



Working with Gmail

There are three main areas you can work with in Gmail:

- **Mail** is selected here
- **Contacts** has the details of your saved contacts
- **Tasks** can be used for your "To do lists"!

Navigation area

here the "Inbox" folder is selected – there are 3 unread emails. The email files in the inbox are shown to the right.

Starred folder - Try clicking on the "Starred" folder. The most recently received email has a yellow star (click on a plain star to change it) to mark it as important – it will be in the "Starred" folder.

Trash - you will find your "Trash" folder when you click on "6 more".

Open an email

click anywhere along the email file (you will see the hand symbol to indicate a link)

Gmail Calendar Documents Reader Web more ▾

Applications bar - try Calendar and Documents!

You know you are in your Gmail account because you can see **your email address** on the web page tab, and in the "Personalise" area

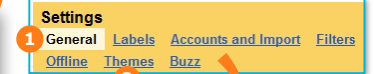
Help - click here for Gmail help



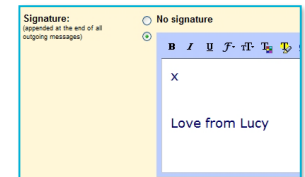
Sign out - click here to sign out of your Gmail account

Personalise - this is where you can personalise your mail account.

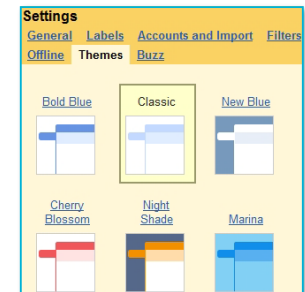
Settings - click here to make useful changes to your Gmail:



1 General - here you can set your signature for your emails:



2 Themes - here you can try a theme you like for your emails:



click anywhere along this line to open an email

Richard, me (5) Congratulations on your new email! - Hi Lucy, Here is my email address, Nov 25

More actions ▾ - Click the small arrow to see the menu of options

Refresh - Checks for new email messages

Compose - will open a new email for you to "compose"

Search - you can choose to search your emails or search the Web

Easily delete an email

- 1 Click the check box to select an email file, then:
- 2 Click on one of the options in the Gmail toolbar e.g. Delete

Gmail toolbar - this appears at the top and the bottom of the message window. Each button performs a useful task on selected email/s.

- Archive** - Saves the email in Google's archive system
- Report spam** - One click marks the email as spam
- Delete** - Moves the email to the "Trash" folder
- Move to ▾** - Moves the email to a different folder (click the small arrow to see the menu of options)
- Labels ▾** - A label will show on the email file (click the small arrow to see the menu of options)