To access your Gmail account, visit gmail.com or mail.google.com.

Gmail is your email.

Contacts (under Gmail dropdown) lists the email addresses of people you've corresponded with.

Tasks (under Gmail dropdown) help you keep track of the things you need to do with lists, notes, and due dates.

Compose Mail opens a new message.

Inbox shows your email conversations. Conversations in bold are unread.

Starred shows you only messages you've marked with a star.

Important Gmail analyzes your incoming messages to predict what's important, considering how you've treated similar messages in the past, and other factors. You can help Gmail improve this feature by marking things important yourself.

Chats lists your archived Chat conversations.

Sent Mail shows messages you've sent.

Drafts stores messages you've started and saved to work on later.

All Mail shows you almost all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

Spam is where Google sends junk email, or items from suspicious senders.

Trash is where messages you delete end up. Messages in your Trash will be deleted automatically after 30 days, or you can empty the trash whenever you like.

Categories shows current categories you may have set up in Gmail's tabbed inbox sections- including Social, Promotions, Updates and Forums. Like the Important category, Gmail attempts to organize these for you, but you can help Gmail improve its accuracy by moving mail into these categories yourself.

Labeled mail (in the example on the left, “Gmail Tips”) includes items that you have labeled. You may create as many labels as you like!
To read a message
1. Click Inbox from the toolbar on the left. Each message in your inbox will be displayed on a separate line in the middle of the window.

2. Click on the words in the Subject field or the Sender to open the selected message.
3. After reading the message, you can view other messages by clicking on the Back to Inbox link. The read message will remain in the Inbox unless you decide to delete it or archive it.

Message-Specific Buttons- hover over a button in Gmail to see its description

Parts of an email message
To: The email address of the person you are sending this email to.
   • Must include the user name, the @ symbol and the domain name.
   • Use a space between addresses if sending to more than one recipient.
CC: Carbon copy (Optional); additional addresses you are sending this message to as a courtesy.
BCC: Blind carbon copy (Optional); Send a copy of the message to someone, but his or her name is not visible to other recipients.
Subject: What the email is about.
   • It is important to put something in the subject line to identify your topic.
Body - The message itself.

To compose and send a message
1. Sign in to your account.
2. Click Compose on the upper left side of the toolbar area.
3. A blank email form will open.
4. In the To field, type the name of the recipient to receive the message. Example: me@gmail.com. You can email multiple recipients by including a space after each recipient’s address.
5. In the Subject field type the subject of the email.
6. Write your message in the body area.
7. Hit the blue Send button.
Note: Gmail will automatically save a draft of the email every few seconds.
To reply to a message
1. Open the message.
2. Click **Reply** to send the reply to the person who originally sent the message. Click the ▼ arrow next to **Reply** to choose **Reply All** to send the reply to all of the recipients of the original message.
3. A new blank message will appear containing the original message. The outgoing address will be filled in.
4. Compose the reply and click **Send**.

To forward a message to other recipients
1. Open the message.
2. Click the ▼ next to **Reply** to choose **Forward**.
3. A new message will appear displaying the original message.
4. Enter the email addresses of your intended recipient(s). At least one email address is required.
5. Compose a message if desired.
6. Click the **Send** button.

To print a message
1. Open the message.
2. Click **Print All.** *This will print all the messages in the conversation.*

Or, to print just one message in the conversation click the ▼ next to **Reply** on the desired message and choose **Print**.

To delete a message
1. Open the message.
2. Click the **Delete** button. The message will be moved to the Trash. Items remain in the Trash for 30 days, at which point they will be permanently deleted from your account.

If you are viewing the email from your Inbox list, click the checkbox next to the message and then click the **Delete** button.

To retrieve a message from Trash
1. Click on **Trash** on the toolbar on the left.
2. Open the desired message or click the checkbox next to a message in the list.
3. Click on the **Move to** button and select another label for the message.
To permanently delete a message
1. Click on Trash on the toolbar on the left.
2. Select the message you'd like to delete.
3. Click Delete forever.

To permanently delete all of the messages in Trash at once
1. Click Empty Trash now above the list of trash messages.
2. Click OK to confirm and delete all messages.

Messages that are permanently deleted, manually or automatically, cannot be recovered.

Spam
Spam is the onslaught of junk email that occasionally comes from unknown sources, and may include advertising.

- Spam should never be opened as it may contain viruses which can harm your computer and files.
- Email attachments that you are not expecting from unknown senders should never be opened as they may contain viruses which can harm your computer and files.
- If you don’t recognize the email sender, delete the email without opening it.
- Gmail has the option of marking messages as spam. This will put the email address on a blocked list so you don’t receive email from that sender again.

To mark a message as spam
1. Select the message by checking the box to the left of the Sender field.
2. Click the Report spam button. The message will be removed from the Inbox and placed in Spam.

To delete Spam messages
1. Click Spam from the label list on the left to view all spam messages.
2. Click the Delete forever button. The spam messages will be permanently removed from your Gmail account.

Note: If a message is marked as spam but is not spam you can move it to the Inbox to remove it from Spam.
Contacts
Your contacts include a list of email addresses that you may frequently correspond with in Gmail.

To open your Contact list
1. Click the drop down arrow on the left side of the page.
2. Choose Contacts.

To add a new contact
1. Open your contact list.
2. Click the New Contact button to open a blank form.
3. Enter your contact’s information in the appropriate fields.
4. Click the Save button in the upper right hand corner to add the contact to your list.

To edit your contacts
1. Open your Contacts list.
2. Select the name of the contact you’d like to edit. The contact information form will be displayed.
3. Click the field to be edited and make your changes.
4. Click the Save button on the far right.

To delete a contact
1. Open your Contacts list.
2. Select the name of the contact you’d like to delete.
3. Click the More button.
4. Click Delete contact.

Contact Groups
Use group contact lists to send email to a specific group of people. For example, your Book Club group, your department at work, your sports team, or your family.

To create a Contact Group
1. Open your Contacts list.
2. Click New Group on the left.
3. Name the group and the click OK.
To add a new contact to a Contact Group

1. Open your Contacts list.
2. Select the group name from the list on the left.
3. Click Add to and type in the email address of the new contact.
4. Click Add. The new contact will be added to the group.

To add contacts from the contact list to a Contact Group

1. Open your Contacts list.
2. Select My Contacts.
3. Select the contact(s) you would like to add to the group by clicking the checkboxes to the left of the name(s).
4. Click the Groups button and select the name of the group from the drop down list to add the contacts to and hit apply, or create a new group.
5. The contacts will be added to the group. They will also remain in the My Contacts group.

You can edit the group name as well as delete the group by selecting the group and clicking the More button then Rename group or Delete group. If contacts are in only this group, they will be deleted when the group is deleted.

To send email to a Contact Group

1. Click the Compose button in Gmail.
2. In the To field, type the name of the Contact Group.
3. Compose the body of your message, and click Send.

To exit Gmail

1. Click the drop–down arrow beside your email address in the upper right.
2. Click Sign out.

For additional assistance learning Gmail, try Atomic Training from the Research/Premium Resources section on the library website, http://vapld.info, or while in the library visit the following URL to access online training from Lynda.com: http://iplogin.lynda.com