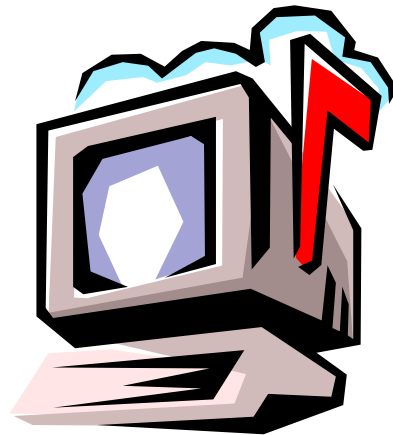




Gmail: An Introduction



www.gmail.com



What is Email?

Email, or Electronic Mail, is the most fundamental use of the Internet. With email you can send messages to people across town, across the country, or across the world — instantaneously.

Email is easy, economical, and very useful. It is designed for sending and receiving text-based messages, but other file formats (e.g. pictures, programs, or documents) can be sent as well.



Why Use Email?

- **Cost:** it is cheaper to send an email than a traditional letter
- **Convenience:** replies can be typed at leisure and are easily sent
- **Speed:** messages are delivered within seconds

Email Addresses

In order to receive or send email you need to have the following:

- an email address
- the address of the person to whom you wish to send a message

Email addresses have a standard design that uses the following elements:

- **User identification:** a real or fictional name of your choice. It is customary to use at least part of your real name to make it easily identifiable. Example: **Marty.Ball**
- The **@ symbol** / “at” symbol
- The **domain name** of the computer receiving your mail. Example: **gmail.com**

In this example, the complete email address would be: **Marty.Ball@gmail.com**

We'll now create an email account with **Gmail**, the email subsidiary of Google.



Signing Up

Let's begin at the following address: **www.gmail.com**

Click on the words **Sign in to Gmail** on the right side of the page.

Enter the information into the blank fields.

For this class, you have already been assigned a username and password.

After class, you may change your login information

(username, password, security question, etc.) and your account settings.

Record your:

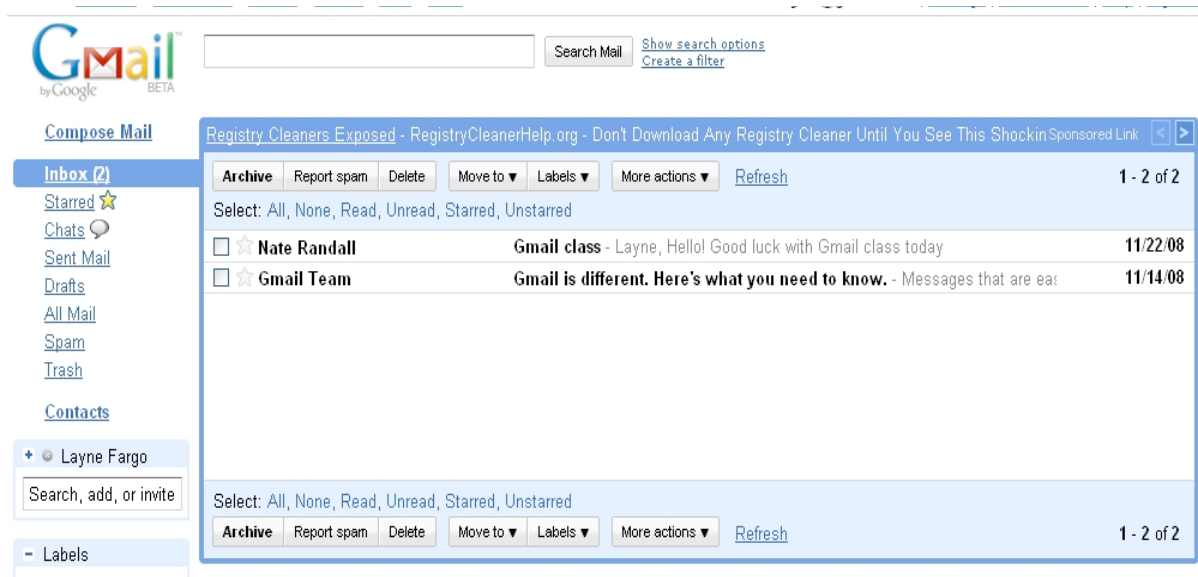
Username: _____

Password: _____

Using

The Inbox

The main Gmail screen, which you will always see when you first sign in to your account, is called the **Inbox**. This is where you can find and read new email messages.



