To send an email:
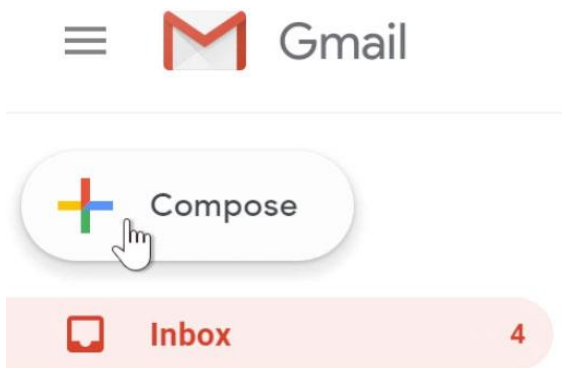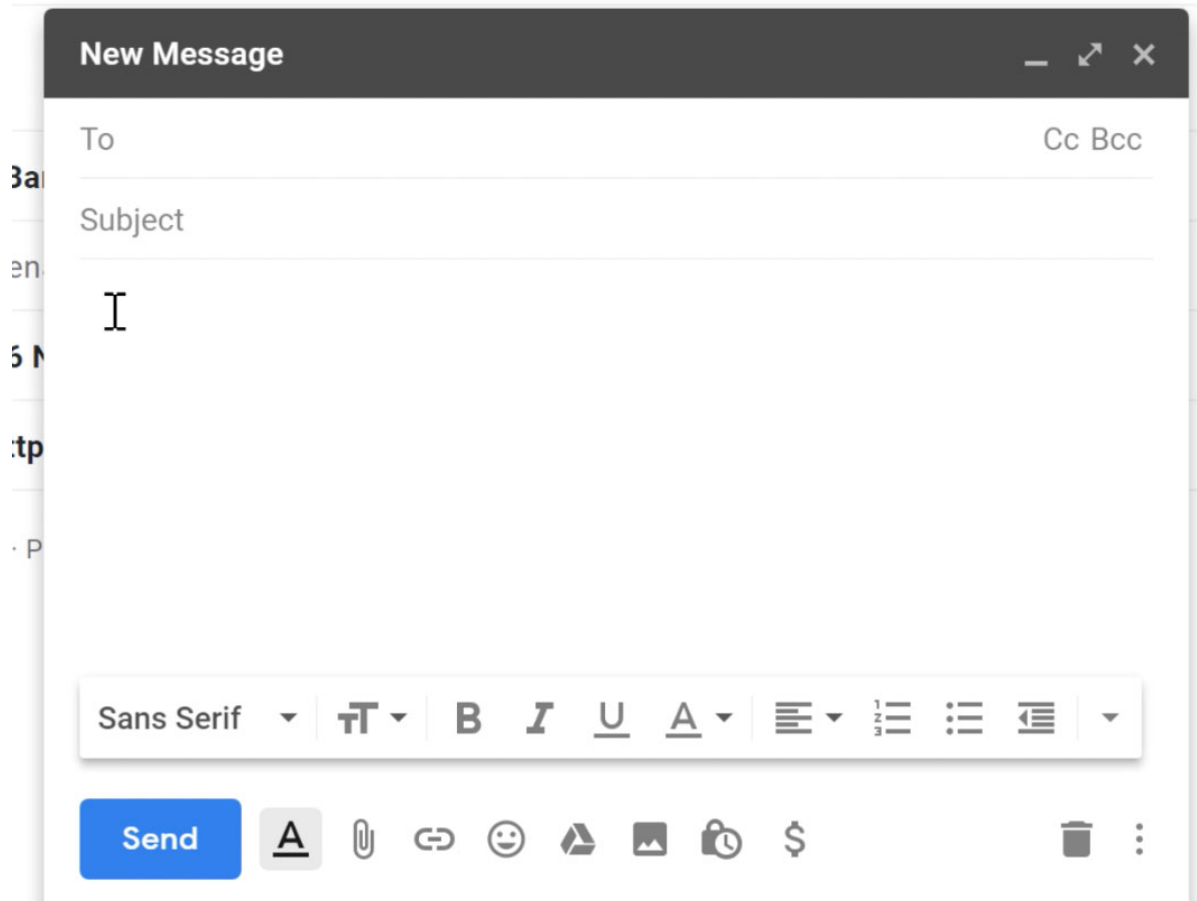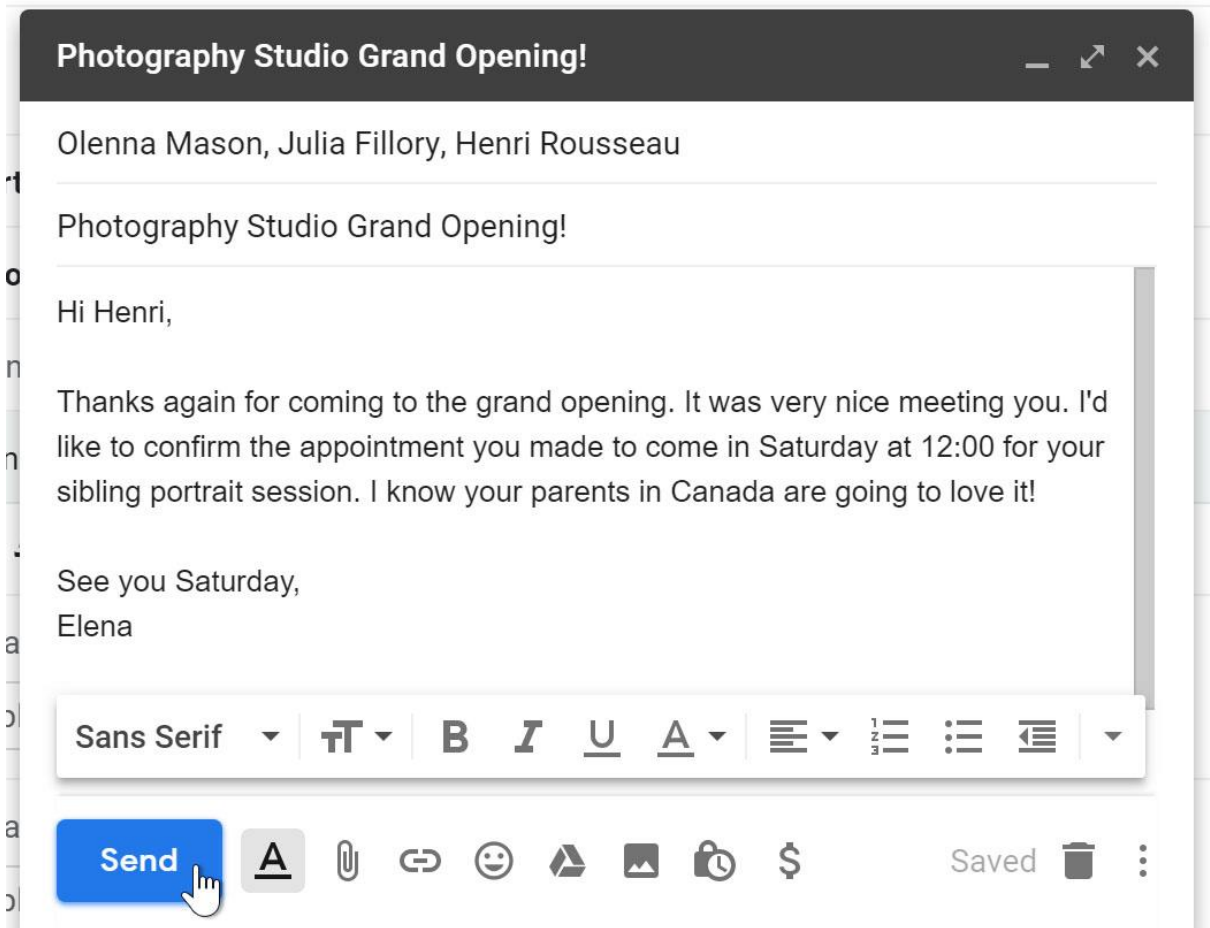
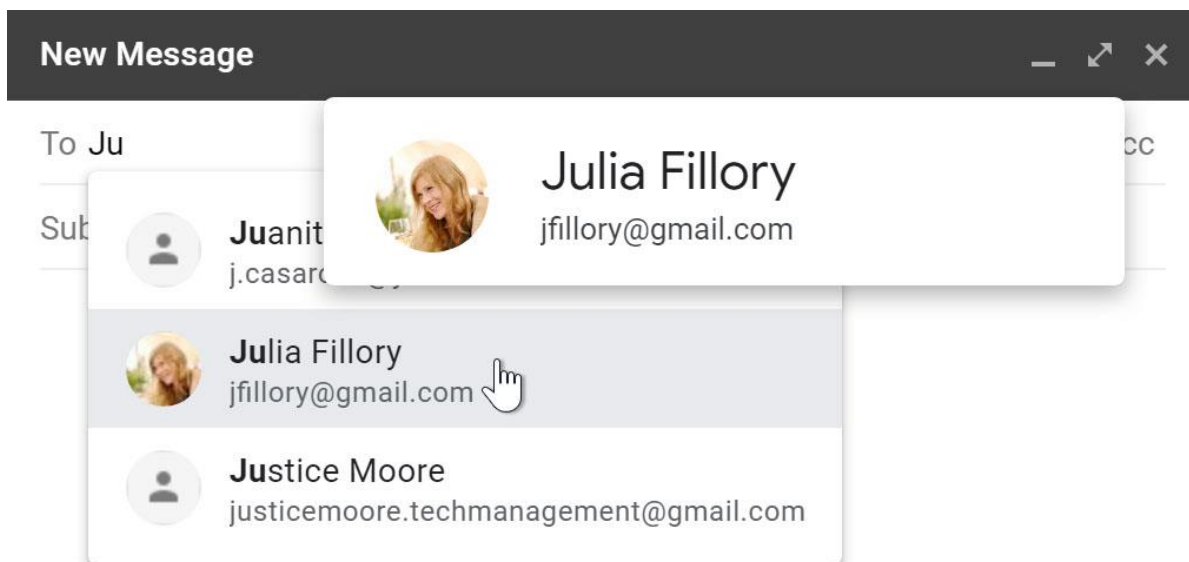1. In the **left menu pane**, click the **Compose** button.

