

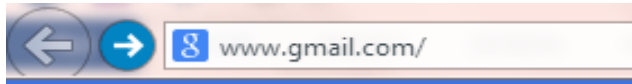
How to Use Web Mail

Click a topic below to go directly to that section:

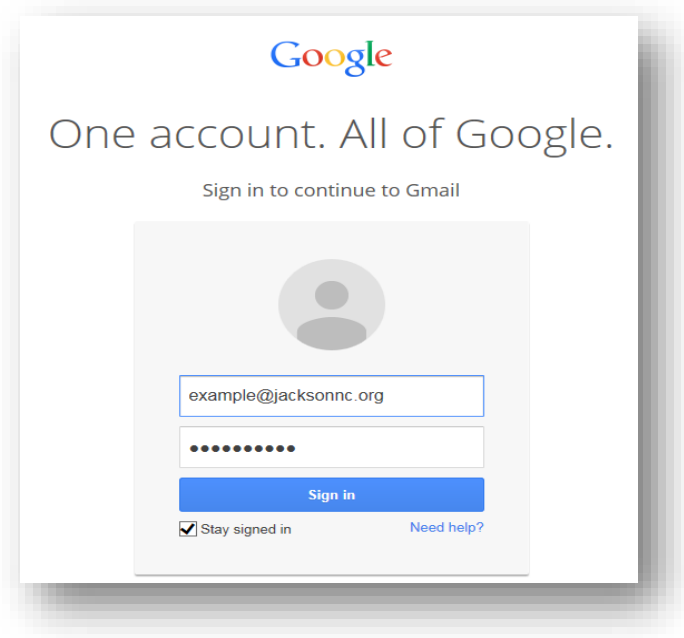
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Signing In:

In the address bar enter www.gmail.com:



Enter your email address and password and click "Sign in":



You will then be brought to your webmail. On the left hand side you will have options to navigate through your email.

Mail ▾

COMPOSE

Inbox (1)

Starred

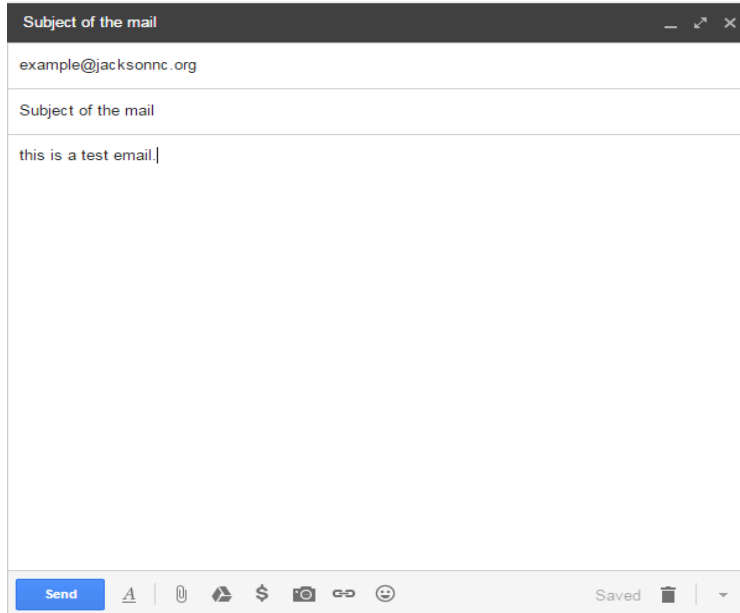
Sent Mail

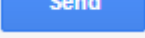




Drafts (5)


More ▾

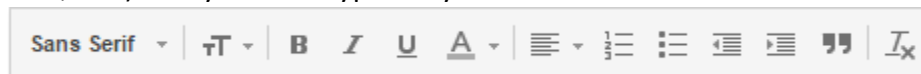
Creating a New Email:


To create a new email, click “compose”. A box on the bottom right of the screen will pop up, which will be where you compose your email.

