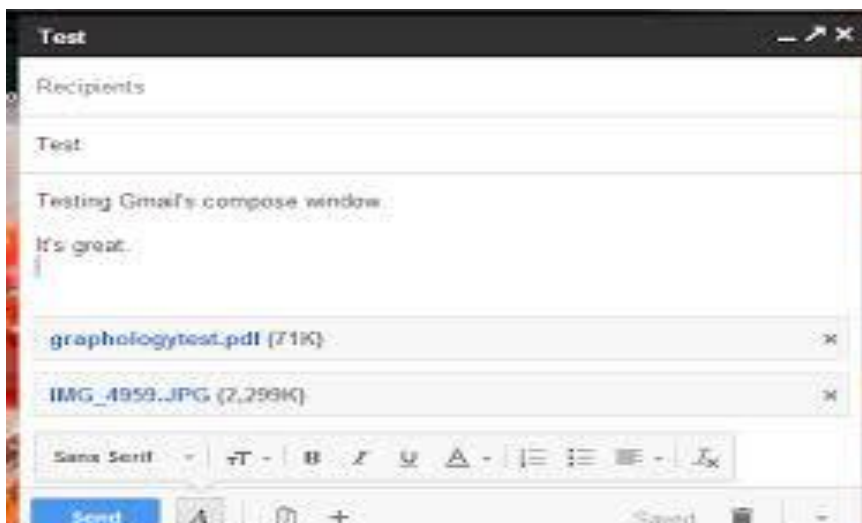WELLESLEY FREE
LIBRARY

Gmail
by Google

INTRODUCTION TO GMAIL: GOOGLE'S EMAIL

GMAIL is a free Internet based email product provided by Google with links to other Google products

At the end of this session, participants will be able to:
- Compose/send a message to individuals and multiple people
- Use message toolbar—format text; insert images, emoticons; hyperlinks, etc.
- Reply to/Forward messages; Change recipients and subjects
- Upload/Download and save an attachment
- Delete email
- Add to frequently used contacts

I.   SEND AND UNSEND AN EMAIL
1. Click on Compose
2. Type in the recipients email address in the To: box
3. Add a subject so the recipient knows what is included
4. Type your message in the large box
5. Click on SEND button when finished

*TO UNSEND because you change or mind or see a typo
1. Send your email.
2. Click **Undo** at the top of the page.
Depending on your settings, there's a limited amount of seconds to click **Undo** before it disappears.

Make sure Undo Send is enabled, or change settings:
1. In the top right, click on the gear icon and select **Settings**.
2. Click the **General** tab.
3. Scroll to **Undo Send** and check the **Enable Undo Send** box.
4. Set the cancellation period.
5. At the bottom, click Save Changes.

II.   **SEND AN EMAIL TO MULTIPLE PEOPLE**
1. Add multiple addresses in the To: box.
2. Click cc or bcc to add recipients that would like a copy or you would like to have a blind copy.

III.   **REPLY TO AN EMAIL or FORWARD AN EMAIL**
1. Open the email
2. Click on Reply (OR Forward)
3. Type message
4. Click on Send

   CHANGE A RECIPIENT OR SUBJECT
1. Add and remove recipients: Click the recipients field. Add recipients by typing more email addresses, and remove recipients by clicking Remove *X* next to an email address.
2. Edit the email subject: Click the type of response—forward or reply. Click the down arrow next to the recipient's name and select **Edit subject**.
3. When you're done composing your reply, click Send.

IV.   **ADD AN ATTACHMENT (Photo, Document, etc.)**
1. Click on the paperclip on the bottom toolbar.
2. Find the file to attach and click on it and then Open
3. You will see the names of the attachments at the end of the email above the toolbar for composing your email

   VIEW OR DOWNLOAD AN ATTACHMENT
1. In the received email, look at the left side of bottom of the email.
2. Mouse over the image of the attachment and click on the download arrow. (You may also save to Google Drive or Open in Google Docs)
3. The document/image will appear in Microsoft Word or with the image software on your computer.

V. PRINTING EMAILS

To Print an email you are viewing, click on the print icon at the top of your email. A print box will open.

VI. SAVE TO A FOLDER

1. When looking at an open email, simply click the folder icon on the top toolbar and select create new. Type in the name of the folder.
2. If you already have a folder made, select it from the drop down list of the folder icon.

VII. DELETE EMAILS

*Click on the box before the email and select the trash can on the top tool bar.
*If you are reading an open email, simply click the trash can on the top tool bar.

VIII. ADD TO CONTACTS

To add to your list of frequent contacts
1. Click on the down arrow next to Gmail above the Compose Button
2. Choose Contacts.
3. Click on the + in the red circle at the bottom right screen
4. Fill in the information
5. Click Save

TASKS to test what you learned today

1. **Compose and send a message to someone you know or to yourself (cc yourself if you send to someone else).**

2. **Send an email to multiple people.**

3. **Reply or forward an email**

4. **Find an image or create a document and attach it to an email and send it.**

5. **Create a folder and save an email to it.**

6. **Delete any emails you do not need.**

7. **Add someone to your contact list.**

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