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INFORMATION SHEET

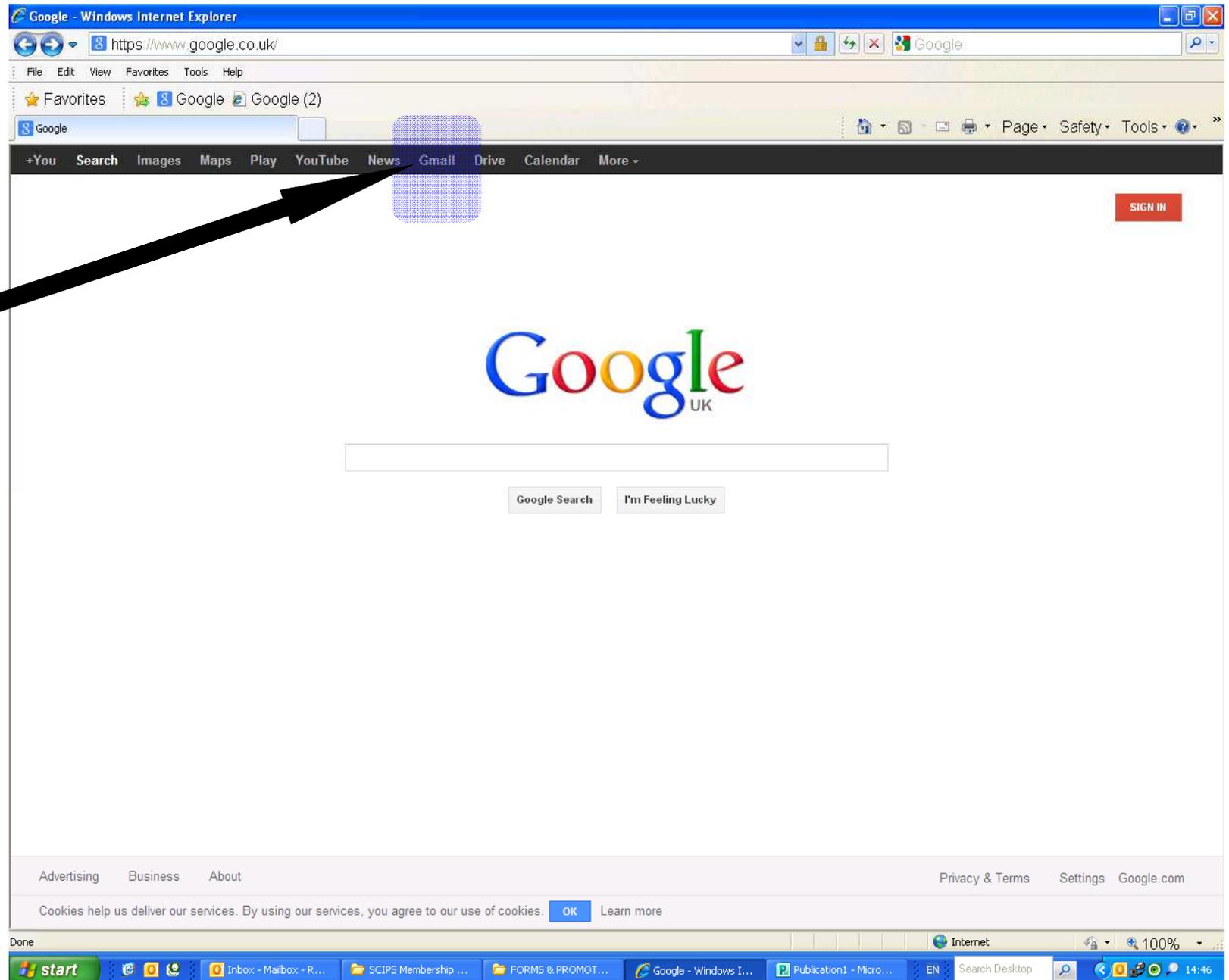
How to use your GMAIL account

GMAIL is Google's free webmail based system - this means anyone access your new email from any computer that's on the Internet - just by logging onto the system through Googles homepage. In our previous information sheet we showed you how to set up a new GMAIL account - now we will how you how to use your new email account

To get to your email account go to Google's Home page at www.google.co.uk

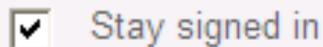
Now click on the **Gmail** link in the black toolbar