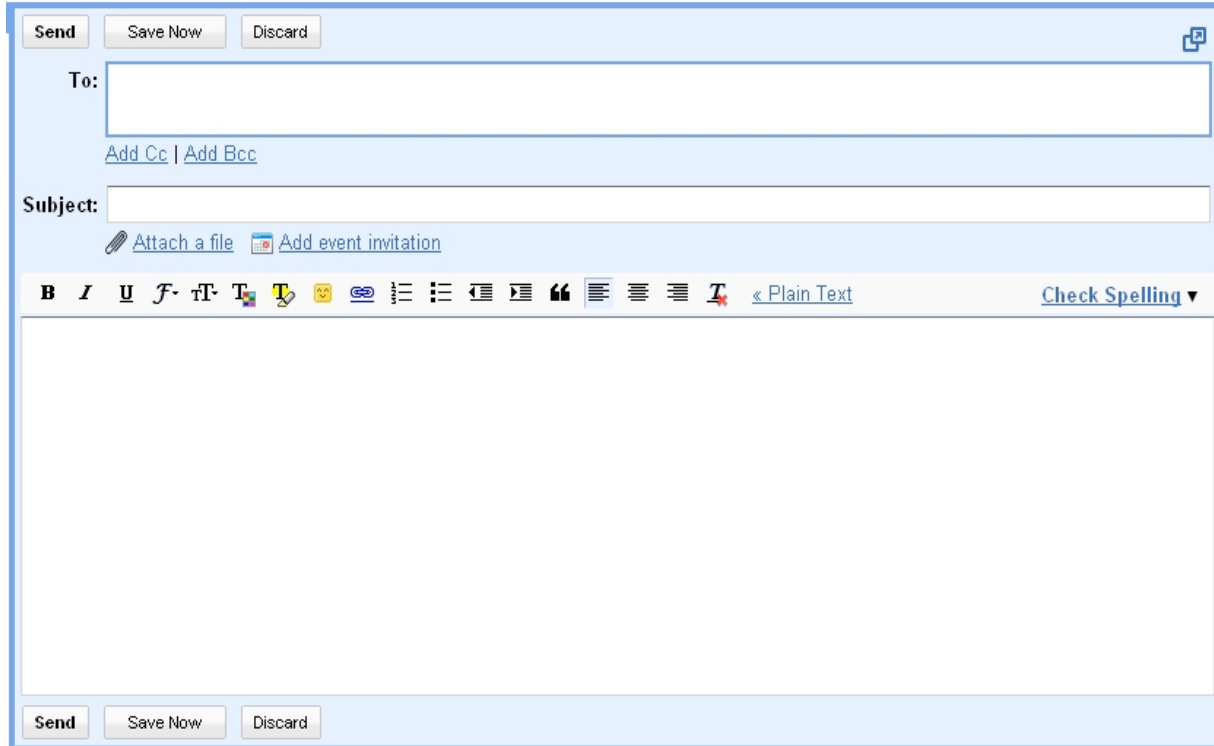
New messages will appear in the blue-bordered box on the right side of the page. Everyone should already have at least one email: a welcome message from Gmail. You should see:

- the name of the sender of the message
- the subject line of the message
- the first words of the message
- when the message was sent

If the message was sent today, it will show the specific time it was sent. Messages are organized in chronological order, newest messages first. Unread emails will be **bolded**.

Composing an Email Message

Click on the **Compose Mail** link in the upper left-hand corner of the page. This will display a page with a blank email form:

A screenshot of an email composition window. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these is a "To:" field with a large empty text box. Underneath the "To:" field are links for "Add Cc" and "Add Bcc". The "Subject:" field is below that, also with a large empty text box. Under the "Subject:" field are links for "Attach a file" and "Add event invitation". A rich text editor toolbar is visible, containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (T), background color (T), link, unlink, list, list, indent, outdent, quote, unquote, and text color. To the right of the toolbar is a "Check Spelling" dropdown menu. The main body of the window is a large empty text box for the message content. At the bottom, there are three buttons: "Send", "Save Now", and "Discard".

In the first text box, after the word **To**, type in the complete email address of the person (a classmate sitting beside you) to whom you want to write.

Type their **full** address:

username, the @ symbol, and gmail.com.

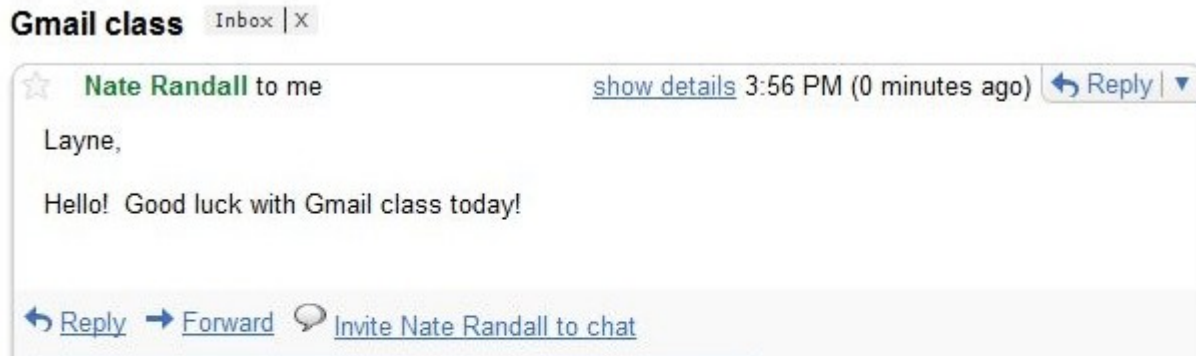
Example: Marty.Ball123@gmail.com

Next, after the word **Subject**, add a **subject line**, a brief description of the email.

