

E-mail

"Now I don't need to hunt for a stamp."

Sign in to Gmail.

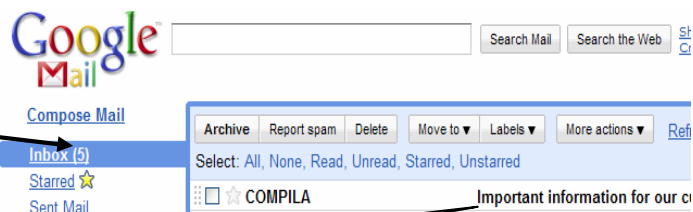
To sign into your e-mail account, go to www.google.co.uk and click [Mail](#).

Type in your Email address and Password

It is important to make sure that this box is not ticked if you are using a shared computer.



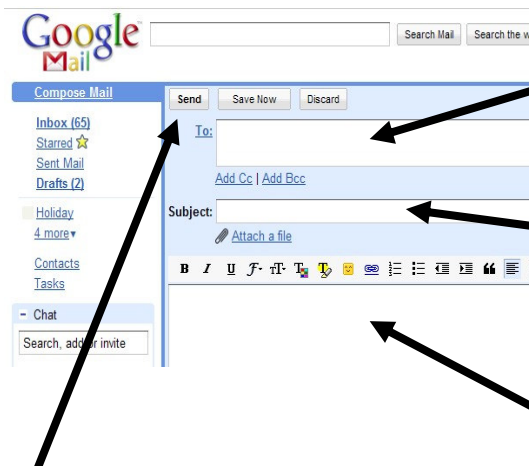
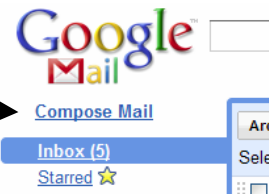
All messages that you receive go into the Inbox. The number of new unread messages is indicated here



Click here to read the message.

Type and send a message

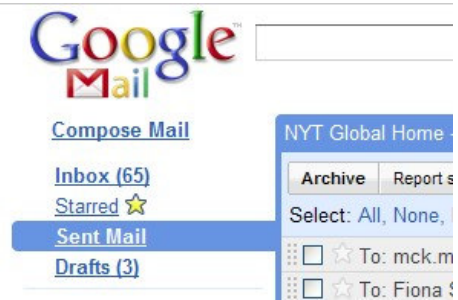
To type a message, click Compose Mail



1. Type the e-mail address of the person who the message is for in the To: box.
2. Press the **Tab** key.
3. Type the **subject** or title of your message in the Subject: box. It's important to put a subject in.
4. Press **Tab**.
5. Type your message here. You can type as much as you want.

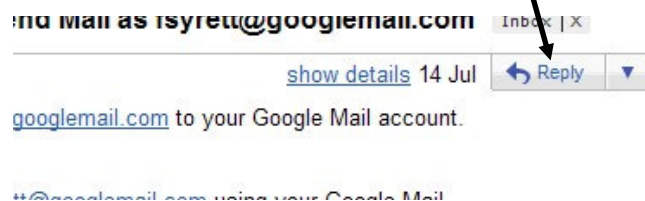
To send your message, click Send

To see messages you have sent, click Sent Mail.



Reply to a Message

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

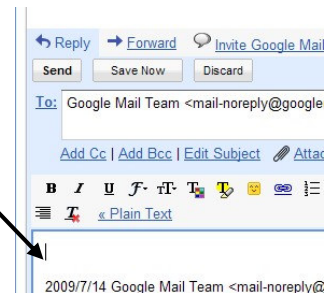


Reply creates a new message, addressed to the person who sent the original message.

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

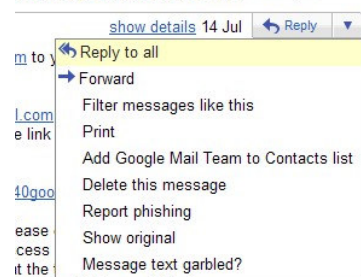
When you have finished typing your message, click Send.

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 arrow next to Reply and clicking 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.

