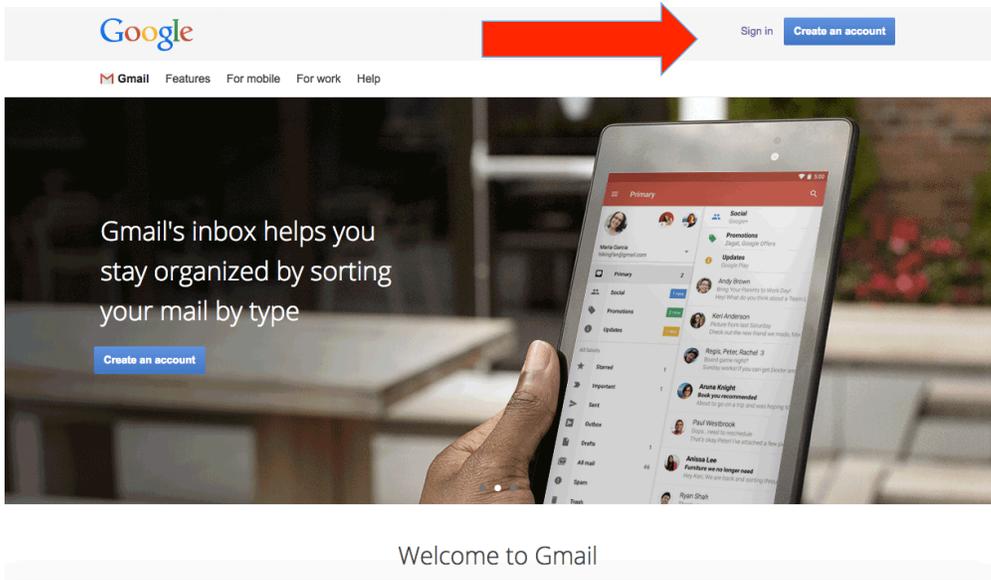


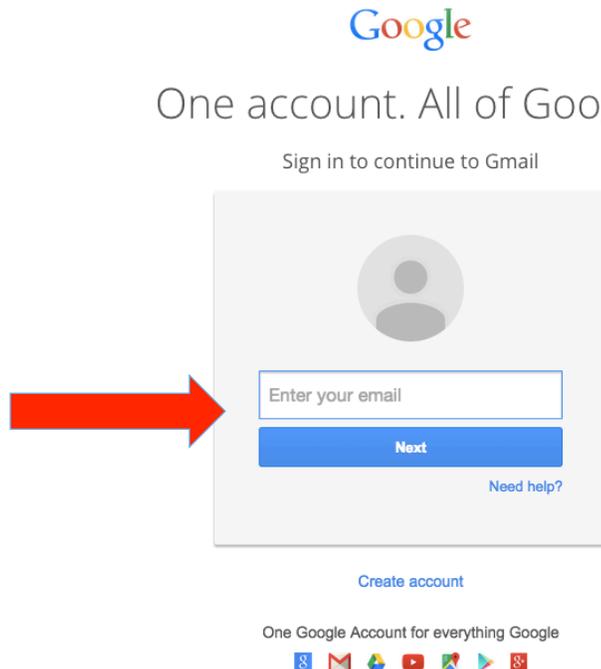
Gmail Basics

To ACCESS your Gmail Email:

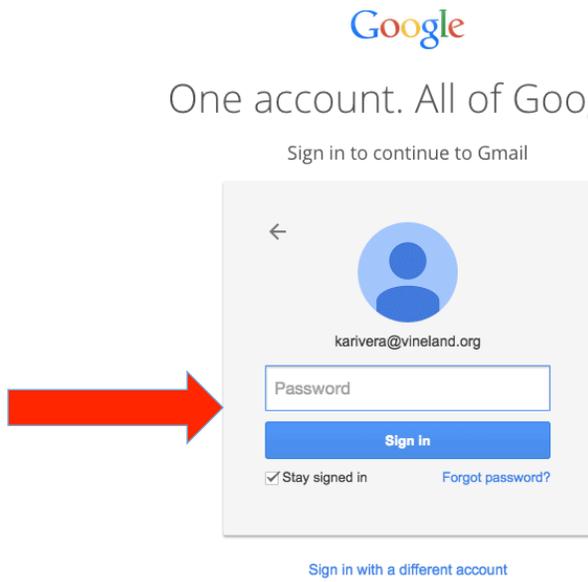
1. Type the address for the Gmail page: www.gmail.com into the web browser's location bar.
2. Click on the “Sign in” button on the top right corner.



