

An Introduction to Gmail

Objective: To successfully navigate Google's

- ❖ A quick look at Google: More than just a search engine
- ❖ What is Gmail?
- ❖ How to Sign up for Gmail
- ❖ A tour of the Gmail Interface
- ❖ How to Send a Message in Gmail
- ❖ How to Attach a File in Gmail
- ❖ How to Add, Edit, Delete, and View a Contact
- ❖ Other More Advanced and Fun settings in Gmail (more in Week 2)
- ❖ Summary

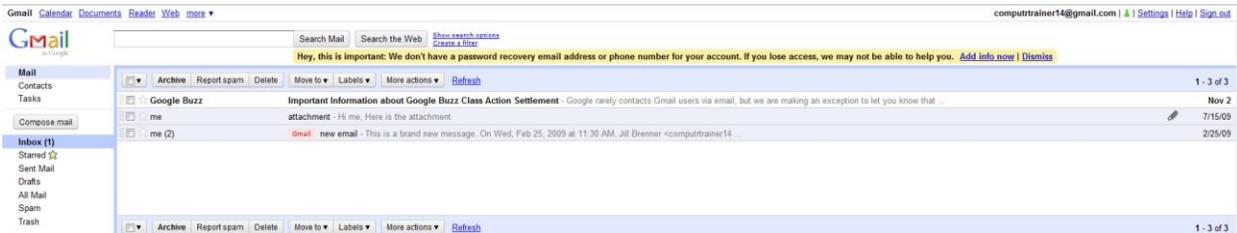
Using Gmail

Why Google mail?

- Remote access from anywhere, anytime
- Mobile access
- All your email is in one location - 'All Mail'
- All messages and their responses are grouped together in 'conversations' or "threads" allowing you to quickly retrieve related messages and view all your messages in context
- Integrated with calendaring, documents, chat, and other Google goodies
- Uses labels instead of folders to allow one message to have multiple "subjects"
- Search feature allows you to quickly search for a message by keyword
- Can "star" messages to give them special status
- 10 GB of free storage; 25 MB per email
- Automatic malware and virus checking; spam handling
- Good uptime
- Combine multiple emailboxes into your Gmail

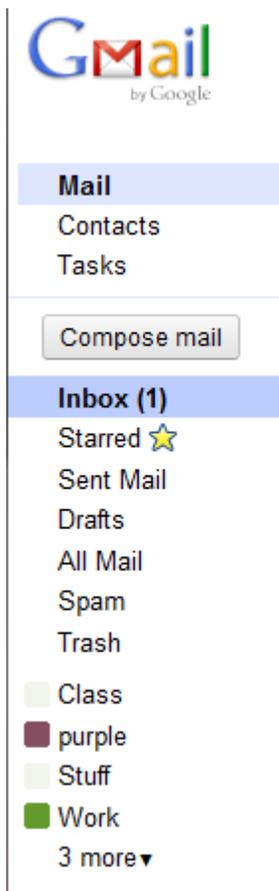
To access your Gmail account

1. Visit **mail.google.com**.
2. Sign in to your Gmail account with your email address and password.
3. Your Gmail account will open and display the contents of your inbox.



*****Note: Gmail is subject to change at any time.*****

Gmail Toolbar



Contacts lists the email addresses of people you've corresponded with.

Tasks is designed to help you keep track of the things you need to do by creating lists, notes, and even set due dates.

Compose Mail opens a new message.

Inbox shows your conversations. Gmail calls messages conversations.

Conversations in bold are unread.

Starred shows you only messages you've marked with a star (use stars to mean whatever you'd like).

Sent Mail shows messages you've sent.

Drafts houses messages you've started and saved to work on later.

All Mail shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.



Mail

Contacts

Tasks

Compose mail

Inbox (1)

Starred ☆

Sent Mail

Drafts

All Mail

Spam

Trash

Class

purple

Stuff

Work

3 more ▾

Spam is where Google sends the messages they think are suspicious.

Trash is where messages you delete end up; you can empty the trash whenever you feel like it. Messages in your Trash may be deleted automatically after 30 days.

Chats lists your archived Chat conversations.

