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.

Search Engine

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

www.google.com
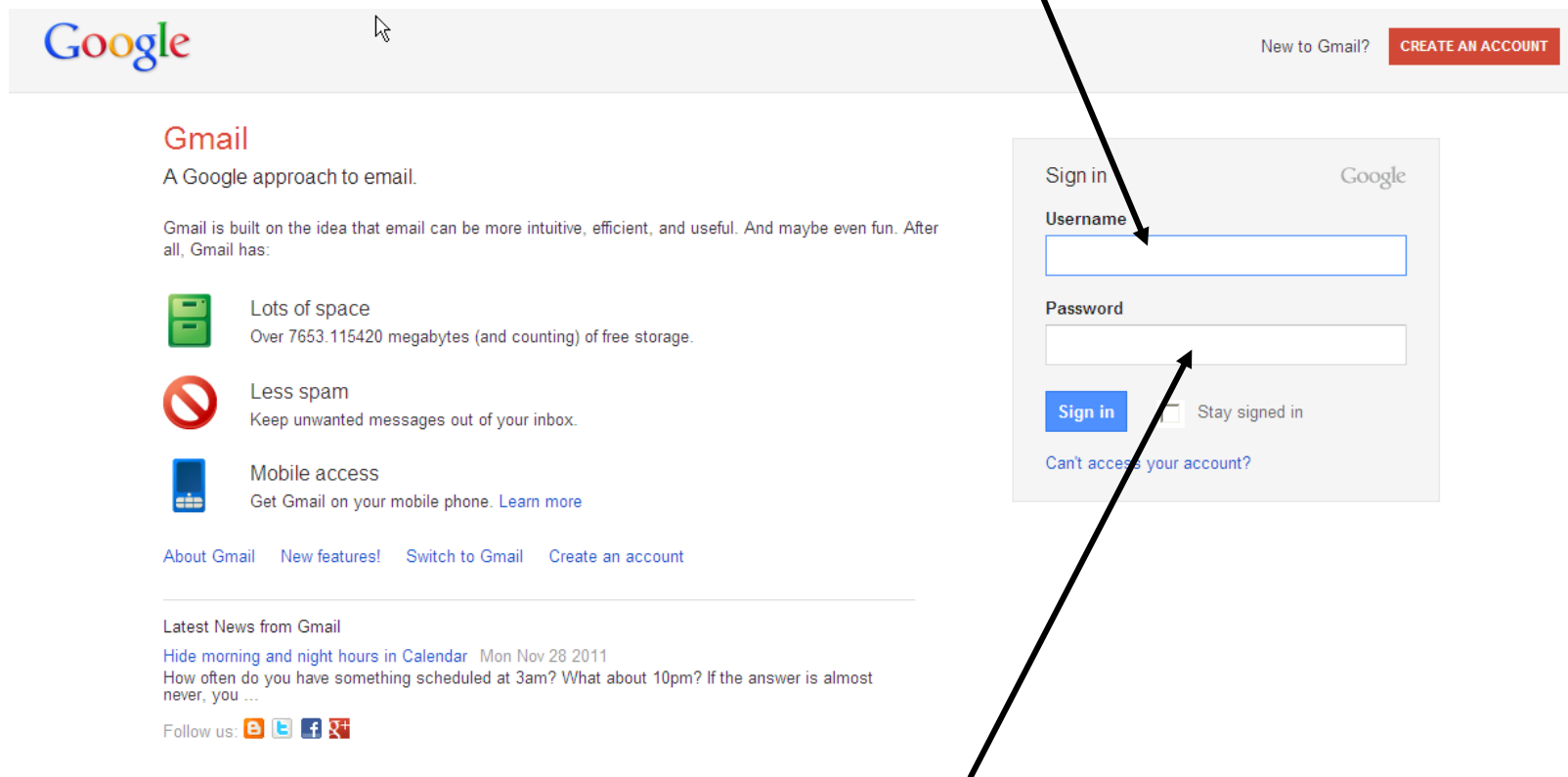
Google Home Page

To use you Gmail click **Gmail** with your mouse
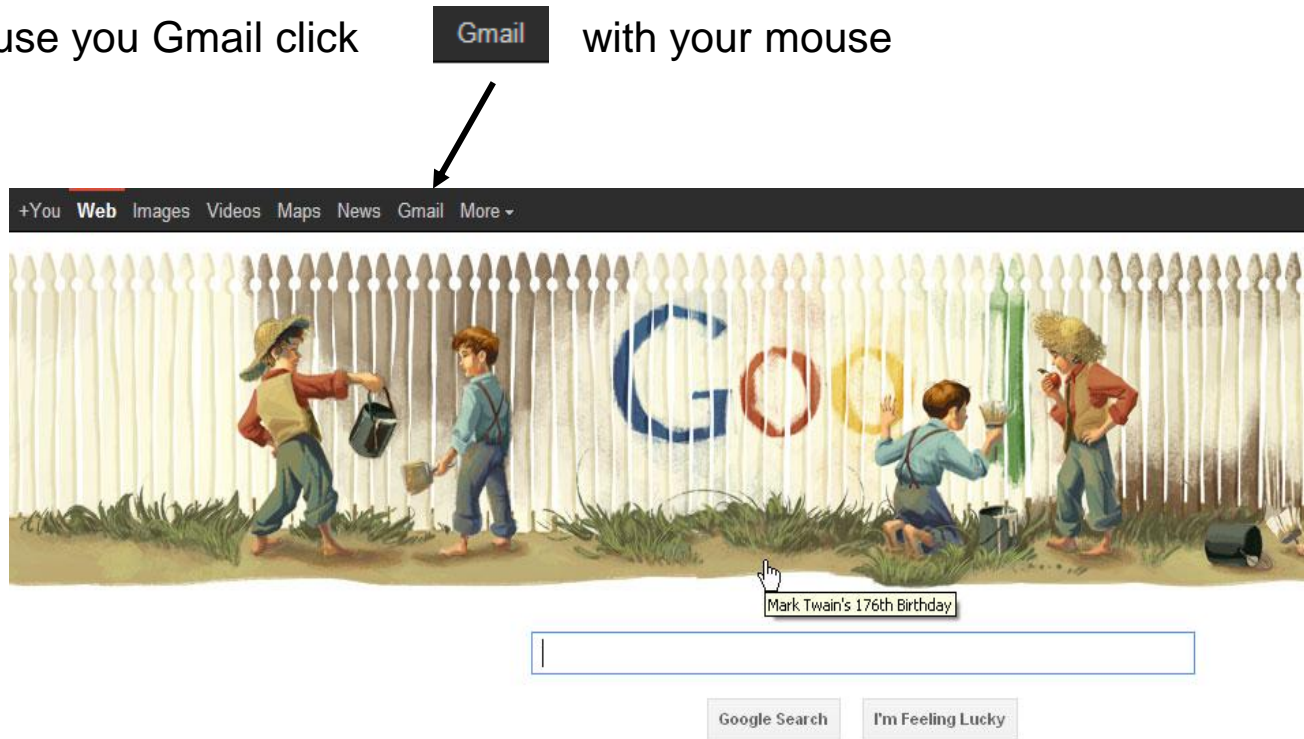
Log into Your Gmail

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

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

Reading an Email

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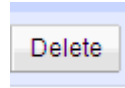
You also have a → Forward button but be very careful how you use this as some people treat emails that have been forwarded as rubbish and don't read them