Gmail



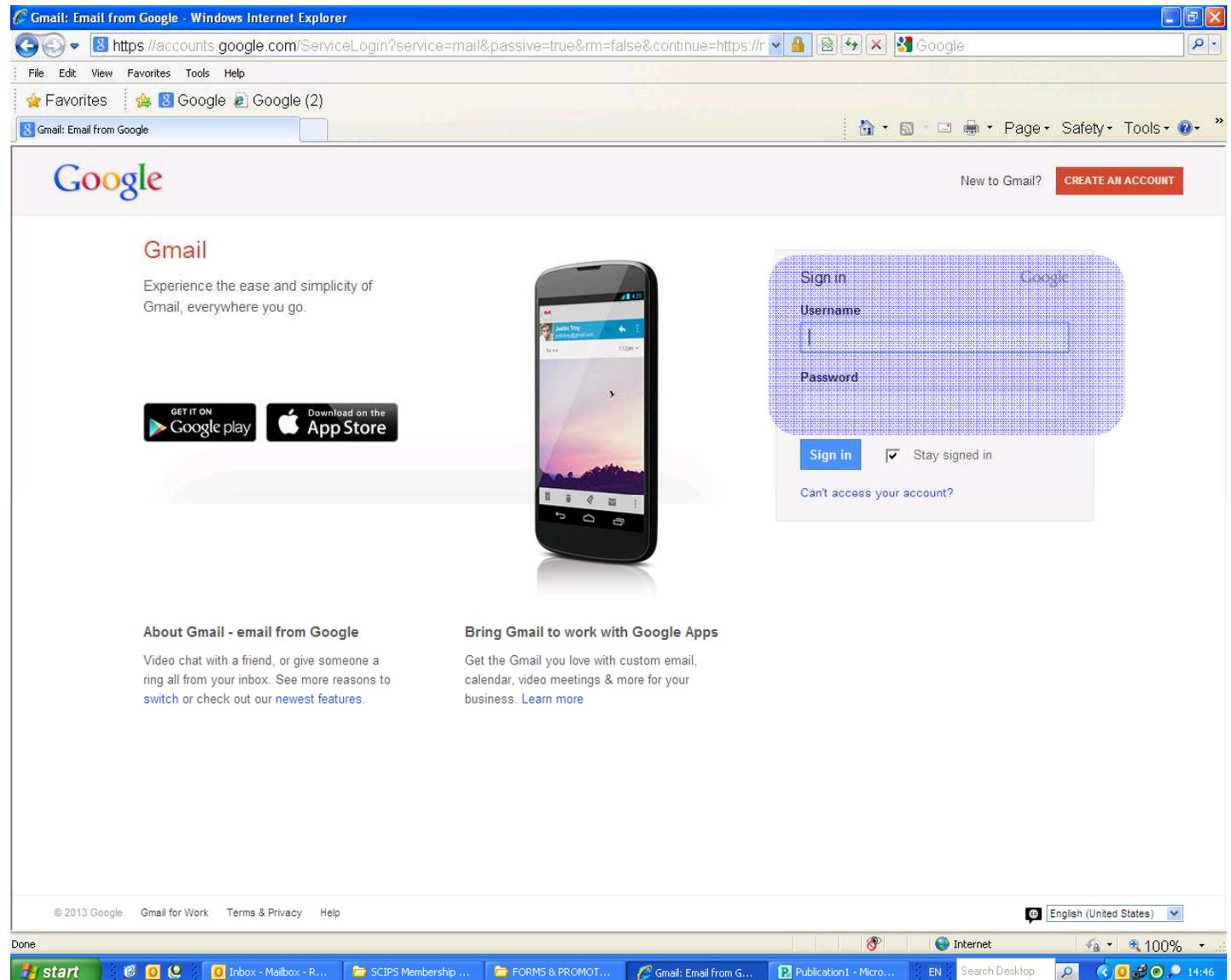
This takes you to the SIGN In screen - You need to log in with your username and password to prove you are the rightful owner of the email account

1. We advise you **untick the Stay signed in box** if this is already ticked.



If you leave the box ticked it means you don't have to sign in again when you want to access your email on the computer you are using BUT it does make it far easier for others to get into your email account.

