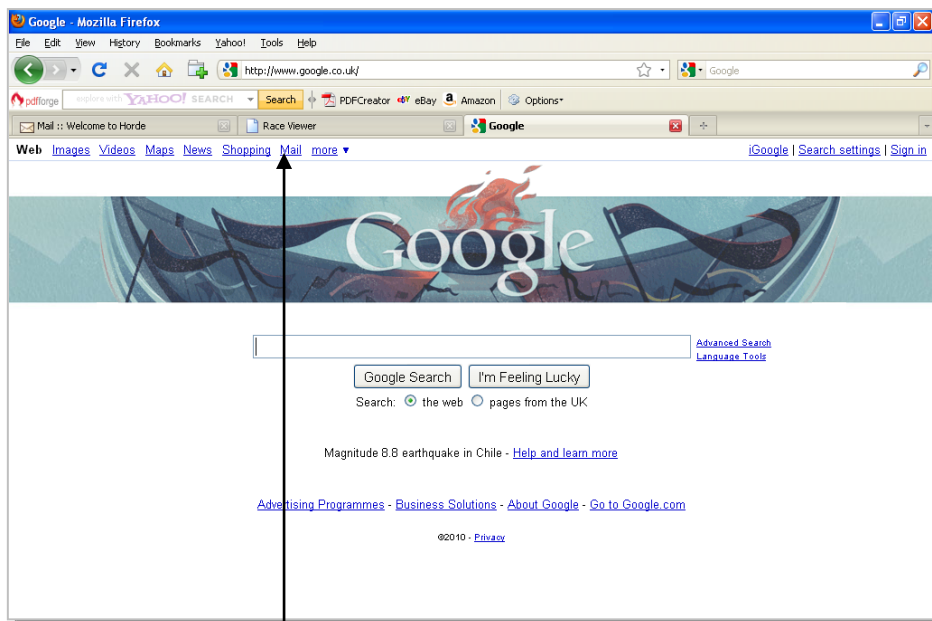


# Google Mail      How to . . . .

## Accessing Google Mail

To gain access to Google Mail you need to get on to the Internet using your browser and key [www.Google.com](http://www.google.com) into the address bar and press the enter key.

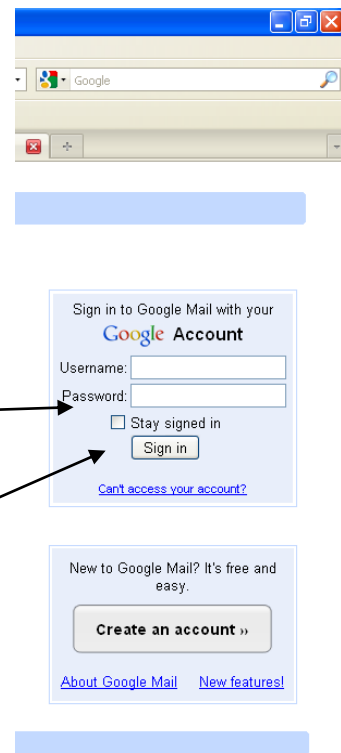


Then click on the mail button and key in your Google username and password in the boxes.

Your Username is your email address e.g.  
[fred2@googlemail.com](mailto:fred2@googlemail.com)

Your Password was set when your account was created.

Click on the Sign in Button.