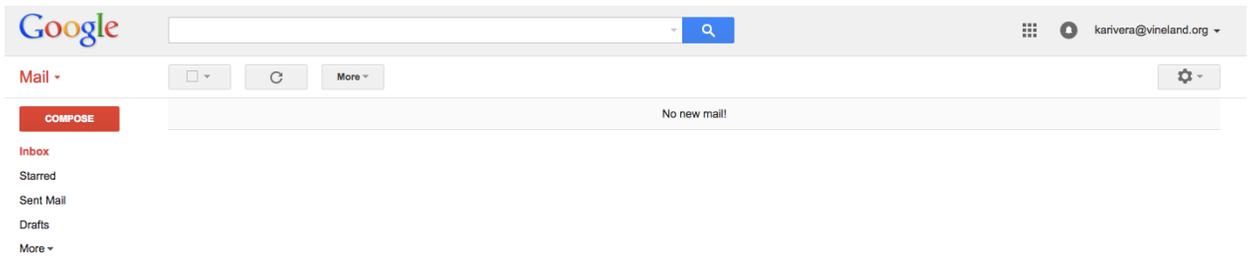
3. Enter your email address and click the “Next” button.



4. Enter your password and click the “Sign In” button.



5. This is your inbox.

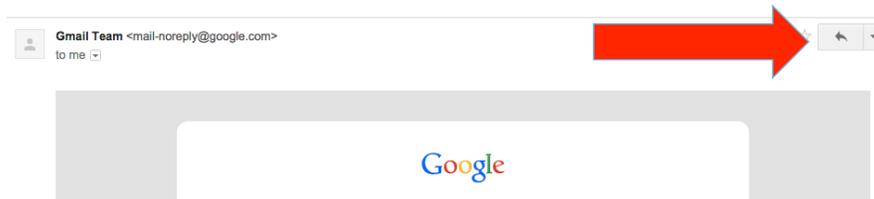


To **SEND** an email message in Gmail:

1. Click the **Compose Mail** link on any Gmail screen (it's on the left, under the Gmail logo).
2. Enter your recipient's email address. You can type the address in the 'To:' field, or find the address in your Contacts list.
3. Enter a subject for your message in the 'Subject:' field.
4. Write your message! Just click in the large field and type away.
5. When you're done composing, click the **Send** button (located just above the 'To:' field). You'll see a confirmation at the top of the window that your message was sent.

To **REPLY** to a message:

1. Read the message.
2. Click the "Reply" button. (Click the arrow next to reply and select "Reply to Everyone" to send to all recipients)



3. Type your message.
4. You may select and delete original message if desired.
5. Click the "Send" button.

To **FORWARD** a message to someone else:

1. Open the appropriate conversation and select the message to forward.
2. Click **FORWARD** from the bottom of the message card.
3. Enter the email address(es) to which the email should be forwarded, and add any notes in the message field. If the message has attachments, you can choose not to forward them by deselecting the checkbox next to the filename below the **Subject** field.
4. Click **Send**.

To DELETE a message:

Gmail lets you delete either an entire [conversation](#) or one message from a conversation. Deleted messages are a lot like the stuff in the trash can in your kitchen: eventually, it's all going in the big dumpster outside, but for a little while, you can still rummage through it if you lost something important. Gmail will empty messages from your **Trash** automatically after 30 days, or you can permanently delete messages yourself.

Here's how you can get rid of an entire conversation:

1. Open the message (or select the checkbox next to it).
2. Click the **Delete** button to move the message to **Trash**.

And here's how you'd preserve most of a near-perfect conversation, but forget about a single message:

1. Open the conversation and find the message in question.
2. Click the down arrow next to **Reply**, at the top right of the message pane.
3. Click **Delete this message**.

To SIGN OUT:

1. To end your Gmail session, just click **Sign out** at the top of any Gmail page.
2. We encourage you to log out of Gmail after each session to protect the security of your email information. Logging out of Gmail is especially important if you check your email on a public computer.