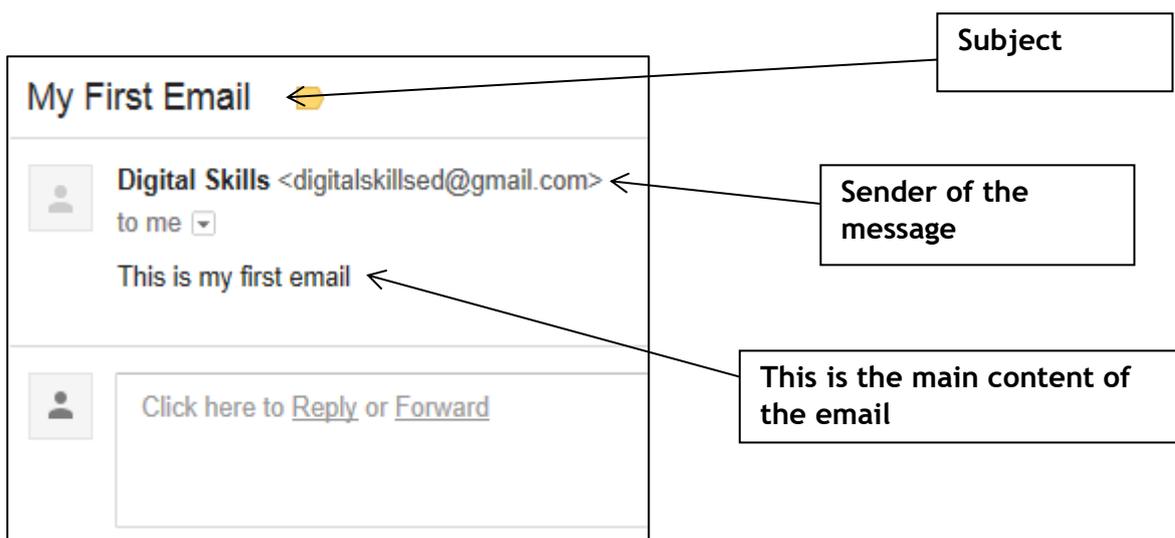
Delete Draft: This button is used to discard the email that you are currently working.

Lesson 4: Opening and Reading an Email

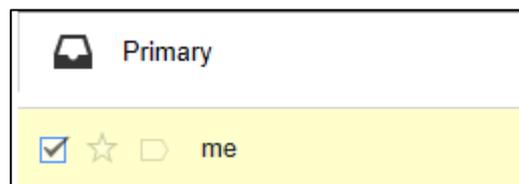
1. After you click send you should return to your inbox. Shortly the email you sent yourself should arrive (if not click on the “Inbox” button every 10 seconds until it does). Click on the subject of the email



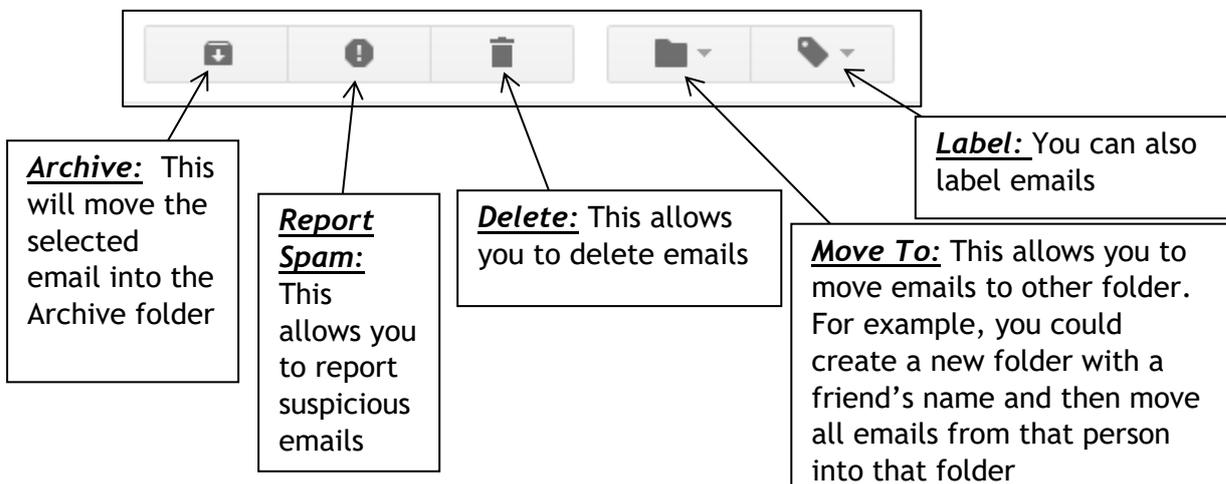
2. One the email loads you will be able to read the main content. The subject appears at the top, the sender’s name and address in the middle and the main content below that. Once you’re finished reading click on the “Inbox” link.