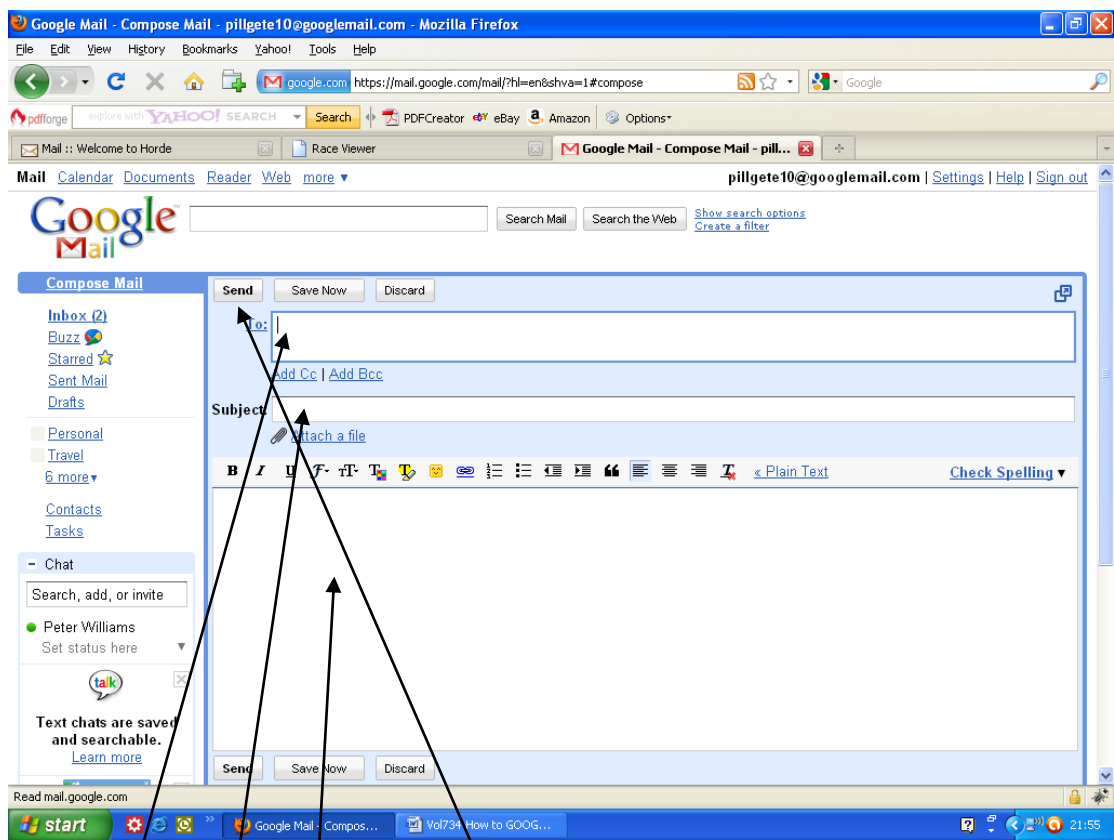


## Checking for new emails

To check for new incoming messages, click on the Inbox button. To read a message, click anywhere along the message row.

## Creating and sending an email

To create a new email, click on the Compose Mail button. This will display the new message window.



In the To field, key in the email address of the recipient.

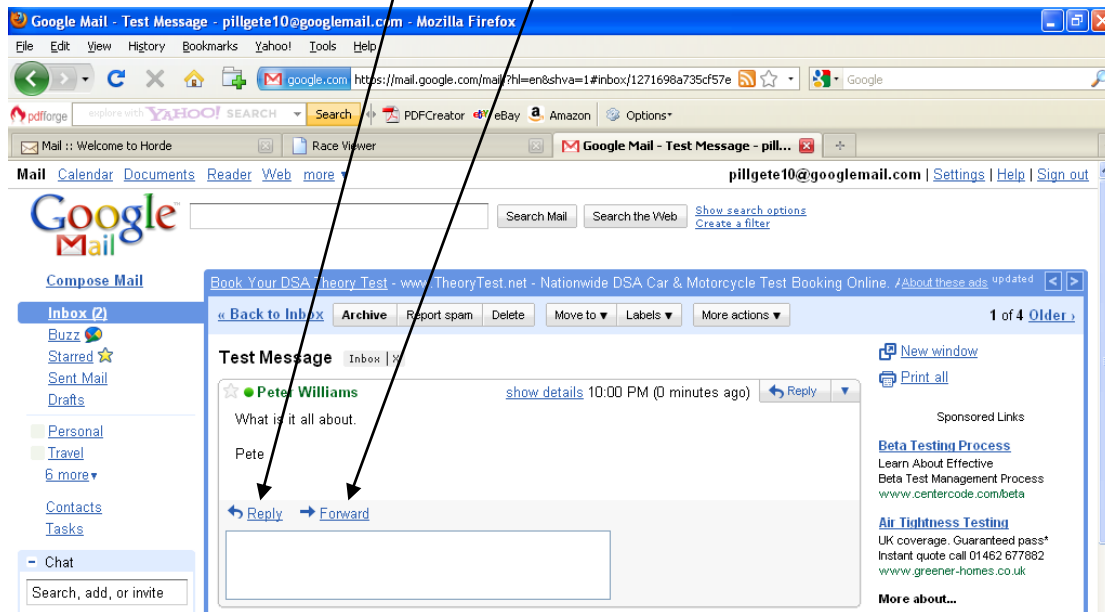
Click in the subject field and enter a short subject phrase.

