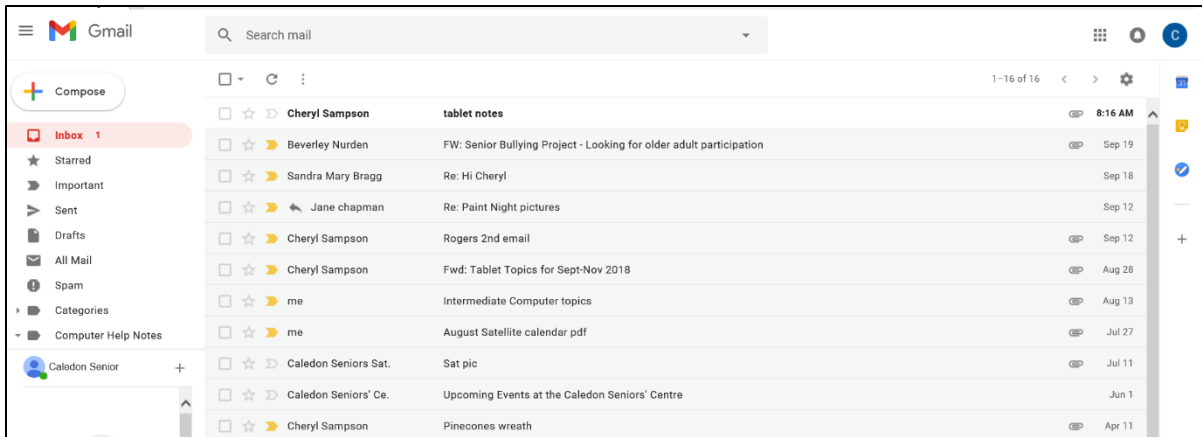


Email -- Gmail

Inbox

- you will see the list of emails
- bolded emails – you have not read yet



To Open An Email

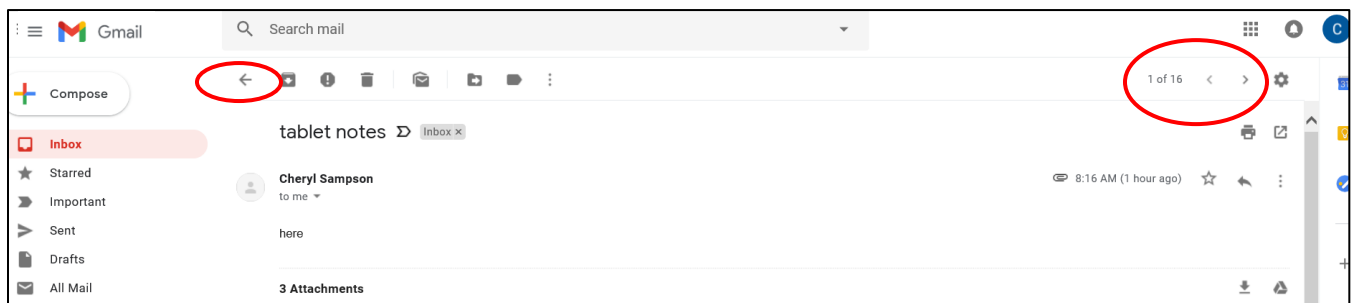
- Click on the name of the person it is from or the subject of the email
- Do not click the box beside it

To Delete an Email

- You can delete an email 2 ways
 - From the open email – click garbage can icon at the top of the screen
 - From the inbox – click the box beside the email(s) then click garbage can icon at the top of the screen

