

BASIC EMAIL



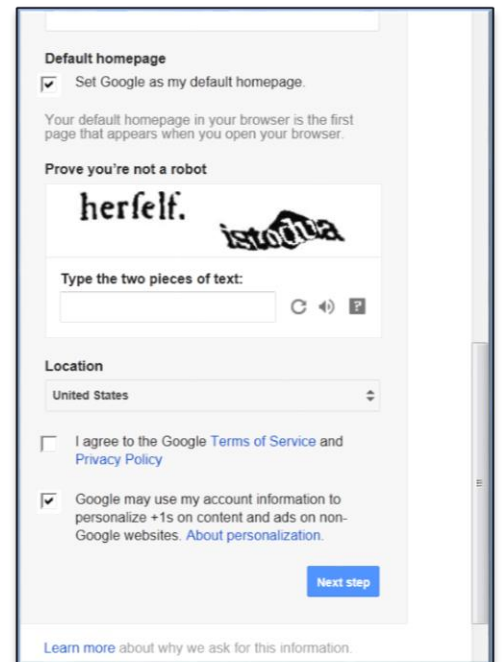
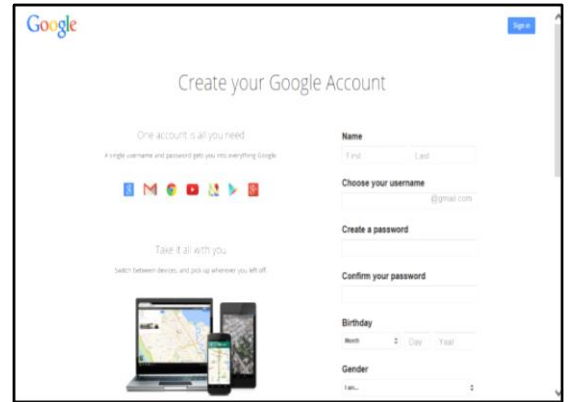
An Introduction to GMAIL

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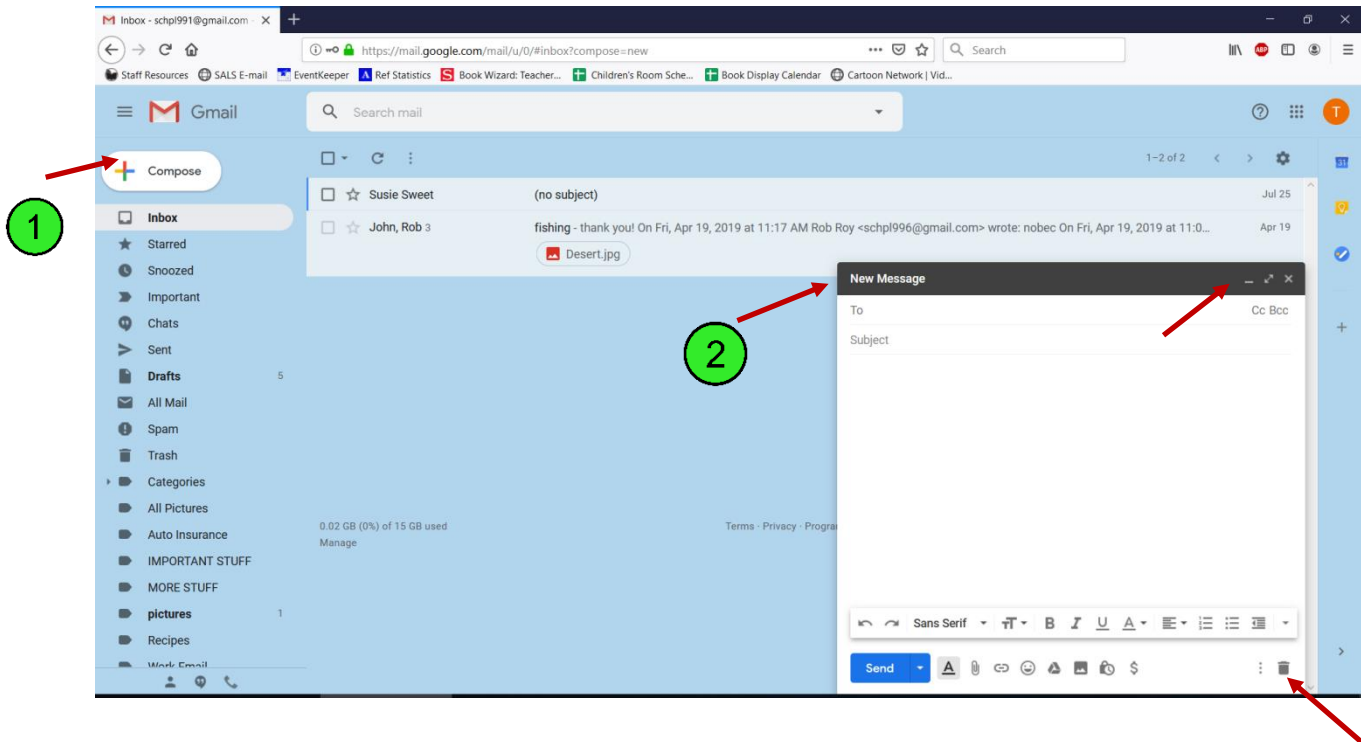
GMAIL - Google Email Account