2. The **compose window** will appear in the lower-right corner of the page.

3. You'll need to add one or more **recipients** to the **To: field**. You can do this by typing one or more **email addresses**, separated by commas.

4. Type a **subject** for the message.

5. In the **body** field, type your message. When you're done, click **Send**.

Photography Studio Grand Opening!

Olenna Mason, Julia Fillory, Henri Rousseau

Photography Studio Grand Opening!

Hi Henri,

Thanks again for coming to the grand opening. It was very nice meeting you. I'd like to confirm the appointment you made to come in Saturday at 12:00 for your sibling portrait session. I know your parents in Canada are going to love it!

See you Saturday,
Elena

Sans Serif   T   **B**   *I*   U   A

Send   Saved

If the person you are emailing is already one of your contacts, you can start typing that person's **first name**, **last name**, or **email address**, and Gmail will display the contact below the **To: field**. You can then press the **Enter** key to add the person to the **To: field**.

New Message

To Ju

Sub

Juanit
j.casar

Julia Fillory
jfillory@gmail.com

Julia Fillory
jfillory@gmail.com

**Ju**stice Moore
justicemoore.techmanagement@gmail.com

Adding attachments

An **attachment** is simply a **file** (like an image or document) that is sent along with your email. For example, if you are applying for a job, you might send your **resume** as an attachment, with the body of the email being the **cover letter**. It's a good idea to include a **message** in the body of your email explaining what the attachment is, especially if the recipient isn't expecting an attachment.

Remember to attach your file **before** you click **Send**. Forgetting to attach a file is a surprisingly common mistake.
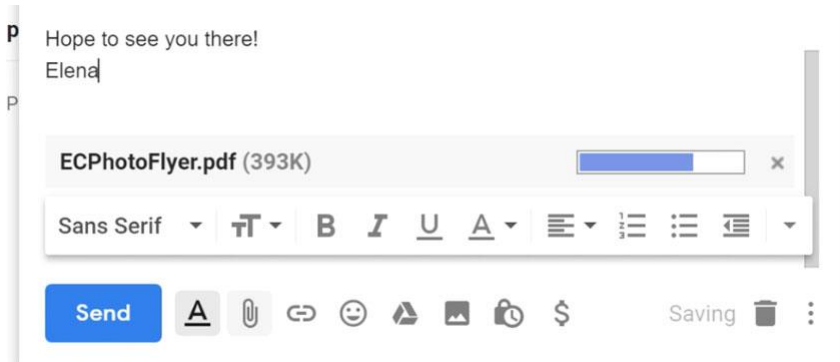
To add an attachment:

1. While composing an email, click the **paper clip icon** at the bottom of the compose window.
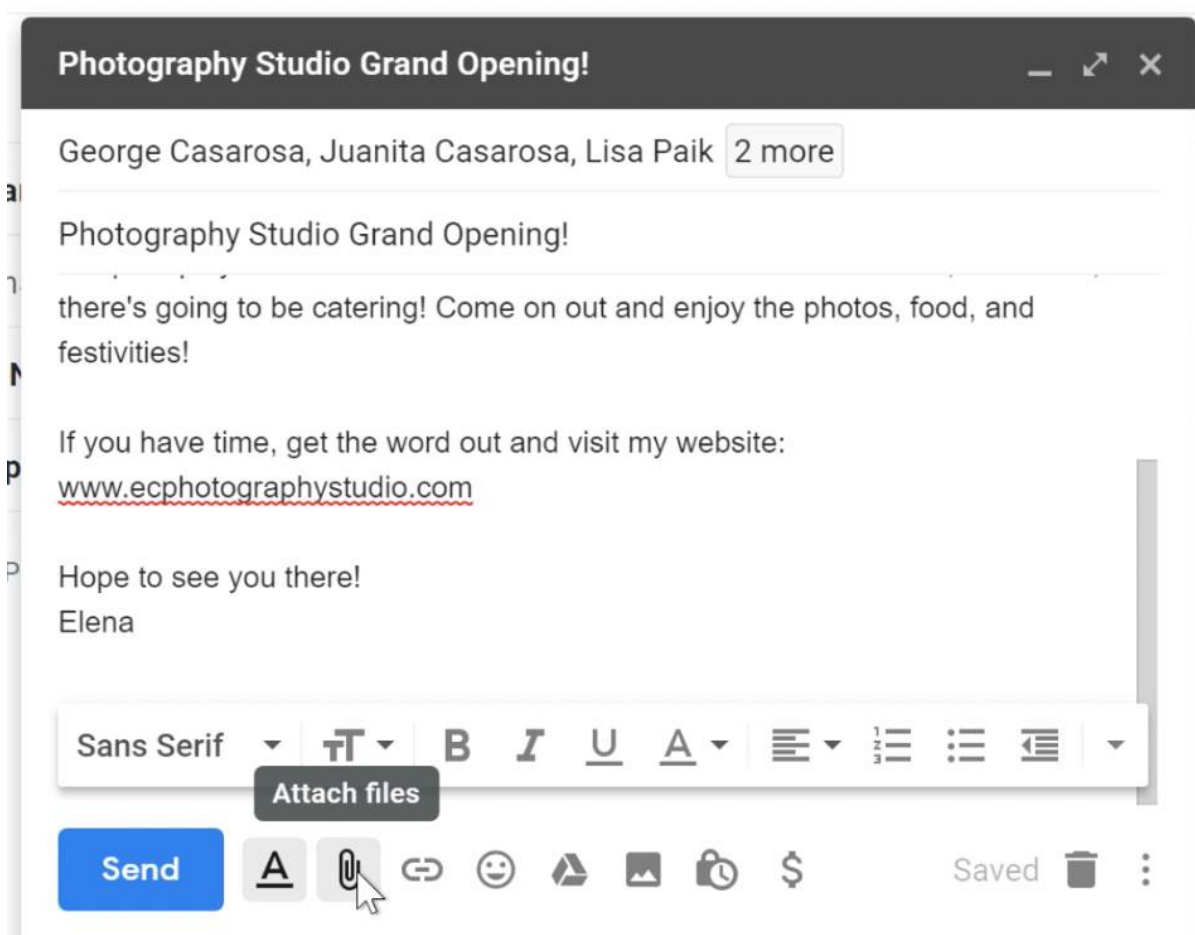
2. A **file upload dialog box** will appear. Choose the file you want to attach, then click **Open**. (Note: on your mobile phone this will look different, but still Tap on the file/photo you want to attach and follow the prompts to attach to email).
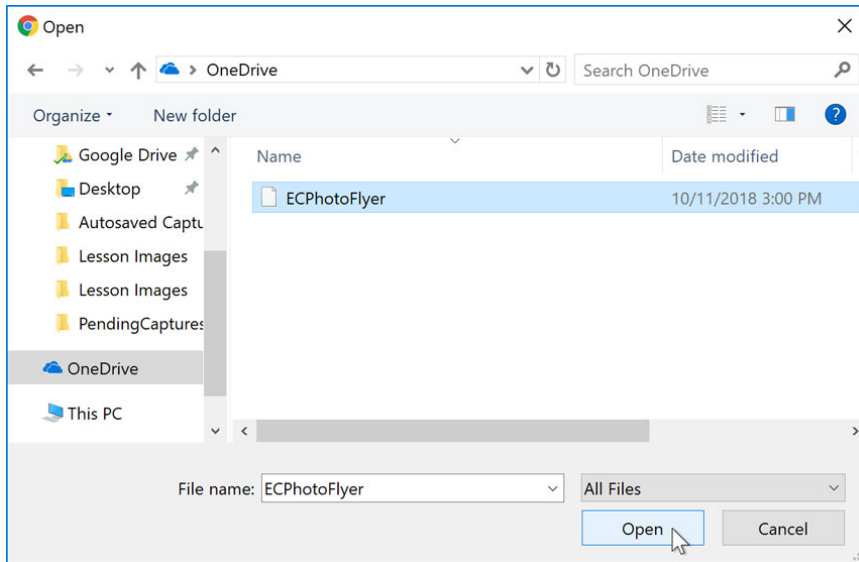
3. The attachment will begin to upload. Most attachments will upload within a few seconds, but larger ones can take longer.


4. When you're ready to send your email, click **Send**.

You can click **Send** before the attachment finishes uploading. It will continue to upload, and Gmail will automatically send the email once it's done.
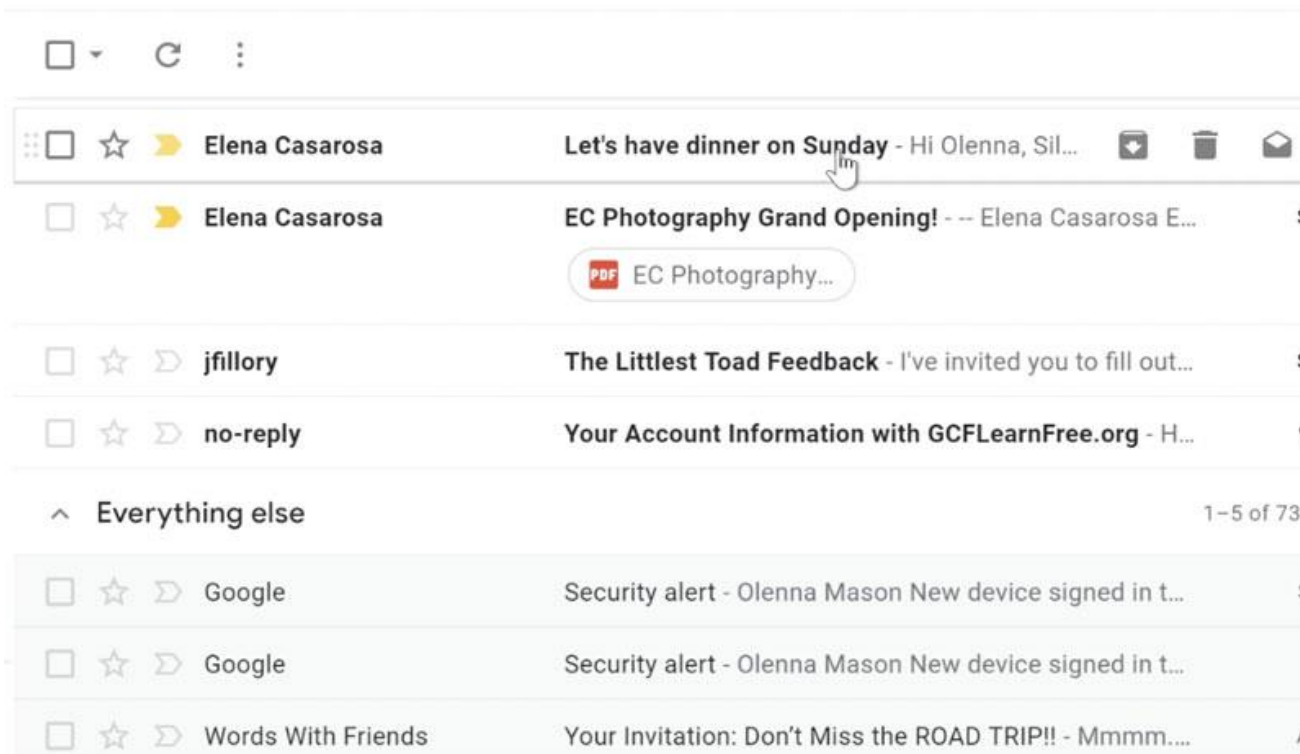
Email formatting

Gmail allows you to add various types of **formatting** to your text.

