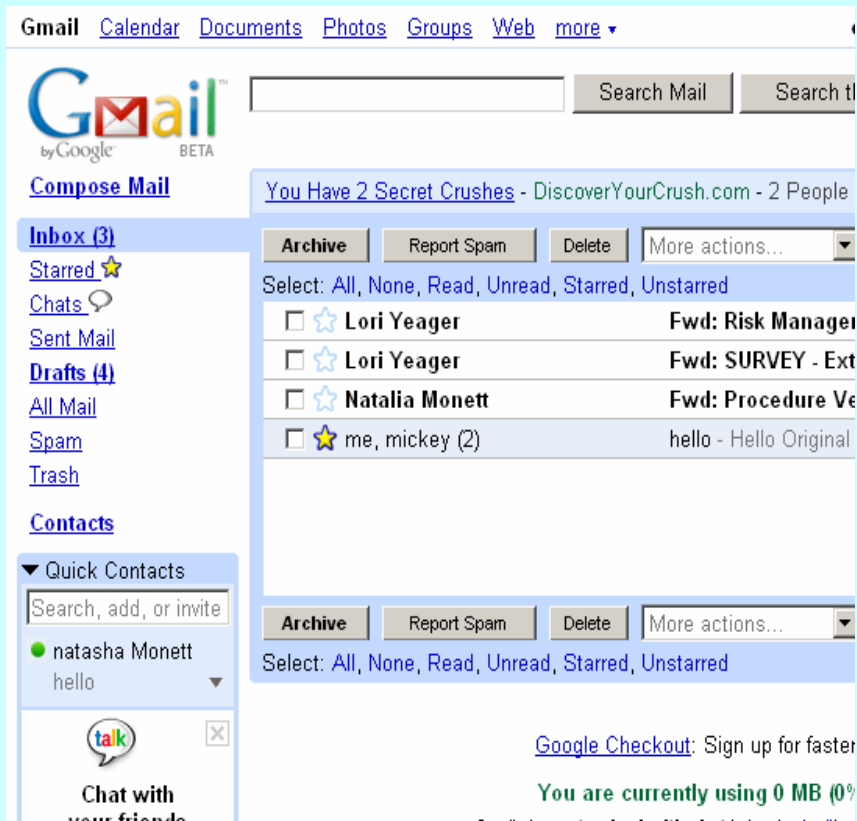


Welcome to....