SET UP A NEW GMAIL ACCOUNT

1. Open your browser. If Google is not your default home page, enter www.google.com.
2. Click on **GMAIL** in the top right corner.
3. Click on **CREATE AN ACCOUNT**. In order to create an account, you will have to answer a series of personal questions.
4. Choose your **USERNAME** (share with others) & create a **PASSWORD** (never share).
5. After you have completely answered all the questions and reviewed Google policies, click **NEXT STEP** where you have the opportunity to create a profile (not required); then **CONTINUE TO GMAIL**.
6. You may be asked to enter a recovery email address. If you do not have a one, you can skip that step; then click **SAVE AND CONTINUE**.
7. Click **HELP** for information on how to change a password and other questions about your account.
8. Be sure to **SIGN OUT** if you share your computer with others or use a public computer.
9. Click on the **INBOX** on the left to see a list of your emails. Click directly on the email to OPEN it.
10. Click on REPLY, REPLY ALL or FORWARD to respond to an email.
11. To exit reading an email, click on the back arrow or click on the INBOX.
12. The number next to your INBOX is the number of unread emails. Unread emails are bold in the list. Emails that have been read are lighter.



SEND AN EMAIL



1. Click on **COMPOSE**.

2. A **NEW MESSAGE** will appear.

ADJUST the size of the message window just as you do a window in a browser:

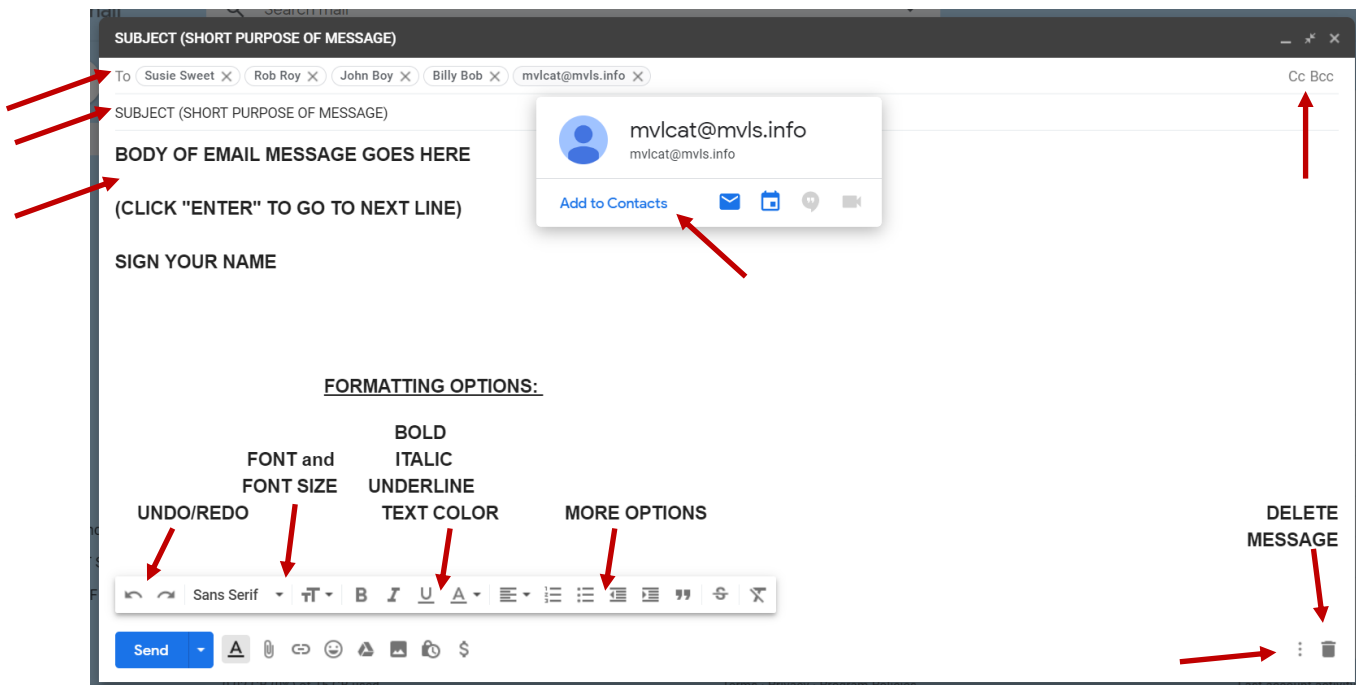
- MINIMIZE THE WINDOW
- SET WINDOW TO FULL SCREEN
- SAVE AND CLOSE (X)