Click the **formatting button** at the bottom of the compose window to see different formatting options.
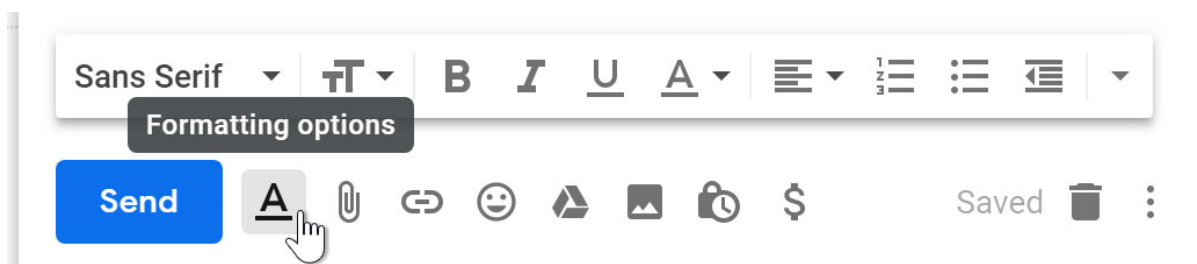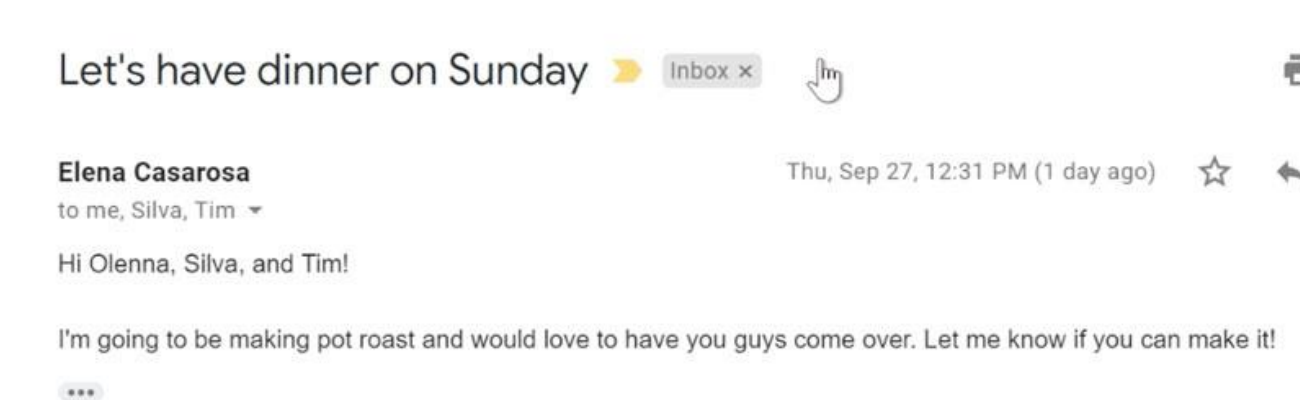
To read an email:

1. From your **inbox**, click the email you want to read.

2. The email will open in the same window.

Reading options

In addition to reading the email, you have several reading options.

*   You can click **show details** to see the email addresses of
    the **sender** and any other **recipients**, as well as the **date** the email
    was sent.

- You can click the **Star** next to the name of the sender to remind yourself to read the email later.

- You can also click the **More** button and select **Add star** from the drop-down menu.
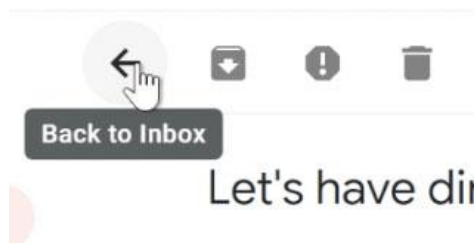
- You can **Reply**, **Reply to all**, or **Forward** the email to someone else.
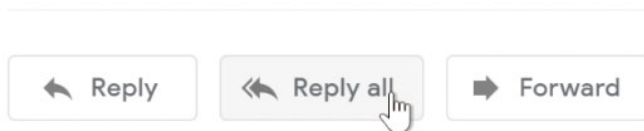
- You can click **Newer** or **Older** on the right side of the window to view the next email (or previous one).
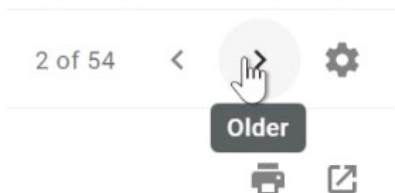
- You can go **Back to Inbox**.

Opening attachments

Sometimes you'll receive emails that contain **attachments**. Generally, you will need to **download** an attachment to view it. However, many common file types, like **Word documents** and **images**, can be viewed within a browser window. If the attachment is an image, you'll also see a smaller copy of the image—called a **thumbnail**—inside the body of the email. You can tell which emails contain attachments because they will have a **paper clip** icon to the right of the **subject**.

To open an attachment:

1. Open the **email message** that contains the attachment.
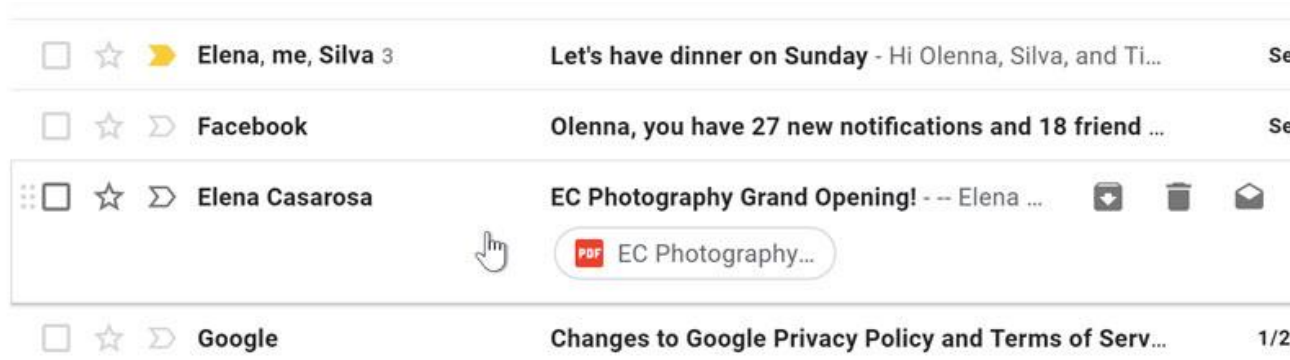
2. Click the **Download icon** to save the attachment to your computer. If your computer asks whether you want to **Open** or **Save** it, choose **Save**. You can then locate the file on your computer and double-click it to open it.
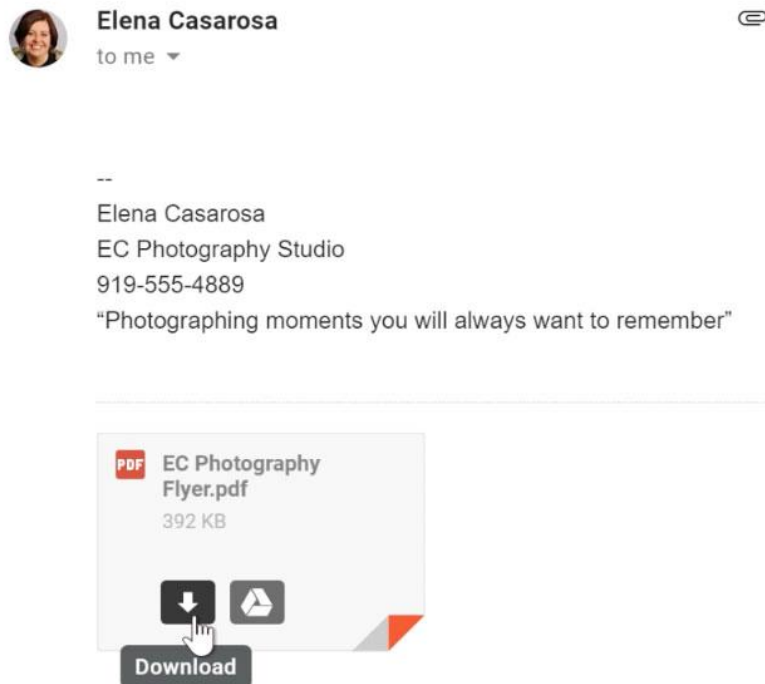
You should generally only open an attachment if it's from a trusted source. Some attachments can contain **viruses**, especially **.exe** files. If you don't recognize the sender—or if you don't know why someone is sending you the attachment—it's safest not to open it. For more information, read our lesson on **avoiding spam and phishing** from our **Internet Safety** tutorial.

Replying to emails

Most of the time, you will be **replying** to an email someone else sends you instead of composing a new message. When you **reply**, the recipient's email address will automatically appear in the **To:** field, so you won't need to worry about choosing the recipient.

Sometimes you'll receive emails where you're not the only recipient, and you'll need to decide whether you want to **reply just to the person who sent the message** or **reply to all** (the sender and all recipients). For example, if you're collaborating with a group of people via email, you'll probably want to use the **Reply to all** option so everyone gets the message. However, if you want to send a more private message to the sender, you'll need to select the **Reply** option so the message stays between the two of you.

To reply to an email message:

1. While viewing the message, click **Reply** at the bottom of the message. If the message was sent to multiple recipients, you will also have the option to **Reply to all**. You can also click the **Reply arrow** to respond to the message.
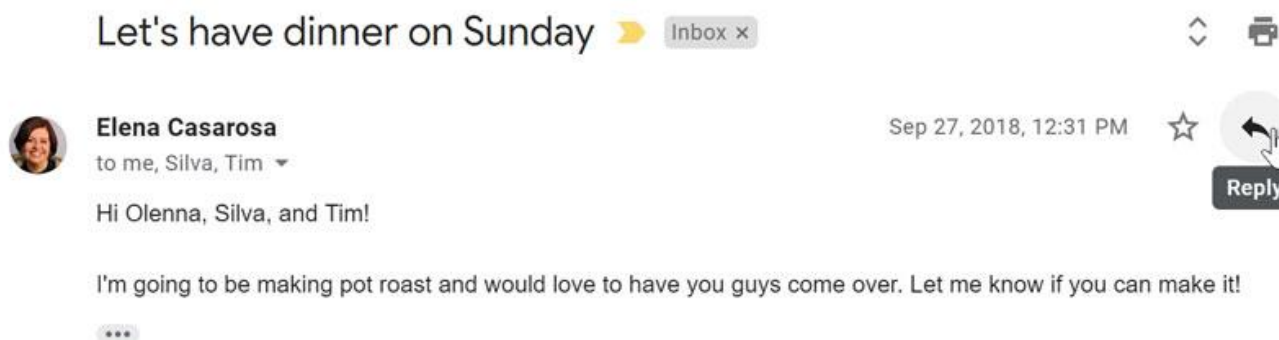
2. You may want to double-check the **To:** and **Cc:** fields to make sure you're sending your message to the correct people. If you are **replying to all recipients**, the additional recipients will appear in the **Cc:** field.

3. Type your message in the **Body** field, then click **Send**.

To see the text of the original email while you're replying, click the gray button in the lower-left corner of the window, right above the **Send** button.


Forwarding emails

You can also choose to **forward** an email. This basically works the same as **replying**, but it's used to send the email to someone who wasn't one of the original recipients. Just like a reply, the original message will appear as a **quote**. It's usually a good idea to include a brief message of your own to explain why you're forwarding the email.

To forward an email message:

1. While viewing the message, click **Forward** at the bottom of the message. You can also select **Forward** from the More drop-down menu next to the Reply arrow.
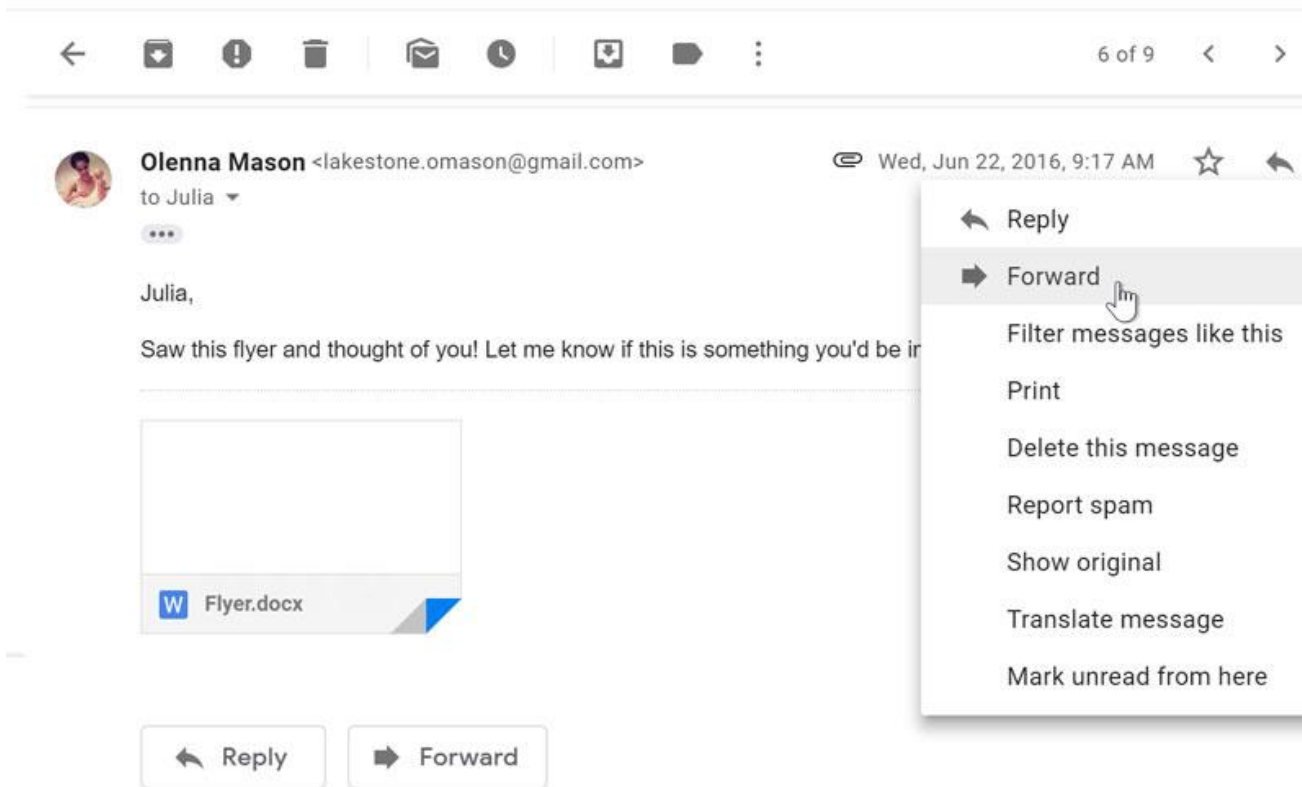
2. Type the recipient's email address in the **To: field**, or click **To** to choose a recipient from your contacts. If the person is in your contacts, you can start typing his or her name and that contact's email address should appear.
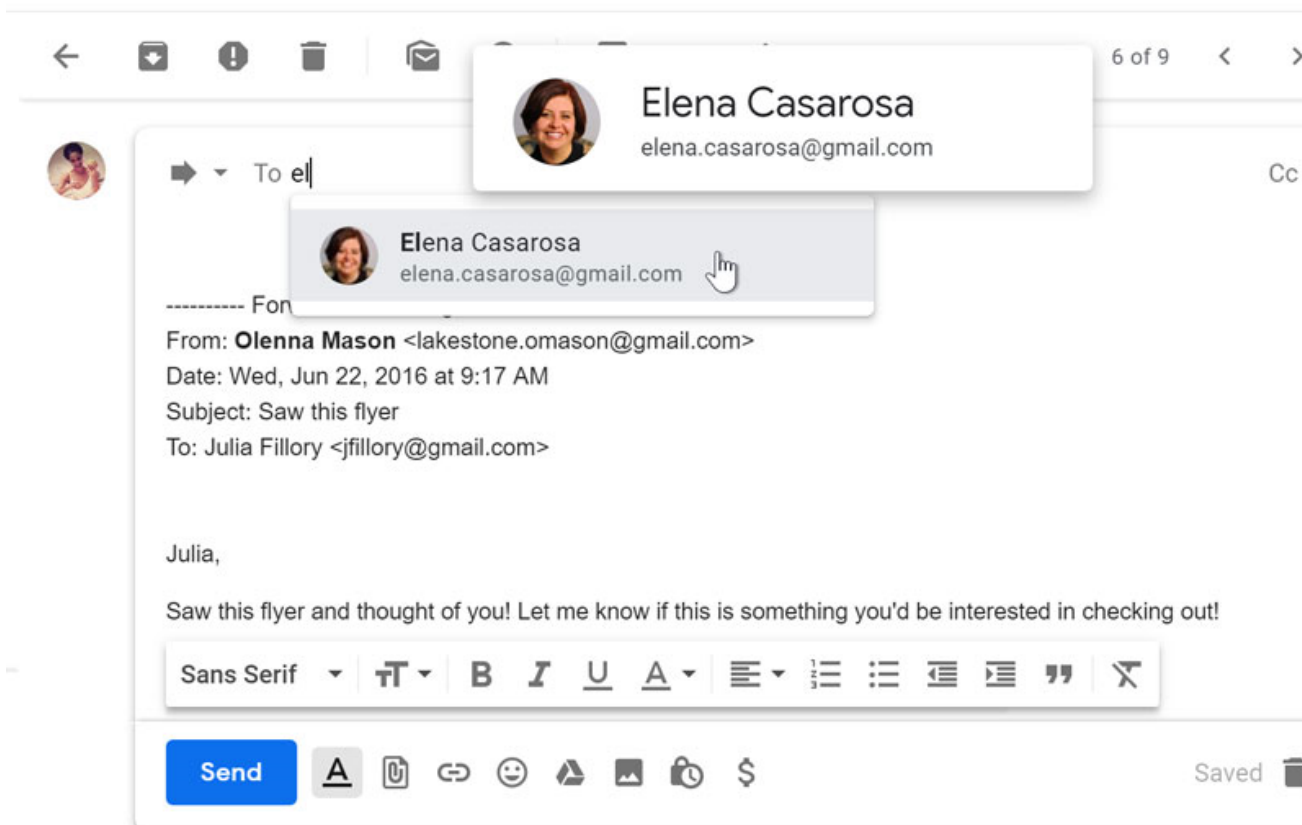
3. Type your message in the **Body** field, then click **Send**.
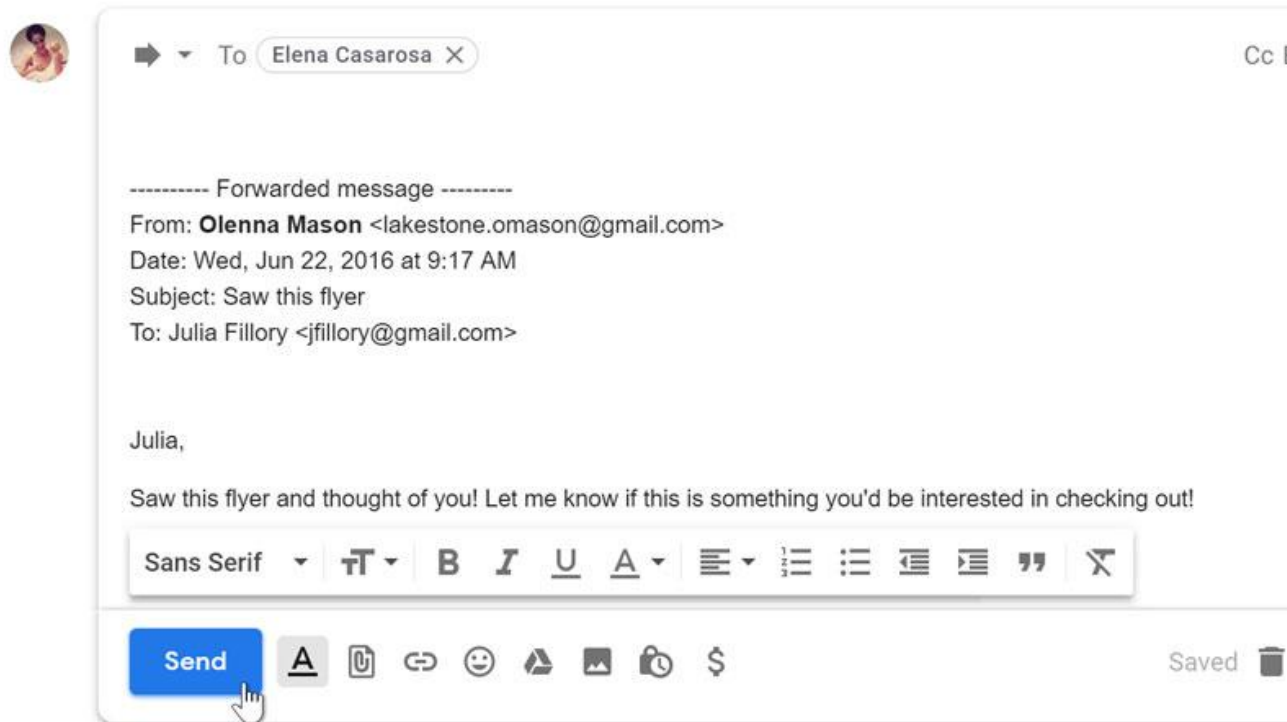
Deleting unwanted messages

