

Using Your Gmail Account

Home Page

The home page is the first page that you see when you access the internet. In the Libraries the Home Page looks something like this.

The screenshot shows a web browser window with the URL <http://www.leisureandculturedundee.com/>. The page features a dark blue header with the logo for "leisure & culture DUNDEE" and navigation links for "A-Z of Services", "Search", and "Home". A secondary navigation bar includes "Home", "Contact Us", "What's On", "Libraries", "Culture", "Leisure and Sport", "FAQs", and "DO IT ONLINE".

The main content area is titled "about us..." and includes the text: "Make the most of the Summer with Leisure & Culture Dundee. Why not browse our new website and find out what's on offer? We are committed to delivering excellent public service through high quality Leisure, Sport, Cultural and Learning Opportunities to the citizens of Dundee." To the right of this text is a photograph of a modern building with a large sculpture in front.

Below the "about us..." section are three columns of content:

- Libraries** (teal background):
 - What's New
 - Using your Library
 - Readers and Reading Groups
 - Local and Family History
 - Library Services for Children
 - 24/7 Online Library
- Culture** (magenta background):
 - The McManus: Dundee's Art Gallery & Museum
 - Caird Hall
 - Mills Observatory
 - McManus Collections Unit, Barrack Street
 - Broughty Castle Museum
 - Creative Learning
- Leisure & Sport** (green background):
 - Olympia Leisure Centre
 - Dundee International Sports Complex
 - Lynch Sports Centre
 - Douglas Sports Centre
 - Lochee Leisure Centre
 - Camperdown and Caird Park Golf Courses
 - Camperdown Wildlife Centre and Cafe
 - Sports Development
 - Leisure Active

On the right side of the page is a section titled "EVENTS & HIGHLIGHTS >>" with a dark blue background. It lists several events:

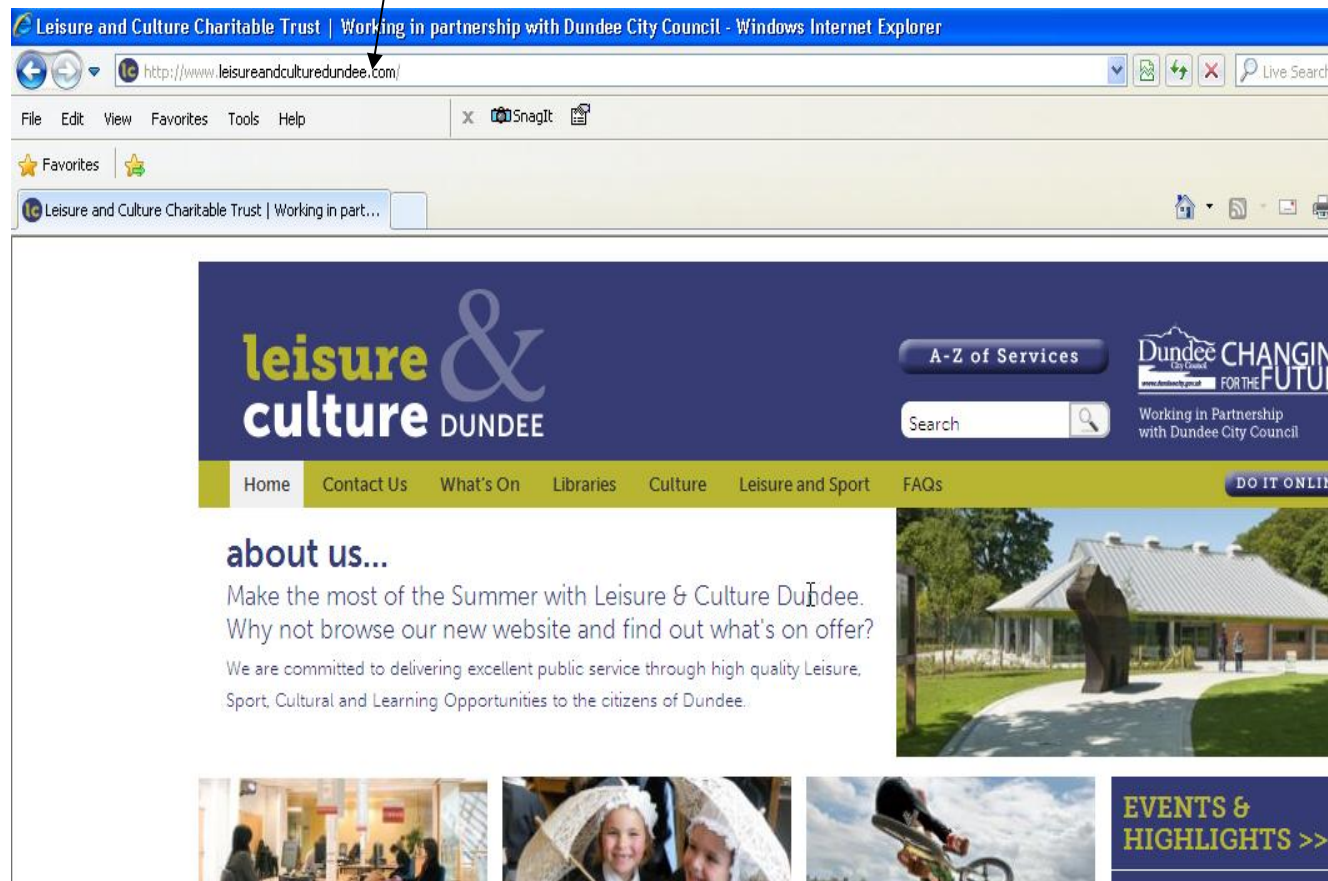
- Basic Moves Summer Camp**: The Basic Moves programme continues to flourish...
- Disability Sport Session**: As part of Leisure and Culture Dundee Sports...
- Gymnastics and Trampoline Camp**: Budding gymnasts and trampolinists from Dundee...
- Summer of Sport Cycling Session for Children with a Disability**: These sessions give young people with a...

A "more" link is located at the bottom right of the Events & Highlights section.

Search Engine

To access a search engine click here with your mouse and type the following

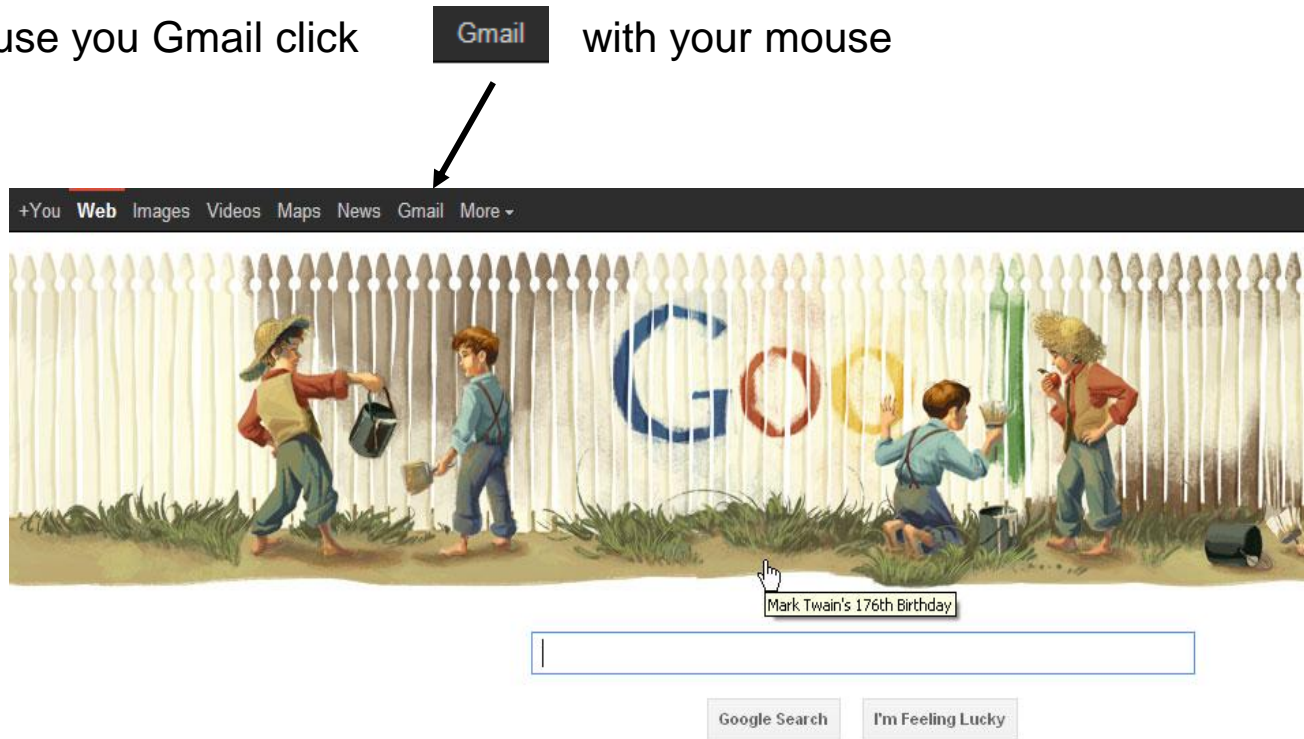
www.google.com



The screenshot shows a Windows Internet Explorer browser window displaying the website for Leisure and Culture Dundee. The address bar shows the URL <http://www.leisureandculturedundee.com/>. The website header features the logo "leisure & culture DUNDEE" and navigation links including "A-Z of Services", "Search", and "DO IT ONLINE". A navigation menu below the header lists "Home", "Contact Us", "What's On", "Libraries", "Culture", "Leisure and Sport", and "FAQs". The main content area includes a section titled "about us..." with the text: "Make the most of the Summer with Leisure & Culture Dundee. Why not browse our new website and find out what's on offer? We are committed to delivering excellent public service through high quality Leisure, Sport, Cultural and Learning Opportunities to the citizens of Dundee." Below this text is a photograph of a modern building with a large sculpture in front. At the bottom of the page, there are three small images: a library interior, two children in traditional costumes, and a person on a bicycle. A blue button labeled "EVENTS & HIGHLIGHTS >>" is positioned to the right of these images.