OPTIONS FOR AN EMAIL:

- DELETE it by clicking the garbage can
- SAVE it as a DRAFT by clicking the X. It can be found in your DRAFTS FOLDER and finished later.
- SEND it.


NOTE:

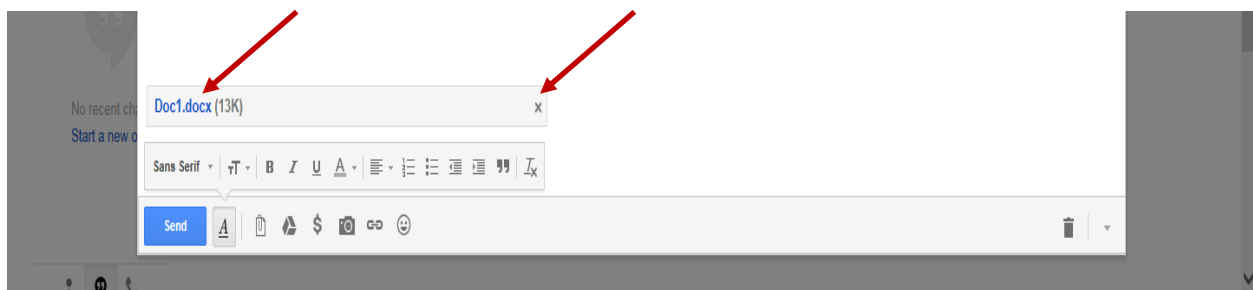
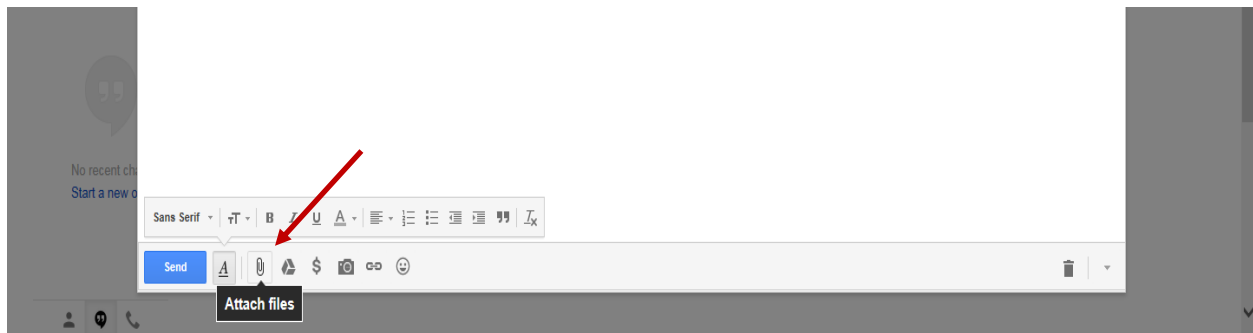
Practice writing emails, replying, attaching documents and pictures, and formatting them by sending emails to yourself until you are comfortable using GMAIL.



1. In the **TO** text box, enter the email address of the **recipient** OR simply begin to type the name of a person in your **CONTACTS** and their email address will autofill.
2. Hover your cursor over an email address for someone who is not in your contacts. A pop-up box appears – click on **ADD TO CONTACTS**.
3. To send a “carbon copy” email, click on **CC** or click on **BCC** to send a “blind carbon copy”. Add the email addresses of the recipients.
4. Type the **SUBJECT** of the email. Email etiquette recommends a subject. Many people will delete emails without opening them if there is no subject listed.
5. Click in the message box and type your **MESSAGE**.
6. You can change your font, font size and many other effects by using the formatting options toolbar found across the bottom of the new message box. Hover your cursor over each option to learn more about it.
7. Look for wavy red lines for spelling errors. **SPELL CHECK** is located in the options found under the 3 vertical dots at the bottom of the new message.
8. Click **SEND** when your email is complete.