Click in the main message area and key in your message.

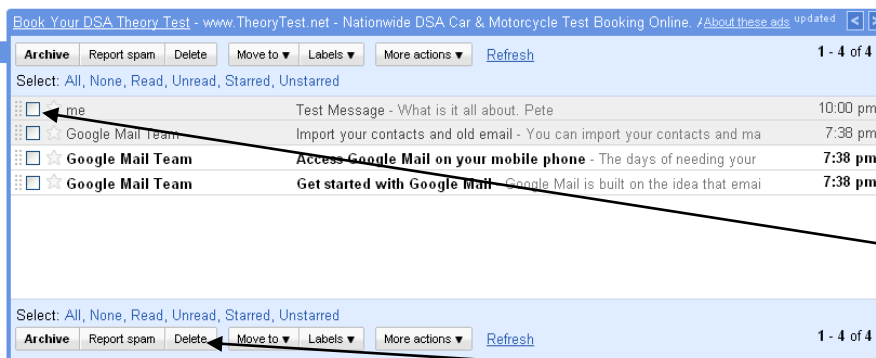
Finally, click the Send button to send the message.

## Replying and Forwarding mail

When an email is received and has been read, you have the options to reply to the sender or forward the message to someone else. To reply, just click on the reply button, write your reply (where the cursor is) and then click on the send button to send the reply. To forward the message, click on forward button, write a short message (not essential), insert the new recipients email address in the To field and then click the send button.



## Deleting Messages



To delete a message, select the message by clicking on the select check box and then click on the delete button.

(You can also delete a message if it is open or selected by pressing the delete key.)

If you want to delete all the messages in the inbox, click on the select all check box and then click on delete.

## Using the address book (Contacts)

The address book (or Contacts) is used to remember all your contacts email addresses (and lots of other information). Once someone has been added to your address book, the sending of emails is much simpler.