No matter how many emails you receive, you'll probably never run out of space. Gmail gives you enough space to hold countless emails and their attachments. However, it's a good idea to delete messages you don't want to make it easier to find the ones you do want.
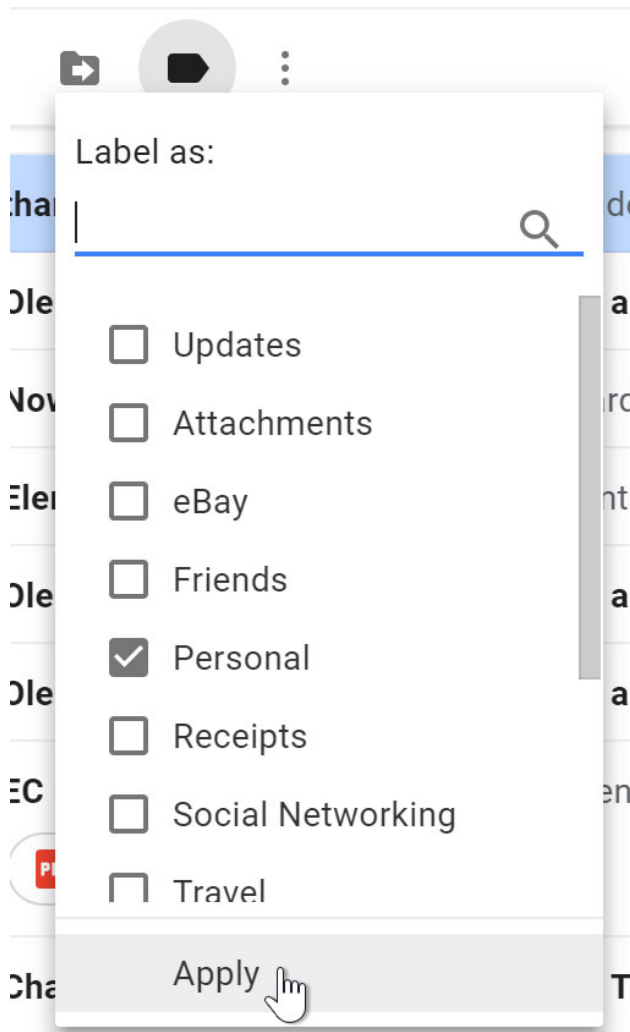
To delete a message:

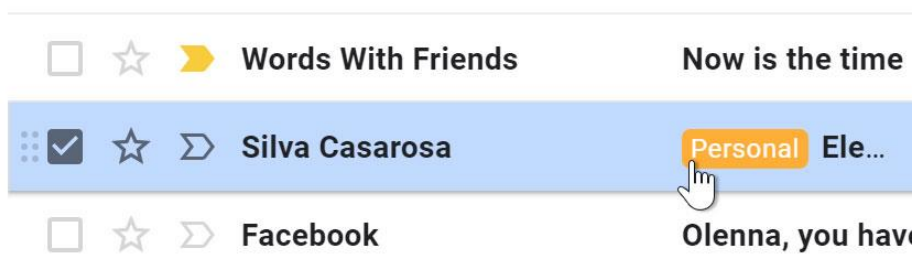While viewing the message, click the **Delete** button.
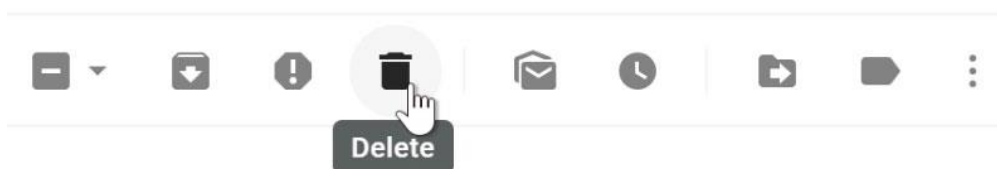
To apply a label to a message:

1. While viewing the message, click the **Labels** button. A drop-down menu will appear with a list of labels.

2. Place a **check mark** next to all of the labels you want, then click **Apply**.
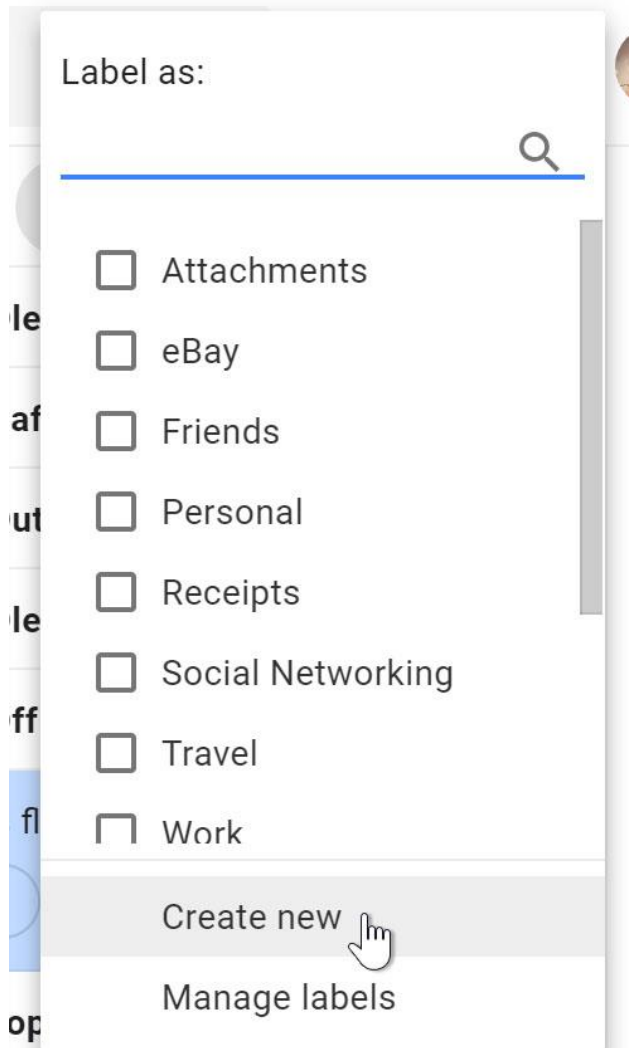
3. Now, when you view your **inbox**, you'll be able to see the label next to the message **subject**.