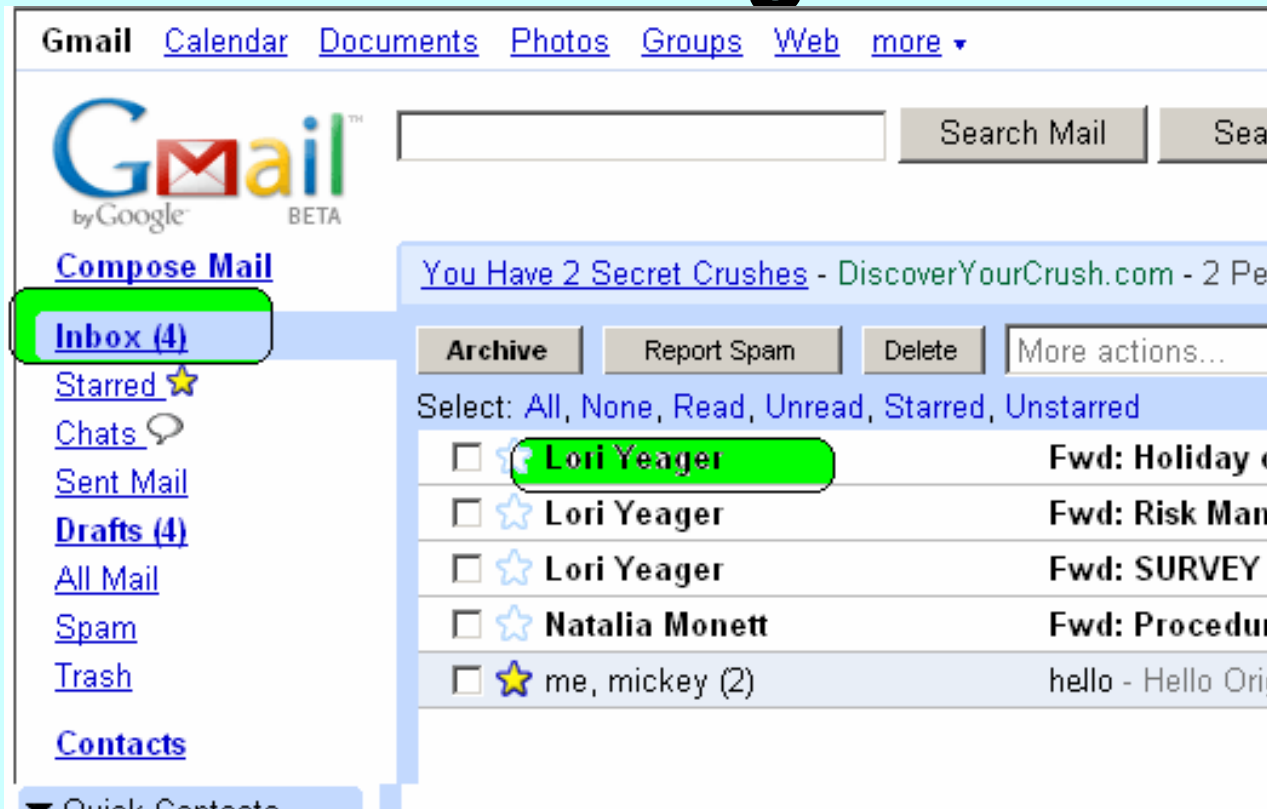
**Web-Based Email**

# Mailbox Labels List



- Inbox:** Contains the incoming messages you receive.
- Starred:** Contains messages or conversations with special status.
- Chats:** Stores your Gmail and Google Talk chats in your gmail account.
- Sent Mail:** Holds copies of the messages you have sent.
- Drafts:** Stores drafts of unsent messages until you are ready to send them.
- All Mail:** Your archive folder, stores all the mail, you have ever sent or received, but have not deleted.
- Spam:** Stores automatically filtered unwanted emails.
- Trash :** Stores copies of deleted items.
- Contacts:** Gmail address book.

# Reading Mail



- Login to your Gmail account
- Click **Inbox** in the label list.
- Click on a name of a sender to open a message.

# Write and Send a Message



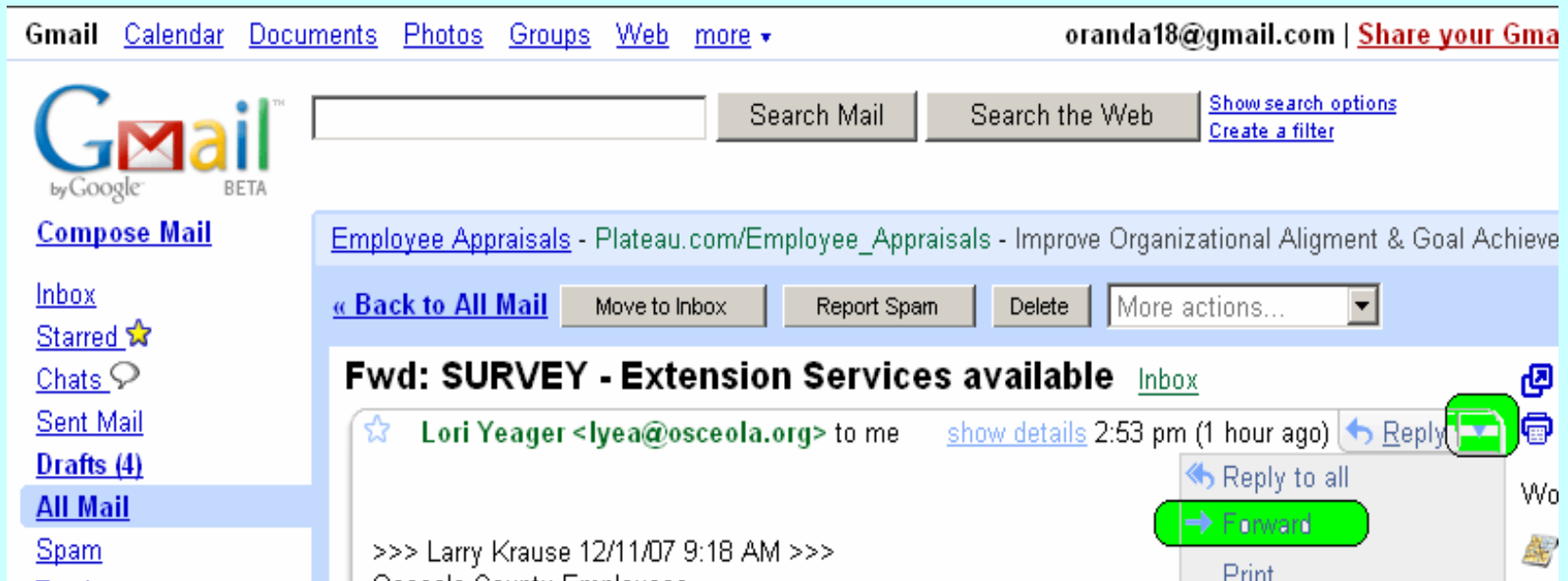
- Click **Compose Mail**.
- In the **To** line type the recipient's e-mail address, or select a name from the **Contacts** list.
- In the **Subject** line, type a brief description of the message.
- Type your message and click **Send**.

