Using Gmail

To access your Gmail account

– Type in "gmail.com" in your browser's address bar and press Enter to navigate to Gmail's login page.
– Input your Username and Password and click on **Sign in**.
– Please see the *Understanding the Gmail Inbox/Anatomy of a Gmail Message* handout for a basic orientation to Gmail's interface.

To send an email

New message

Click on the **Compose** button to open the New Message window. Enter the email address of the person you are sending the email to in the "Recipients/To" field. Give the email a Subject. Type your message in the body of the email.

When you are done composing your message, click on the **Send** button.

Adding attachments

If you would like to send a photo or document along with your email, you will have to attach it. The icon for the **Attach** function is a paperclip. Click on the paperclip to open a file browser window to view files saved to your computer. Find and select the file you want to attach, and then click on the **Open** button.

Recipient(s)– email addresses of the people you are sending the email to, separated by commas

Subject– what the email is about

Body– your email message

Format   *Attach*   *Discard draft*

Click here when you are done composing your message

Formatting

Click on the *A* button to view additional formatting options.

Saving drafts

As you begin to type your email message, Gmail will automatically save your work. This is called a Draft. Any drafts you are working on will be saved to your Drafts label. If you would like to discard a draft you are working on, click on the trashcan icon.

➢ **Practice**

Send an email to beginnerslab@gmail.com. We will reply by sending this handout to you as an attached file you can download to your computer.
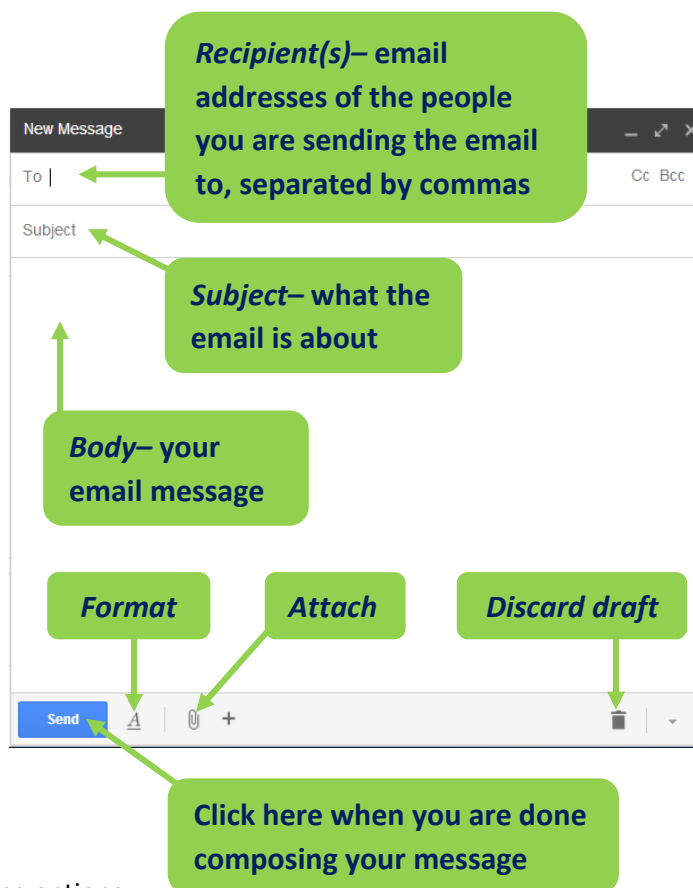
To customize your settings

- Gmail is highly customizable, so we recommend you explore your settings to get a sense of how you might change the default look and behavior of your account to better suit your needs.
- Click on the **Settings** button (the gear icon near the top right of the page) and select "Settings" from the menu. At the top of the page you will see a variety of tabs with different categories of settings.

General

Here are some general settings you may be especially interested in customizing:

- **Maximum page size**: controls how many messages will show on each page of emails in your Inbox.
- **Default text style**: the font settings that will automatically be applied to any new message.
- **Conversation view**: Gmail groups emails of the same topic together. If you don't like this feature and want to see each message separately in your Inbox, you can turn it off here.
- **Button labels**: allows you to choose to see your buttons labeled with text instead of their default icons (great choice if you find the icons confusing).
- **Signature**: create a signature that will automatically be added at the bottom of any emails you send.

Labels

These settings determine how your labels are displayed along the left hand side of the Gmail window. You can add additional labels in order to sort your email.

Inbox

These settings determine the default behavior of your Inbox. Click this tab to manage your inbox categories or choose a different style of Inbox.

Account

This is where you manage your passwords and add additional email accounts to Gmail.

Filters

These settings allow you to manage your filters. Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail, even keep it out of Spam.

Chat

Turn Gmail's chat functionality off and on and control how your chat history is saved.

Themes

Change the look of your Inbox.

TIP: Access Gmail's Help function by clicking on the **Settings** button and selecting "Help" from the menu. Here you can search topics by keyword, or choose **Help Center** to browse all help topics.