Email Basics (Gmail)

**Navigation** bar

**THE GMAIL HOMEPAGE**

Search by keyword or sender



Organize messages with Folders

To create a new folder:

1. Click on folder icon
2. Scroll down and click on “Create New”
3. Press the **Enter** key

Date sent

Settings

Attachment

Inbox

Compose an email

**COMPOSING AND SENDING EMAILS**

1. Click on (red box) “Compose”
2. New message window opens



**Copy someone on an email**

**Recipient’s address**

**Send an email**

**Cancel/delete an email**

**Attach a document**

**Attach a document**

**ATTACHING A FILE**

1. Click on paper clip icon
2. Browse the computer for the file
3. Click on the file
4. Click **Open**
5. Type in your message
6. Click **Send**