# Replying to a Message

The screenshot shows the Gmail web interface. At the top, there are navigation links for Gmail, Calendar, Documents, Photos, Groups, Web, and more. The user's email address, oranda18@gmail.com, is displayed in the top right corner. The main content area shows an email from ESPN.com with the subject "Mitchell to deliver steroid probe Thursday in NY". Below this, there are action buttons: « Back to Inbox, Archive, Report Spam, Delete, and More actions... The email content is a forwarded message titled "Fwd: Procedure Vehicle Sign Out" from Natalia Monett (nmon@osceola.org) to show details, dated 2:44 pm (1 hour ago). The message body contains two forwarded messages: one from Amy Jones-Lee (12/12/07 2:03 PM) and one from Lisa Taylor (12/12/07 1:53 PM) with the text "Good Afternoon:". On the right side of the email, a context menu is open, showing options: Reply, Reply all, Forward, Print, Add Natalia to Contacts list, Delete this message, and Report phishing. The "Reply" and "Reply all" buttons are highlighted with a green box.

- Open the message from the **Inbox**.
- Click the **Reply** button to send the message to the sender only, or choose **Reply to all** to send the message to the sender and all recipients.
- Type in your message.
- Click the **Send** button.

# Forwarding a Message

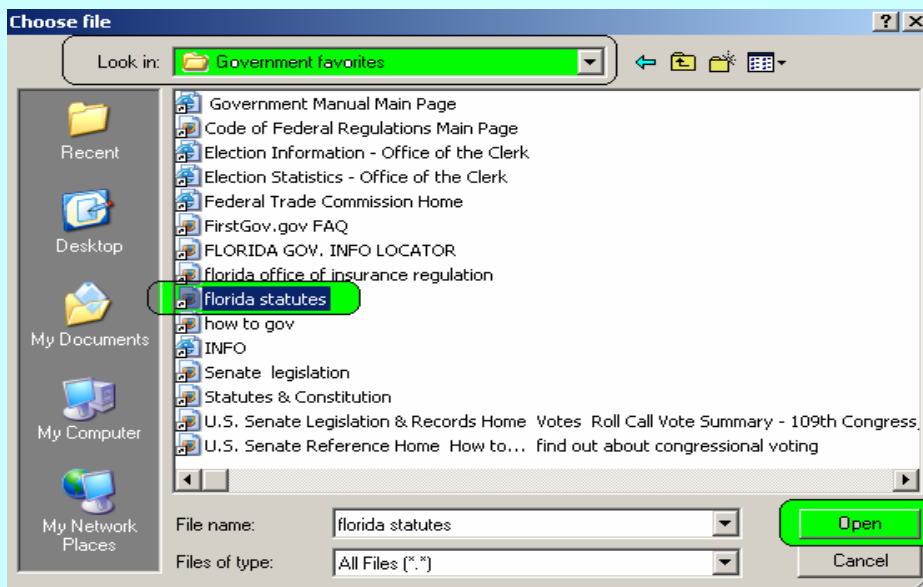


- Open a message you wish to forward.
- Click the small blue arrow in the upper right hand corner of the message.
- Choose **Forward** option from a pull down menu.
- Type the appropriate recipient information in the **To** text box.
- Click the **Send** button.