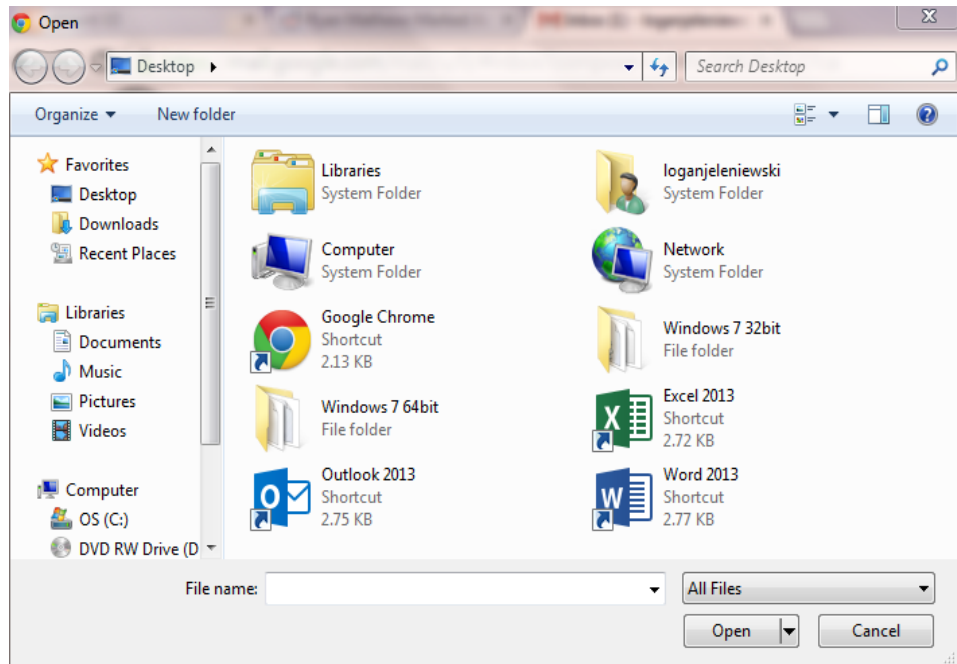



On the bottom of the email you will find various options like, Send , Formatting options , Attach files , Insert photo , insert emoticon , and a few more.

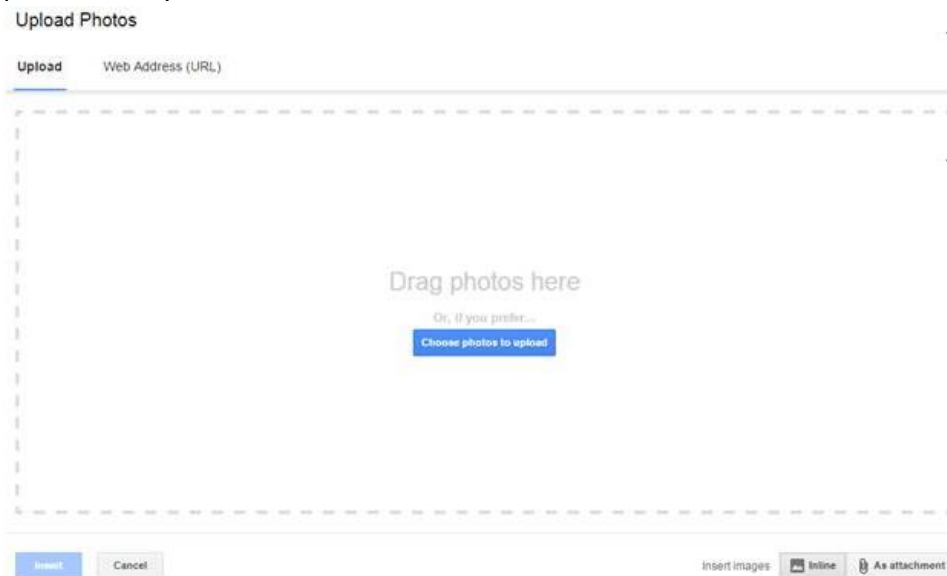
-  Formatting options will allow you to format your text (text size, bold, italics, font, etc.) that you have typed in your email.




-  Attach files button will allow you to attach a document to the email. When you click the Attach files button it will bring up a window where you can select the document that you want to attach.




-  Insert photo acts the same as Attach files, except when you click the insert photos button you a box will pop up which will allow you to drag and drop the photos that you want to insert into the email.



-  Inserting an emoticon can be useful if you want to express the way you are feeling to the receiver of the email.



