

A manual on how to compose an email
with Gmail



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Using Your Gmail™ by Google™

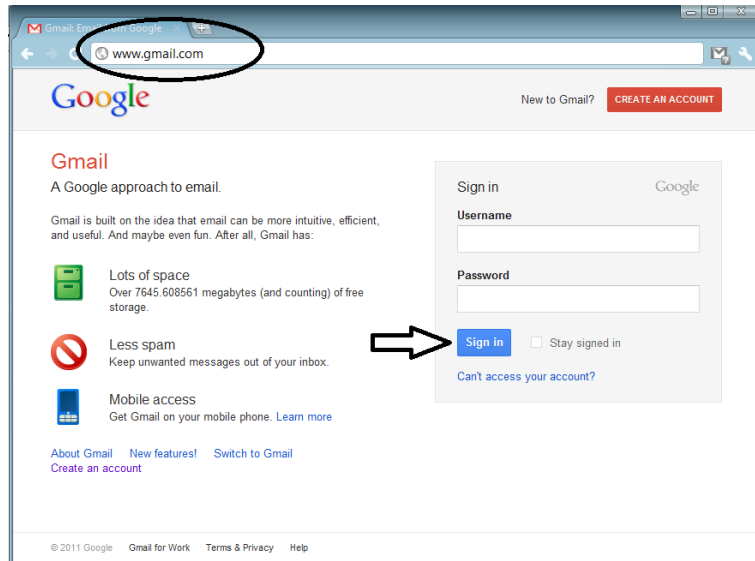
Welcome!

This guide provides detailed information about sending and receiving e-mail through your G-Mail account. In this manual you may find all of the information on the steps of basic web communication in easy-to-read, easy-to-follow steps, allowing you to navigate through your mail with certainty. Knowing how to use your account to send and respond to e-mail and having the ability to utilize your e-mail account to its full extent will help to greatly improve a user's experience with his or her account. We are glad you choose to use our manual as a reference and hope it is of use to you. The following pages provide specific step-based instructions on a variety of topics.

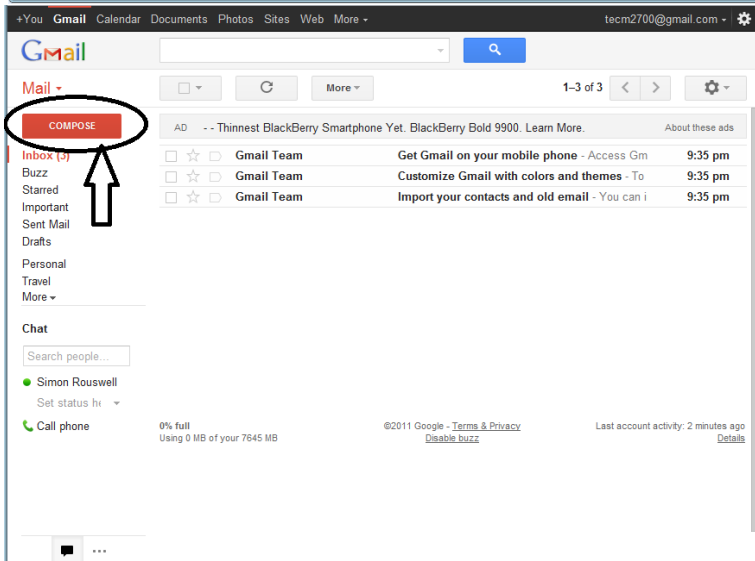
This Manual Will Cover:

- Composing
- Replying
- Forwarding
- Formatting

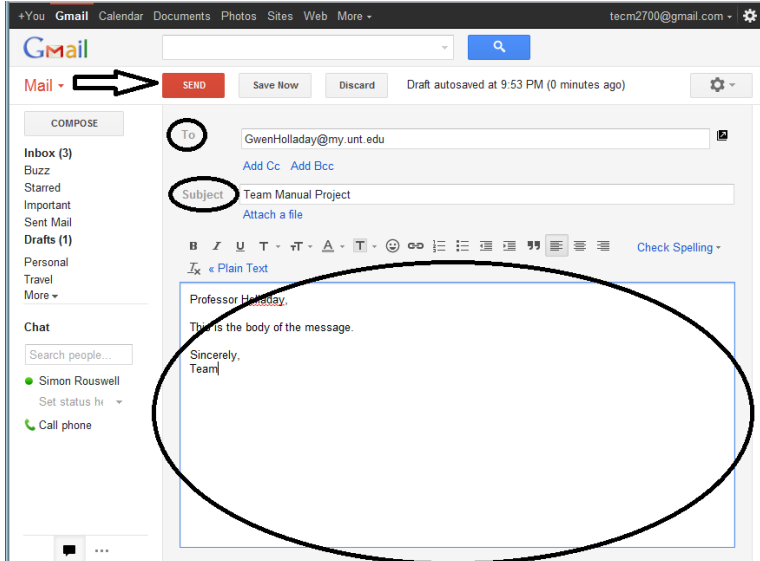
1. In your browser's address bar, type in the URL: `www.gmail.com` and press Enter. You should be taken to Gmail's sign in page. Here, you should enter your username and password, and click 'Sign in.'



2. Once signed in, you will be staring at your inbox. You can see new e-mails that have been sent to you (in bold) and read emails (not bolded) as well. To send a new e-mail, click 'Compose' at the top left.

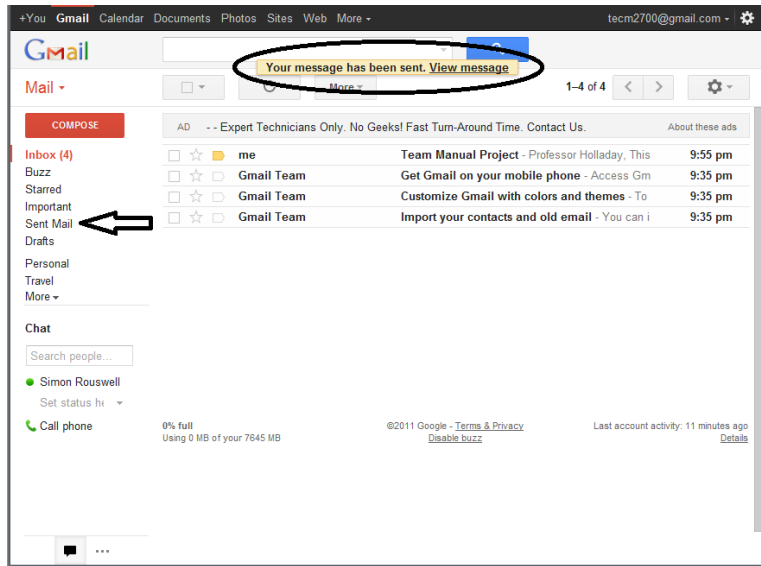


3. Now you're at the screen where you can compose new e-mails to anyone you have an e-mail address for. In the 'To' field, either type the recipient's e-mail address, or click on the word 'To' itself to choose from your Contacts. In the 'Subject' field, type a short phrase concerning the subject of your e-mail. Finally, the large box is for the text of the actual e-mail and is