Now let's type the message. The largest textbox on the screen is for the **body** of the email. Click inside the box and begin typing. When you finish typing, click **Send**.

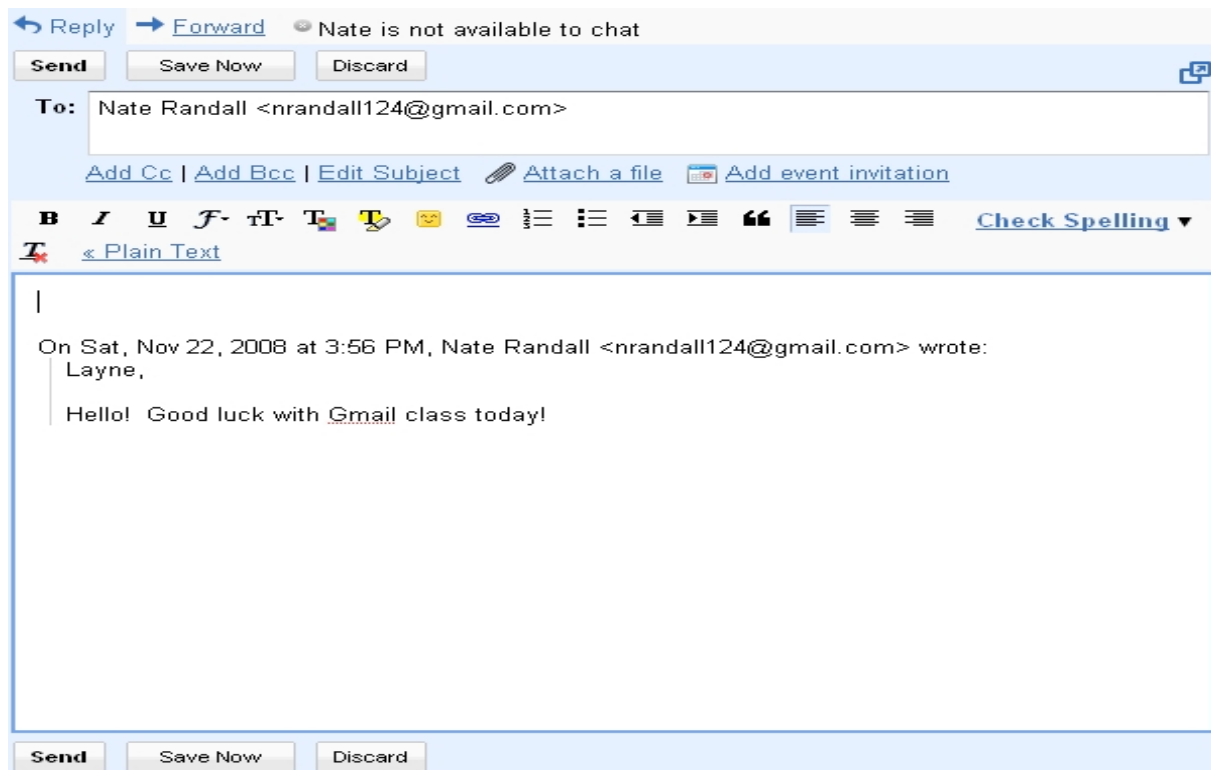
Replying to an Email

When you read through your emails, at times you may want to respond. When you have an email opened, to reply to a message click the word **Reply** in the upper right hand corner of the email.



Gmail will display an email form similar to the one you used to compose your email with some information already entered. The recipient's email address and the subject line should already appear as well as a copy of the original message.

When finished typing, click **Send**.



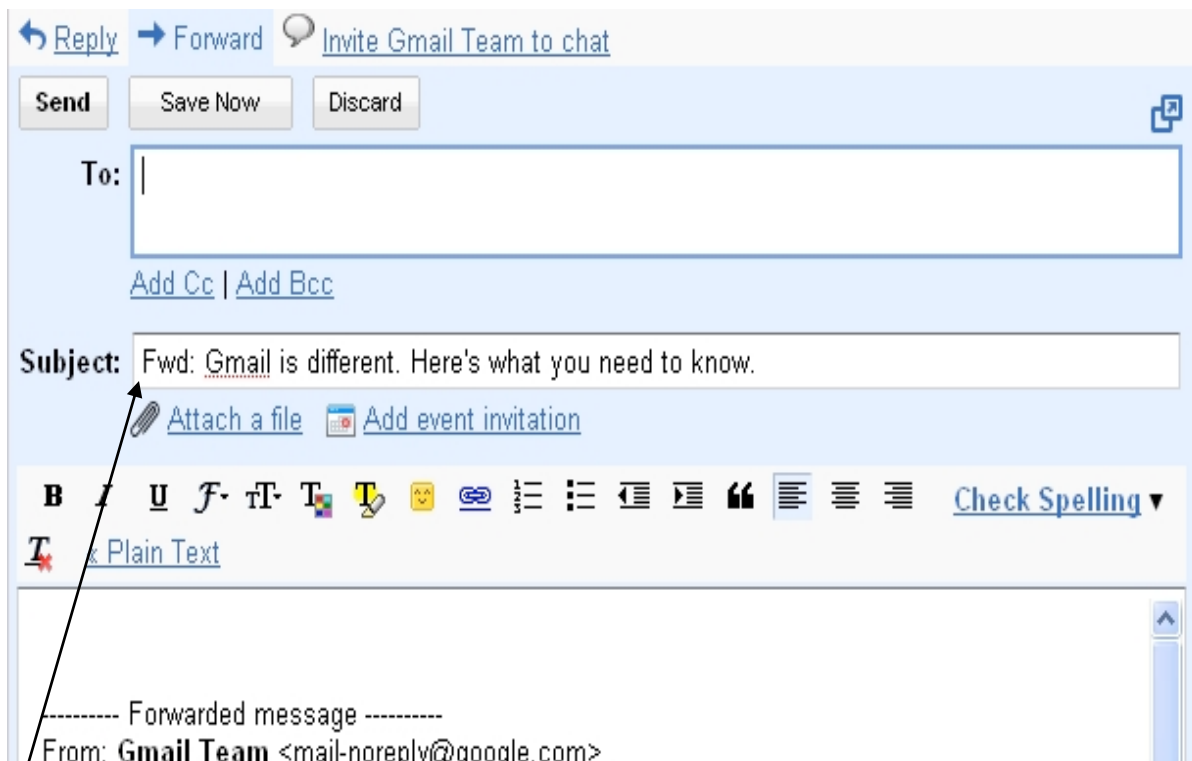
Forwarding an Email

Forwarding an email message involves sending a message in your Inbox to someone else. For example, if a friend emails you a recipe that you think a sibling may enjoy, you may want to forward that email to your sister rather than retype the entire recipe. Forwarding emails can save much time.

To forward a message, click the word **Forward** at the bottom of an already open email.

Gmail will once again provide an email form. Here the subject line is filled in already with **Fwd:** to signify that this is a forwarded message.

You have to type in the email address of the person you want to forward the message to (put this in the box after **To:**). You can also type a message of your own to introduce the forwarded message, or you can just send the message as is.



The screenshot shows the Gmail 'Forward' email composition interface. At the top, there are buttons for 'Reply', 'Forward', and 'Invite Gmail Team to chat'. Below these are 'Send', 'Save Now', and 'Discard' buttons. The 'To:' field is empty. Below it are links for 'Add Cc' and 'Add Bcc'. The 'Subject:' field contains the text 'Fwd: Gmail is different. Here's what you need to know.' Below the subject field are links for 'Attach a file' and 'Add event invitation'. A rich text editor toolbar is visible with various icons for bold, italic, underline, font color, background color, text color, link, unlink, list, and indent. A 'Check Spelling' dropdown menu is also present. At the bottom, the text '----- Forwarded message -----' is visible, followed by 'From: Gmail Team <mail-noreply@google.com>'. A black arrow points from the bottom left towards the 'Subject:' field.

Gmail Conversations

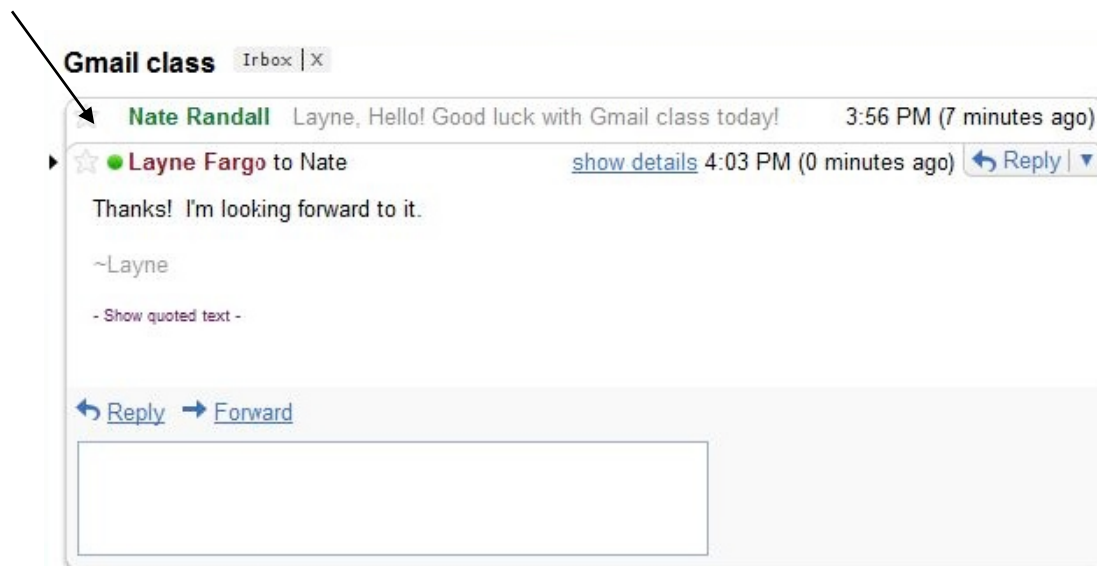
One special feature of Gmail is that it organizes your emails into **conversations**. When you exchange emails with someone (or even more than one person) about a particular subject, Gmail will automatically put all of the messages together in one “conversation”. This feature helps prevent you from having to search through your entire Inbox to find related messages. Here is an example of a conversation in the Gmail Inbox:

First, Gmail shows who is involved in the conversation, with a comma separating the names. The number in parentheses following the names indicates how many email messages are currently part of the conversation.

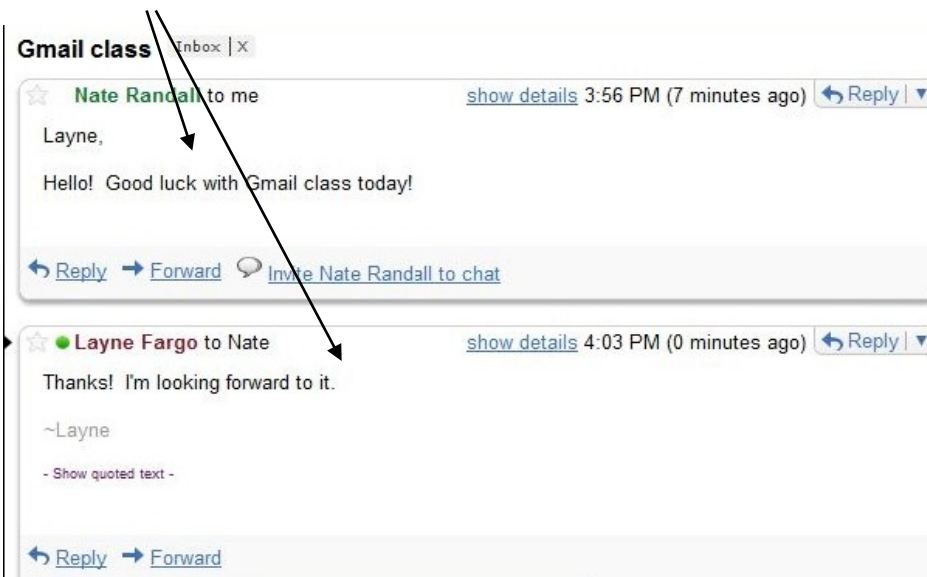
When you open an email conversation (click on the subject line, just like you would with a single email), Gmail will display only the most recent message, with all the others **collapsed**. In collapsed view, you often cannot read the entire message in previously written emails. To view all of the messages in the conversation, click the link on the right that says **Expand All**.

To collapse the messages again, click the link that says **Collapse All**.

Collapsed View:



Expanded View:



Saving Email Drafts

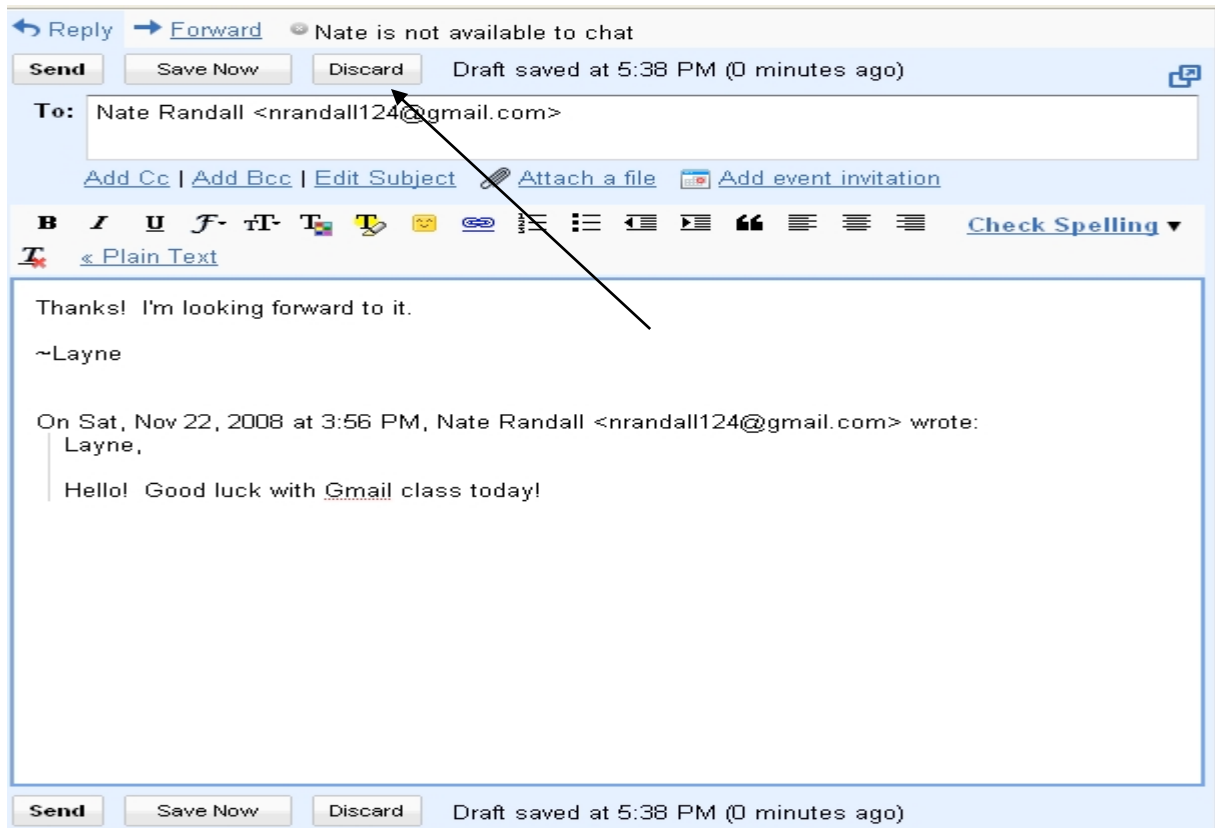
Before we begin this next step, let's click **Compose** and begin a new message.