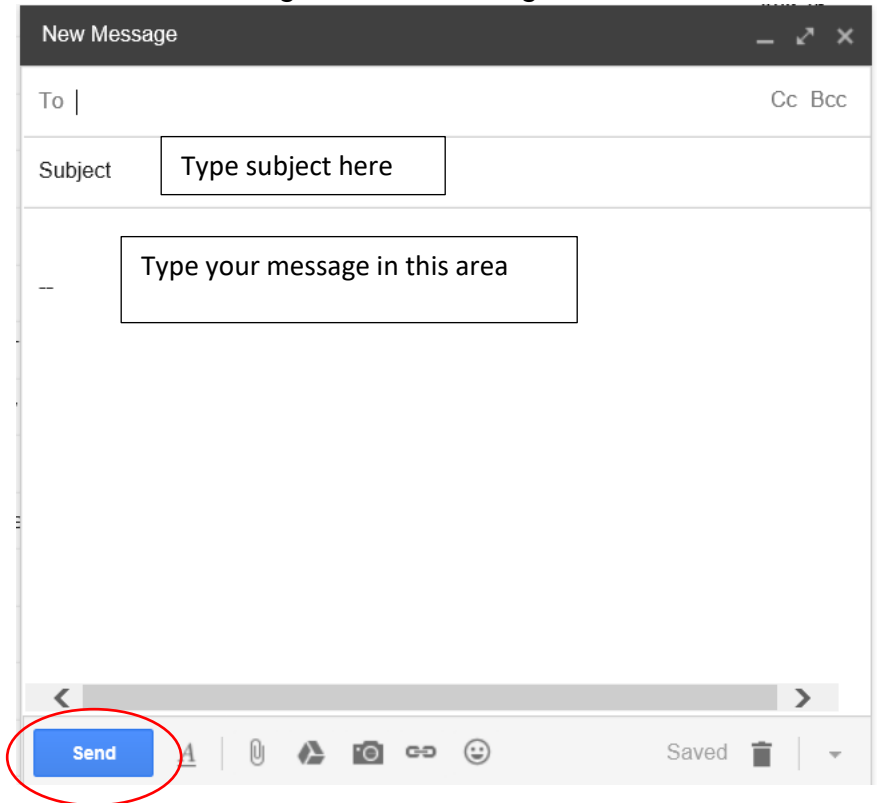
To Read Another Email

- Click side arrow at the top right of the screen OR
- Click the back arrow at the top left of the screen to take you back to inbox and click on email to read



How To Write an Email

- Click “Compose “ at the top left of the screen
- You will get a new message email screen

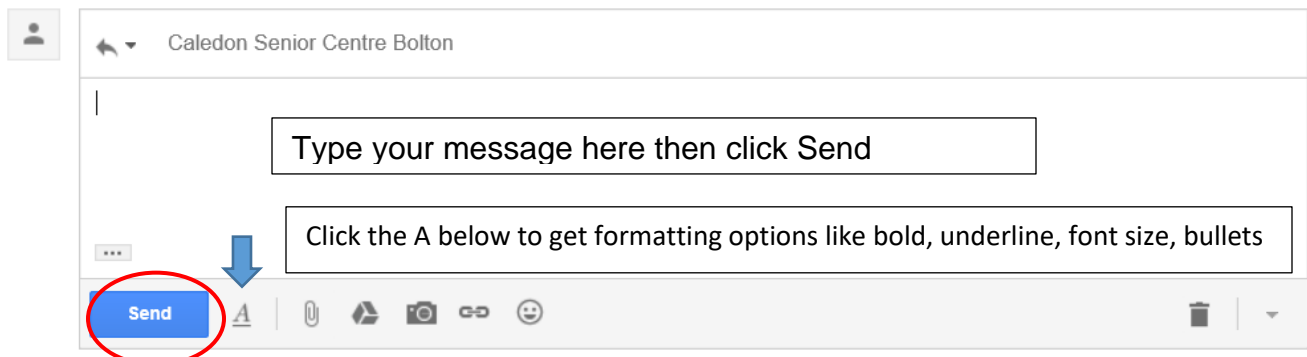


Type email address here or click the **To** to see your contact list and click

- Click in each area to get the cursor there to type
- When done click “Send” at the bottom of the screen

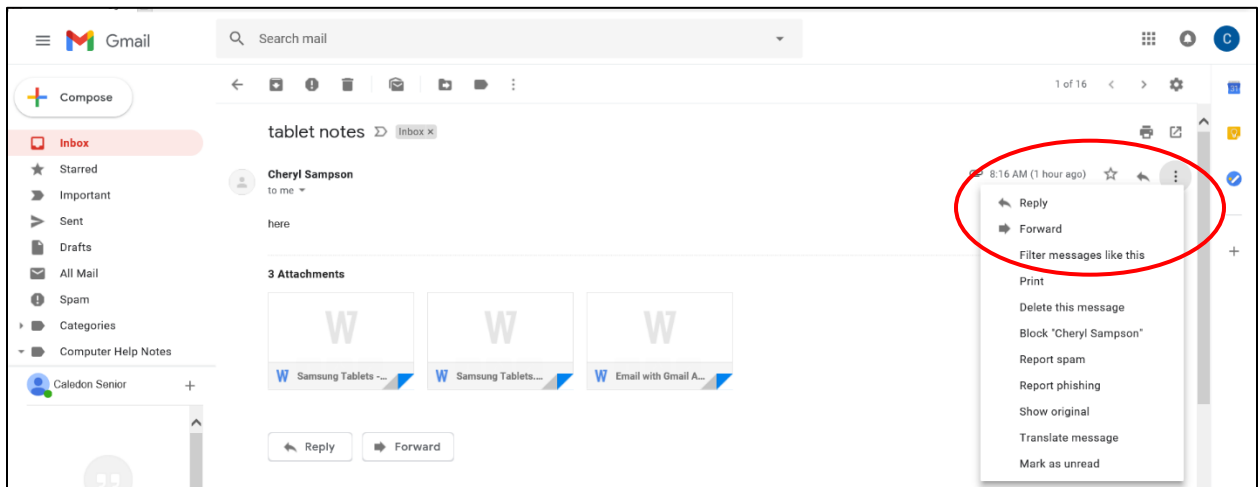
How To Reply To An Email

- Reply is to answer back to a person or email
- Click the back arrow to the right of the message
- Or click “Reply” button at the bottom of the message
- You will get a new message box to type your message at the bottom of the screen



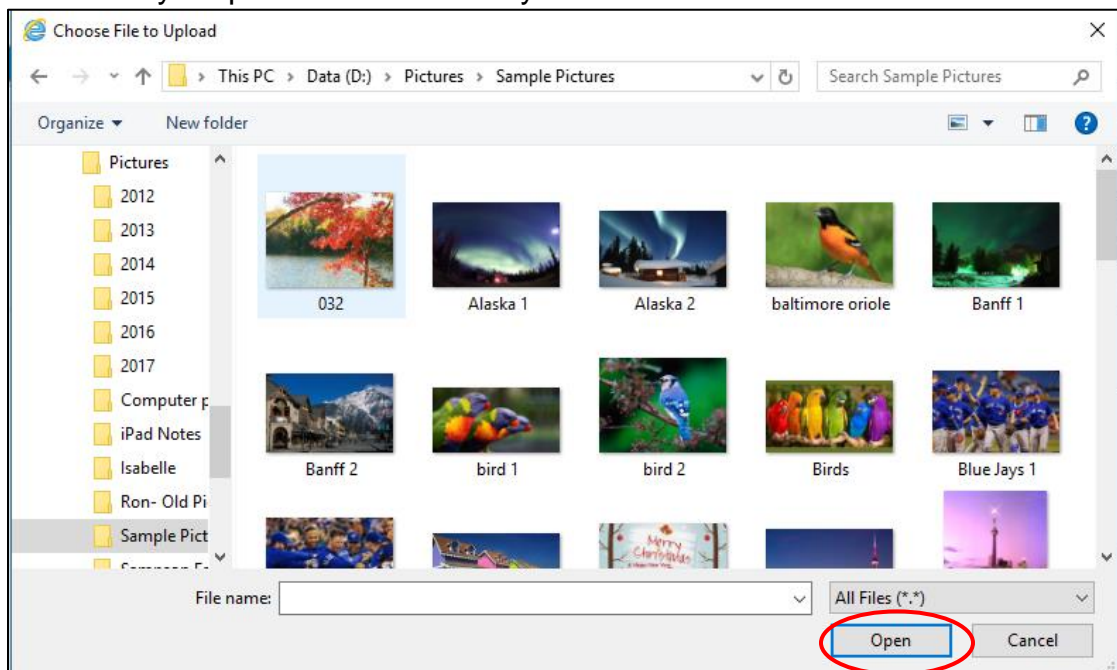
How To Forward a Message

- Forwarding is sending the message to a new person
- Click the three dots to the right of the word “Reply”
- Click the word “Forward”
- Or click “Forward” button at the bottom of the message
- You will get a new message box at the bottom of the screen (like the picture above)
- type the person’s email address (or click the word TO to get your contact list and click on the person you want to send it to)
- Type in a short message
- Click the word “Send” at the bottom of the screen