Or you can ↰ Reply to the person who sent you the email

Sending a New Email

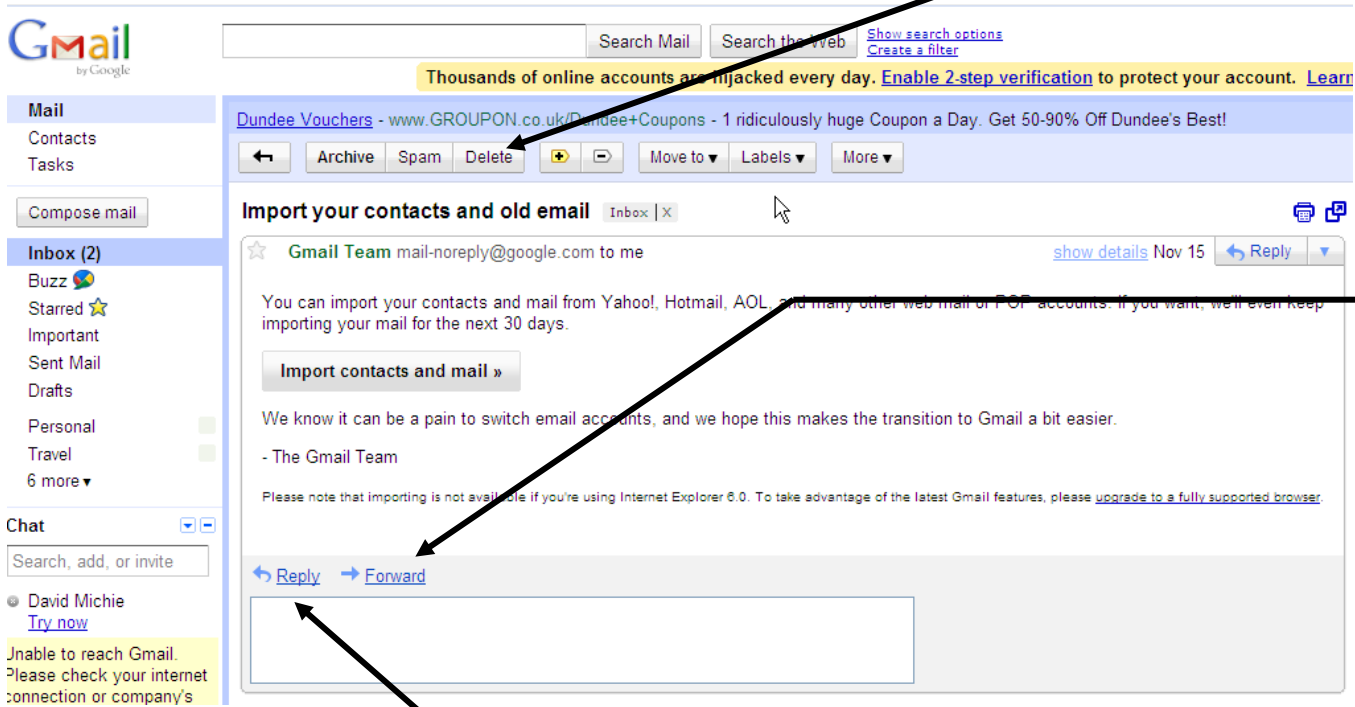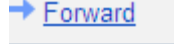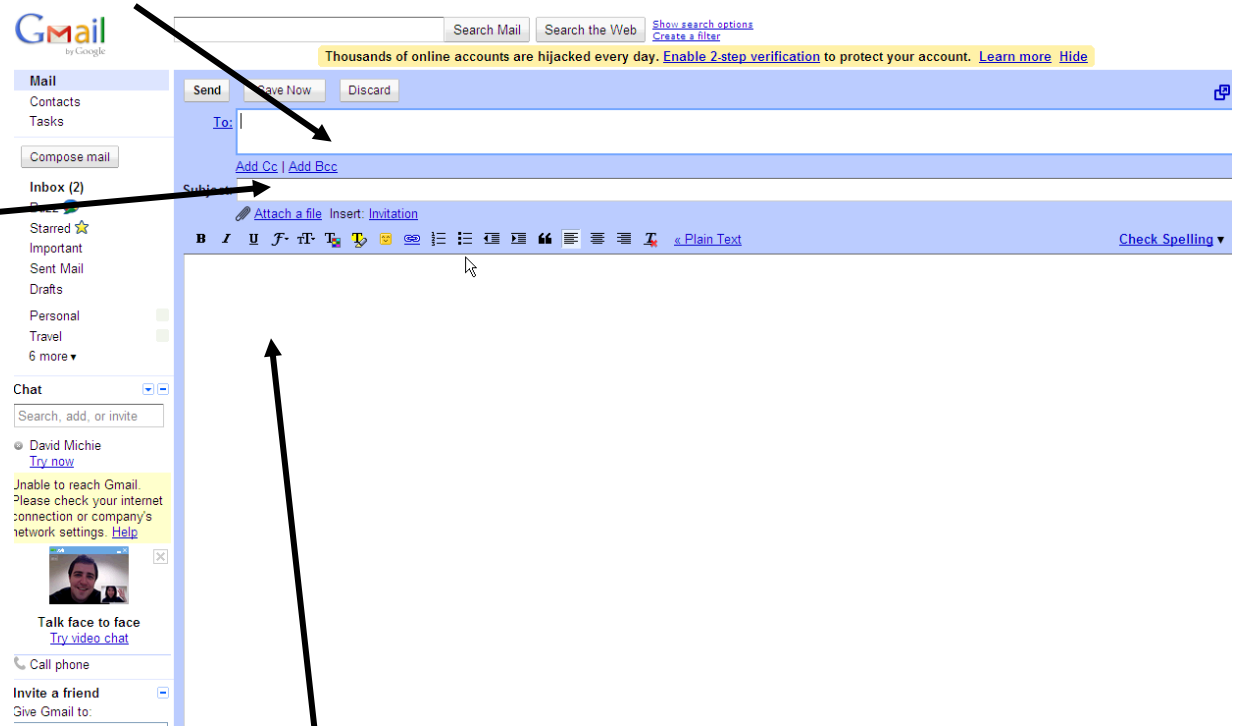To send a new email you click on   Compose mail

