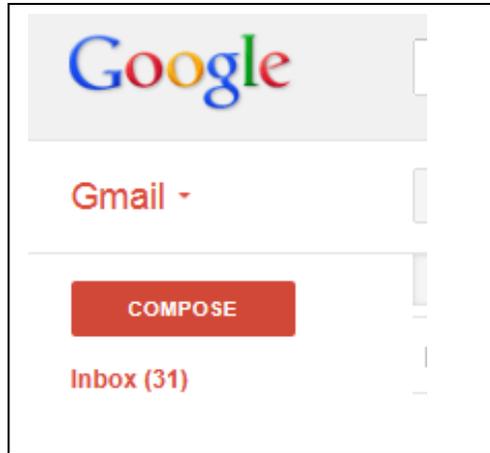




Gmail



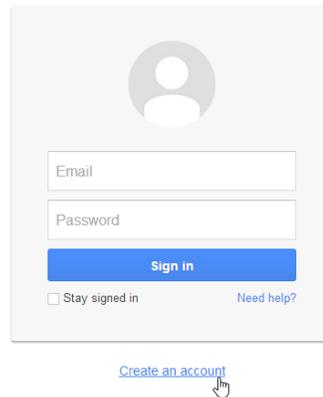
Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service: You can **send and receive emails**, **block spam**, create an **address book**, and perform other basic email tasks. But it also has some more unique features that help to make it one of the most popular email services on the Web.

In this class, we'll talk about some of the **features** and **advantages** of Gmail, and study the **Gmail window**.

Creating a Google account will be needed to access Gmail because this email service is one of the many services offered by Google to registered users. Signing up for a Google account is free and easy, and naming your new Gmail address will be a part of the signup process. This means whenever you're signed in to Gmail, you are automatically signed in to your Google account. You'll be able to easily access other Google services like Google Docs, Calendar, YouTube, and more. Creating a Google account also means you'll be a part of Google+, Google's social networking service.

To create an account:

- Go to www.gmail.com
- Click Create an account



- The signup form will appear. Follow the directions and enter the required information, such as your name, birthdate, and gender
- Review the Terms of Service and Privacy Policy, click the check box, then click Next Step.
- The Create your profile page will appear. You can add a photo, or click Next step.
- Your account will be created and the Google welcome page will appear.
- It's important to choose a strong password that would be difficult for someone to guess.

To sign into your account:

- Go to www.gmail.com
- Type your user name (your email address) and password, then click Sign in

To sign out of your account:

At the top right corner of the page, click your name and select Sign out.

Mail Settings:

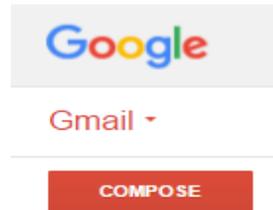
You may want to make adjustments to Gmail's appearance or behavior. For example, you could create a signature or vacation reply, edit your labels, or change the theme.

To access your mail settings:

- Click the gear icon at the top right corner of the page and select Settings
- From here you can select the category you want to edit.

Sending Email:

- Click the Compose icon at the top left corner
- Enter the email address of the recipient(s)
Add the message in the body of the email.
- When done, click Send



Replying to an email:

Most of the time you will be replying to an email that someone else sends you instead of composing a new message. When you reply, the recipient's email address will automatically appear in the To: field.

If you're corresponding with a group via email, you'll probably want to reply to all.

To reply to an email message:

- While viewing the message, click Reply at the top of the message.
- Type your message in the Body field, then click Send.

Forwarding emails:

You can choose to forward an email. This basically works the same as replying, except it's used to send the email to someone who wasn't one of the original recipients.

To forward an email message:

- While viewing the message, click the down arrow next to the Reply button at the top of the message. Click on Forward.
- Type the recipients email address in the To: field
- Type your comments in the Body field, then click Send.

Conversations:

Gmail groups related emails into conversations to help keep your inbox as neat and organized as possible. Instead of selecting a single email from your inbox, you're actually selecting the entire conversation, and you can then choose to view or minimize individual emails.

When you're viewing your inbox, you can tell how many messages there are in each conversation by finding the number next to the name of the sender.



To add a vacation reply:

- Click the gear icon at the top right corner, and select Settings
- Scroll down to the Vacation responder.

- Fill in the fields as below:

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

Vacation responder off
 Vacation responder on

First day: Ends: (optional)

Subject:

Message:

Only send a response to people in my contacts

- Scroll down to the bottom of the page and click Save Changes

When your vacation reply is active, there will be a bar at the top of the Gmail window showing your message. To end the vacation reply, click End now.

Deleting unwanted messages:

It's a good idea to delete messages you don't want to make it easier to find the ones you want.