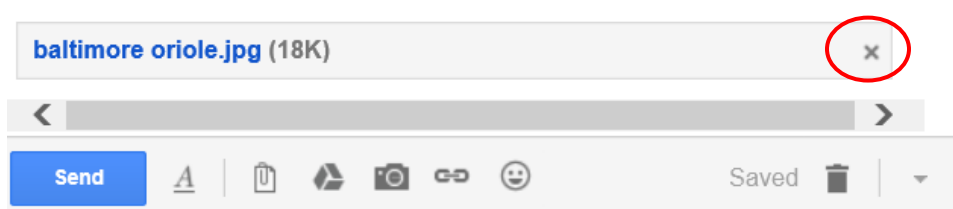
How To Attach A Picture or Document to Email

- Write your email message
- Click the Paperclip at the bottom of the screen
- A new screen will appear called “Choose file to Upload”
 - Choose File to Upload screen will appear
 - Along the left side of the screen click “Pictures” or “Documents”
 - Find your picture or document you want to attach and click on it



- Click “Open” at the bottom of the screen

- You will arrive back to your message screen
- You will see a the file name of your attachment at bottom of message screen
- Click “Send” at the bottom left corner of the screen
- If you change your mind or chose the wrong file, to delete it click the X beside the attachment

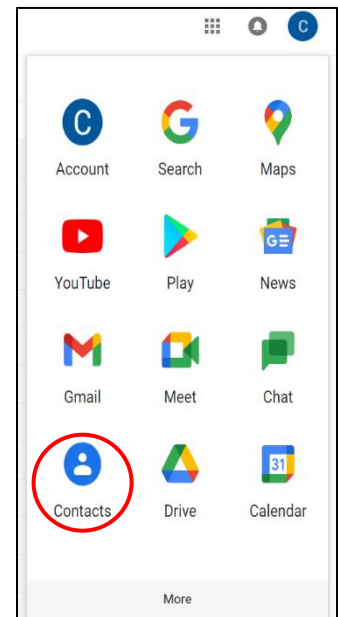


Where To Find Your Contacts

- Click the Google Apps icon in the top right corner

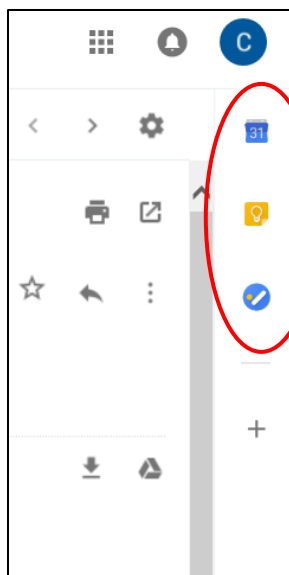


- You will get a new window appear with a list of Google Apps
- Click the Contact icon and you will get a new tab showing all your contacts
- If you don't see the Contact icon, click “More” at the bottom of the window to see more icons

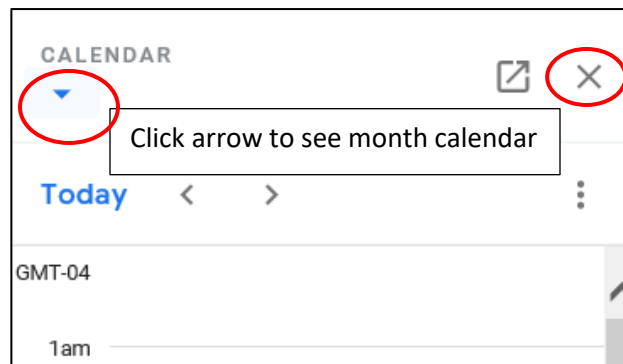


New Set-up

- You can access Calendar and Tasks at the side of the screen all the time



- Click on Calendar to see day calendar at the side of the screen
- Click Keep to see or create a note at the side of the screen
- Click Task to see or create a Task at the side of the screen
- To get out of the side screen, click the “X” at the top



Click “X” to close window