Inbox

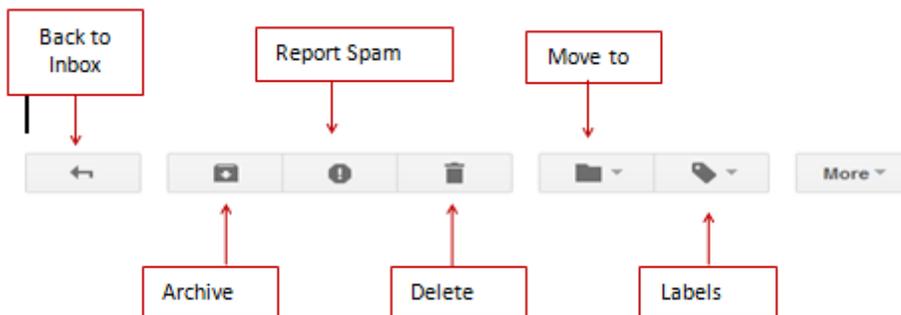
Messages are arranged in your Inbox in reverse chronological order with the newest messages at the top. Since Gmail offers a large amount of storage space (10 GB for free)

Gmail encourages archiving messages (to All Mail) rather than deleting them so they are out of the inbox but are still accessible for future reference.

Threaded Conversations

Emails and replies are grouped into email threads or conversations instead of being listed one by one. Responses to a previously sent email are displayed with the most recent responders listed in the email area and the number of email responses in parentheses next to that.

Buttons



To read a message

1. Click **Inbox** from the toolbar on the left. Each message in your inbox will be displayed on a separate line in the middle of the window.



2. Click on the words in the **Subject** field, to open the selected message.

3. After reading the message you can view other messages by clicking on the **Back to Inbox** link. The message will remain in the Inbox.



New Compose Window in Gmail 



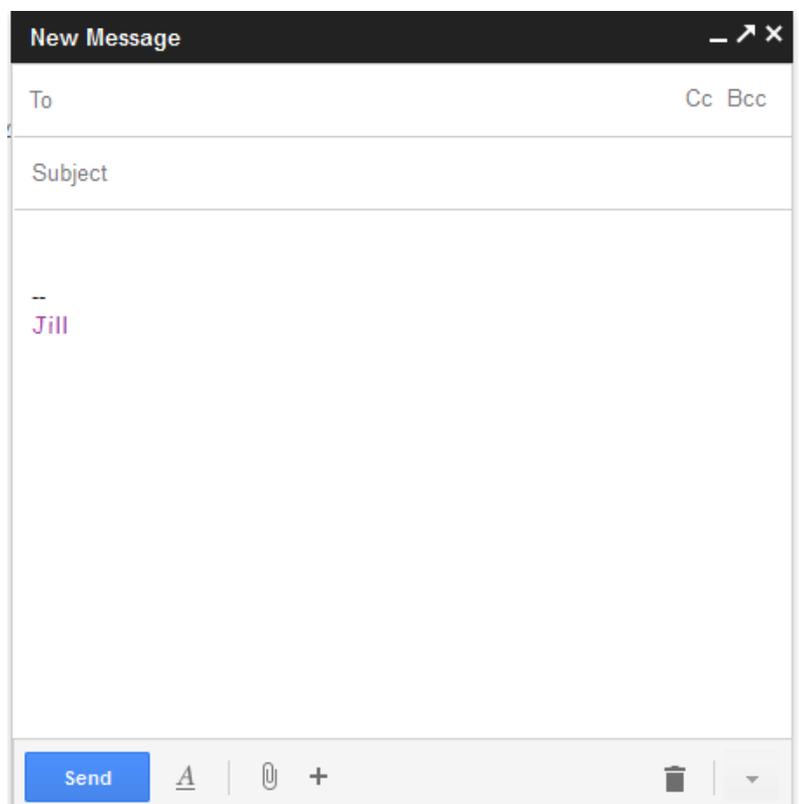
Jill Brenner

to me 

There is a new compose window in Gmail.

To compose a message

1. Sign in to your account.
2. Click **Compose** on the upper left side of the window.
3. A blank email form will open.
4. In the **To** field, type the name of the recipient to receive the message. Example: me@gmail.com. You can email multiple recipients by including



each email address separated by a comma.

5. In the **Subject** field type the subject of the email.

6. Write your message in the body area.

Note: Gmail will automatically save a draft of the email every few seconds.

Parts of an email message

Header- tells whom the message is intended for and the subject of the message.

To:

- The email address of the person you are sending this email to.
- Must include the user name, the @ symbol and the domain name.
- Use the comma (,) between addresses if sending to more than one recipient.

CC:

- Carbon copy (Optional); additional addresses you are sending this message to as a courtesy.

BCC:

- Blind carbon copy (Optional); Send a copy of the message to someone, but his or her name is not visible to other recipients.

Subject:

- What the email is about.
- It is important to put something in the subject line to identify your topic.

Body - The message itself.

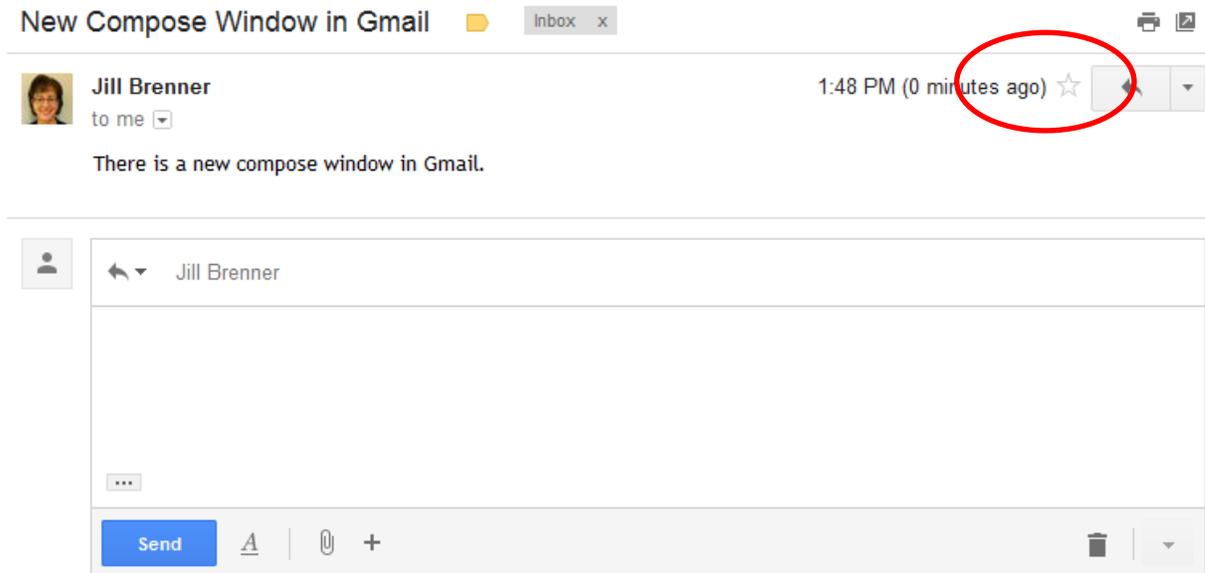
To send a message

After filling in the information in the header and composing the message, click on the **Send** button. A confirmation message will appear notifying you that your message was sent.

To reply to a message

1. Open the message.
2. Click **Reply** to send the reply to the person who originally sent the message.

Click the  arrow next to **Reply** to choose **Reply All** to send the reply to all of the recipients of the original message.