# Sending Attachments



- Create a new mail message.
- Click **Attach a File**.
- Click the location of the file you want to attach in the **Look in** box of the **Choose File** window.
- Click the file you want to attach.
- Click **Open**.



# Open a Message Attachment



The screenshot shows the Gmail interface. At the top, there's a search bar with "Search Mail" and "Search the Web" buttons. Below the search bar, the Gmail logo and "BETA" are visible. The left sidebar contains navigation links: "Compose Mail", "Inbox", "Starred", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam (1)", "Trash", and "Contacts". Under "Contacts", there's a "Quick Contacts" section with a search bar and a list of contacts, including "natasha Monett" and "loliana29". The main content area shows a forwarded message titled "Fwd: Procedure Vehicle Sign Out". The message is from "Natalia Monett <nmon@osceola.org>" dated Dec 12 (20 hours). The message body contains a forwarded email from Lisa Taylor, dated 12/12/07 1:53 PM, with the text "Good Afternoon: Attached is the written procedure for Vehicle Sign Out. This is the written ver that I delivered to most of you. Please share with staff. Happy Holidays! Lisa". At the bottom of the message, there is an attachment: "SOP Update 2007 Library Vehicles.doc" (28K). Below the attachment name are three buttons: "View as HTML", "Open as a Google document", and "Download". The "View as HTML" and "Open as a Google document" buttons are highlighted with a green box.

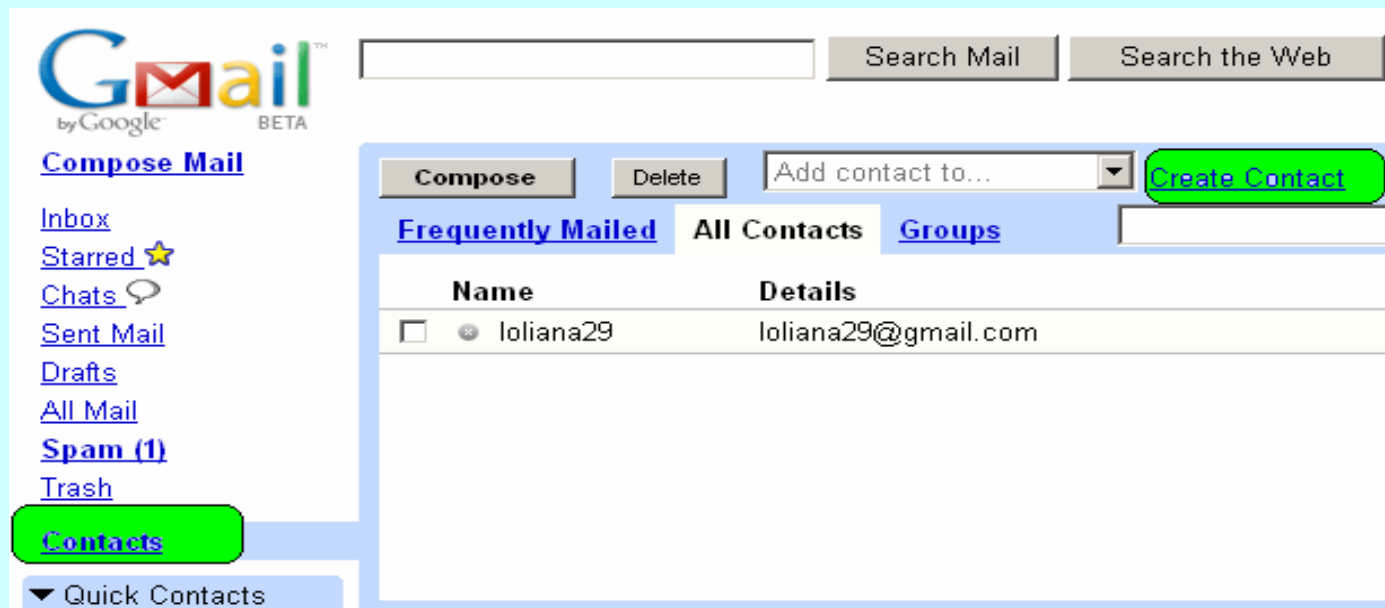
- Click **Download** at the bottom of the message.
- Choose to **Open** or **Save** the file.
- Opening the file displays attachment in a new window.
- Close the window to return to Gmail, or
- Click **View as HTML**, or
- Click **Open as a Google Document**.

