How to Use Gmail
To Send & Receive Email
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First start your computer.

- After you have started your computer follow the steps outlined in the following pages.
To Begin

Open Your Browser
Open Gmail in Your Browser

Then click here.
Sign In if Necessary

To sign in, enter your email address here.

Enter your pass word here.

Click this button here.
Open Your Inbox

To look in your inbox click here.
To Read Your Email

To read your email hover your mouse arrow over here and when it becomes a hand “Click”. Your email will open.
Reading Your Email

This is the body of your email

Scroll down to see the whole email

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After Reading Your Email

To see the rest of your email scroll down here.

To print your email, "Click" Here

To reply click here
Reply To Your Email

1. The return address is automatically placed here

2. Begin writing your reply here

3. Send your reply here:

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To Delete Your Email

To delete your email click here.
To Write an Email

To compose an email click here
Compose Your Email

Click here to find the recipient's address among your Contacts.

Recipients email address goes here

Subject goes here. (Not compulsory)

Write your letter here.
Find Recipients Address in Your Contacts

1. Select the recipients here. Highlight each one required.

Click done when done.
Send your Email

When you have finished writing your email click "send" here.
Close Internet Explorer

All done. Click on the "X" to close Internet Explorer.
Shut Down the Computer