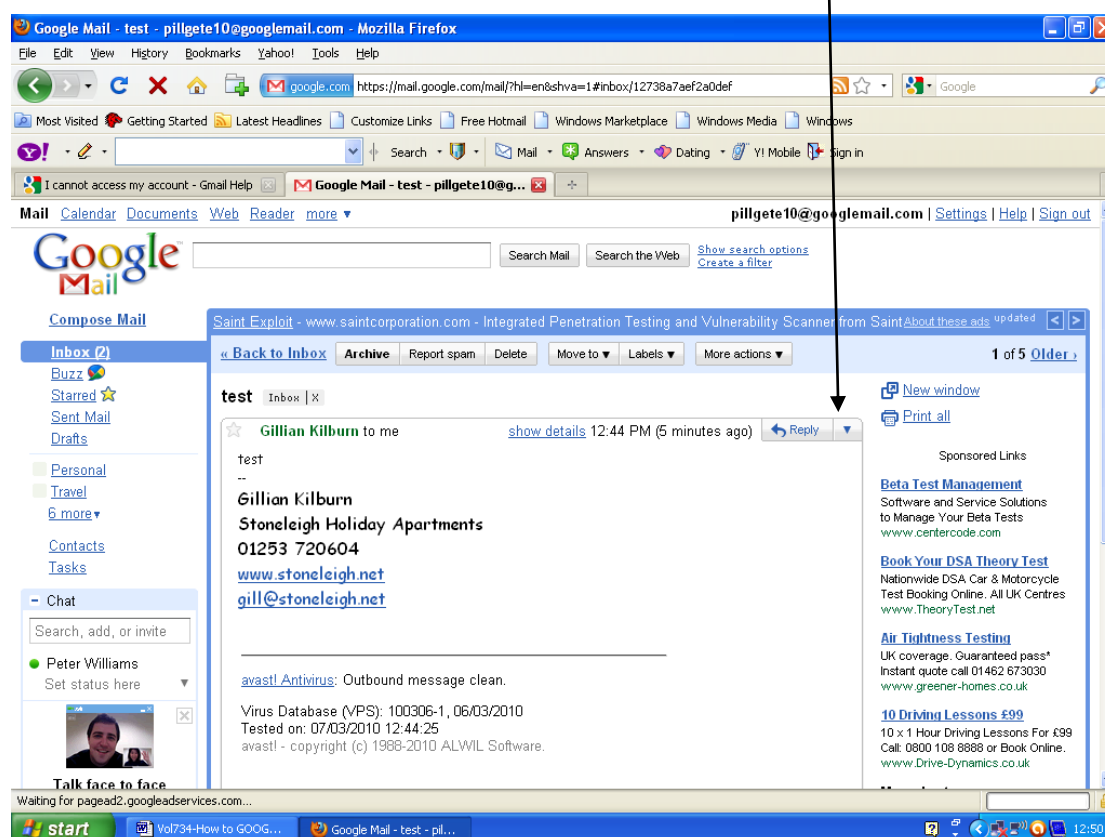
### Adding people to your address book

#### Out-going emails

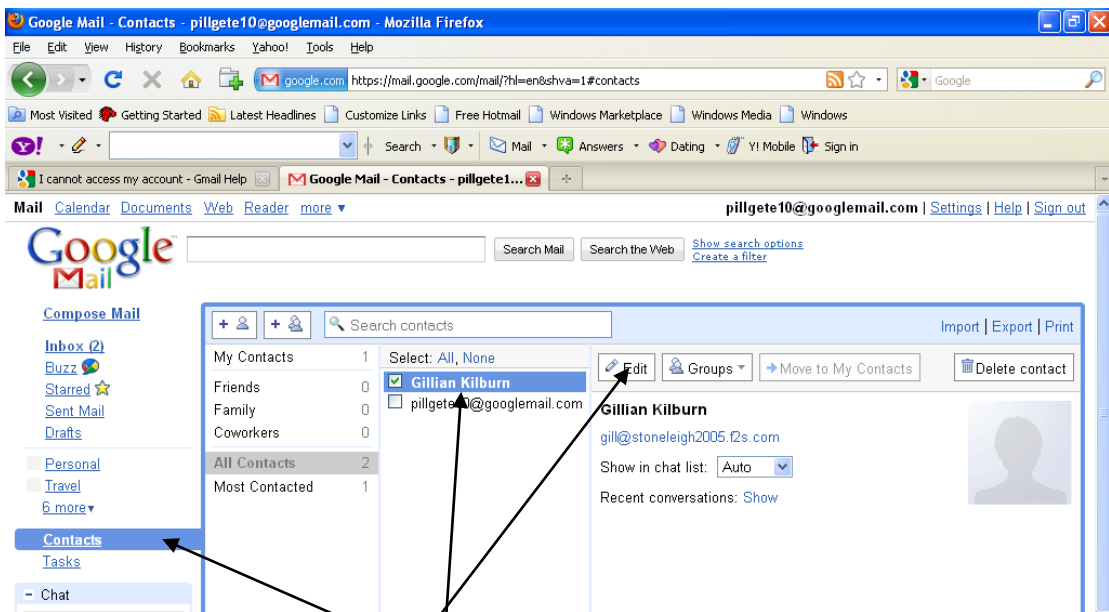
In Google mail, addresses are added to your contacts list automatically when you send an email. However, it only adds the email address and does not include the person's name. You will need to edit the contacts list to do this.