# Printing Messages

The screenshot shows an email client interface. On the left is a sidebar with navigation links: Compose Mail, Inbox, Starred, Chats, Sent Mail, Drafts, All Mail, Spam (1), Trash, and Contacts. Under Contacts, there is a 'Quick Contacts' section with a search bar and a contact named 'natasha Monett' with the message 'hello'. The main area displays an email from 'Natalia Monett <nmon@osceola.org>' dated 'Dec 12 (20 hours ago)'. The subject is 'Fwd: Procedure Vehicle Sign Out'. The message body contains forwarded text from Amy Jones-Lee and Lisa Taylor, and an attachment for a 'Vehicle Sign Out' procedure. A context menu is open over the 'Reply' button, showing options: Reply to all, Forward, Print (highlighted in green), Add Natalia to Contacts list, Delete this message, Report phishing, Show original, and Message text garbled?.

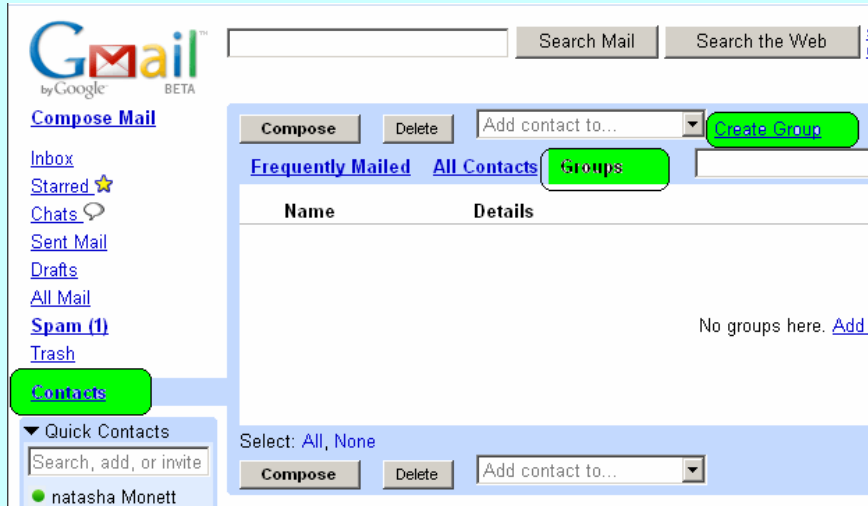
- Open the message you wish to print.
- Click the down arrow next to **Reply** at the top right of the message.
- Click the **Print** option.

