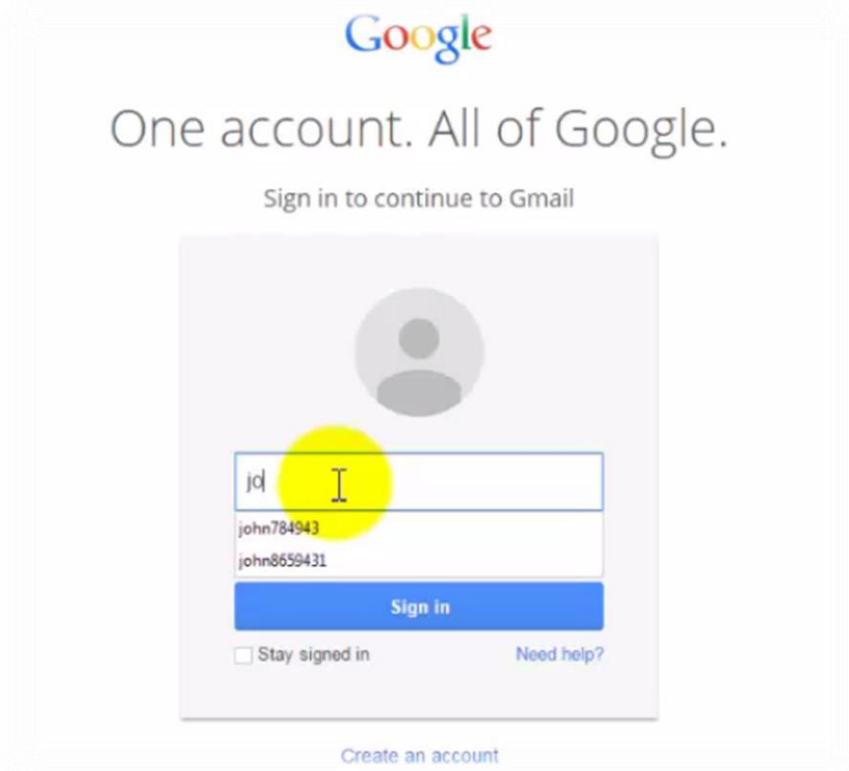
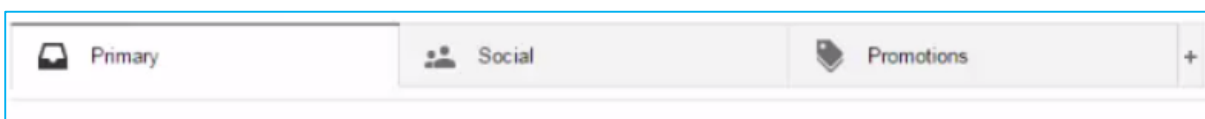


## Using Email Account with Gmail

1) When you go into Gmail website, type in you login details and press Sign in.



2) When you are inside you email account, you will see below box appearing. Primary window is where you main emails are located, Social is where socialised emails are located e.g. Facebook and Promotions category is where all promotions are located e.g. living social.



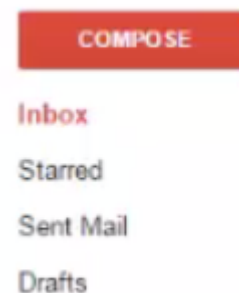
3) Compose – Allows to type email

Inbox – Where all the received emails are located

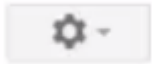
Starred –

Sent emails – Location for emails sent

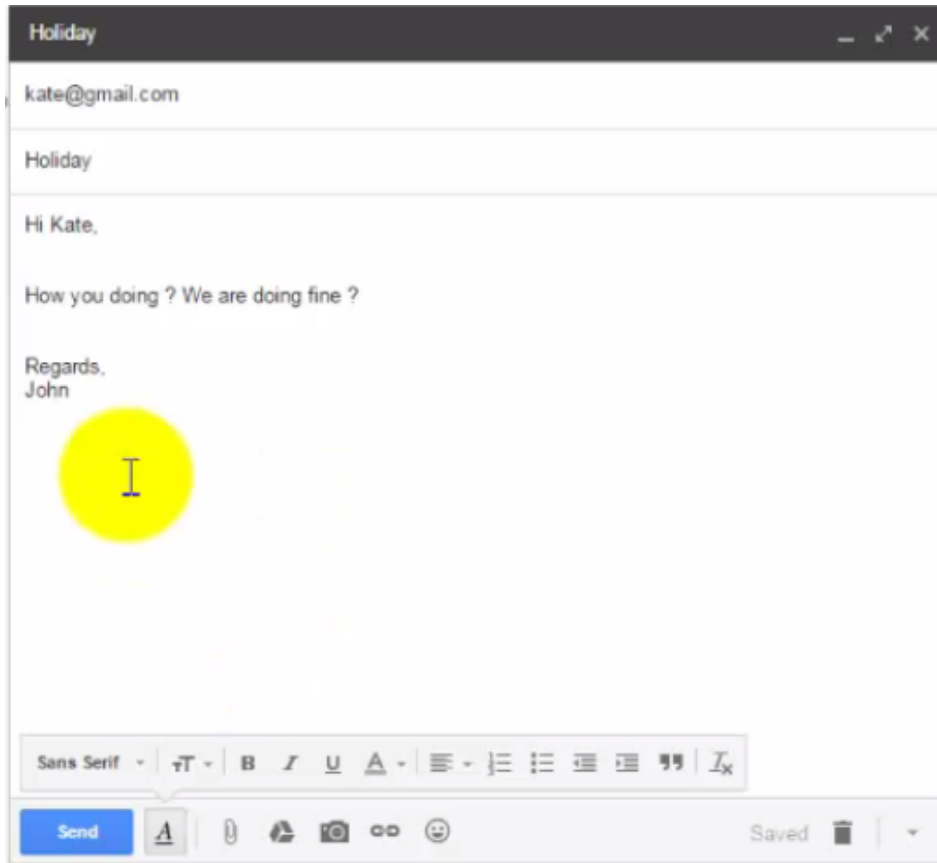
Drafts – Not completed emails



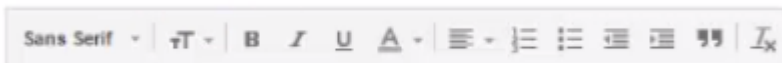
4) Setting button – Allows to change settings e.g. themes, privacy.



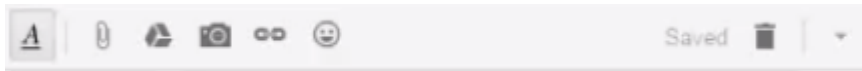
5) Below is the compose button used to type your email. A window below compose is the email window, where you type your emails.



6) Use below window for formatting you text (Highlight text before trying to make any changes)



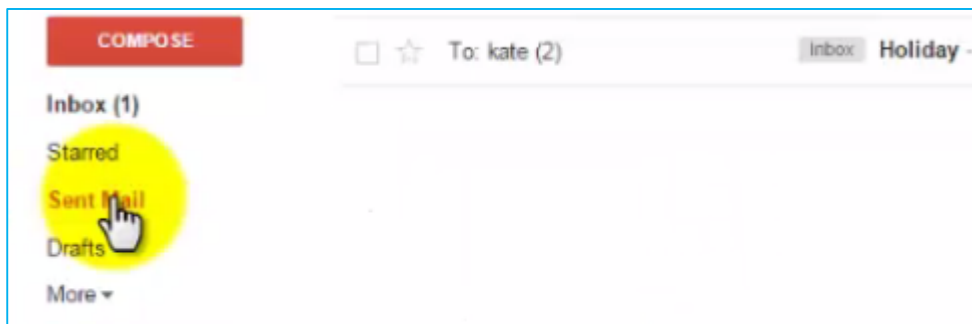
7) Use below window mainly for attaching photographs / files, also adding emotions



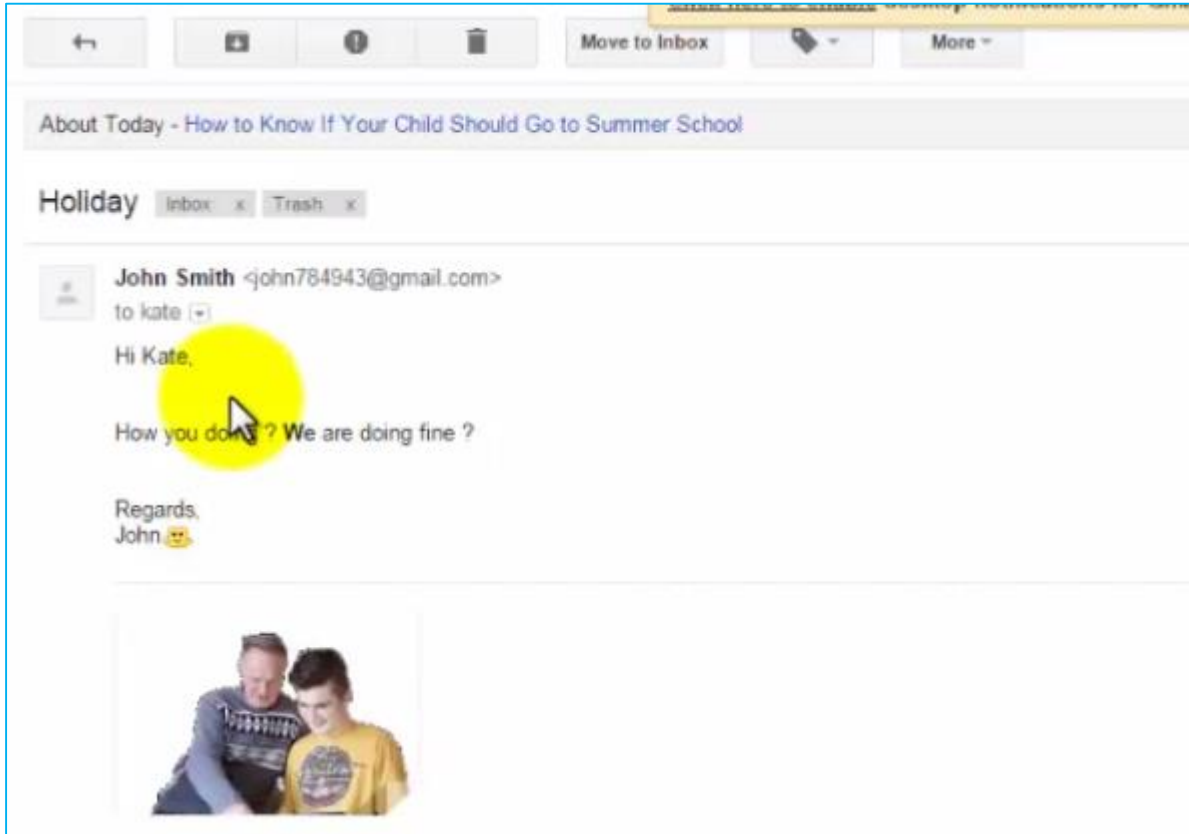
8) Use below button to send your email



9) Use below function to find your sent emails



10 ) Below is an example of sent email.



11) Use below example to reply or forward your emails (it is usually located under received email).

