# *Learning* Centres Pūtahi Akoranga

Stay signed in

# Using Gmail

Google

Note: As Gmail is constantly being updated the images and wording in this guide may not match exactly what you see on the screen when you sign in.

#### To Use your Gmail account, you first need to sign in.

- 1. Go to the Gmail home page (www.gmail.com)
- 2. You will see two parts to the screen. On the right are two boxes you will need to fill in:
- 3. Type your email address in this box. -
- Click (once) on the **Password** box, and type your password in. Note: your password will appear as a line of black dots ().
- 5. Finally, click on the **Sign in** button: You will be taken to your Gmail pages.
- If you have forgotten your password, click 'Can't access your account?' which will then confirm your identity using the secret question you entered when you signed up with Gmail.

#### Viewing messages

Your Gmail account will automatically open to display a list of your messages

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Sign in

Username

Password

Can't access your account?

7. To open a message click on the name of the person sending you the message.

#### Writing a new message

| 1. | To create a new message, click <b>'Compose Mail'</b> —  |                         | COMPOSE         |  |
|----|---|-------------------------|-----------------|--|
|    |   |                         | Inbox (160)     |  |
| 2. | A new screen will open which looks something like this:   | New Message<br>To       | L 🖉 🗙<br>Co Boo |  |
| 3. | Enter the person's address you are sending the message to in the box at the top labelled " <u>To:</u> "                                 | Subject                 |                 |  |
| 4. | In the " <u>Subject:</u> " box, type a brief (a few words) description of the message you are going to type. <i>E.g. Family holiday</i> | ¢                       |                 |  |
| 5. | Type your message in the big box at the bottom of the page. When you have finished your message, click on <b>formation (once)</b>       |                         |                 |  |
|    |   | Send <u>A</u> 0 🕰 🖸 🖙 🤤 | ) 💼 🗸 🗸         |  |

### Sent messages

Sent messages will automatically be saved to the Sent Mail folder.

## **Deleting messages**

- 1. To delete messages, click in the box to the left of your email, a small tick should appear
- 2. Then select the delete button (picture of a rubbish bin)

# **Using Folders**

| Folders can be used to organise mail messages you have received and also to access  | Inbox (161) |
|---|-------------|
| he messages you have saved as a draft. The folders you have will be displayed on<br>he left hand side of the screen.                  | Starred     |
|   | Important   |
| To open a folder simply click on the name of the folder. This will open a screen that looks and functions the same way as your inbox. | Sent Mail   |
|   | Drafts (10) |

 $\checkmark$ 

# **General Hints about Gmail**

- Gmail is a free service that you can access from almost any computer with internet access.
- When writing a long message it is a good idea to save it as a draft part way through.
- You must use your account at least once every 30 days or it will be cancelled and you must use it within 10 days of setting it up.
- It is basically impossible to avoid junk e-mail being sent to your Gmail account but there are filters available in the junk mail folder so that your inbox does not become clogged.
- · Remember to save copies of messages you write for future reference
- Remember to log out when finished. This can be done by clicking on the triangle next to your email address which will create the drop down box shown, then click 'sign out' at the bottom of the list

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| Join Google+  |    |
| Privacy   |    |
| Account settings                                      |    |
| Sign out  |    |

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