



## Your first E-mail

The **Inbox** holds new messages

**Inbox**

[Starred](#) ★

[Sent Mail](#)

[Drafts](#)

[All Mail](#)

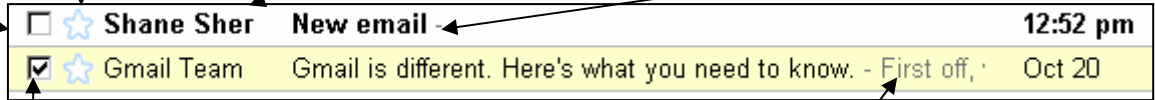
[Spam](#)

[Trash](#)

Stars let you give messages a special status to make them easier to find.

Names of senders are listed on the left. Unread messages are in bold. The total number of messages is listed in parentheses

What the letter is about



Use the checkbox to select one or more conversations. It allows you to archive a conversation, add a label, or otherwise change its status. When you take any action on a conversation, an orange box will appear at the top of your inbox, just below your [search](#) box, to let you know what action has been completed.

Gmail displays [snippets](#) -- a line of text next to each message that reveals a bit of the content of the most recent message. You can choose to remove the snippets if you'd like. To change your snippet preferences, click 'Settings' at the top of your inbox.

The time or date of your most recent message is displayed at the end of your conversation line. The date is displayed for any conversation older than 24 hours.

**You are currently using 0 MB (0%) of your 2656 MB.**

The amount of storage space that your letters take up

### How do I create a message?

Click 'Compose Mail' to create a new message.

[Compose Mail](#)



To send the letter on its' way

To save a draft

To delete a message

The address the letter is being sent to

This means the address **will not be revealed** to other recipients of the letter.

What the letter is about. Do not use too general statements like "How are you?" **Be specific**

Rich Formatting lets you compose messages with various effects including bullets, fonts, sizes, and colors

**Note:** When you begin to type an address in these fields, Gmail will suggest complete addresses from your Contacts list.

The address the letter is being copied to

### How do I add an attachment?

1. Click 'Attach a file' under the subject field.
2. Browse through your files and click the name of the file you'd like to attach.
3. Click 'Open.'
4. If you'd like to remove a file you've attached to a message, click 'remove.'
5. To attach another file, click 'Attach another file.'

Click the "check spelling" to use the Gmail spell checker

## Viewing Letters

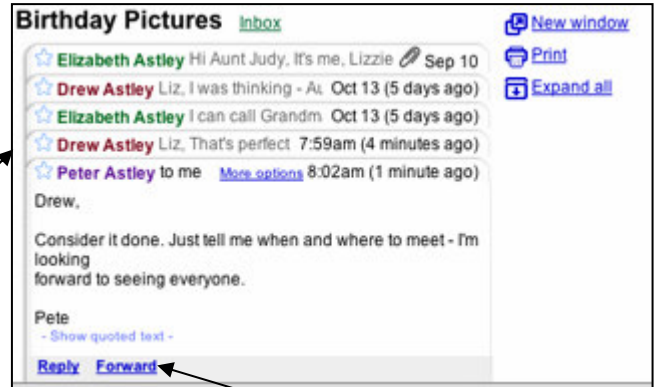
Rich Formatting lets you compose messages with various effects including bullets, fonts, sizes, and colors

<input type="checkbox"/>	Elizabeth, me, Peter (5)	Birthday Pictures - Drew, Consider it done	8:02am
<input type="checkbox"/>	Paige Stevens	Lunch! - Ok boys, let's have lunch! How's	Sep 18
<input type="checkbox"/>	Diana Pfoho	Fwd: A Spoonful of Attitude - Hey Drew, I	Sep 10
<input type="checkbox"/>	me .. Peter, Caitlin (9)	Friends Travel Plans - Tickets are BOOKED	Sep 10
<input type="checkbox"/>	Judy, me (3)	Hello from Aunt Judy! - Hi Dears, I would l	Sep 10



Conversation [labels](#) are listed in green. Labels give you the functionality of folders, but with more flexibility. You can add as many labels as you'd like to a conversation. Then, if a conversation covers more than one topic, you can retrieve it with any of the labels you've applied to it.

## Conversation View



### Reply

Allows you to respond to a message

### Forward

Allows you to send a message on to another person

## Organizing your Letters



Gmail gives you so much space so that you can save all of your emails. Type in the search box anything that you are looking for. You can search through every message you have ever gotten. Gmail will then highlight the keywords in your messages

## Archiving



To take advantage of Google Search, and reduce the time you spend organizing your inbox, archive your conversations. Archived messages and conversations are stored in 'All Mail,' and are available when you search your account.

### To archive messages:

1. Select the message(s) you would like to archive by checking the box(es) next to the sender's name.
2. Click 'Archive.'

You can also archive mail from Conversation View. To do so, just click 'Archive' along the top of your message.

## Filters

How do I set up filters?

You can create up to 20 [filters](#) to manage the flow of incoming messages

- To set up a filter, click 'Create a filter' to the right of the 'Search the Web' button. Next, enter your filter criteria in the appropriate fields. When you click **Create Filter**, a list of messages that match your filter appears.

After you create a filter, the filter rules are applied automatically to new messages in your inbox. You can change your filters at any time by clicking 'Settings.'

## Contacts

Adding contacts is easy  
Click the contacts button and fill in the information.

Add Contact	
Name:	<input type="text" value="Rufus T. Firefly"/>
Primary Email:	<input type="text" value="@freedonia"/>
Notes:	<input type="text" value="Friend of Chicolini and Pinky"/>

## Very Important – Signing out

[Settings](#) | [Help](#) | [Sign out](#)

Hitting the Sign out button effectively locks the door on your account. Do this every time you are finished with your email