#### In-coming emails

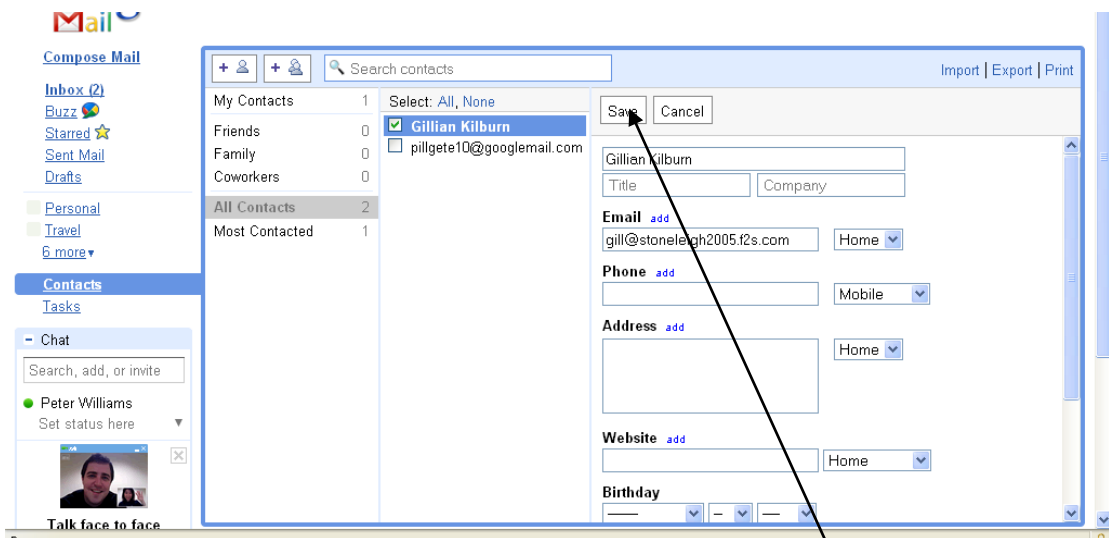
Whilst reading an incoming message, click on the "Actions" button and then select "Add <persons name> to contacts list".



## Editing the Contacts



To edit a contact, click on the contacts button. The screen above will be shown. Select the entry to be edited by clicking on it and then click the "Edit" button.