Filling in the Details

1. You need to put the persons address that you want the email to go in the TO box
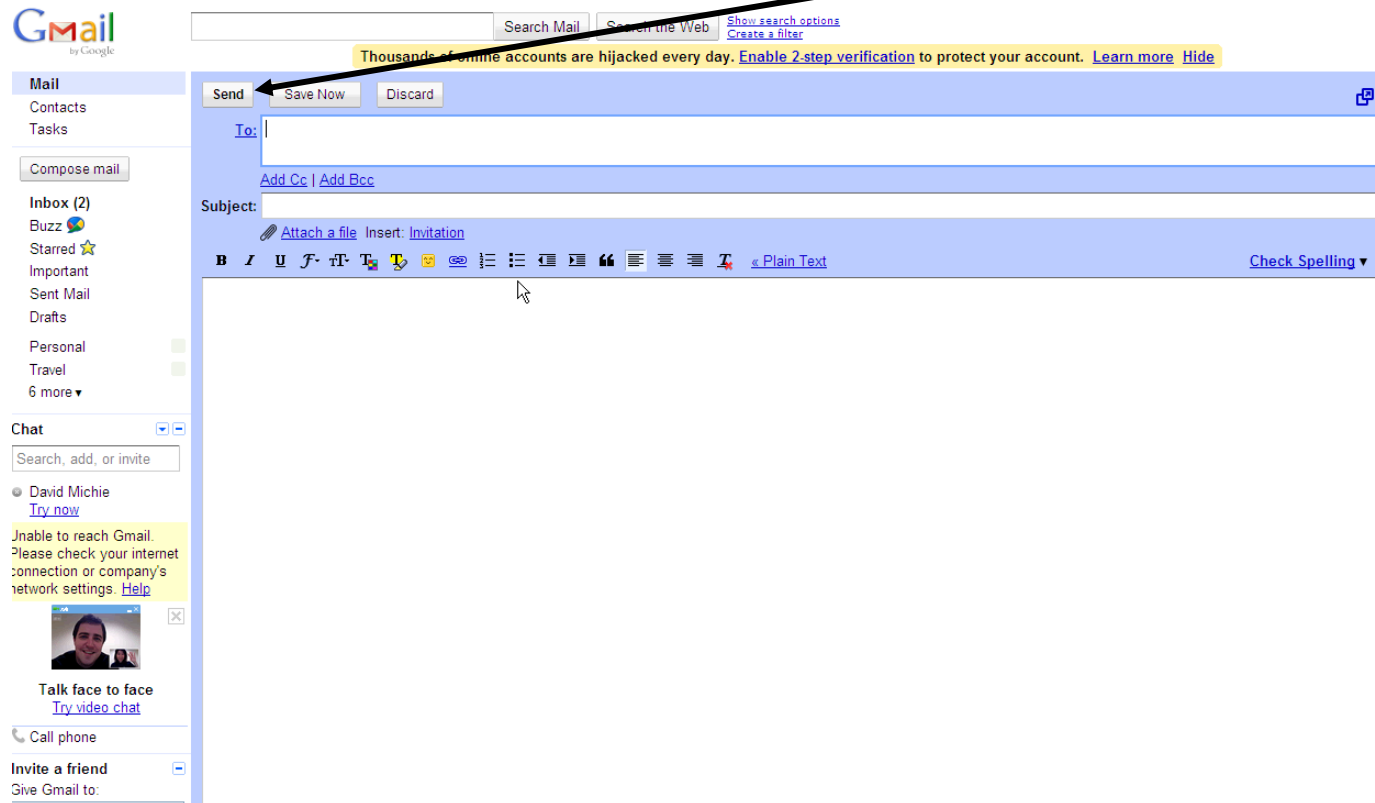
2. You should also put something in the subject box as this is good manners