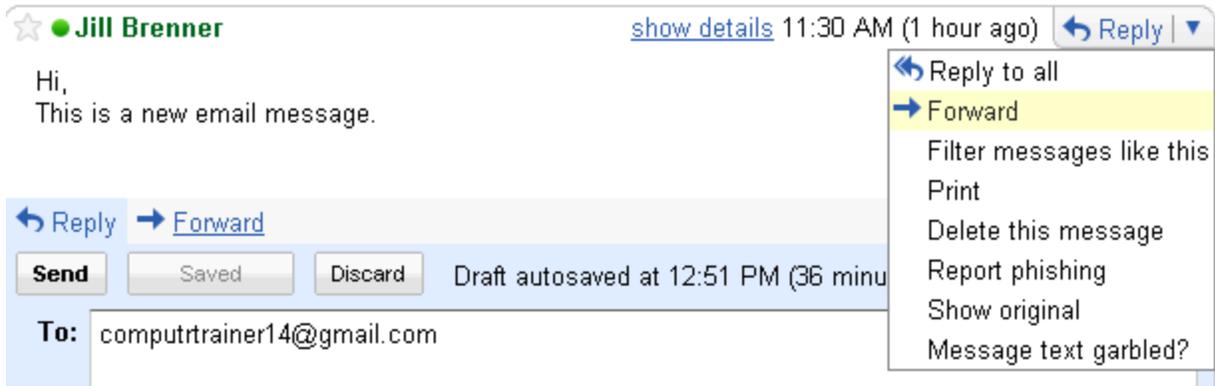


3. A new blank message will appear containing the original message. The outgoing address will be filled in.

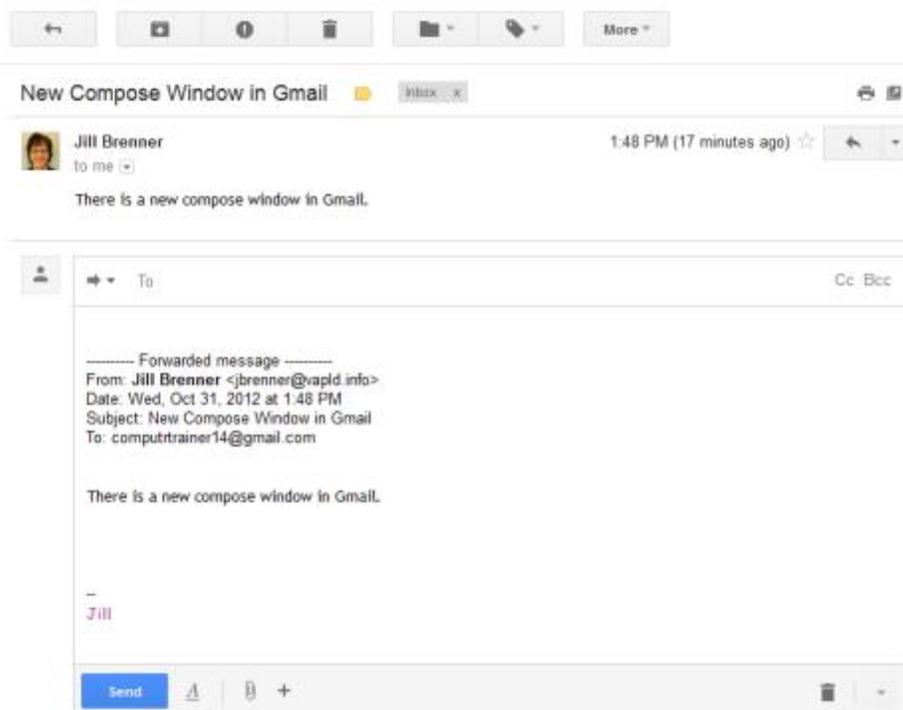
4. Compose the reply and click **Send**.

To forward a message to other recipients

1. Open the message.
2. Click the  next to Reply to choose **Forward**.



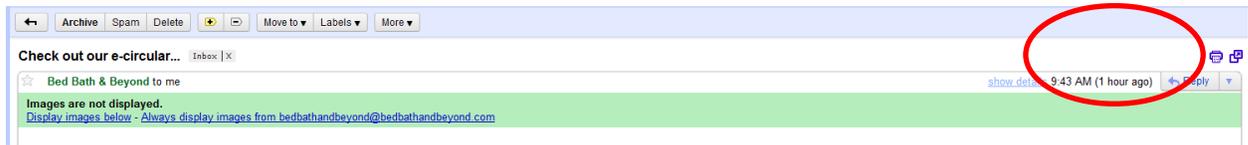
3. A new message will appear displaying the original message.
4. Enter the email addresses of your intended recipient(s). At least one email address is required.
5. Compose a message if desired.