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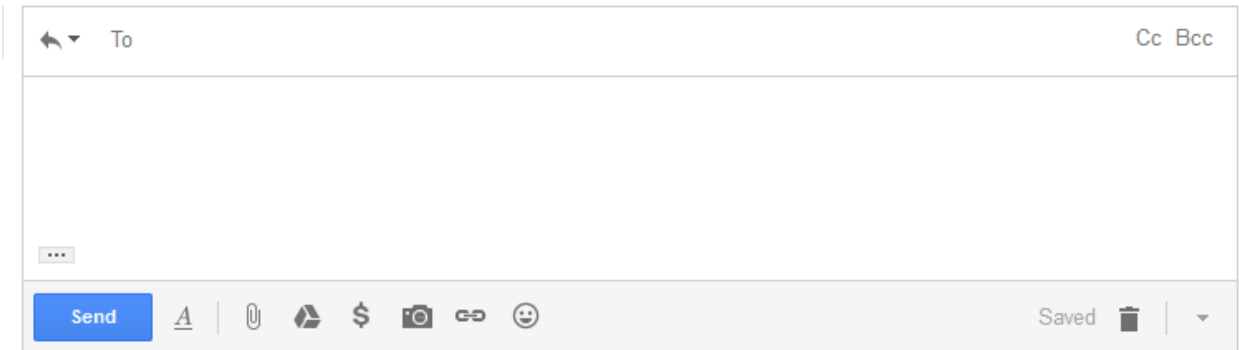
When you have completed your email you just press  and your email will be delivered to the recipient.

Replying to an Email:

Click on an email to open it, then click the arrow in the upper right corner to reply:

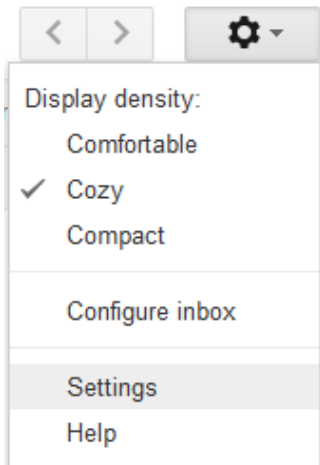


This will open a new window where you can compose your reply:



Setting a Vacation Response:

The Vacation responder allows you to set up an automatic response message indicating you are unavailable for a certain period of time. To access this feature, click on the Gear icon in the upper right and then click Settings:



Scroll to the bottom and you will see a section labeled “Vacation responder”. You can compose and enable your vacation message here, as well as set the dates when the automatic response will be active.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

Vacation responder off
 Vacation responder on

First day: **Last day:**

Subject:

Message:

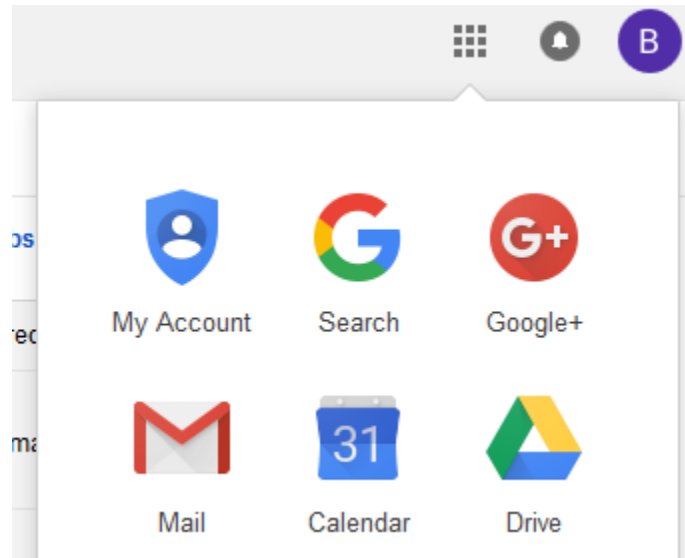
Sans Serif | T | B | I | U | A | | | | | |

[« Plain Text](#)

Only send a response to people in my Contacts
 Only send a response to people in Jackson County North Carolina

Accessing the Calendar:

Click the small box of squares in the upper right to access the Calendar and other Google features:



Signing Out:

When you are finished working with your email, you may wish to sign out so that another user of the computer cannot access your account. This is particularly important on shared or public computers. In the upper right of the screen you will see an icon with your initial. Click this icon to bring up a new window which will have a “Sign out” option:

