

**Gmail**

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# Chapter 1. What is Gmail



With Gmail, your email is stored safely in the cloud. You can get to messages from any computer or device with a web browser. If your administrator allows, you can join or start a video meeting in Google Meet right from Gmail. Add Google Chat to your Gmail inbox and get all the features of Chat directly in Gmail. You can also quickly organize and find important email, as well as read and draft email without an internet connection.

## **What you need:**

10 minutes

Get Gmail: Web ([mail.google.com](mailto:mail.google.com)), Android, or iOS

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## **Related information**

<http://www.gmail.com>

<https://en.wikipedia.org/wiki/Gmail>

## Chapter 2. How to register in Gmail

Here you will learn how to register in Gmail.

You need to have an internet connection.

You need to have basic computer skills.

You will learn how to register in Gmail.

Now you will be able to send emails.

1. Open your browser.
2. Go to [www.google.com](http://www.google.com).
3. Click on "Gmail" on top right corner.
4. Click on create an account.
5. Enter your credentials.

You have successfully created an account in Gmail.

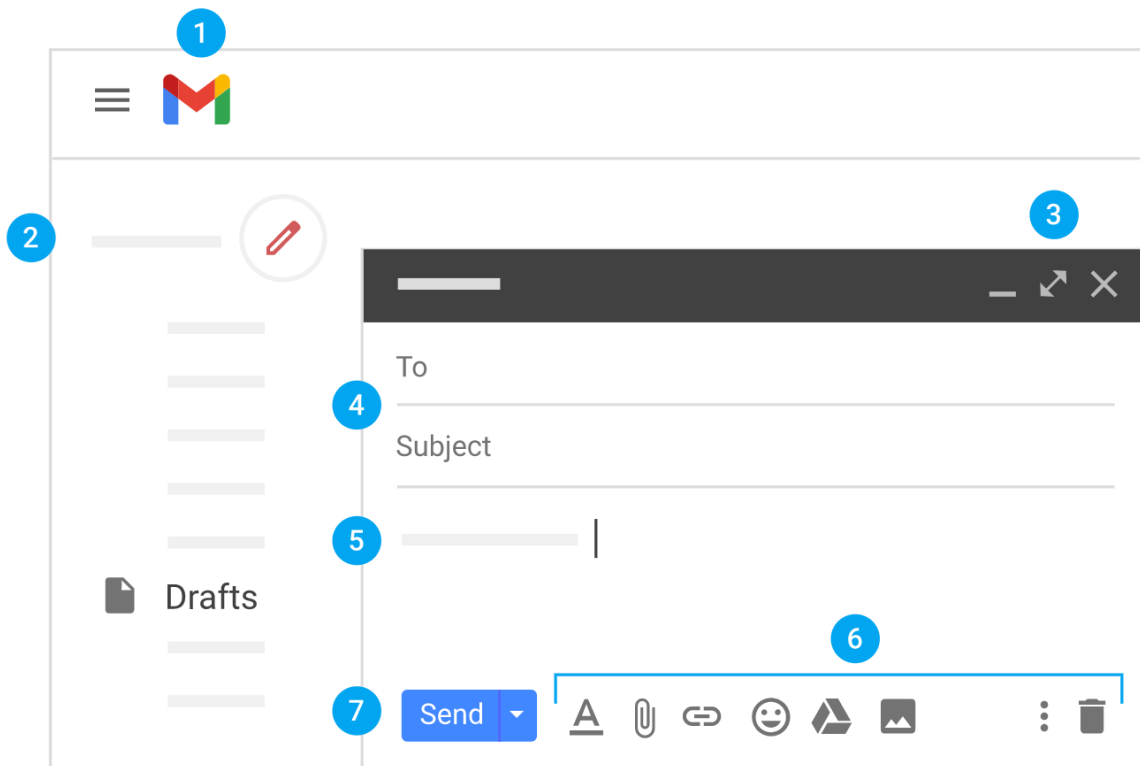
You can create an account in Gmail if you need to send emails to other people as it's one of the best email providers.

## Chapter 3. How to write an email

Here you will learn how to write an e-mail in Gmail.

You will have to own a Gmail account, know how to work with an internet browser.

You will learn how to create and send emails to the people you wish to communicate with.



1. Open Gmail
2. On the left, click on Compose
3. (Optional) To change your window size, in the upper corner, click Maximize "" or Exit full screen .
4. Enter your message. Email you start writing but don't send are automatically saved in Drafts on the left..
5. Optional) Add attachments, such as Drive files e using Drive or photos .
6. Click Send.

You have successfully written and sent the mail.

You can send emails to communicate with friends or colleagues.