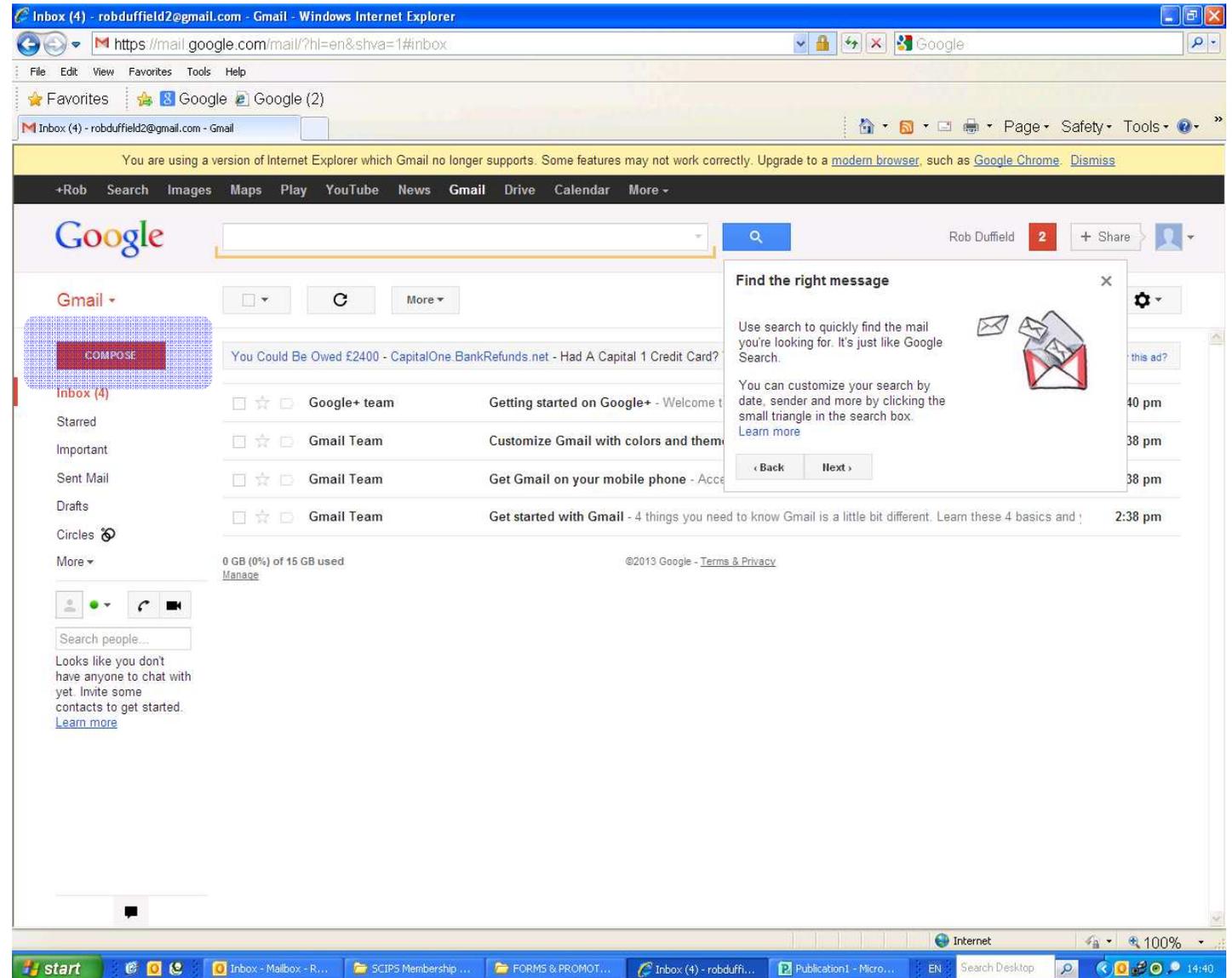
2. Now enter your **USERNAME** and **PASSWORD** for your account then click on the blue button



You now go to your webmail **INBOX** - from here you can view all the emails you have been sent (INBOX) and the emails you have sent other people (through SENT MAIL) as well adding creating new emails to send to people - **COMPOSE**.

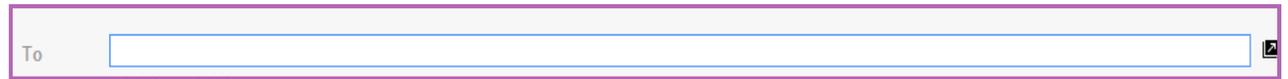
Here's how to write & send an email

1. Click on the COMPOSE button



Taking you to a new screen ready to write and send an email.

STEP 1. In the “To” box type in the email address of the person / organisation you want to send your email to - e.g. fred-

A screenshot of the 'To' field in an email compose window. The field is empty and has a purple border. To the right of the field is a small square icon with a plus sign.

STEP 2. Now give your email a title (SUBJECT) in the subject box

A screenshot of the 'Subject' field in an email compose window. The field is empty and has a red border.

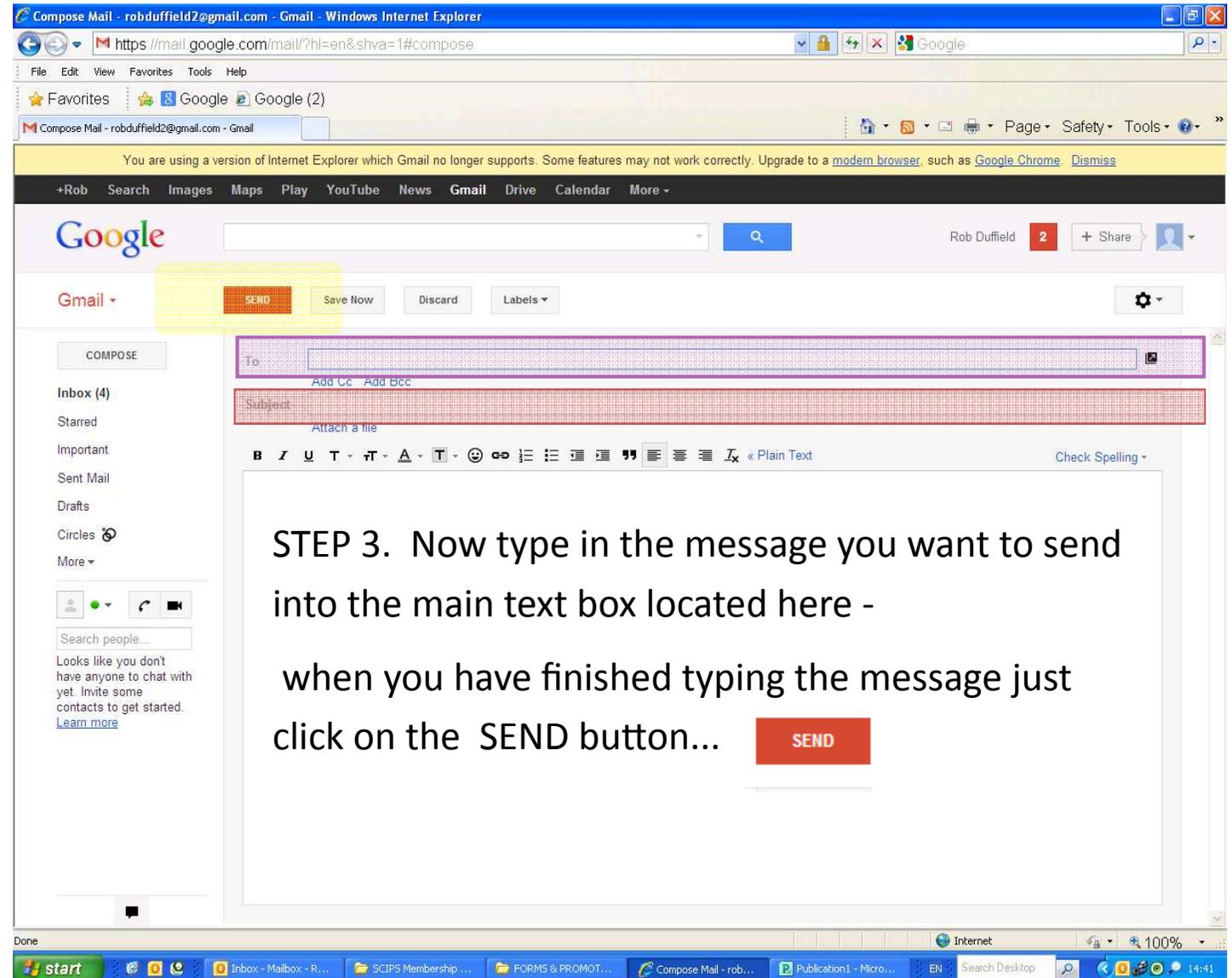
*** Please Note:**

It isn't requirement to put in a subject description, for example, when you are emailing a friend.

A Subject line - is a simple sentence to tell the person receiving the e email what it is about

For Example:

Meeting tonight at the cafe

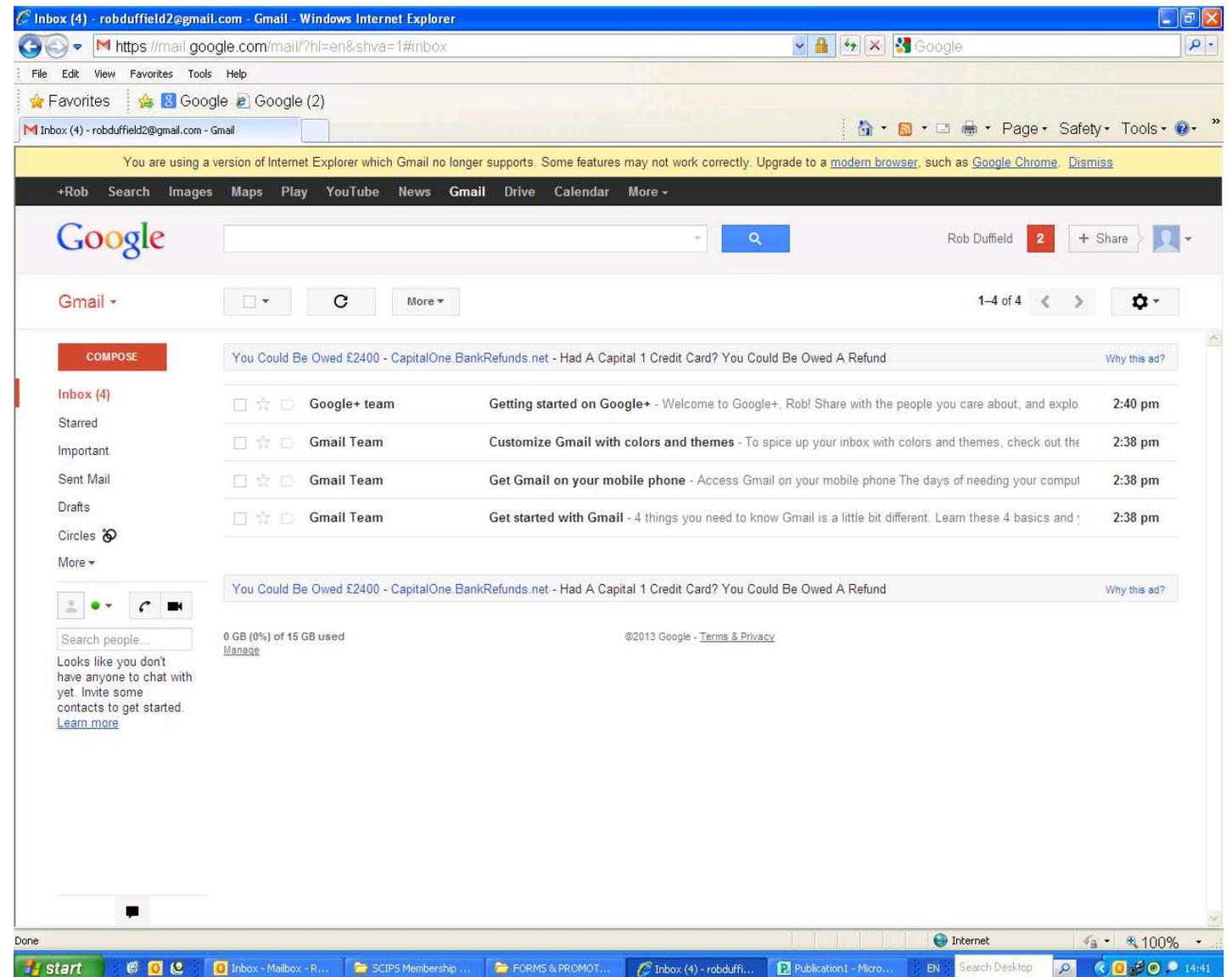


You can Click on the INBOX or SENT MAIL at anytime to see your list of received and sent emails.

To read one of the messages in the list double click with your left mouse button on the message you want to read in the list.

The full message will then open up to let you read it.

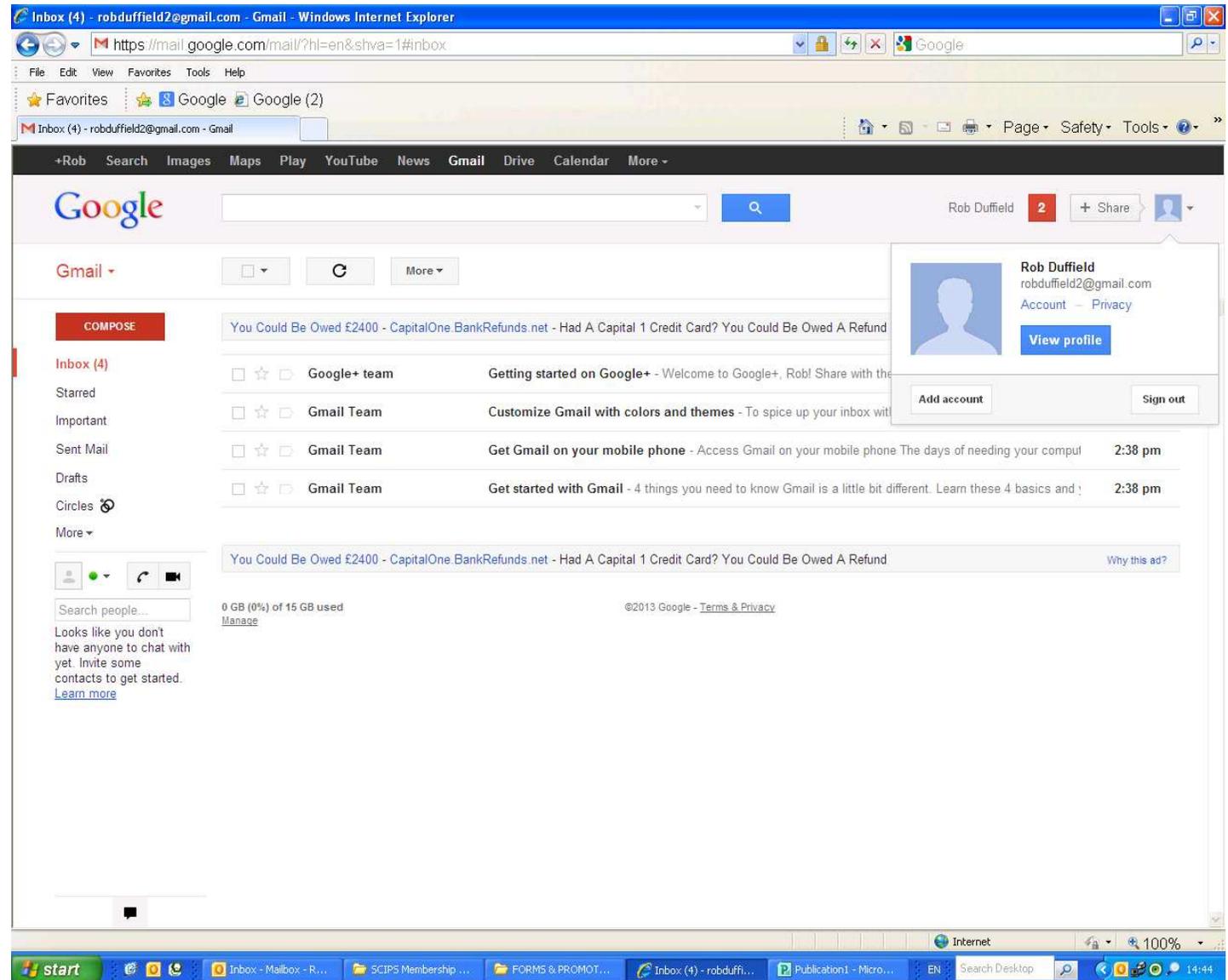
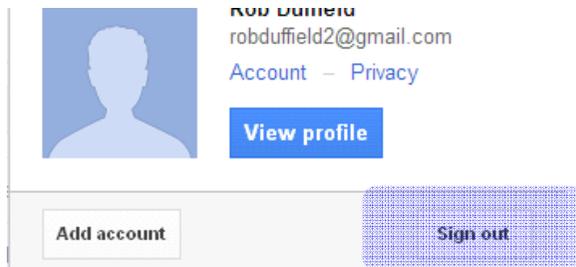
When you've read the message click on the inbox or sent mail links on the right of the page to bring you back to the main list of messages.



To Close the webmail system when you've finished writing, sending or checking your email click on this option (at the top right of screen)



Then click the **SIGN OUT** option from the pop up that appears



You are now logged out of the email system.

This all may appear a bit confusing the first few times you check your email.

This is the same for most people but it quickly becomes second nature!

ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--

STACK:

/Title

()

/Subject

(D:20140506152608+01'00')

/ModDate

()

/Keywords

(PDFCreator Version 0.9.5)

/Creator

(D:20140506152608+01'00')

/CreationDate

(rob)

/Author

-mark-