

Brighton District Library - Gmail Basics Workshop

Electronic Mail (E-mail): A system for sending and receiving messages via the Internet.

Web based e-mail (Web mail): Web based e-mail allows a user to have access to their e-mail from any computer that has a connection to the Web and a Web browser. No other software is required. Web based e-mail also allows the user to incorporate active Web links into their messages.

Email address: Address you use to send and receive email. There are two parts to the email address, the user id and the domain, or address of the computer that stores your mail.

An example of an email address is: president@whitehouse.gov. The user id is “president” and the domain is “whitehouse.gov”.

Inbox: The folder where all incoming messages are stored and displayed. The Inbox is like your mailbox at the post office or at your house.

Compose: Email lingo for writing a message. Messages can be written and sent immediately, or can be saved as drafts for completion at a later date.

Reply: Responding to a message that you received. Using the reply function will allow you to send a response back to the person who sent you the message without having to type in their email address. It will also place a copy of the original message into the body of your message, so they have a reference for your response.

Reply All: Same as reply with the exception of the recipients of your response. Reply all will send a copy of your response to everyone who received the original message.

Forward: Allows you to send a message to someone who was not one of the original recipients. You can forward a message as text in the body of your message or as an attachment to your message.

Sign In: The act of typing in your user ID and password to gain access to your email. You must always sign in to access your email. Also called Log In.

Sign Out: The act of ending your email session. You should always make sure to sign out completely when you are finished using your email. Also called Log Out.

User ID: Your unique identifier at the email service. A user ID can contain letters and numbers but no spaces. Most characters, such as the ampersand (&) or the at symbol (@) are not allowed. An underline character (_) can be used to connect several names or words. The User ID is also the first part of your email address.

Password: A secret combination of letters, numbers and characters that, in combination with your User ID, positively identifies you to the email system and guards your email against unauthorized access and use. Passwords should be AT LEAST 6 characters in length, contain a combination of upper and lower case letters, numbers and characters. Passwords should NEVER be shared with anyone.

Email Account Checklist

Mail Service: Gmail (www.gmail.com)

User Name: **Email Address:** **@gmail.com**

Password:

To READ your Gmail:

- Type the address for the Gmail mail page (www.gmail.com) into the web browser's location bar.
- Enter your user ID and password information on the Sign In screen. Click the "Sign In" button.
- To read your new message, click on the subject of the message you want to read.

To SEND an email message:

- Click on the "Compose Mail" link on the left side of the screen (beneath the Gmail logo).
- Fill in the fields in the form: (* = mandatory field)
 - *To: the full email address of the recipient. Separate multiple addresses with a comma and space.
 - Subject: what your message is about.
 - Click on "Add Cc": full email address of people who you want to receive copies of the message.
 - Click on "Add Bcc": Blind Carbon Copy. Sends this copy without other recipients knowing.
 - Type your message in the large box in the middle of the screen
 - Spell check using the "Check Spelling" link to the right above the text box.
 - Click the "Send" button to send the message.

To REPLY to a message:

- Read the message.
- Click the "Reply" button. (Click the arrow next to reply and select "Reply to Everyone" to send to all recipients)
- Type your message.
- You may select and delete original message if desired.
- Click the "Send" button.

To FORWARD a message to someone else:

- Read the message.
- Click arrow next to the "Reply" button to select "Forward."
- Type in the address or addresses of the new recipients
- Type your message, if any.
- Click the "Send" button.

To DELETE a message:

To DELETE after reading the message:

- Click the “Delete” button to send the message to the Trash.
- Gmail does not permanently delete messages.
 - To permanently delete, go to the Trash and select the message(s) and select “Delete Forever.”

To DELETE without reading:

- Check the boxes to the left of the senders name or email address.
- Click the “Delete” button at the top or bottom of the column to send the items to the Trash.

To CHANGE YOUR PASSWORD and set other options:

- Click on “settings” at the top right of the page (next to the sign out and help links).
- Open the Accounts tab after you click Settings.
- Click Google Account settings.
- In the new window, click Change password under the Personal information option.
- Enter your current password and your new password.

To attach a file to a message:

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E-mail etiquette:

E-mail allows the user to have a quick, cheap and easy way to contact anyone, anywhere with an e-mail address. There are a few guidelines to follow when sending e-mail to people.

- While electronic mail messages are usually informal communications, it is always best to consider the audience when composing a message.
- Spelling and grammar rules are the same for e-mail as for other written communications.
- Writing in capital letters is read as shouting.
- Be careful with humor and sarcasm. Gestures and facial expressions cannot be seen in a text message and the reader may take humor and sarcasm the wrong way.