If you are typing a message but are not ready to send it, Gmail provides the option to save it. Click the **Save Now** button found at the top and bottom of every email message that you are currently working on. Your email is now a **draft that you can edit** another time.

To access saved drafts, click the **Drafts** link on the left side of the Gmail main menu. From there, you can finish and send the email.

Gmail will **auto save** your email periodically as you type, so if your Internet connection fails or your web browser closes, most of your work should still be saved.





Deleting an Email

To delete an email message in progress, simply click the **Discard** button. This will delete your message permanently.

Now let's return to your **Inbox**. To delete a message from the **Inbox**, click the checkbox next to, or to the left of, the message.

When you have finished checking all the emails you want to delete, click the button that says **Delete**. That will move your messages to the **Trash folder**.

Messages that have been moved to **Trash** can be retrieved, which is helpful if you accidentally delete an email.

Warning: Gmail periodically empties your trash, so don't wait to retrieve an accidentally-deleted email! To get an email back from Trash, just click the checkbox beside it and click the button that says **Move to Inbox**.

You can also permanently delete messages by selecting them and clicking **Delete Forever**, or you can empty all of your trash by clicking the link **Empty Trash Now**.

Archiving an Email

If you don't want certain emails cluttering your Inbox, but you don't want to delete the email just yet, use a Gmail feature called **Archiving**.

Archiving an email message removes it from the Inbox without deleting it; you can still access the email by clicking **All Mail** on the Gmail main menu.

To archive a message, simply click the gray button **Archive**.

To archive more than one message at a time, go to the **Inbox**, select the emails you want to archive (by clicking the checkbox to the left of the sender's name), and then click the **Archive** button at the top of the page.

Attachments



Sometimes you may want to send additional information with emails rather than simply plain text messages. These additional files are called **attachments**.

Attachments can include Word documents, pictures, and even videos. Sending a file as an attachment, rather than pasting it into the body of the email, ensures that the file's formatting remains the same.

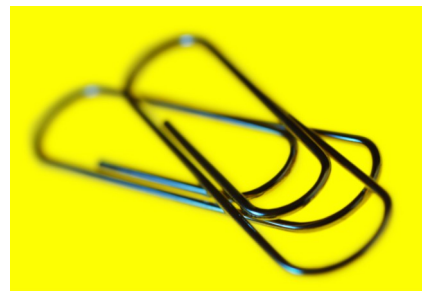
Sending Attachments

To add an attachment, first click on **Compose Mail** to open up a new email.

Now let's insert your **floppy disk into the A: drive**.

Then, in your email, click on **Attach a file** (underneath the **Subject** line).

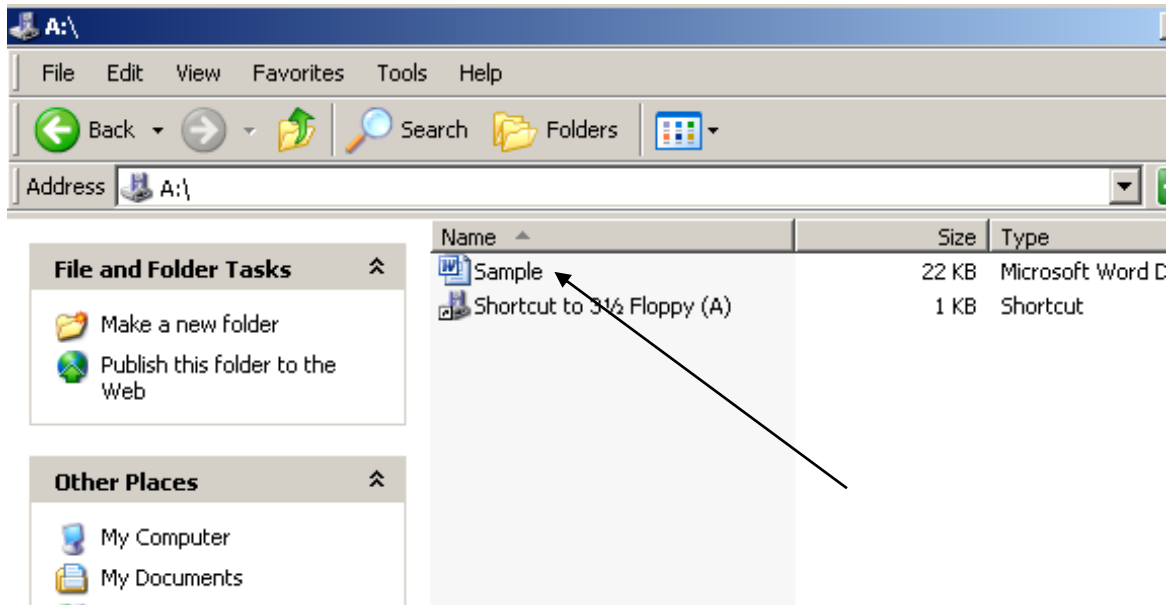
After clicking **Attach a file**, a **Choose file** dialog box will appear that allows you to find the file on your computer, flash drive, or disk.



Attaching Files *Continued*:

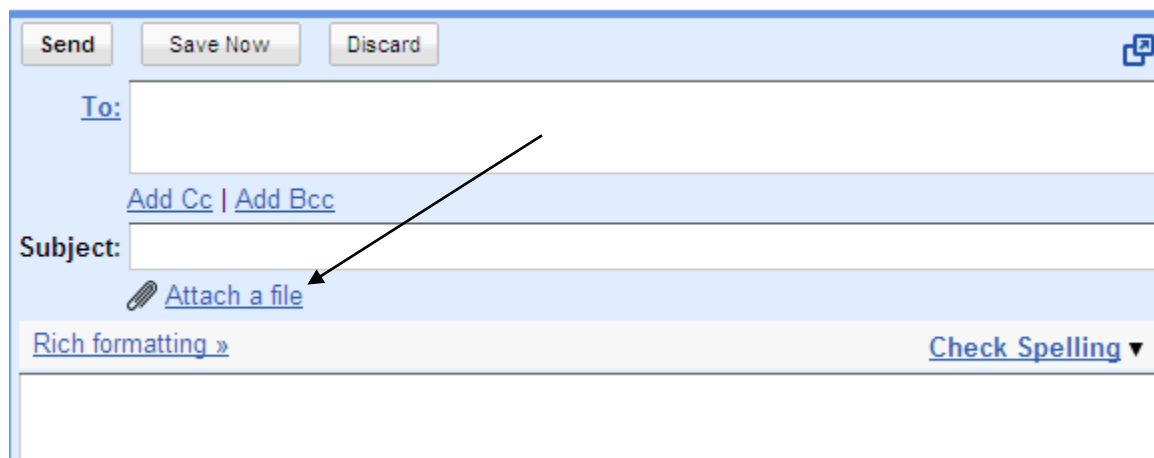
Go ahead and **click on 'Sample'**, as shown below.

The name of the attached file (**'Sample'**) should now appear below the **Subject** line of your email. If you want to delete the file, click **remove**. If you want to add an additional file, click **Attach another file**.



Now just type your email as you normally would (or, you can do this first and attach the file later). When you click **Send**, your attachment will be sent to the recipient along with your email message.

NOTE: In Gmail you can add as many attachments as you want, but the total size of your message cannot exceed 20 MB. Be aware that some other email services may have smaller limits (a 10 MB limit is common).



Cc and Bcc

When you compose a message, you know that you enter the recipient's email address into the **To** text box. Below that text box are two links:

Add Cc and **Add Bcc**. These options allow you to send **copies** of your message to others. Click on either link to open an additional text box on the new email composition screen.

To:	<input type="text"/>
Cc:	<input type="text"/>
Bcc:	<input type="text"/>

Cc stands for **carbon copy**. If you enter someone's email address in this blank, they will receive a copy of your email message. For example, let's say that I send a message to my coworker about a project we're working on together. I might add our boss's email address in the **Cc** line so that she can stay informed about our work.

Bcc stands for **blind carbon copy**. This feature works like Cc except that the recipient (the person whose email address is listed in the **To** blank) cannot see that the message was copied to anyone.

NOTE: **Cc** and **Bcc** can also be used when replying to or forwarding messages.