3. Back at the “Inbox” click on the small square check-box beside the email. You will notice that a set of buttons appear at the top of the screen.



4. Let’s look at a few of these:



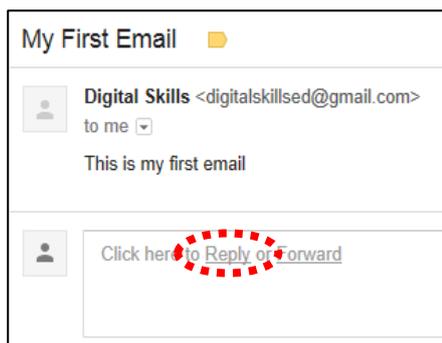
Lesson 5: Replying

Often you will receive an email that will be an on-going conversation with an individual or group. Gmail allows you to reply to these emails

1. From your Inbox open “My First Email”



2. Click on the “Reply” button



3. A new email will automatically be created to the sender with the original subject pre-fixed with “RE:”. This allows the recipient to see that this is a reply to the email they sent you. It will also automatically include the original message in the main body (along with the details of date and time sent etc). You can type a reply message straight away. Type “This is my first reply” and click the “Send” button. You will return to your inbox where the email should arrive shortly.



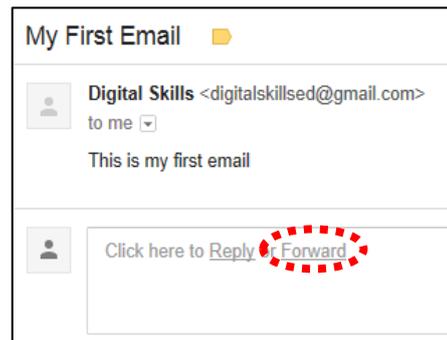
Lesson 6: Forwarding

As well as replying you may also need to forward emails to people without having to type it out again – forwarding emails allows you to do this easily

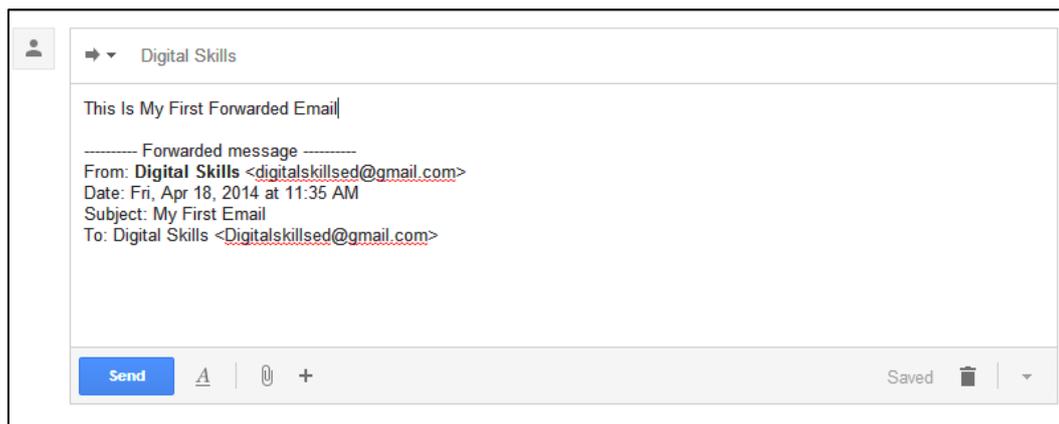
1. From your “Inbox” open “My First Email”



2. Click on the downward arrow beside the “Reply” button and then click on “Forward”



3. A new email will automatically be created to the sender with the original subject pre-fixed with “FW:”. This allows the recipient to see that this is a forwarded email. It will also automatically include the original message in the main body (along with the details of date and time sent etc). Enter your own email address into the “To:” box. Click into the message box and type “This is my first forwarded email” and click the “Send” button. You will return to your inbox where the email should arrive shortly.



Note: If the email you are forwarding has any attachments these will automatically be included in the forwarded message – we’ll look at attachments later in this guide.