ATTACH A FILE TO YOUR EMAIL

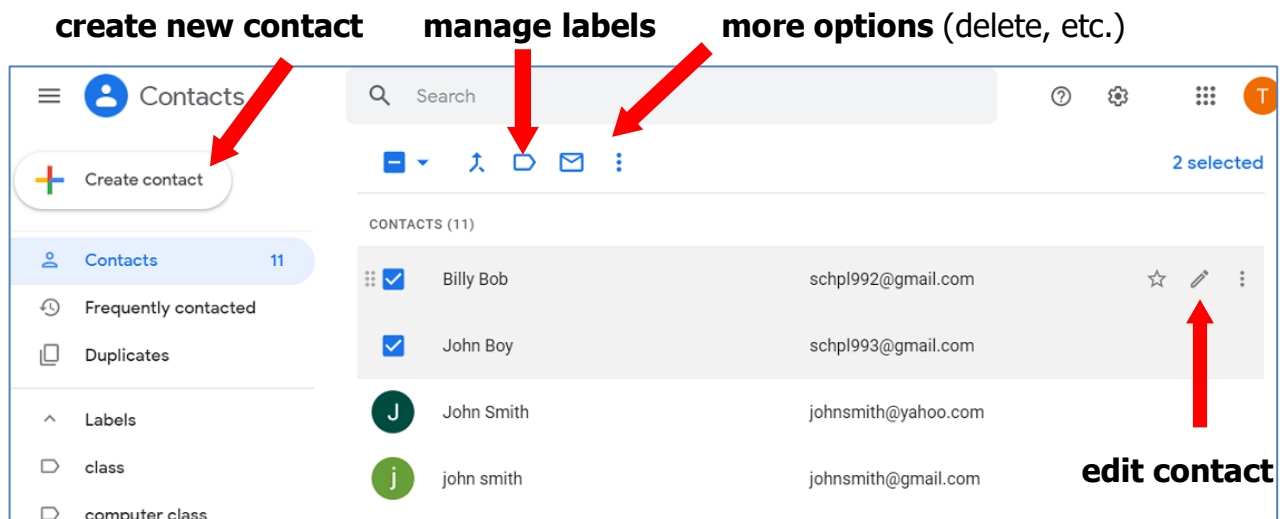
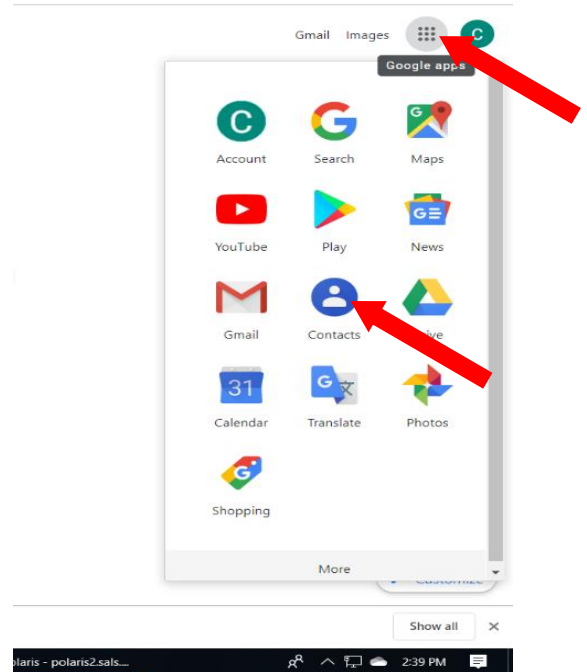
1. Click the PAPERCLIP symbol to **ATTACH A FILE**.
2. Locate the file on your hard drive, CD, or flash drive. The file must be closed in order for you to attach it to an email.
3. **SELECT** the file (one left click).
4. Click **OPEN** to complete the process. You will see a paperclip  appear and the name of your file when the process is complete.
5. Additional files may be added in the same way.
6. If you want to add a series of files from the same source, hold down the **CTRL** key on your keyboard, **SELECT THE FILES** you want to add, click **OPEN**, and all the selected files will be added as attachments.
7. To remove an attached file, simply click the X.