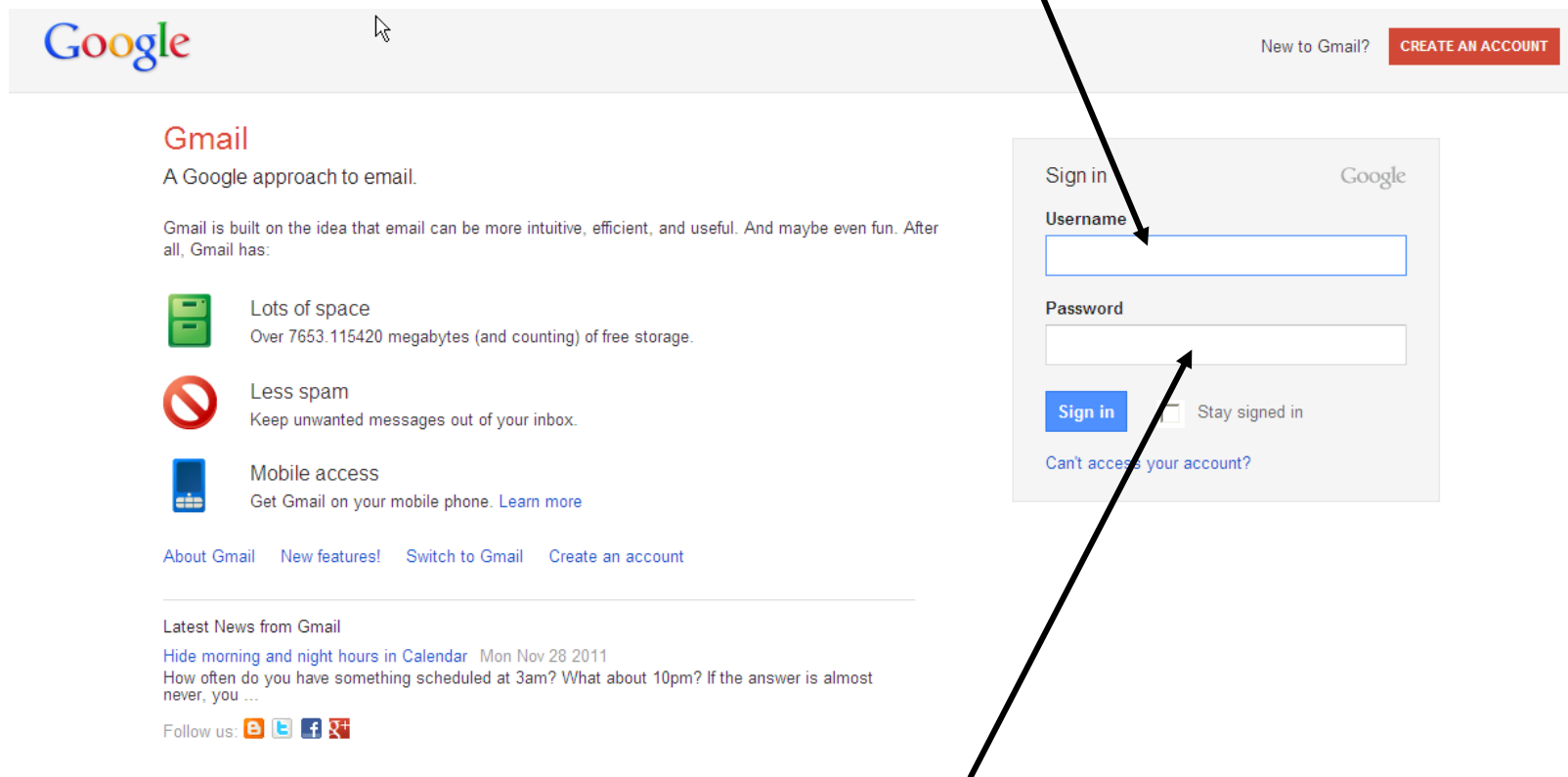
Google Home Page

To use you Gmail click **Gmail** with your mouse



Log into Your Gmail

1. Click on the sign in box and enter your email address



The screenshot shows the Gmail homepage. At the top left is the Google logo. At the top right, there is a link for "New to Gmail?" and a red button labeled "CREATE AN ACCOUNT". Below the Google logo, the word "Gmail" is written in red, followed by the tagline "A Google approach to email." and a paragraph describing Gmail's features. There are three feature cards: "Lots of space" with a green storage icon, "Less spam" with a red prohibition sign, and "Mobile access" with a blue phone icon. At the bottom, there are links for "About Gmail", "New features!", "Switch to Gmail", and "Create an account". A "Sign in" box is overlaid on the right side of the page, containing fields for "Username" and "Password", a "Sign in" button, a "Stay signed in" checkbox, and a link for "Can't access your account?". Two black arrows point from the text above to the "Sign in" box and the "Password" field.

2. Now click in the password box and enter your password you will not see the letters so be very careful

Reading an Email

+You **Gmail** Calendar Documents Photos Sites Web More - davidmichie64@gmail.com - ⚙

Gmail by Google

Search Mail Search the Web [Show search options](#)
[Create a filter](#)

Google Buzz is going away, but your posts are yours to keep. [Learn more](#) [Hide](#)

Mail
Contacts
Tasks

Compose mail

Inbox (3)
Buzz
Starred
Important
Sent Mail
Drafts
Personal
Travel
6 more

Chat
Search, add, or invite

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Unable to reach Gmail.
Please check your internet connection or company's network settings. [Help](#)

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Using 0 MB of your 7653 MB

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Last account activity: 4 minutes ago
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Dundee Vouchers - www.GROUPON.co.uk/Dundee+Coupons - 1 ridiculously huge Coupon a Day. Get 50-90% Off Dundee's Best! Why this ad? >

Archive Spam Delete Move to ▾ Labels ▾ More ▾ ↻ 1-3 of 3 < >

☆ Gmail Team **Import your contacts and old email** - You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many other we **Nov 15**

☆ Gmail Team **Customize Gmail with colors and themes** - To spice up your inbox with colors and themes, check out the Themes tab under **Nov 15**

☆ Gmail Team **Get Gmail on your mobile phone** - Access Gmail on your mobile phone The days of needing your computer to get to your in **Nov 15**

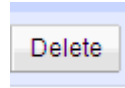
Archive Spam Delete Move to ▾ Labels ▾ More ▾ ↻ 1-3 of 3 < >

Talk face to face
[Try video chat](#)

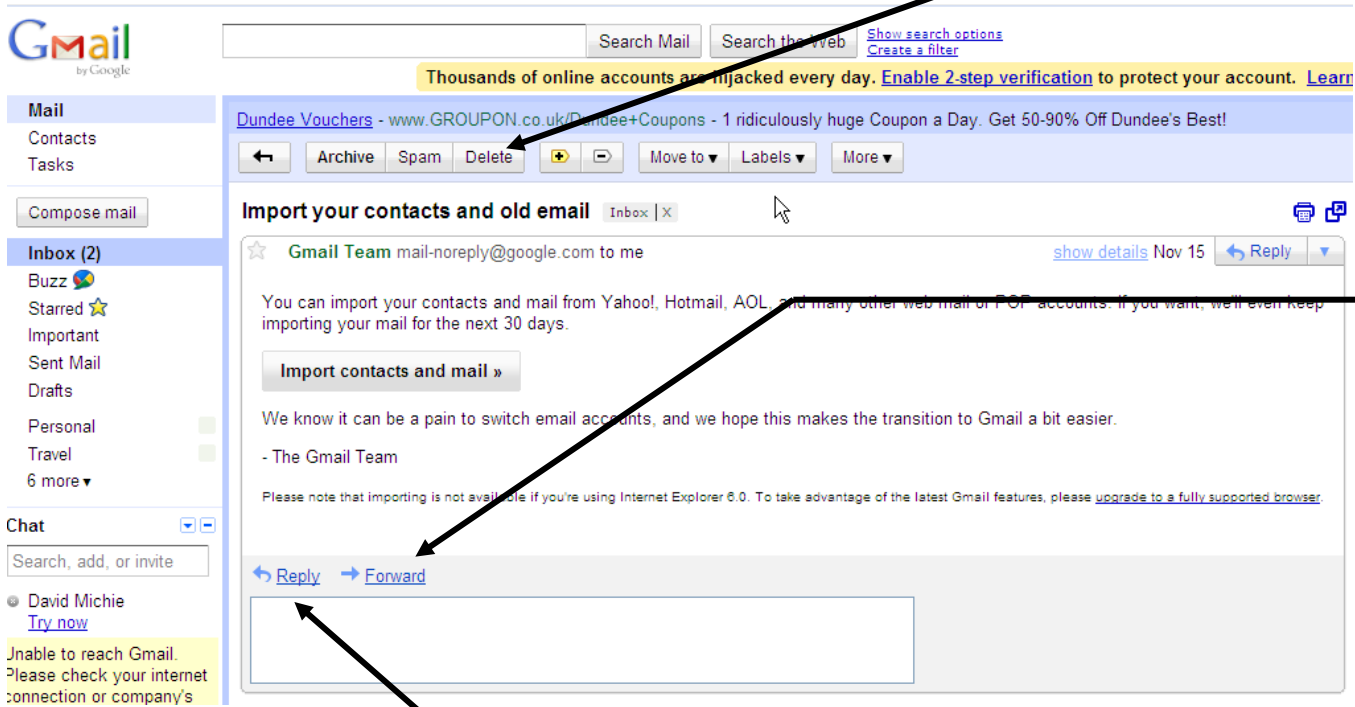
To read an email from someone you know click on one of the emails in your inbox here.

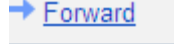
Email Options


When you are finished with your email you can either



it



You also have a  button but be very careful how you use this as some people treat emails that have been forwarded as rubbish and don't read them

Or you can  to the person who sent you the email

Sending a New Email

The screenshot shows the Gmail web interface. At the top, there are navigation links for '+You', 'Gmail', 'Calendar', 'Documents', 'Photos', 'Sites', 'Web', and 'More'. Below this is the Gmail logo and search bars for 'Search Mail' and 'Search the Web'. A yellow banner message reads: 'Thousands of online accounts are hijacked every day. [Enable 2-step verification](#) to protect your account. [Learn more](#)'. The main content area shows an email from 'Dundee Vouchers' with a subject line 'Dundee Vouchers - www.GROUPON.co.uk/Dundee+Coupons - 1 ridiculously huge Coupon a Day. Get 50-90% Off Dundee's Best!'. Below the email header are action buttons: 'Archive', 'Spam', 'Delete', 'Move to', 'Labels', and 'More'. The left sidebar contains a 'Compose mail' button, which is highlighted with a blue background and a black arrow pointing to it. Below the sidebar are sections for 'Inbox (2)', 'Chat', and a message 'Unable to reach Gmail. Please check your internet connection'. The main email content area displays a message from 'Gmail Team' with the subject 'Import your contacts and old email'. The message body contains text about importing contacts and mail from other providers, a button 'Import contacts and mail »', and a note about browser compatibility. At the bottom of the email, there are 'Reply' and 'Forward' buttons and a text input field.

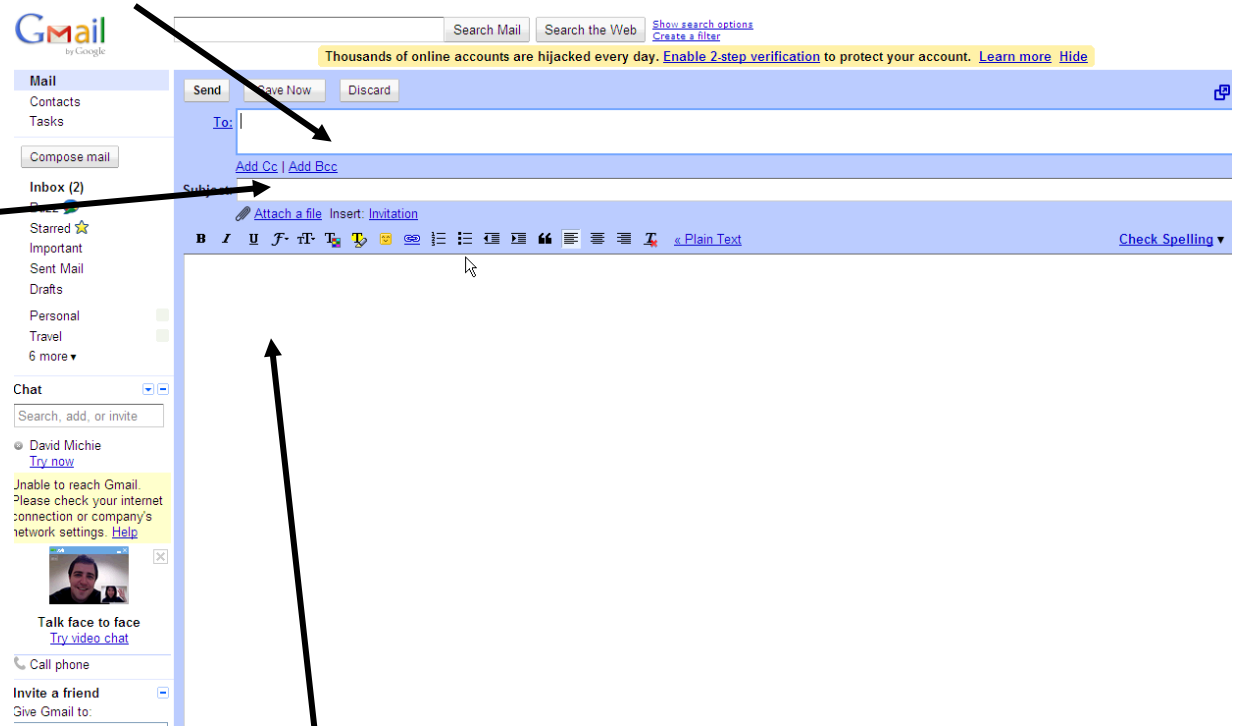
To send a new email you click on

Compose mail

Filling in the Details

1. You need to put the persons address that you want the email to go in the TO box

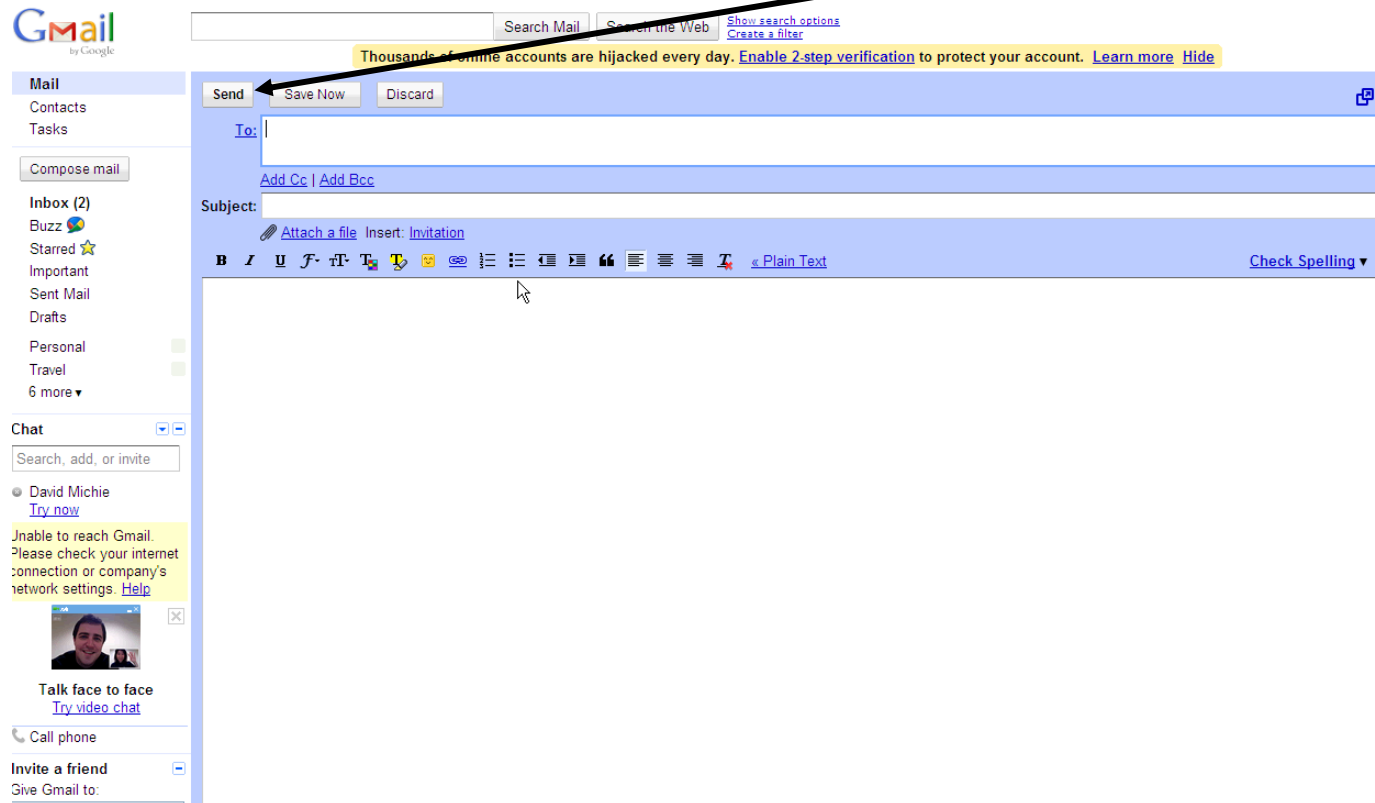
2. You should also put something in the subject box as this is good manners