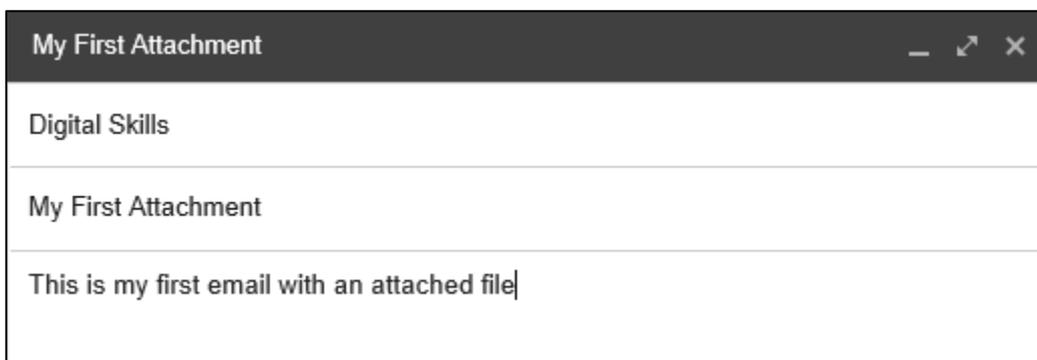
Lesson 7: Attachments

Occasionally you may want to send someone something additional to a normal message such as a photo or word processing file (such as your CV to an employer). In this lesson we will take you through this process

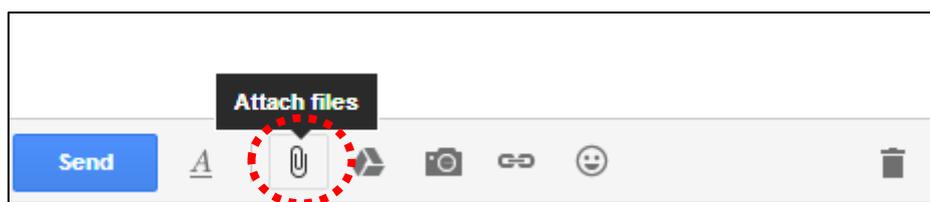
1. From the “Inbox” click on “Compose”



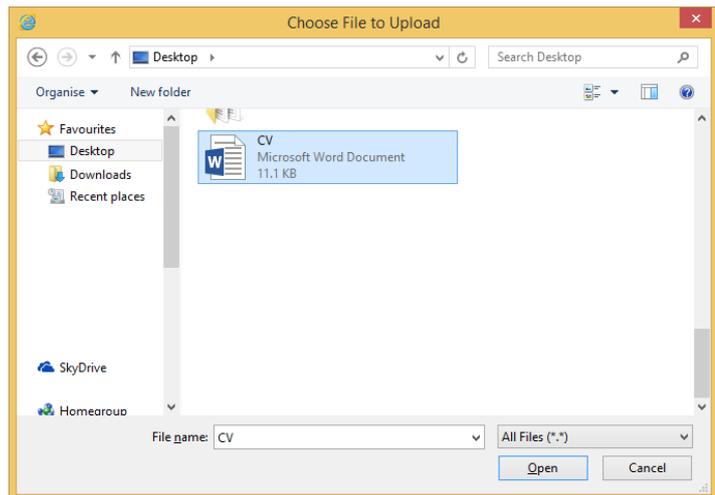
2. Enter your own email address into the “To” box, make the subject “My First Attachment” and make the main message “This is my first email with an attached file”



3. Click on the “A” button. A small dropdown will appear, click on “Files As Attachments



4. An “Open” box will appear. Click on “Desktop” from the side menu and then locate the file called “CV” in the file list. Either click once on this file and then click the “Open” button on the bottom right or simply double click on this file.

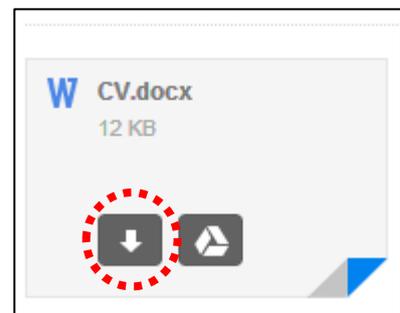


5. Depending on the size of the file it should appear as a bar at the bottom of the email. You will know that it is successfully attached when shows above the send button with the name of the file beside it. (Note you can attach more than one file at once - ask your tutor to demonstrate)

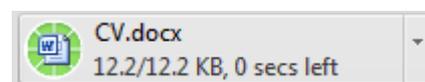


6. Click the “Send” button. You will return to your inbox where the email should arrive shortly.

Open this email and you will see the attachment below the main body of the message. Click on the “Download” button. This will automatically save the file onto your computer - you can see the download progress at the bottom of your browser.



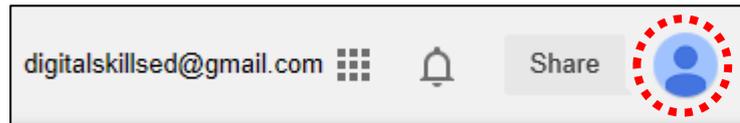
7. You can click on the button with the file name displayed on it once the file has downloaded to view it.



Lesson 8: Signing out

It is very important that you sign out of your account when you've finished using it as this ensures that no one else can access your information. This is especially important if you have used the email account to do shopping online as some of your personal details will be stored there.

2. Once you are finished and no longer need to use your email, click on the account button at the top right of the screen



3. Click on "Sign out". This will then take you back to the login screen you saw in step 1 of this lesson.