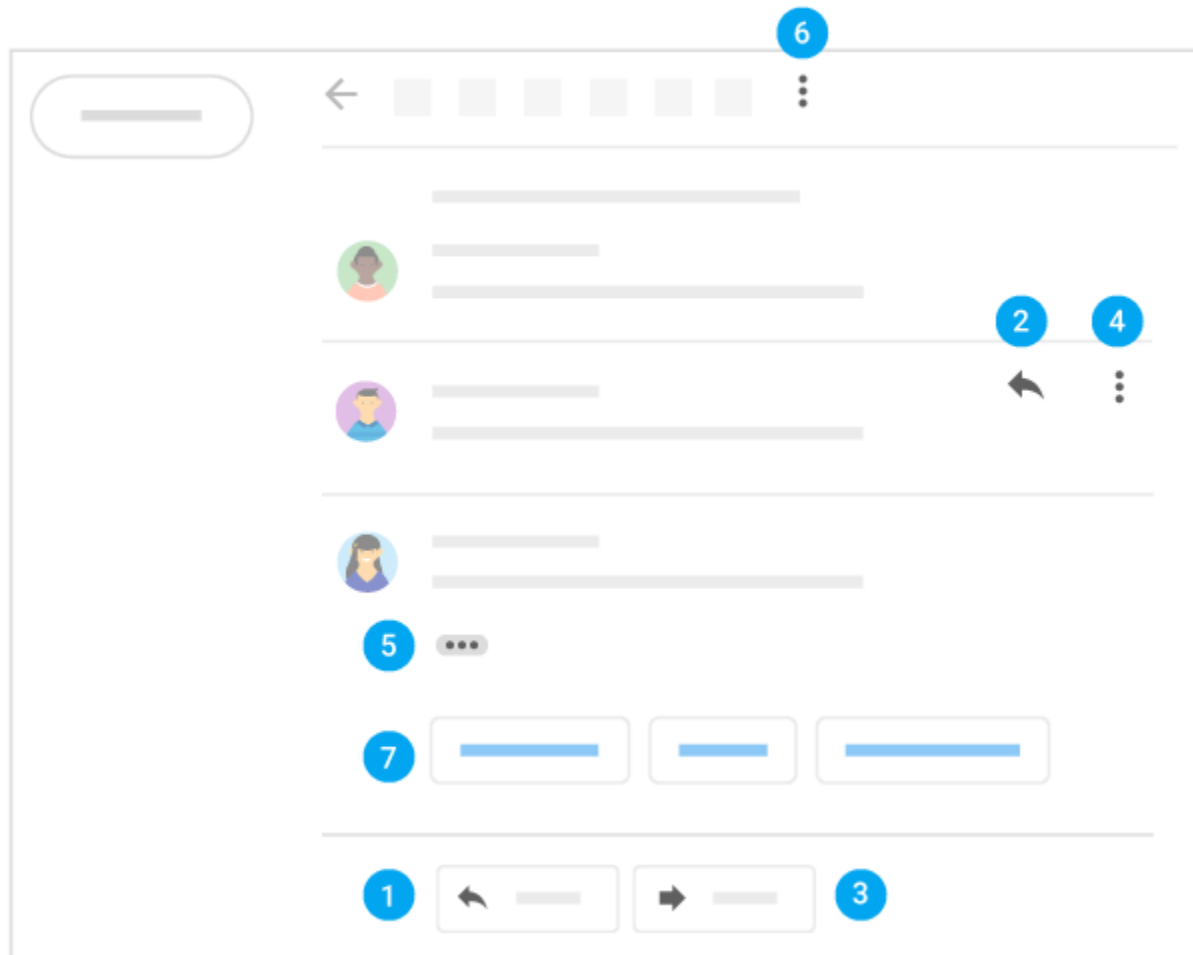
# Chapter 4. How to reply to an email

Here you will learn how to reply to an email.

You need to have received an email from someone.

You will learn how to reply to:

single email, forward an email within a thread, forward an entire conversation.



1. To reply to a single email or the last email in a thread, click Reply.
2. To reply to an email within a thread, click Reply.
3. To forward a single email or the last email in a thread, click Forward.
4. To forward an email within a thread, click More and then Forward.
5. To see previous email in a thread, click Show trimmed content.

6. To forward an entire conversation, at the top, click More eand then Forward all.
7. To use a Smart Reply, at the bottom of the email, click a suggested reply. You can then edit the email before sending it.

Your reply was successful

You can reply to emails send from your friends or colleagues.

