

## Step-by-Steps

# Using Your Gmail Account



If you've already set up a gmail account

### STEP 1

#### Go to [www.gmail.com](http://www.gmail.com)

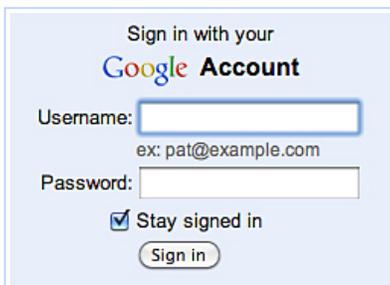
- Enter [www.gmail.com](http://www.gmail.com) in the white address bar at the top of the screen. Push the enter key.



### STEP 2

#### Sign in

- Enter your Username and Password on the right side.
- If you forgot one or both then click "Can't access your account?" and follow the instructions.



### STEP 3

#### Mail page

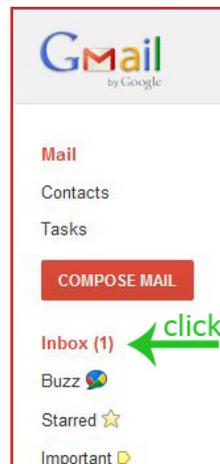
- After logging in, you will land on the Gmail page. This is where you read and write mail messages.

### STEP 4

#### Inbox

Click "Inbox" on the left column. You will see at least one message from Gmail Team the first time.

- To read a message, just click on it and it will open.
- When done reading a message you can go back to the inbox by clicking "Back to Inbox".



### STEP 5

#### Writing and Sending Email

- Click the "Compose mail" button in left column.



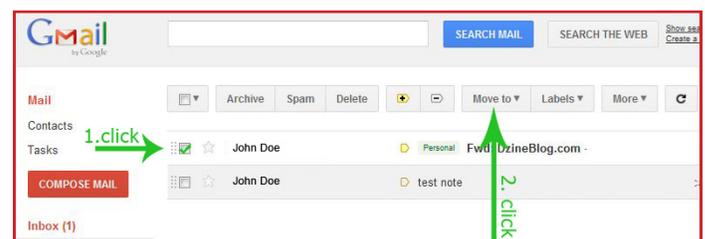
- Enter the email address(s) you are sending to in the upper white box labeled "To:." Remember an email address always has an "@" symbol in it.
- Push the Tab button on your keyboard to move to the Subject box. Optional: Enter a short description of what the email refers to. The Subject line will appear in the recipient's inbox.
- Push Tab again to get to the large white area. You can type your message here.
- When done, click the "Send" button at the top or bottom of the message. You will then be back to your Inbox.
- You can view your Sent Mail by clicking on Sent Mail on the left side of the window.



### STEP 6

#### Moving Mail Messages

- To keep messages organized, you can move them from the Inbox to various folders listed down the left side of the screen by clicking the box  to the left of the message,
- Then click the "Move to" button at the top and choose the location. The mail message will go directly to that folder.



*continued on back...*

## ... continued Using Your Gmail Account

### STEP 7

#### How to Create and View Folders

- All folders are listed down the left side such as Inbox, Buzz, Sent Mail, Drafts etc.
- To see what is in a folder, just click on it and the contents will be listed in the large blue box in the center of the screen.

### STEP 8

#### Deleting mail

- To delete a message, check the box  to the left of the message by clicking on the box.
- click the “Delete” button at the top.
- When you delete any mail messages, they are stored in the Trash file for 30 days. You can retrieve a deleted email by clicking on the “Trash” folder in the left column. If you do not see a Trash folder, click on “more” to see it. This will show you all the messages that are in the trash.
- To read a deleted message just click on it.
- You can move any items from the trash to the Inbox by checking the box to the left of the message  and then clicking “Move to ▼”. Choose Inbox.
- After 30 days in the Trash, messages are automatically deleted.
- To permanently delete a message from Trash, click on the box to the left of the message and push the “Delete forever” button at the top. *This is permanent, you will not be able to retrieve the message again!*

### STEP 9

#### Sign Out

- When you are done with Gmail, **remember to sign out** if you are using a public computer. This will prevent others from accessing your information.
- To sign out, click on your gmail address in the upper right corner of the screen.
- A dropdown menu will appear, click “Sign out”.

See the Step-by-Steps “Adding Attachments to Email”