6. Click the **Send** button.

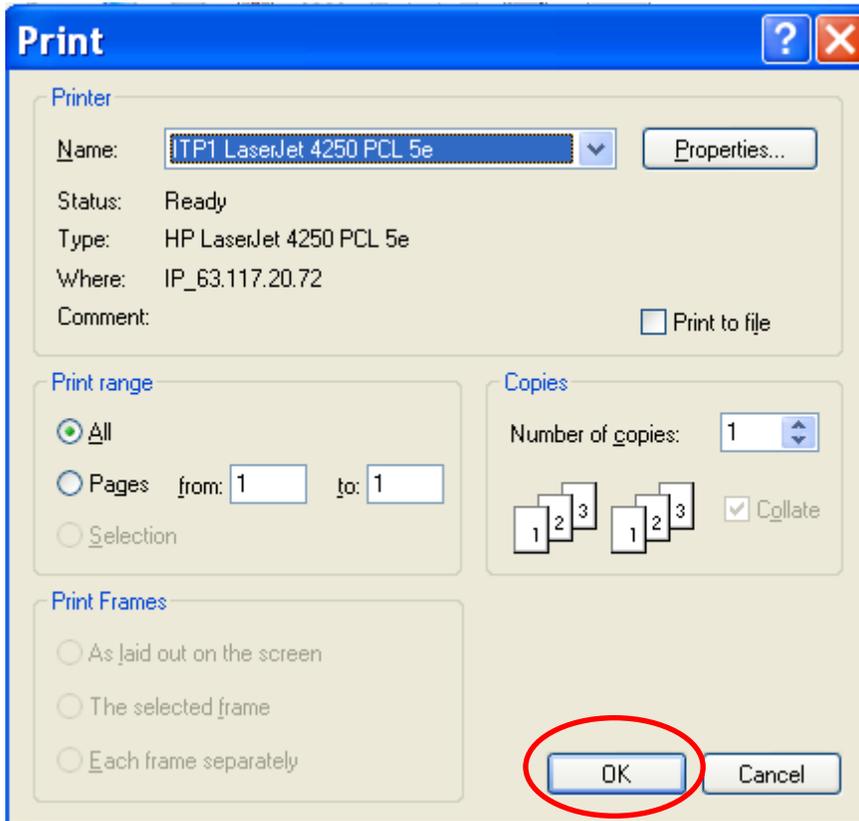
To print a message

1. Open the message.
2. Click **Print All**. This will print all the messages in the conversation.



3. The Print box will open.

4. Click the **OK** button.



Or, to print just one message in the conversation click the next to Reply and choose **Print**.

Deleting Messages

Deleted messages are automatically moved to the Trash for future permanent deletion.

Gmail reserves the right to empty your Trash at their discretion.

To delete a message

1. Open the message.
2. Click the **Delete** button. The message will be moved to the Trash.

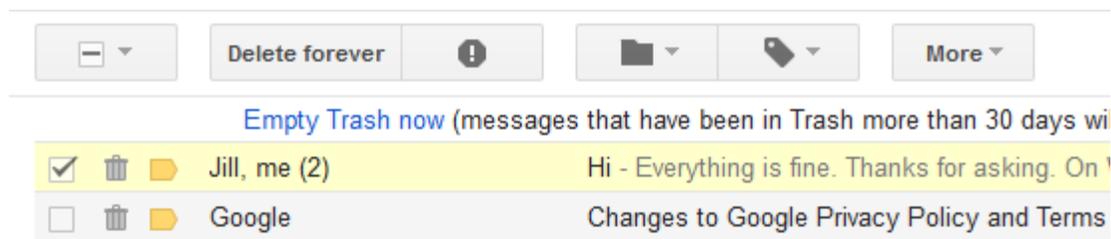
Or if the message is not open but is in a list, click the checkbox next to the message then click the Delete button.

To retrieve a message from Trash

1. Click on **Trash** on the toolbar on the left.
2. Open the desired message or click the checkbox next to a message in the list.
3. Click on the **Move to** button and select another label for the message.
4. The message will be given the selected label.

To permanently delete a message

1. Click on **Trash** on the toolbar on the left.
2. Select the message you'd like to delete.
3. Click **Delete forever**.



To permanently delete all of the messages in Trash at once

1. Click **Empty Trash now** above the list of trash messages.
2. Click **OK** to confirm and delete all messages.

Note: Messages in Trash may be permanently deleted automatically after 30 days.

Messages that are permanently deleted, manually or automatically, cannot be recovered.

Performing actions on messages that are not displayed

Any message(s) can be selected without displaying the individual message by clicking the check box to the left of the message then clicking on the desired option.

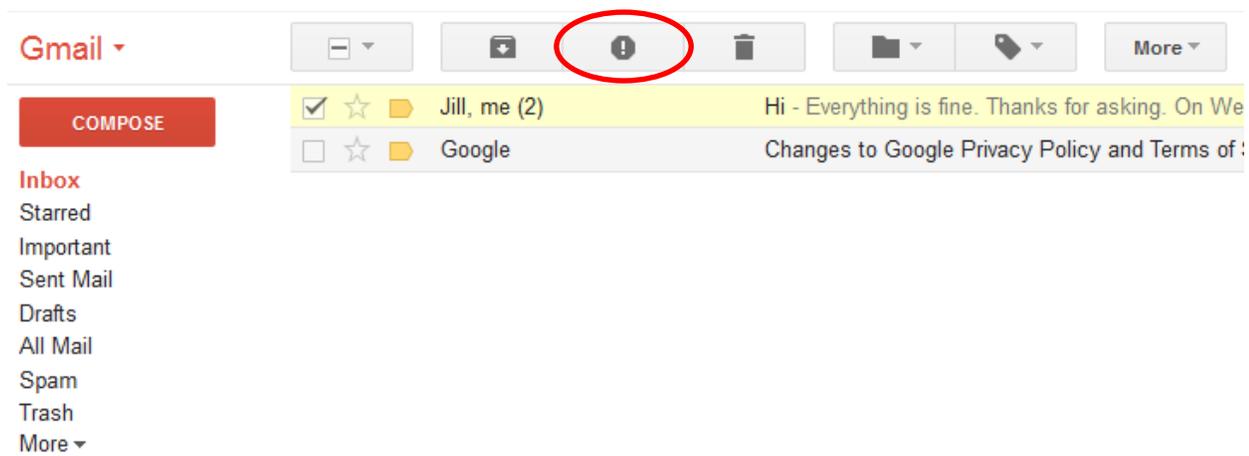
Spam

Spam is the onslaught of unsolicited email that comes from sources that are not easily identifiable. It often takes the form of advertising.