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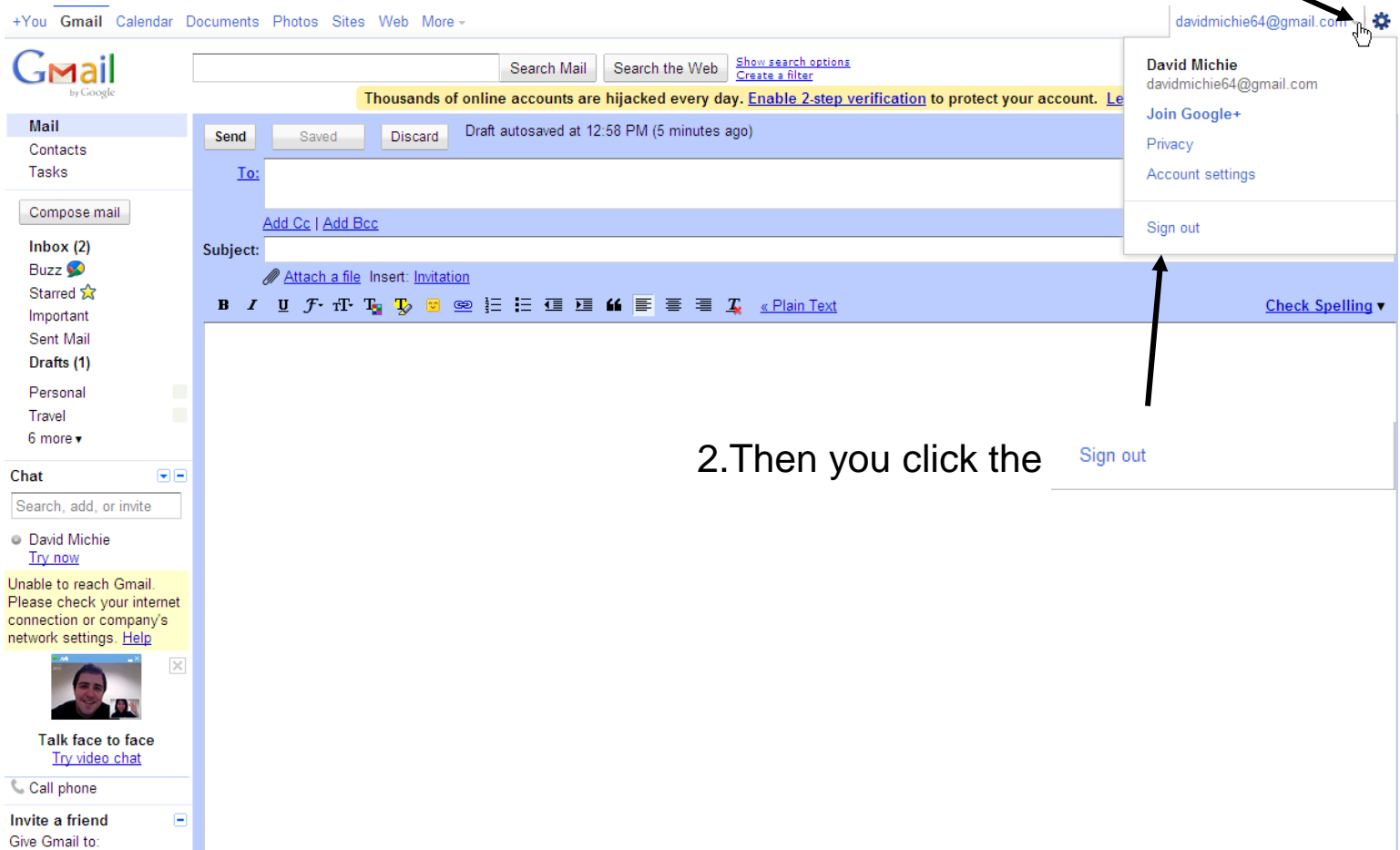
Sending

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