3. Now you are ready to write your message by clicking here with your mouse

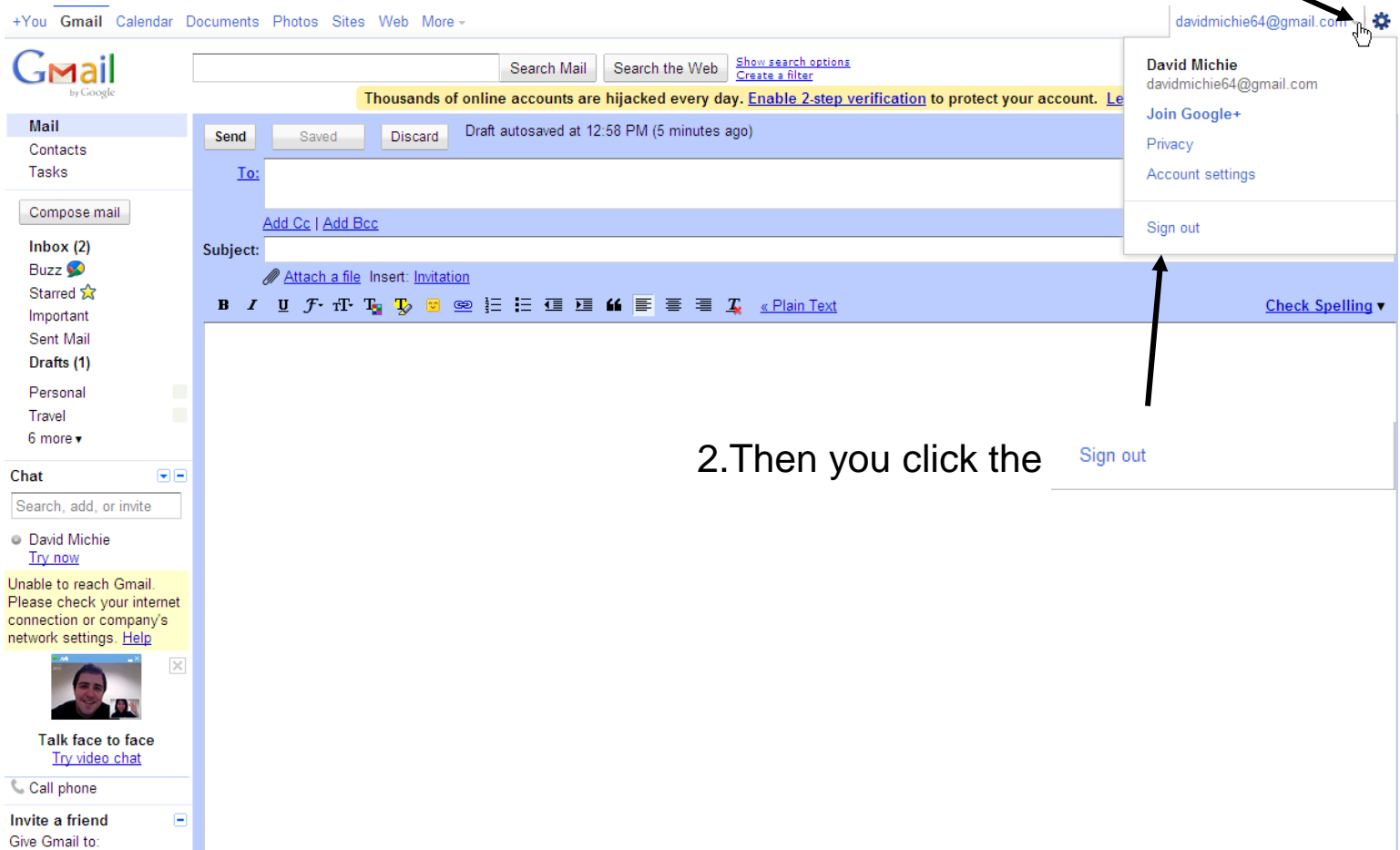
Sending

When you have finished your email and checked the spelling click on the  button



Signing Out

1. When you have finished with your Gmail you must always sign out you first click here



2. Then you click the Sign out