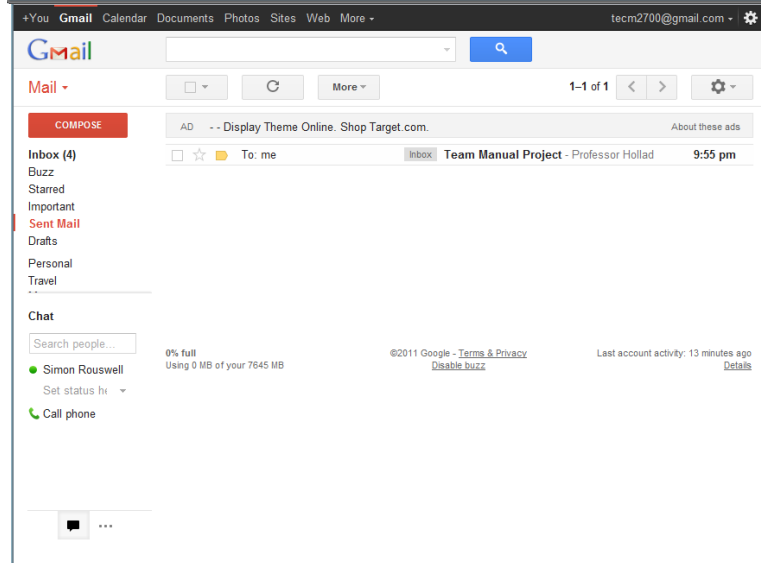


referred to as the 'Body.'
After you finish, click the
'Send' button at the top
left.