To create a new label:

1. While viewing the message, click the **Labels** button, then select **Create new**.

Label as:

🔍

☐ Attachments

☐ eBay

☐ Friends

☐ Personal

☐ Receipts

☐ Social Networking

☐ Travel

☐ Work

Create new

Manage labels

2. Type a new **label name**, then click **Create**. The new label will be applied to the message.

New Label

Please enter a new label name:

Friends

☐ Nest label under:

▾

Cancel   **Create**
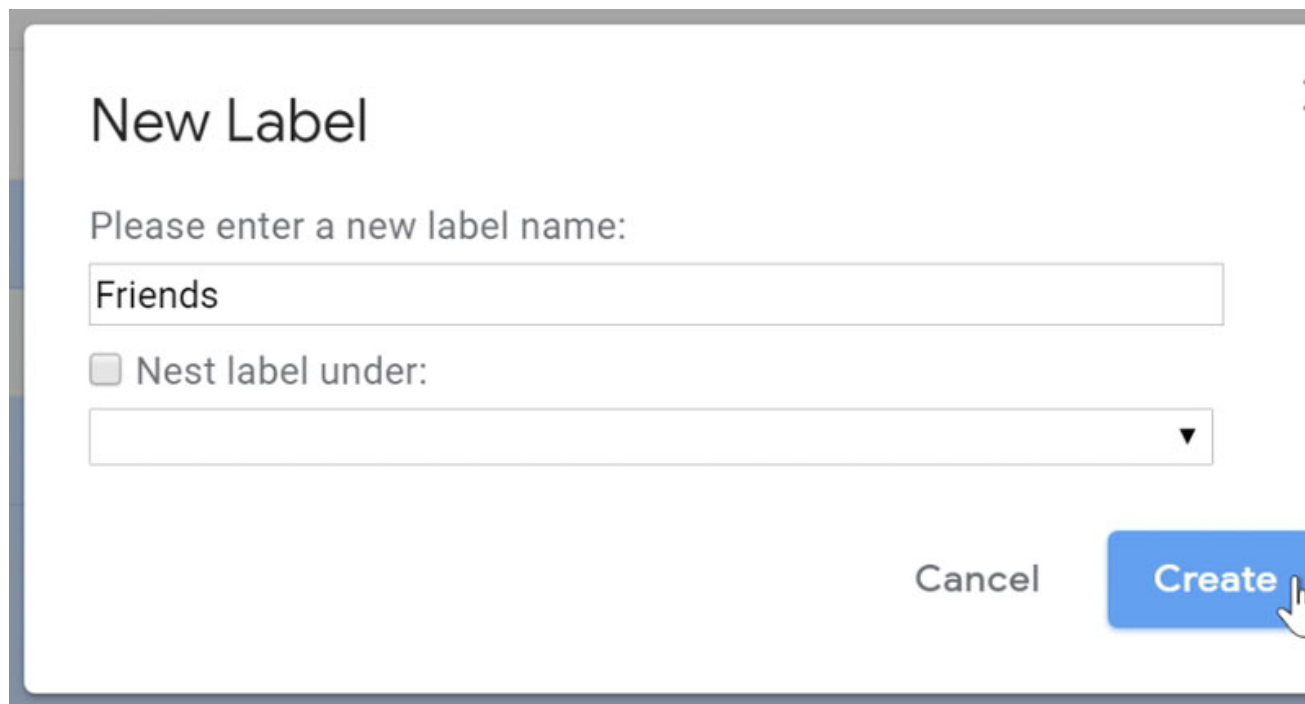
Viewing labeled messages

Once you've added labels to some of your messages, you can easily view all of the messages that contain a particular label. For example, you may want to view messages with the label **Travel** so you can see everything that pertains to an upcoming trip. Note: you can only make and manage labels on the browser Gmail (not on mobile).

To view labeled messages:

1. In the **left menu pane**, click the **name of the label** you want to view.
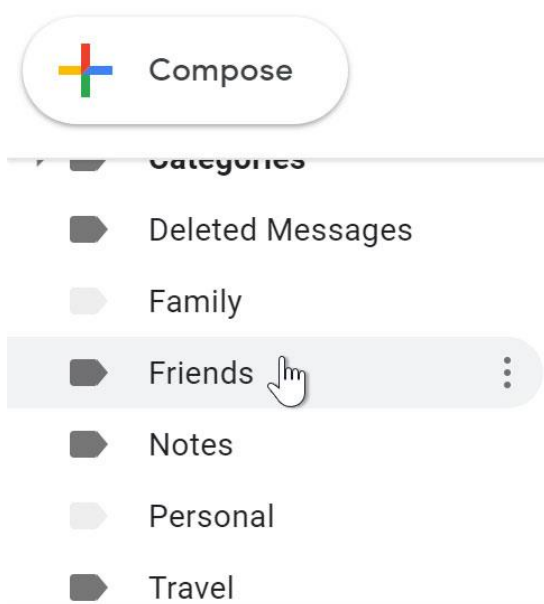
2. Gmail will now display only the messages containing the label you selected. The name of the label you chose will appear in the search bar.
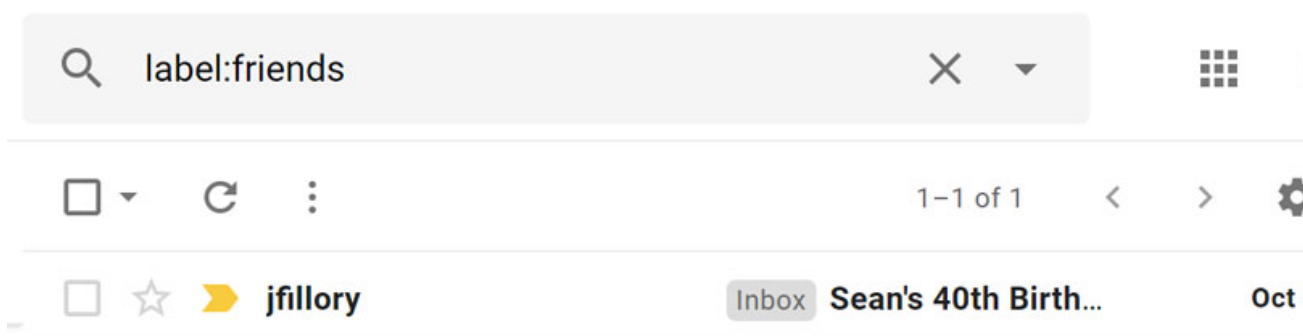
3. To view all of your messages again, click **Inbox** in the **left menu pane**.

Some labels may be **hidden**. If you don't see the label you want, click the **More** drop-down arrow to view the hidden labels. From here, you can also click **Manage labels** to control which ones are hidden.