- Spam should **never** be opened as it may contain viruses which can harm your computer and files.
- Email attachments that you are not expecting should never be opened as they may contain viruses which can harm your computer and files.
- If you don't recognize the email sender, delete the email **without** opening it.
- Gmail has the option of marking messages as spam. This will put the email address on a blocked list so you don't receive email from that sender again.

To mark a message as spam

1. Select the message by checking the box to the left of the Sender field.
2. Click the **Report spam** button. The message will be labeled Spam and removed from the Inbox and placed in Spam.



To delete Spam messages

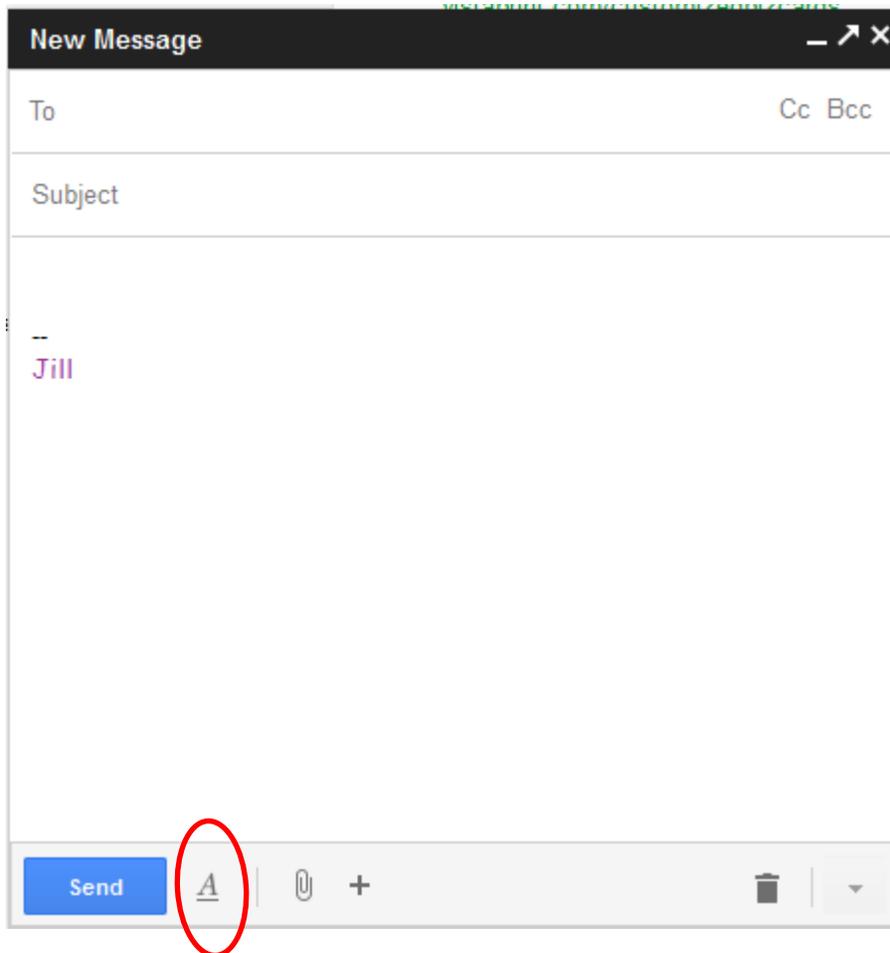
1. Click **Spam** from the toolbar on the left and select all spam messages.
2. Click the **Delete forever** button. The spam messages will be permanently removed from your Gmail account.

Note: If a message is marked as spam but is not spam you can move it to the Inbox to remove it from Spam.