# Creating Contacts

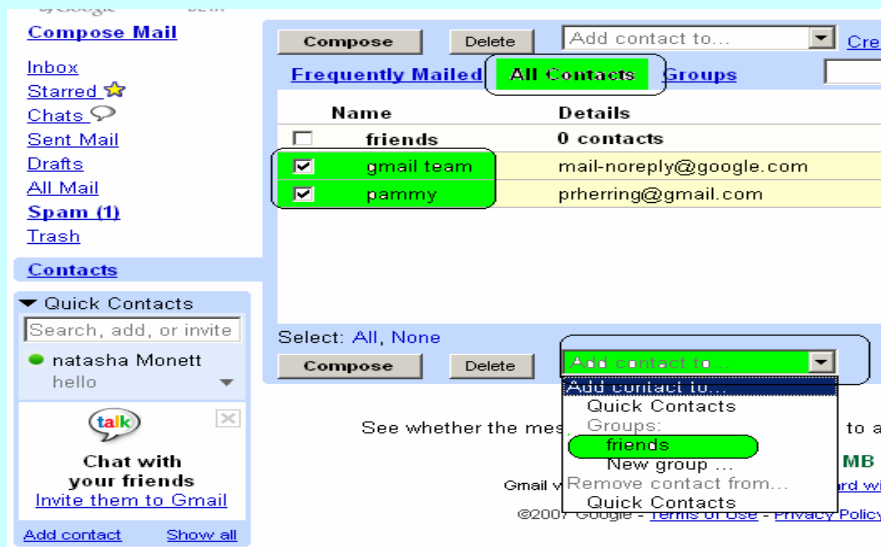


- Click **Contacts** along the left side of any page.
- Click the **Create Contact** link at the top of the **Contact Manager** window.
- Enter your contact information in the appropriate fields.
- Click **Save** to add your contact.

# Creating Contact Groups



- Click Contacts along the left side of any page.
- Click the **Groups** button at the top of the Contact Manager.
- Click **Create group**.
- Type in the name of the group.
- Click **Create Group**.



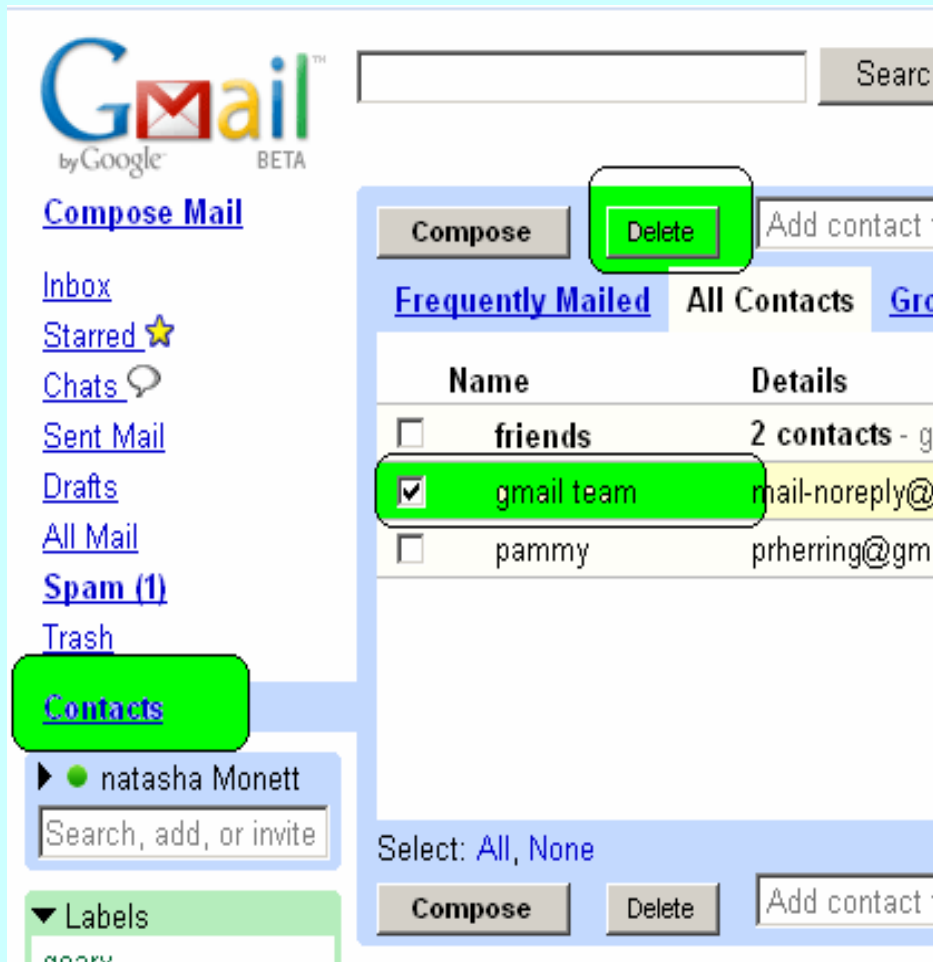
- To add contacts to a contact group:
- Click the **All Contacts** button.
  - Select contacts you want to add to the group.
  - Select the name of the group under **Add contact to** menu.
  - The contacts will be added to the group.

