


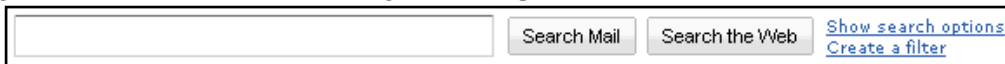
## Gmail Tutorial

1. Once you have logged into the Google Mail system, you will see a variety of options at the top of your screen:

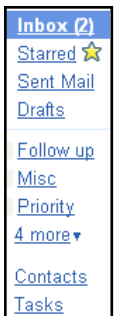
- On the left are links to the different Google Apps. Notice that Mail is not a link because you are currently in the Mail application. 
- On the right, you will see your [ittrainer@students.prairiestate.edu](mailto:ittrainer@students.prairiestate.edu) | [Settings](#) | [Help](#) | [Sign out](#)  
Prairie State email address in bold. The next link is for settings within the mail program. (Go to the Settings section on page 3 below for information on the different settings available.) Clicking the Help link will open the Google Help screen in a new tab. You also have the option to sign out of Google Mail.

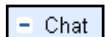
2. Under these options, there is a Google search bar. You can either search for words within your email or the web by clicking the individual buttons.

3. On



the left, you have a navigation pane that will take you to all of the different folders in your mailbox. You know that you are in the Inbox right now because it is highlighted in blue. All of the listed folders are links; if you want to enter a specific folder, simply click on the link. The number in parenthesis after each folder signifies the number of new messages within that specific folder.



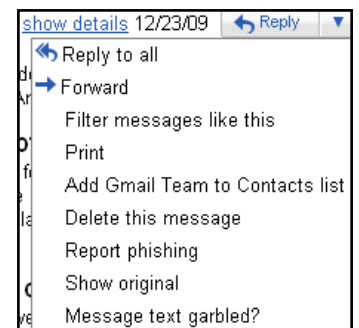
4. Below the navigation pane, you see the Google Chat window. Click the  – in front of Chat to minimize this window.

5. Also notice that you have two new messages in your inbox. You know that they have not been read yet because they are in **bold** letters. Notice that each email lists who the email is from (Gmail Team), the subject (Get started with Gmail...), the start of the message (Gmail is...), and the date that it was sent (12/23/09). To read the entire email, click anywhere on the line that lists this information.

<b>Gmail Team</b>	<b>Get started with Gmail - Gmail is</b>	<b>12/23/09</b>
<b>Gmail Team</b>	<b>Access Gmail on your mobile ph</b>	<b>12/23/09</b>

6. This allows you to read the entire message. At the top of the message, you also have the ability to:

- Show/Hide Details** of the message.
- Reply** to the message.
- Drop Down Options** such as Reply to All, Forward, Filter, Print, etc.



7. At the bottom of the message you have more options:

- Reply** to the message.
- Forward** the message.

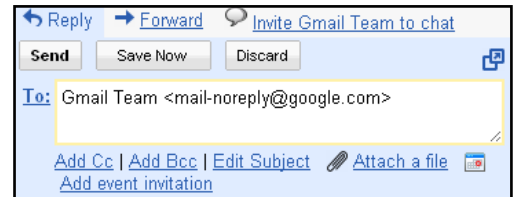


### c. Invite the Gmail Team to chat.

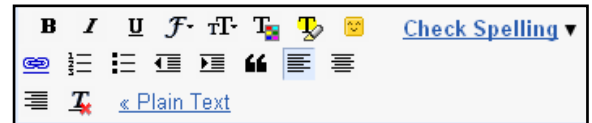
#### Reply

8. To reply to a message, you must have the message open. Click Reply at the top or bottom of the message. You will now see this window extend.

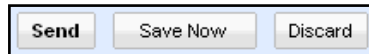
9. You know that you are in the Reply window because the tab is highlighted in blue. Notice that it automatically fills in the To: field for us. That is because you are replying to the person who sent you the email. If you want more people to receive your reply, you can either type their address in the To: field, or click Add Cc or Add Bcc. You also have the ability to edit the subject, attach a file to your reply, or add an event invitation.



10. To reply, simply place your cursor in the text box above the text that is already there. Simply type your reply. You also have the option of editing the text with tools on the bar directly above this text box, and you can to check the spelling of your text.



11. When you are done compiling your reply, you have three options at the bottom of the message:

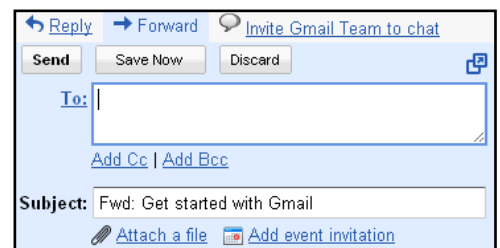


- Send**
- Save Now** to save the message to send later.
- Discard** the message if you decide not to send it.

12. Once the message is sent, saved or discarded, you are taken back to the email inbox. Now view this message again (or any other message) by clicking anywhere on the line where the message is listed. Now click on the Forward tab.


#### Forward

13. You know you are in the Forward window because the tab is highlighted. Notice how similar this window looks to the Reply window. This time, you will have to type in the address(es) of who you would like to forward the message to. You can also Add CC and/or Add Bcc. We can edit the subject by simply clicking in the text box. You can again attach a file to our message and/or add an event invitation.



14. Sending a forwarded message is exactly like you would send a reply message. If you want to add text to the message, click in the text box and start typing. Again, you can edit the text and check your spelling. At the bottom of the message you have the same three choices (Send, Save Now, and Discard) as you did when you replied to the message.

## Settings

15. There are a multitude of settings that you can change within Gmail. Simply click on Settings in the upper right corner of the screen. 
16. Within the Settings feature, there are seven tabs, which serve to organize the many different settings that are available.



- a. General:
- i. **Language.** You can change the language that displays your mail.
  - ii. **Maximum page size.** You can change the number of conversations you see per page to 25, 50, or 100.
  - iii. **Keyboard shortcuts.** You can turn keyboard shortcuts on or off.
  - iv. **External Content.** You can choose whether or not to automatically show images within emails.
  - v. **My picture.** You can set a picture to display when you send someone an email.
  - vi. **Contacts' pictures.** You can choose to show your contacts' pictures, or pictures you've selected for them.
  - vii. **Signature.** You can create a signature to be placed on all outgoing emails.
  - viii. **Personal level indicators.** You can choose to show indicators to help you better sort your inbox.
  - ix. **Snippets.** You can choose to show only the subject, or snippets of the message.
  - x. **Vacation responder.** You can have an automatic message sent to people who email you while you are on vacation.
  - xi. **Outgoing message encoding.** It is best to leave this setting as is.
- b. Account:
- i. **Send mail as.** If you have more than one email account, you can set Gmail to send from your other accounts. You will create the email and send it from Gmail, but it will show that it came from another account.
  - ii. **Get mail from other accounts.** If you have other email accounts, you can have the mail come straight into your Gmail account. Visit the Forwarding and Fetching Tutorial ([link](#)) for more information.
  - iii. **Change Password.** Click the link to change your password. Visit the Change Password tutorial ([link](#)) for more information.
- c. Labels:
- i. Within this tab, you can create new labels, or you can edit the labels that you have already created.
- d. Filters:
- i. You can create filters to determine what to do with a message when it arrives. You first set specific criteria for the messages, then you can set what you want to do with these messages. For example, you can have any messages from John Smith go straight to Trash.
- e. Forwarding and POP/IMAP:
- i. Visit the Forwarding and Fetching Tutorial for more information.