ADD MULTIPLE CONTACTS

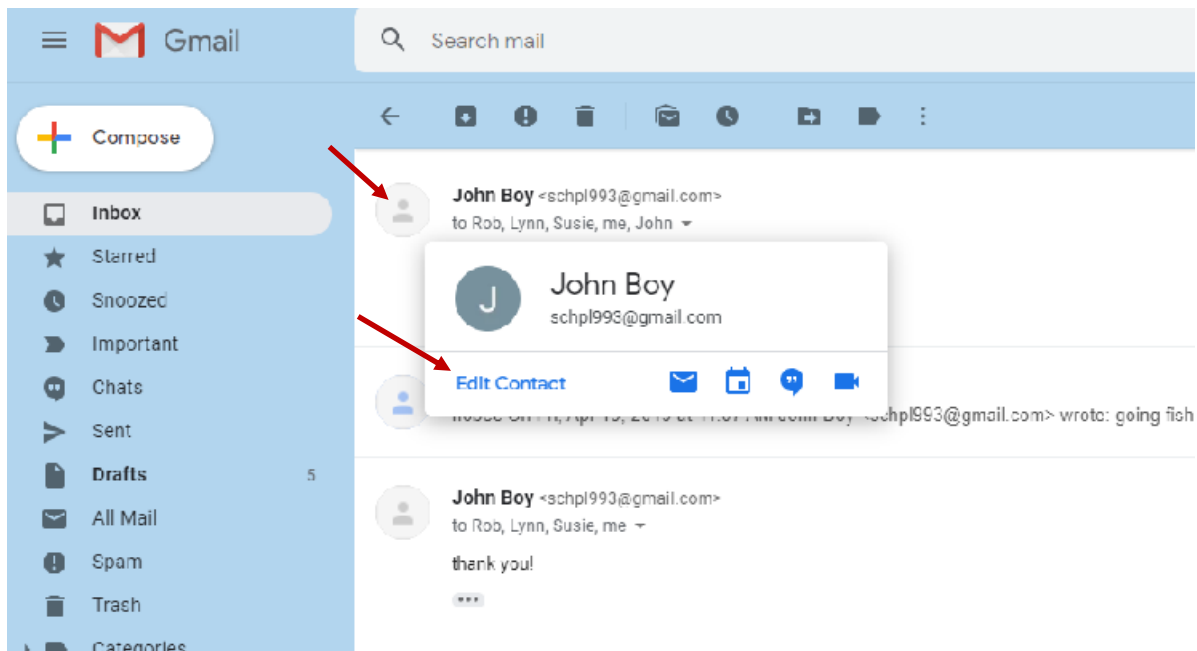
The **APP LAUNCHER** displays a menu of all the Google apps (also called “applications” or programs) available for your use on the web.

1. Click the App Launcher icon in the upper right corner of the Gmail inbox.
2. Click **CONTACTS**.
3. A list of all your contacts and their email addresses will appear. Sync your contacts from your smartphone to use them here.
4. Click the button **CREATE CONTACT** and fill in the information about the person. Not all fields need to be filled. Save the contact.
5. To **DELETE** a contact, check the box next to their name and click on the 3 vertical dots. This provides more options: delete, print, export or hide from contacts.
6. To **EDIT** a contact, click on the pencil symbol. Save your changes.



ADD/EDIT A CONTACT

1. Open an email from someone you want to add to your Contacts.
2. Click on their profile picture. A pop-up box appears.
3. Click **ADD TO CONTACTS** to automatically enter their name and email address.
4. Or click **EDIT CONTACT** to make changes or additions to their information.



ADD CONTACTS TO A GROUP

1. Select the contacts to add to a GROUP by checking the boxes in front of their names.
2. Click the **MANAGE LABELS** symbol on the top of the screen.
3. Select the label name or create a new label for the group of email addresses.
4. Click **APPLY**.
5. All the contacts in the group can now be easily emailed together by typing in the name of the group (rather than each individual contact) in the **RECIPIENT** line of a new message.

EMAIL MAINTENANCE

1. Keep your INBOX from getting too cluttered and delete messages you no longer need.
2. To save a message for future viewing, ARCHIVE it or create folders to organize your emails by topic (i.e. financial, work, health, personal, pictures, coupons, etc.). Move your email to the corresponding folder.
3. When using a public computer or a friend's computer, be sure to LOG OUT of your email account when you are finished.
4. DO NOT open an email from someone you don't know. It may contain viruses or other harmful links and attachments.
5. DO NOT click on links within an email unless you are certain of the URL and the sender.
6. BE SUSPICIOUS. Hoaxes and viruses are sent via email regularly. If it sounds too good to be true, it is too good to be true!
7. PHISHING attempts (fraudulently acquiring sensitive information) can appear to come from your bank, Ebay, Visa, the IRS, charities, etc. but they are actually cleverly-faked in an attempt to acquire your personal details.
8. NEVER provide banking information, passwords, or personal information to anyone via email. Your financial institutions will NEVER ask for your password. You can always call to verify.
9. Pause and think before you send an email, especially if the topic is emotional, sensitive or personal. Emails (like any digital material online) can be forwarded and are out of your control once they are sent.