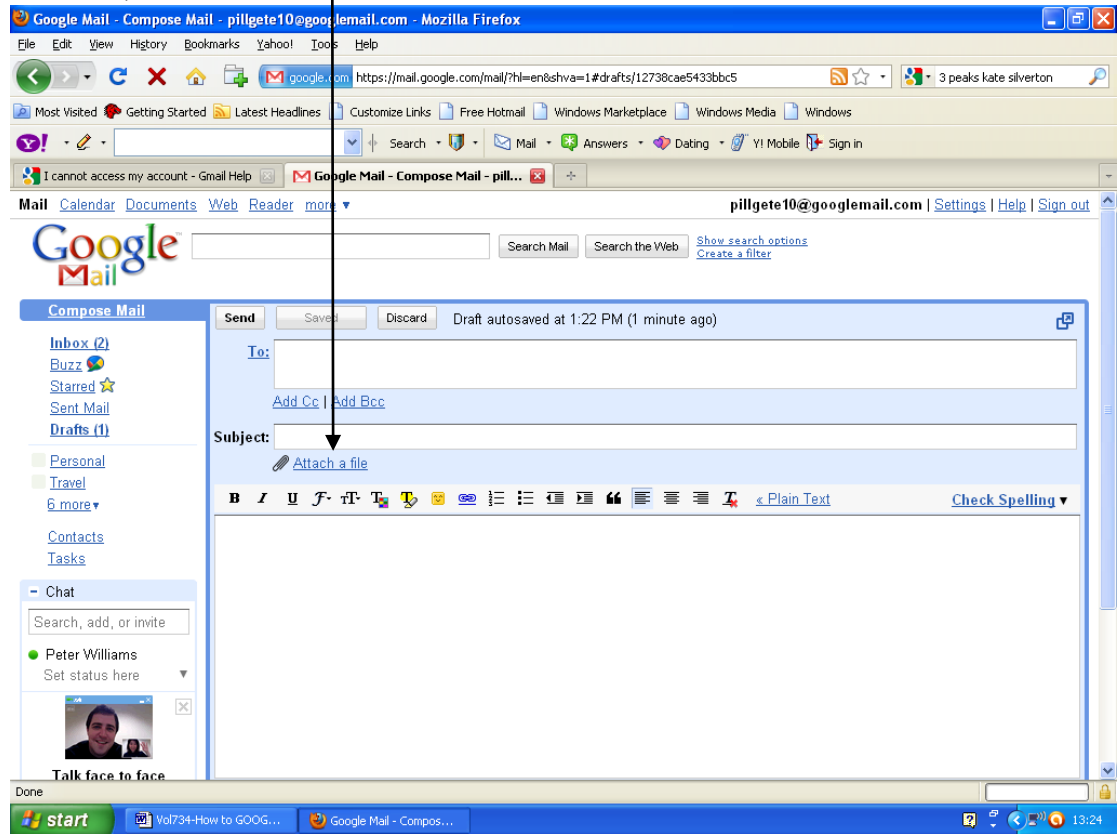


Fill in all the boxes as required and then click on the "Save" button.

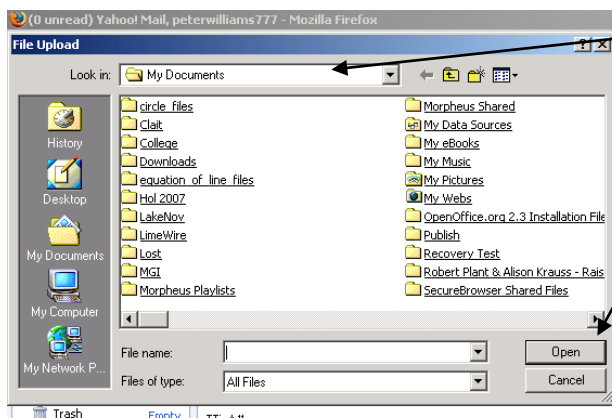
## Sending Attachments

You can "attach" any file to an email. Typically this may be a picture.

Create an email in the normal way. When you are ready to attach the file, click the attach button.



The following screen will be displayed. You will then need to switch to the location of the file as "open" it.

