How to use your Email!

- **How to get to your Email**

  1. Open the Internet browser, and type in “gmail.com.”

    ![Internet browser and Gmail sign-in](image1)

  2. Put in your Username and your password. Then click “Sign in”

    ![Username and Password](image2)

  3. Now you are in your Inbox! This is where all of the incoming messages are.

    ![Gmail inbox](image3)
• Writing an Email

1. To write someone a new Email, click “Compose New Mail”
2. Write the Email address of the person you want to send the Email to in the “To” section.
3. If you want someone else to be able to read the Email, along with the person you are sending it too, put their Email address in the section labeled “Cc.”
4. After you have entered the Email addresses to which you want to send the Email, go to the section labeled “Subject.” Type a brief explanation concerning what the Email is about.
5. Now go to the box below the Subject line and type your Email. Remember that you can always use the “Backspace” button at the top right of the keyboard to go back in order to correct mistakes! You can also go down a line by pressing the “Enter” button!
6. When you are finished typing everything you want to say, go to the top or bottom of the screen with your mouse and press the “Send” button.
7. The browser will automatically take you back to your Inbox to see all of your messages. The top of the screen will say “Your message has been sent” if your message was sent successfully.

- **Other features you may want to know**
  1. You can always go look at the messages you have previously sent out by going to the “Sent” tab, located underneath the Inbox tab on the left of the screen.

2. To read a new message, use your mouse to click on the message, and it will take you right to it!

3. To read a link that someone sent you in an Email, scroll your mouse over the link (it is usually in blue) and double click.
4. To delete any Email, sent or received, click the small box that is next to it on the left and go up to click “Delete.” Click “Yes” when it asks if you are sure about deleting the Email. If you do not see the “Delete,” look under “Other Options,” which is also at the top of the screen.

5. If you are looking for a specific Email, go up to the top of the screen and enter in an Email address, subject, or key word that is in the Email you are looking for into the “Search Mail” box.