

DU Learning Guide

Use E-mail

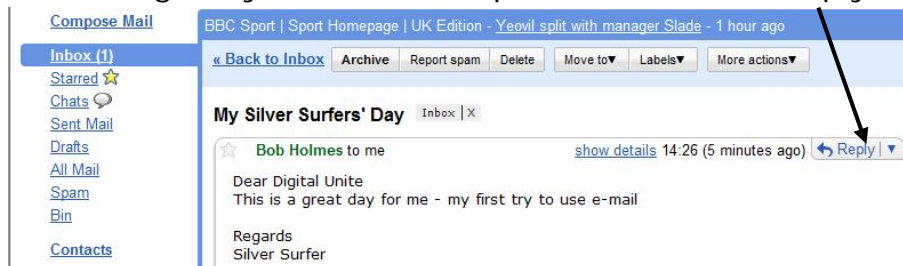
What's it all about?

You now have an email address and have sent your first message but what else can you do? This guide will take you through the other features of your Google Mail account.

Try this

Reply to a Message

Click on a message in your Inbox to open it. Now click Reply

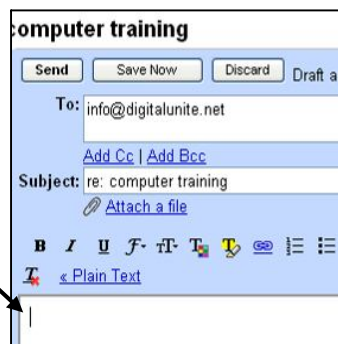


Reply creates a new message, addressed to the person who sent the original message.

The insertion point is in the message box, ready for you to type your message.

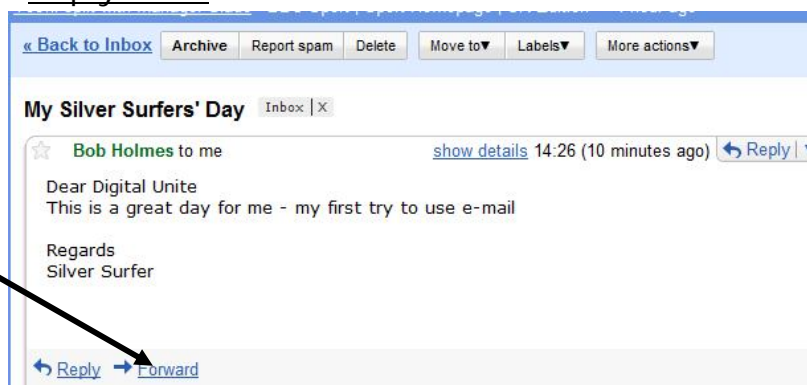
When you have finished typing your message, click Send.

This will send a reply just to the person who sent you the message.

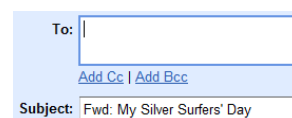


However, if they sent to other people as well, you can choose to reply to everyone by clicking the Reply to all.

You can also pass a message on to someone else by clicking Forward.



This will open the message in a new window ready for you to type in the email address of the person you wish to forward it to.



Contacts

People you send or reply to will be added automatically to your list of Contacts.

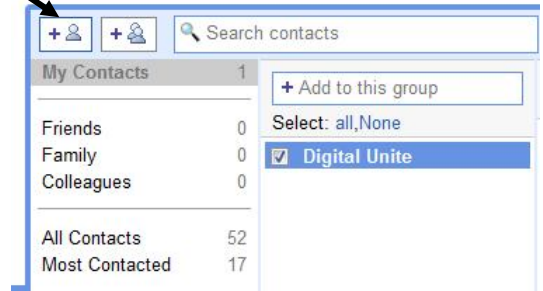
To see all your Contacts click Contacts on the menu at the left of the page.

To add a new Contact, click Create Contact.

A form will be displayed.

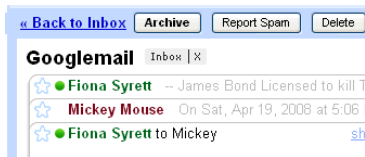
Type the person's name and e-mail address, plus whatever other information you want, and upload a picture if you like.

Click Save.

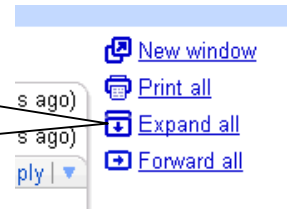


Organising Messages

Google Mail automatically groups related messages into 'conversations'. When you open a message, all related messages are stacked neatly at the top, like a pack of cards. You can click on any of these to read previous messages in the same conversation. This is called Conversation view.



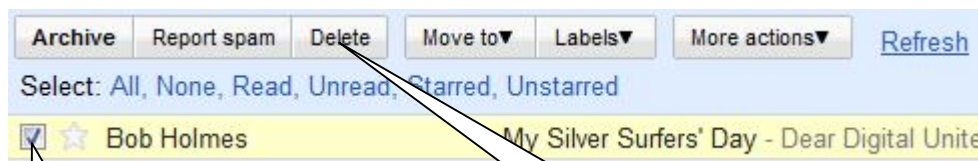
To read all the messages in a Conversation, click Expand all.



When you have finished reading them, click Collapse all to stack them again.

Deleting Messages

To delete a message or a conversation, check the box to the left of it and click the Delete Button.



Check box

Delete button