4. You should be directed
back to your inbox with a
note that your message
was sent, and an option
to view it.

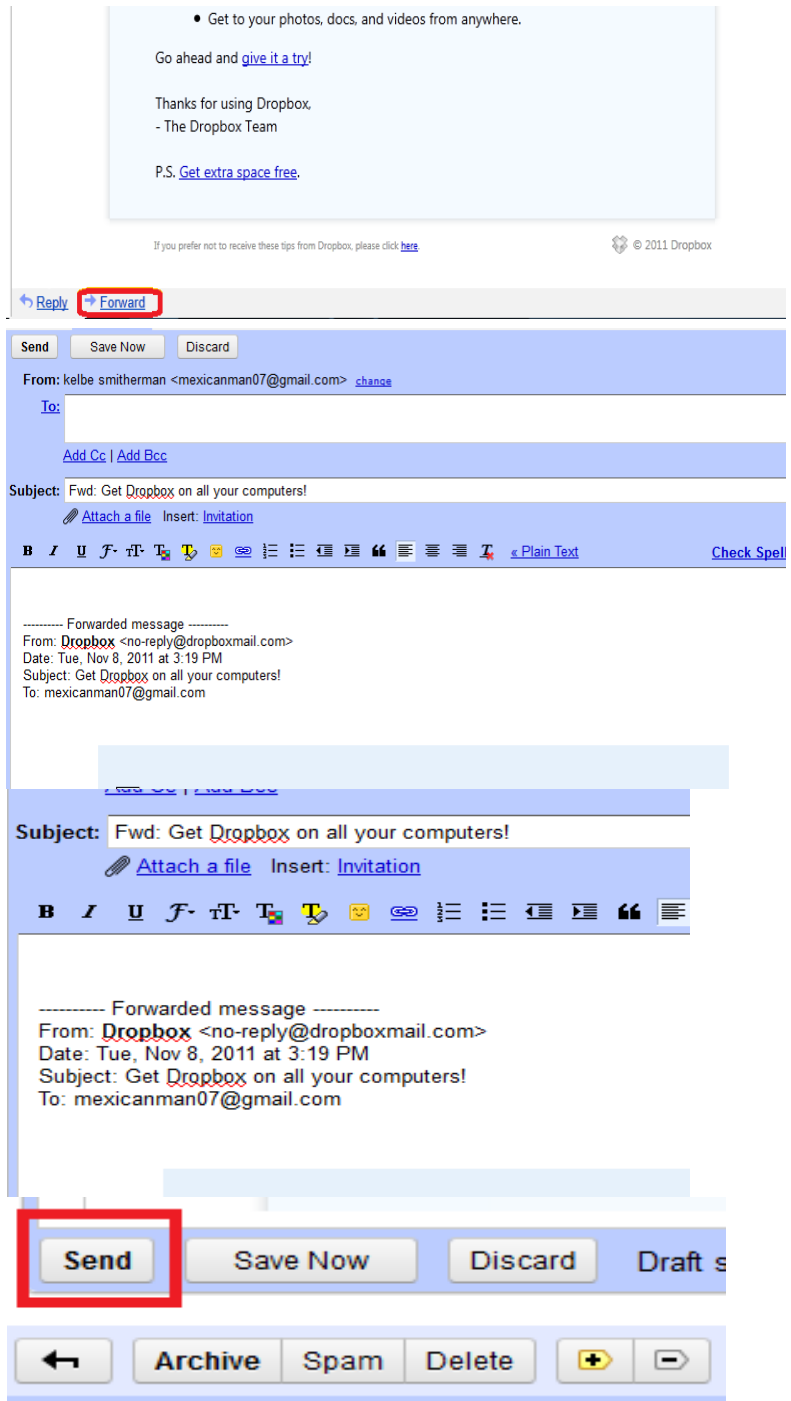


5. You can also click on the
'Sent Mail' folder on the
left navigation panel to
view your sent e-mails.



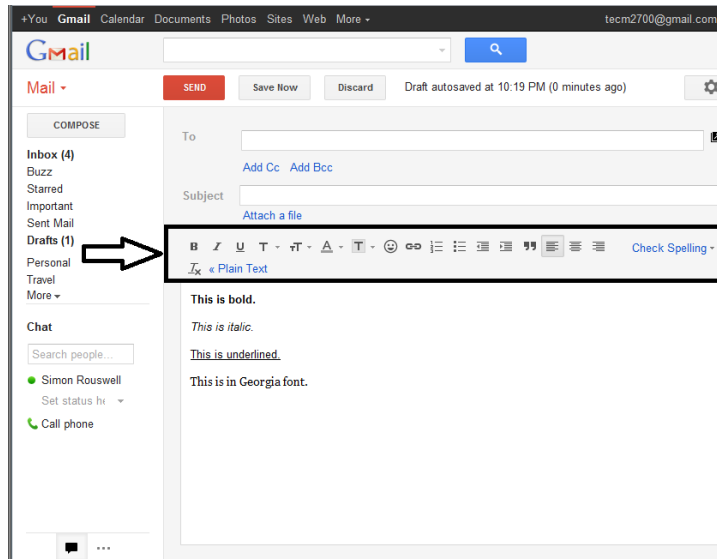
To forward a message open the email you want to forward and click display images just like you did in the steps 1 and 2 of replying to a message.

1. This time instead of hitting the reply button you are going to click the forward button to the right of it. The forward message window will appear and ask you to enter the email address of all the people you want to forward the email to.

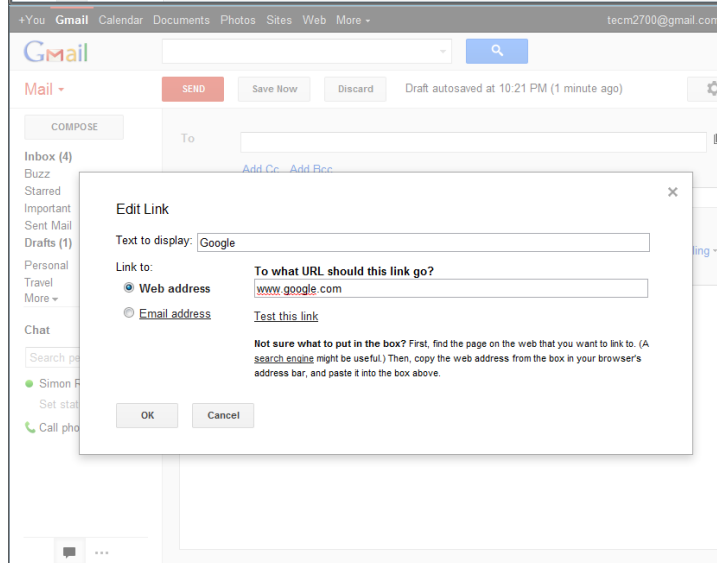


2. In the TO: box you enter all the email addresses you want to forward this message to all separated by commas ex. adfsf@gmail.com, fsddf@gmail.com, dafaf@gmail.com.
3. You can add your own message above the line that says Forwarded message that will show up separately from the message you are forwarding.
4. Once you have written your message and added all the email addresses you want it sent to hit the send button and you're done.