# Removing a contact from a contact group



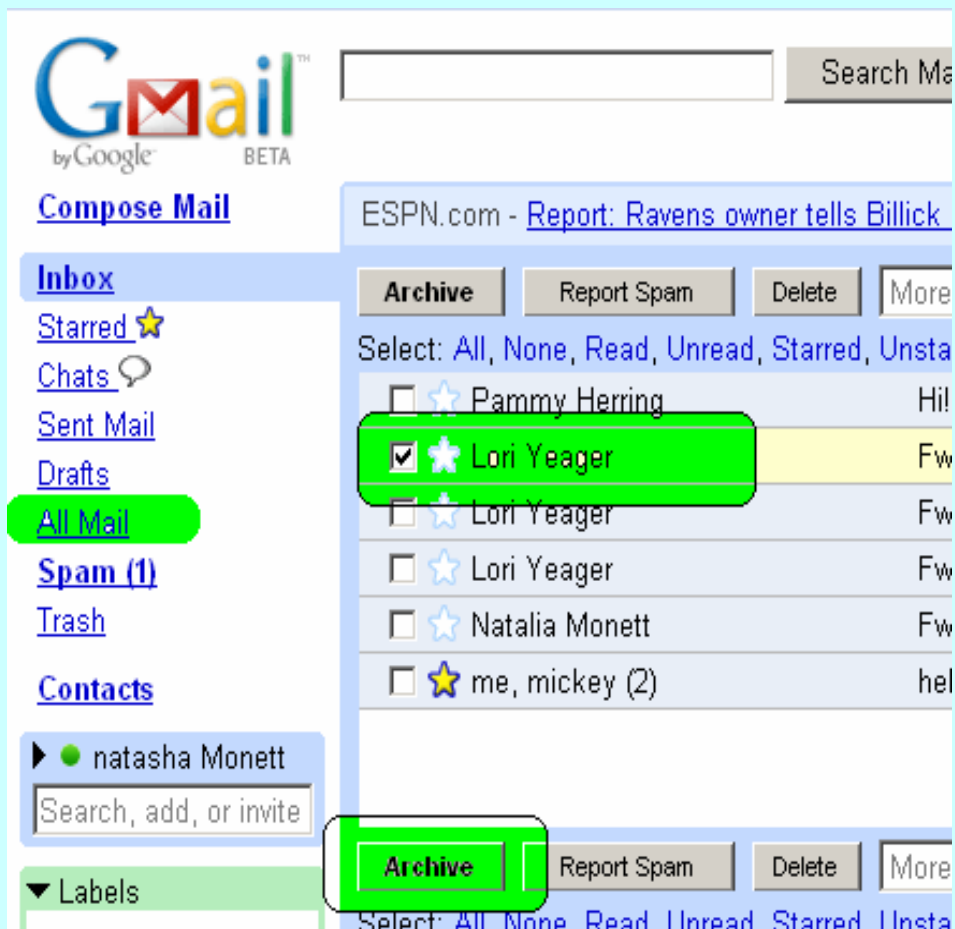
- Click **Contacts**.
- Select the group name.
- Choose the contact you want to remove from the group.
- Click the **Remove from group** button.

# Deleting a contact



- Click **Contacts** along the left side of any page.
- Select the **All contacts** button.
- Select the contact to delete.
- Click **OK**.