A Word About Spam

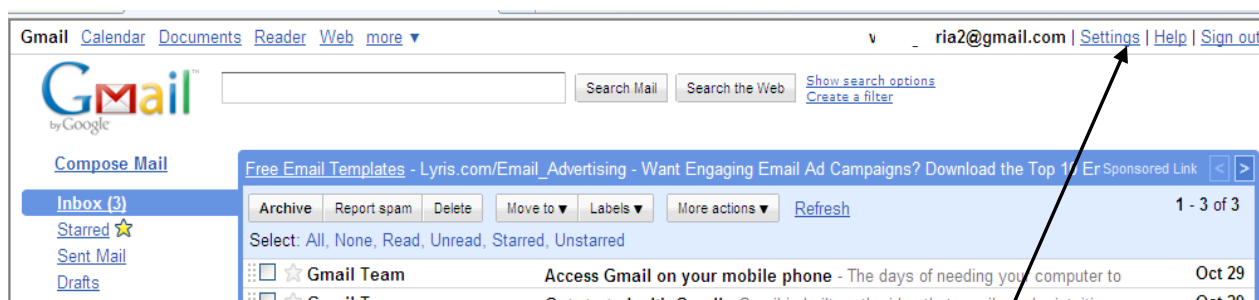
Spam is unwanted email. The best protection against spam is to limit who you give your email address to. As a general rule, if you wouldn't give the person your telephone number, don't give them your email address.

Having said this, sometimes you must enter in an email address in order to register for some websites or to buy products listed online which may lead to an increase in spam.

Gmail includes some features to assist you in handling spam. Any email that Gmail filters as spam will be automatically sorted into the **Spam** section of your account. Spam is automatically deleted **every 30 days**, but you can delete it yourself by clicking on the **Spam** link on the menu and then clicking **Delete all spam messages now**.

You can also delete spam messages one-by-one by selecting them and clicking the **Delete forever** button. Unlike regular emails, which will be sent temporarily to the **Trash**, spam is immediately and permanently deleted.

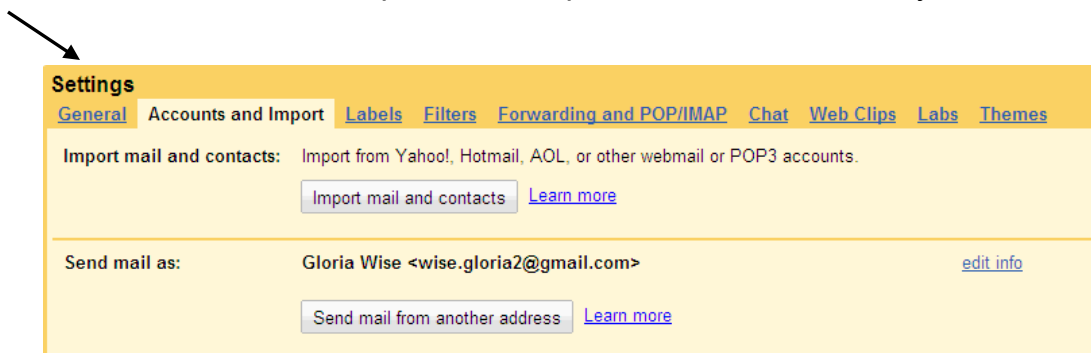
If a spam email somehow enters your Inbox, **do not open it!**



Settings

To change your Gmail account's settings (username, password, etc.), **click** the **Settings** link in the upper-right hand corner of the screen.

Once clicked, the link should provide the options, listed below, that you can alter.



Logging Out of Gmail

To log out of your Gmail account, click the link **Sign Out** in the upper-right hand corner, near **Settings**, of the screen. Always do this when you finish using your email account, **especially if you are using a public computer.**

Logging out prevents others from accessing your email account and associated personal information.

To return to your email account, just visit www.gmail.com, type your username and password, and click **Sign In**.

Learn More About Email

Books (the following can be found in WCPL's collection):

Schwartz, Steven A. *Google Gmail*

(004.692 Schw)

Shiple, David & Will Schwalbe. *Send: The Essential Guide to Email for Office and Home*

(658.054692 Ship)

Online:

Dynamic Web Solutions E-mail for Beginners Tutorial

<http://www.dynamicwebs.com.au/tutorials/email.htm>

Ohio State net.TUTOR E-mail Basics

<http://liblearn.osu.edu/tutor/les9/>



Contact us for searching assistance. We are happy to help!

Centerville Library
Reference Department
433-8091 ext.2
cvref@wcpl.lib.oh.us

Woodbourne Library
Reference Department
435-3700 ext.2
wbref@wcpl.lib.oh.us

Please type in this URL to evaluate your class:

<http://www.wclibrary.info/events/evaluation.asp>

In the comments section, let us know:

- **Additional material you wanted to learn during this class**
 - **Other suggestions for improving this class**
 - **Recommendations for new classes**