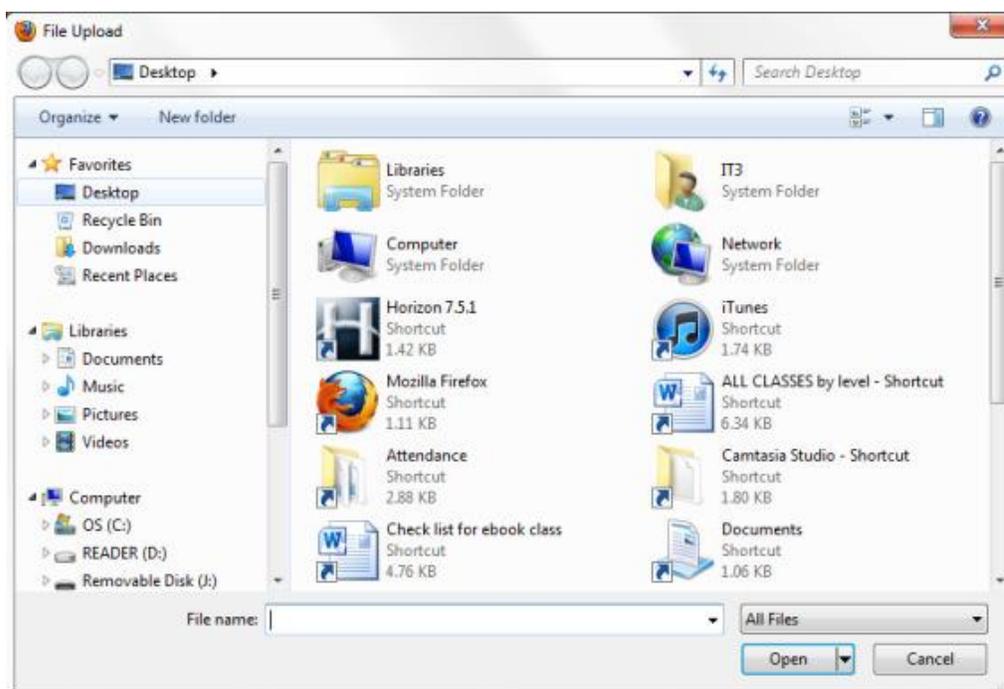
Attachments

To add an attachment to an outgoing email

1. Click on the Compose button in the upper left.
2. On the blank email form, click on the paperclip link.



3. Choose the file from your computer to be attached by selecting the file then clicking the **Open** button in the File Upload box. The file will be attached to the message.



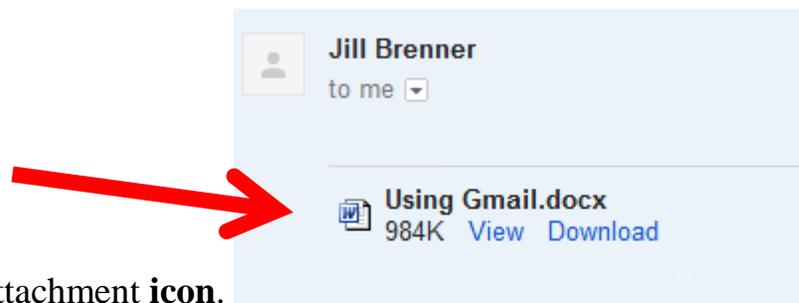
4. Finish composing the message if necessary and click the **Send** button to send the message with the attachment.

Note:

- You can also fill in the To, Subject, and body of the message before attaching a document.
- To remove the file from the message before sending, uncheck the checkbox next to the attached file name. The file will be removed.

To open an attachment

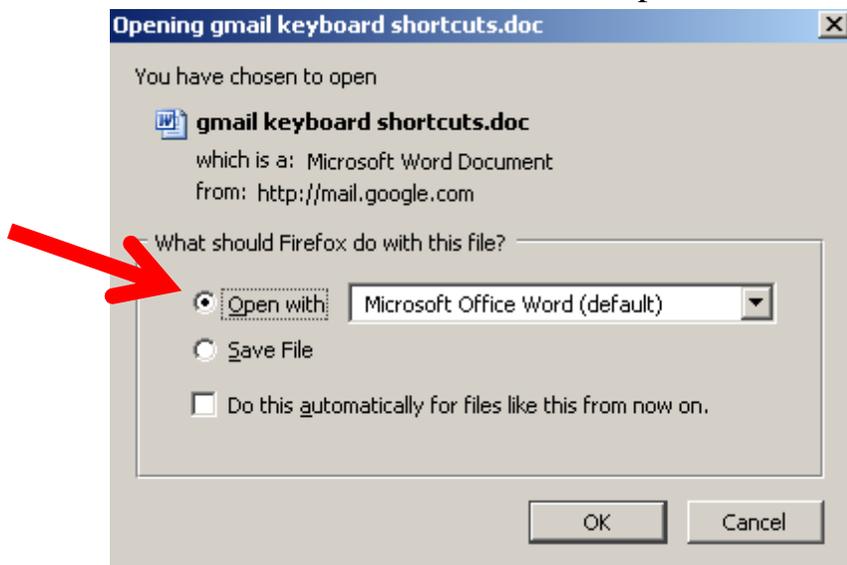
1. Open the message containing the paperclip icon.