To delete a message:

- While viewing the message, click the Delete button

If the message is part of a conversation, the entire conversation will be deleted. If you want to delete one message in a conversation, click the down arrow next to the Reply button and click delete this message.

Archiving Messages:

If you want to remove emails from your inbox, but you don't want to delete them, Gmail allows you to archive messages. It's a safer alternative to deleting.

To archive a message:

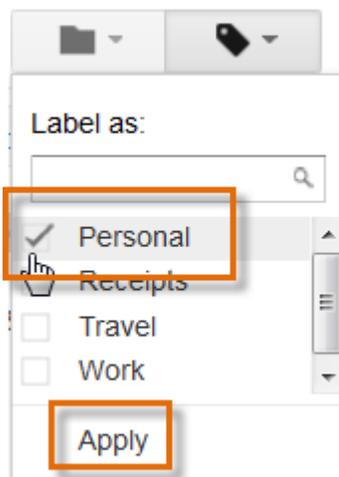
- While viewing the message, click the Archive button.
- To view your archived messages: In the left menu pane, click the more dropdown arrow and select All Mail. It will then display all of your messages, including archived messages and the messages in your inbox.

Working with labels

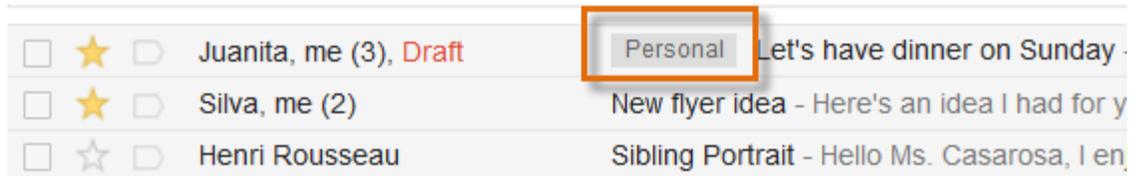
Labels allow you to organize your messages and make them easier to find. You can apply more than one label to a message.

To apply a label to a message:

- While viewing the message, click the Labels button. A drop-down menu will appear with a list of labels.
- Place a check mark next to all of the labels you want, then click Apply.



- Now, when you view your Inbox, you will be able to see the label next to the message subject.



To create a new label:

- While viewing the message, click the Labels button and select Create New
- Type the new label name, and click Create. The new label will be applied to the message.

To choose a label color:

- In the left menu pane, find the label you want to change.
- Click the drop-down arrow to the right of the label name
- Select Label color from the list, then choose the color from what's available.

Search mail

The Search Mail feature allows you to perform a Google Search in your mail.

To search for a message:

- At the top of the page, type some search items in the Gmail search box, then click Search Mail.
- Your inbox will display your search results.

Adding Attachments:

- At the bottom of the "New Message" window, click on the paper clip
- Click on the file you want to attach. Click "Open"

Changing Font:

- Click the Settings gear at the top right of your screen
- Click on Settings, then scroll down to "Default text style"
- Click thru the Font, Size and Color options and choose what you like
- Scroll down and click on "Save Changes" at the bottom of your screen

Add and/or remove contacts:

- Click the down arrow next to the word Gmail (just above the Compose icon)
- Choose "Contacts: from the drop-down menu"
- Click the large red button at the bottom right (it has a person with a + mark)
- Type in the person's name and click "Create"
- In the next window, put the person's email address where indicated and add any other information you want.
- Click "Save"
- To remove a contact, hover over the contact's name and put a tick in the box in front of their name.
- Click on the garbage can at the top right of your screen. Click on "Delete"

Saving Pictures from an email:

- If you are using Google Chrome:
- Move your mouse over the thumbnail and click on the "Download" button.
- Once the file is downloaded, open your Downloads folder. Find the picture and click "Show in folder".

- This will open another window. Left click and drag the picture to "My Pictures"
- If you are using Internet Explorer:
- Move your mouse over the thumbnail and use the "Download" button
- Choose "Save As" in the download bar at the bottom of the page.
- This will open the "Save As" window where you can then choose "My Pictures" option.
- Give the picture a name, then Click "Save"
- If you are using Edge:
- Move your mouse over the thumbnail and click on the "Download" arrow.
- Choose "Open in Folder" in the download bar at the bottom of the page. (this will open the download folder).
- Left click the picture and drag it into My Pictures.

Add a picture to email:

- Click on "Compose" to open the New Message window
- Click on the paper clip at the bottom of the New Message window.
- From your Pictures library, click on the picture that you want.
Click "Open"

Compiled by: Judy Engel

Sources: GCFLearning.org

Gmail Help

01/2016