

Gmail and Attachments

Sign in to Gmail

Type the following address into the address box:

www.google.com

Click on **Gmail**

Enter your **Username** and **Password**

Click on the Sign In button

The Gmail Welcome page appears

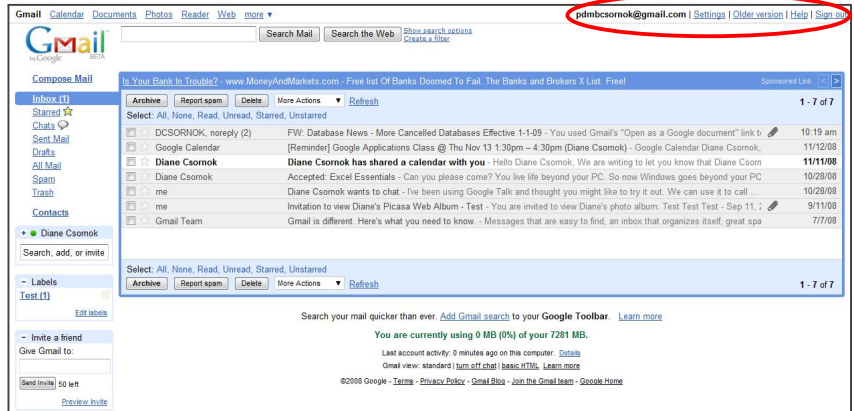
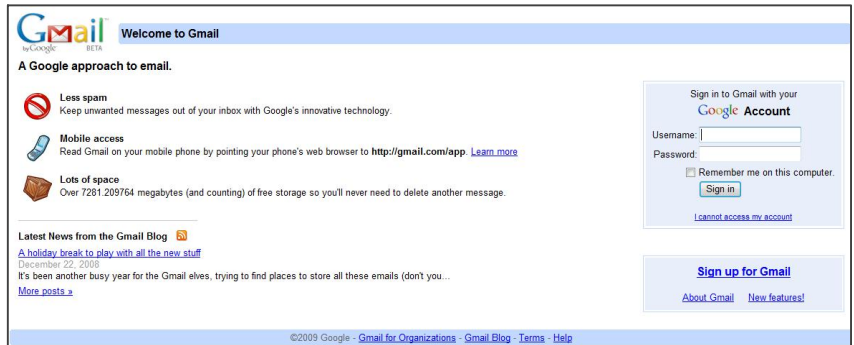
For additional help, click on **Help**

*Note: Don't forget to **Sign-Out** of your mail when done*

Customize your Gmail by clicking on the **Settings** link (set up signature line, modify themes, etc)

View all messages by clicking on **All Mail**

Use **Labels** to organize your messages



Read a message

Click on the **Inbox** folder

Click on the message you wish to view

Note: A paperclip next to the Size informs you there is an attachment

Click the **Star** next to a message if you need to follow up with the message

View an attachment

Go to the bottom of the message

Click either the **View as HTML**, **Open as a Google Document** or **Download** (to save to your computer)

Delete A Message

*Note: Messages are permanently removed from **Trash** after 30 days*

Click in the square next to the message to put a check mark next to it

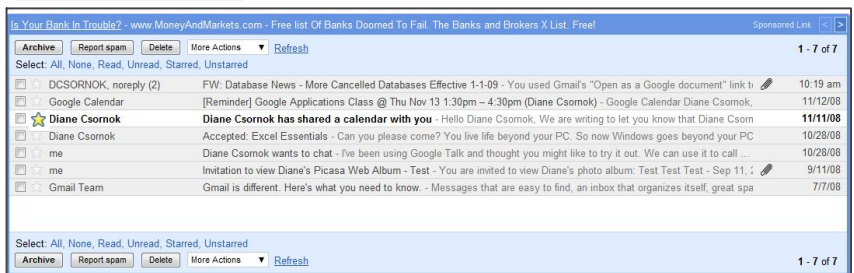
Click the **Delete** button

Go to the **Trash** folder and click **Delete Forever** or **Move to Inbox**



Click the **Star** to mark the message for follow up

A paperclip means attachment



Compose a new message

Click the **Compose Mail** button

Start typing the email address in the **TO:** box (autocomplete to appear with contact names)

OR

Click on **Contacts** (if created)

Select name to automatically create new message

Type a subject in the Subject line

Type your message in the content box

Format your message

Add any attachments

Click the **Send** button

Insert an Attachment

Click on the **Attach a file** link

Browse to locate the file (ex. Flash Drive)

Select the file and click on the **Open** button

Reply to/Forward a message

Click the **Reply** or **Forward** button

The compose box appears

Type your message in the box

Click the **Send** button

Messages are grouped with all the responses in the Inbox

Open the message and click **Show/Hide Detail** to view messages sent

Organize Messages With Labels

One message can be placed into several labels

Look at message to see label(s) used

Select message by clicking in the square next to message

Click on **More Actions**

Select the label or **Add New Label** or **Remove Label**

Archive Mail

Moves mail from Inbox in to All Mail

Select message by clicking in the square next to message

Click the **Archive** button