2. Click the attachment **icon**.

3. You will be asked which program to open the file with. Use the default.

4. Click **OK**. The attachment will open.



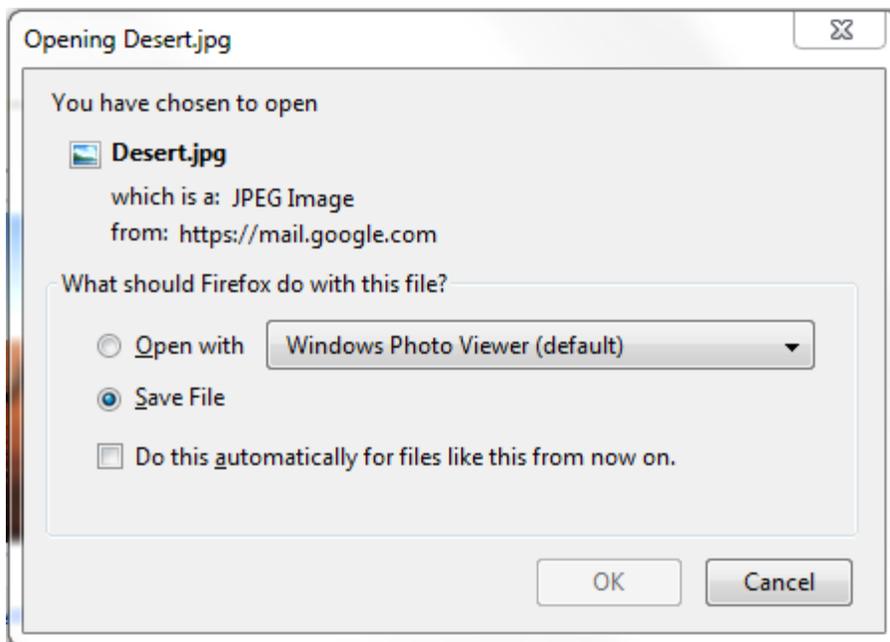
To save an attachment to your computer

1. Click the **Download** link in the email, next to the attachment.

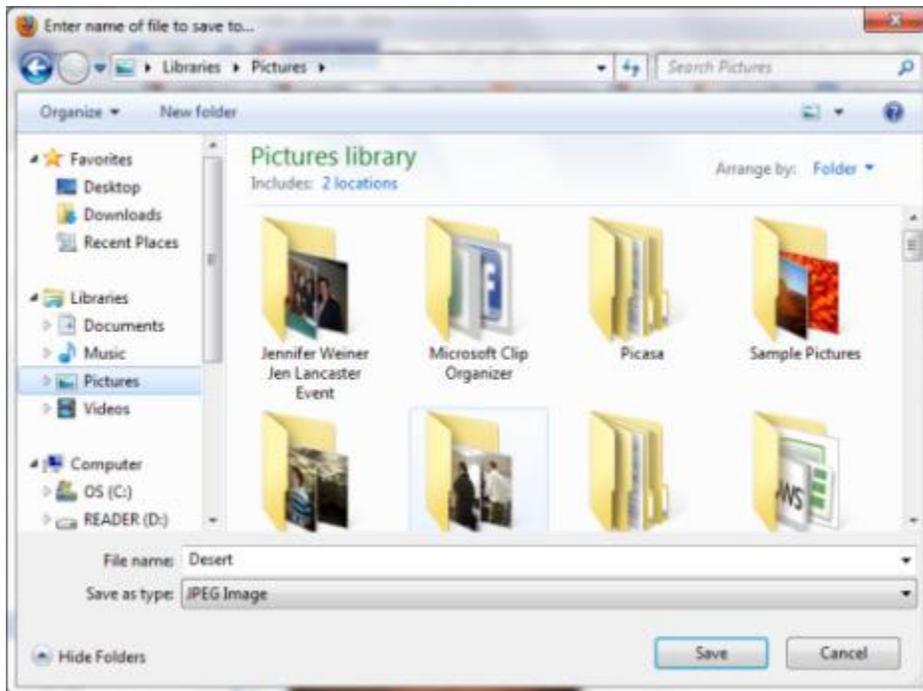


2. Choose **Save File**.

3. Click **OK**.



4. The **Save to** box will open. Choose the location to save the file to and name the file.



5. Click the **Save** button.

To exit Gmail

1. Click the drop-down arrow beside your email address.
2. Click **Sign out**.

Always sign out to ensure your connection with the Gmail server is disconnected.