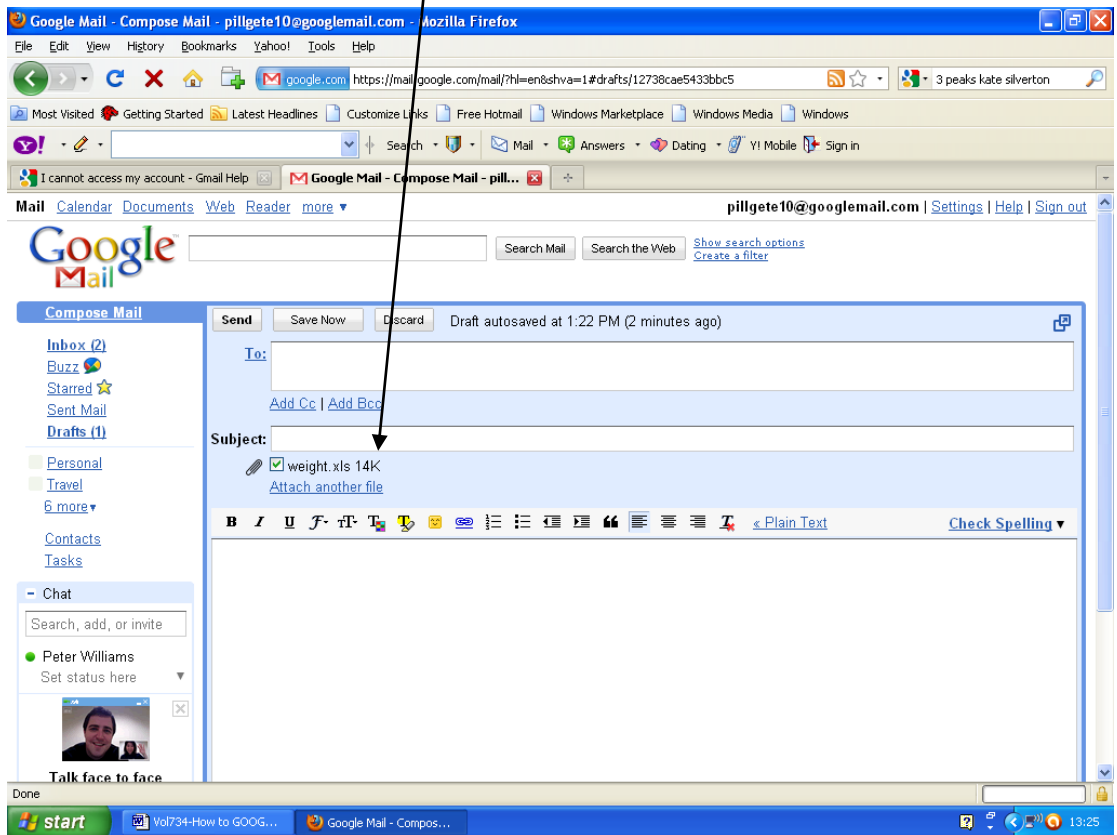


Find the location of the file here.

Then find the file in that location and select it (click on it).

Click on the Open button to attach it to the email.

You will notice the attachment bar appear. This tells you the name of the file, its size, and a button to remove it if it is the wrong file.



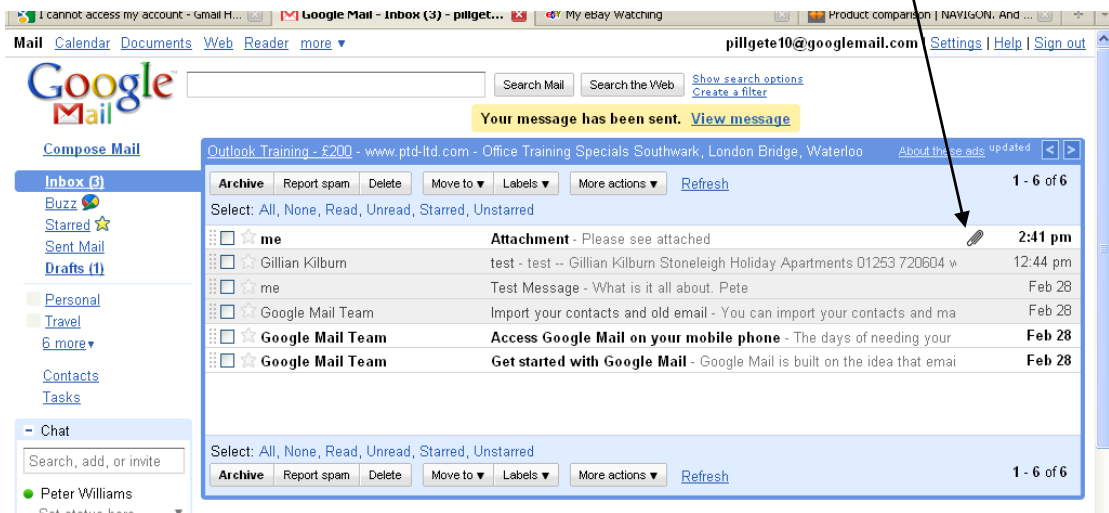
All you need to do now is to click the send button.

## Receiving Attachments

If, when checking your emails, you see one with a paper clip next to it, it means that the email has an attachment. If you do not recognise the sender, treat this with caution. (Viruses can be transmitted using attachments).

However, if the email is from someone you know, then you may open the attachment as follows.

Open the email in the normal way by clicking on it.



The attachment can be opened by clicking either downloading the file or opening the file (depends on options shown).