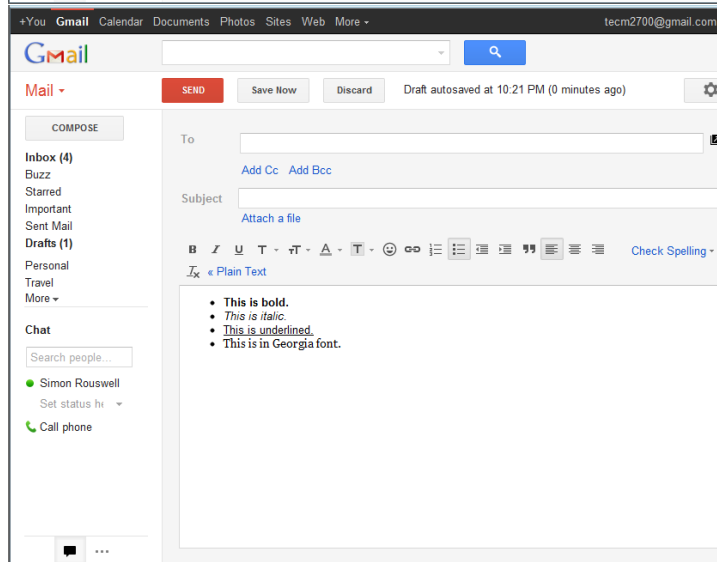
When composing an e-mail, you may want to stylize and format it to add emphasis or organization. Under the 'Subject' field and 'Attach a file' text, there is a formatting bar. First you have bold, italic, underline, and Font. Click these and begin typing to format them as such, or highlight already written text and click on them to change them.



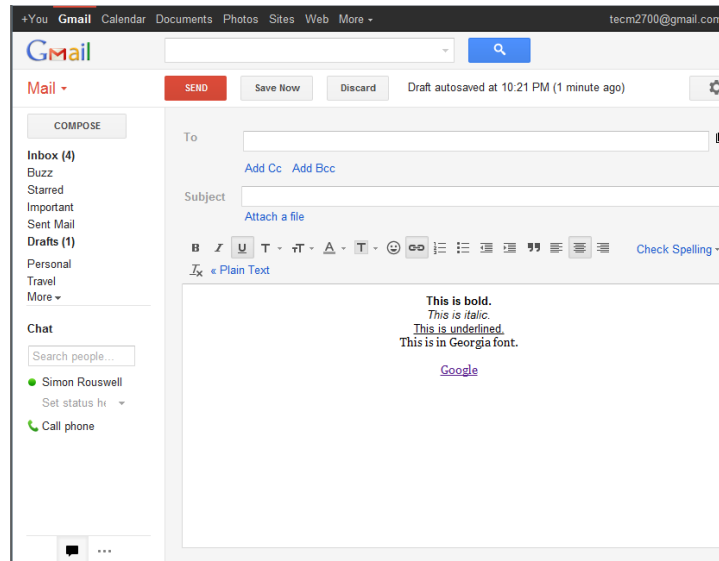
Along with size and text color, you also may want to insert a link into your e-mail. The best way to do this is to click on the link button (looks like a link from a chain). Type the text you want displayed, and the Web address to where it should direct. For example, when you click on 'Google' as the displayed text, it will take you to www.google.com.



Next are some additional formatting options: numbering and bullets. Use them the same way you learned how to make words bold and italic.



There are also several alignment options. You may add or lessen an indent, add a nicely formatted quote, or the most common: left, center, and right alignment.



Finally, if you want to remove formatting you've done to the text of the e-mail, highlight the portion you want unformatted and click on 'Remove Formatting.'