# Archiving Mail



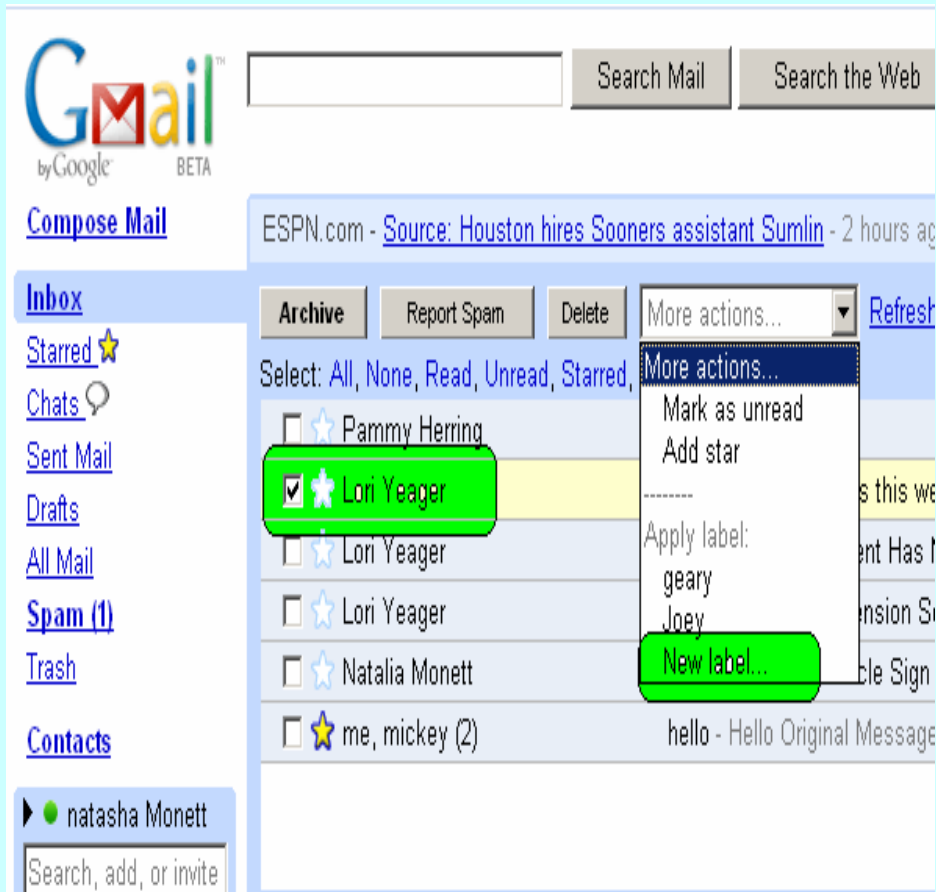
- Select the message by checking the box next to the sender's name.
- Click **Archive**.
- Message will be available in the **All Mail** label.

# Creating a Unique Signature



- Click **Settings**.
- Enter your signature text in the box at the bottom of the page next to the **Signature** option.
- As you type, the radio button will shift from **No Signature** to the text box.
- Click **Save Changes**.

# Creating Labels



- Select the message to label by checking the box next to the sender's name.
- Select **New label** from the **More Actions...** drop-down menu.
- Enter the name of the new label in the text box.
- Click **OK**.

# Changing Your Password

Documents Photos Groups Web more ▾ oranda18@gmail.com | Share your Gmail story | Settings |

Search Mail Search the Web [Show search options](#)  
[Create a filter](#)

## Settings

[General](#) **Accounts** [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#)

**Send mail as:** natasha Monett <oranda18@gmail.com> [edit](#)  
(Use Gmail to send from your other email addresses)  
[Learn more](#)  
[Add another email address](#)

**When I receive a message sent to one of my addresses:**  
 Reply from the same address the message was sent to.  
 Always reply from my default address (currently oranda18@gmail.com)  
(Note: You can change the address at the time of your reply. [Learn more](#))

**Get mail from other accounts:** [Add another mail account](#)  
(download mail using POP3)  
[Learn more](#)

**Add additional storage:** You are currently using 0 MB (0%) of your 5705 MB.  
Need more space? [Upgrade your storage](#)

**Google Account settings:** Visit your [Google Account settings](#) to reset your password, change your security questions, or learn about access to other Google services

**Have your own domain?** Use Gmail with your domain for free. [Learn more](#)

- Click **Settings**.
- Open the **Accounts** tab.
- Click **Google Account settings**.
- In the new window, click **Change password** under the **Personal information** option.
- Enter your current password and your new password.
- Click **Save**.