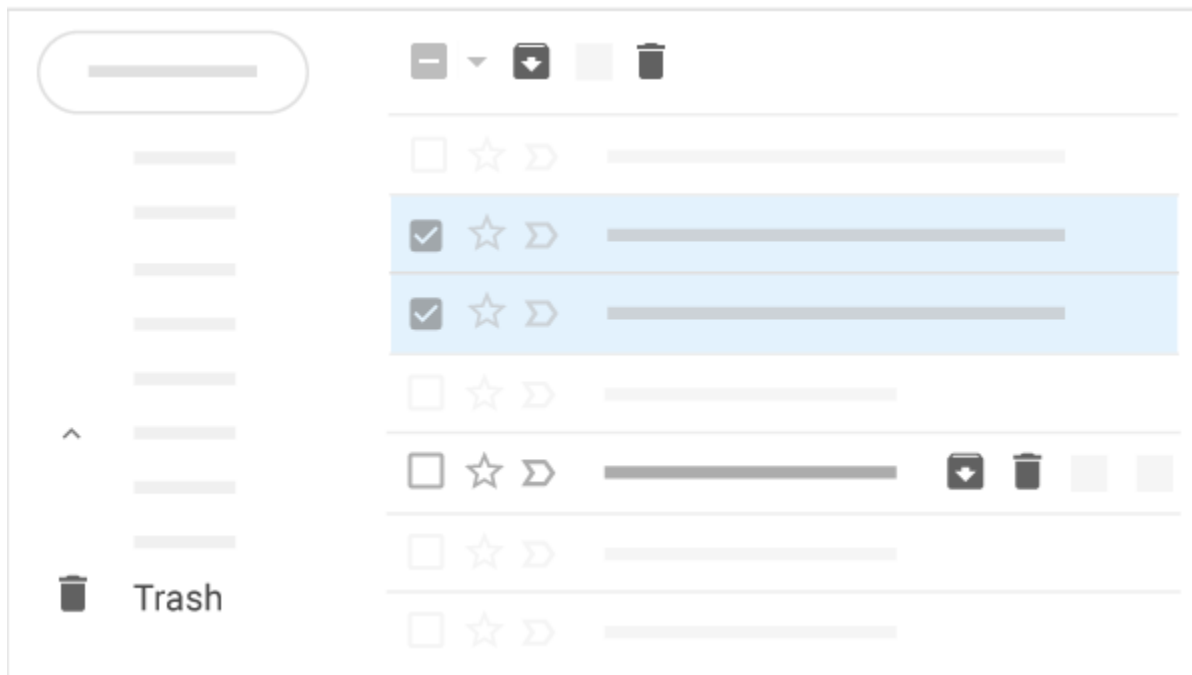
# Chapter 5. How to archive or delete emails

Here you will learn how to delete or archive mails.

You will learn how to clean your inbox.

Now you will have a clearer view of your desired mails.

Archived email move out of your inbox but stay under All mail, so that you can find them later. Deleted email move to the Trash and get permanently deleted after 30 days.



1. Select one or more email.
2. Click on the select box on the mail you wish to select
3. At the top, click Archive or Delete.
4. You can point to a single email and click Archive or Delete.

You have successfully deleted and archived your desired mails.

You can clean your unwanted mail so that your inbox is not full.

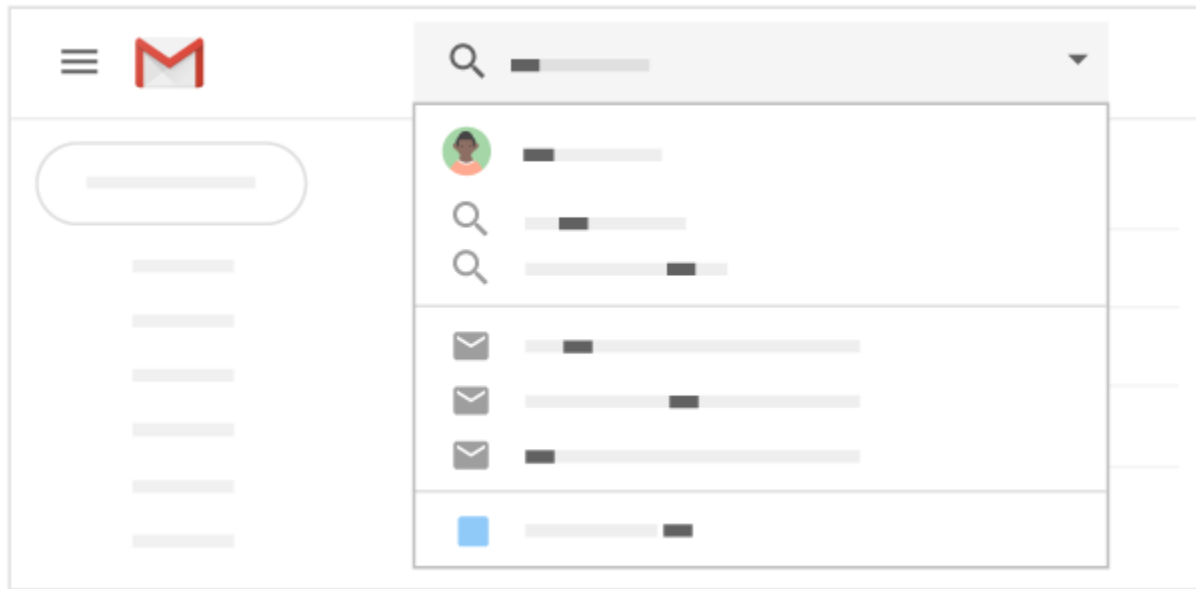


## Chapter 6. How to find an email in your inbox

Here you will learn how to find the desired mail in your inbox.

You need to know your search criteria.

You will learn how to find the mail you have searched for.



1. Open Gmail.
2. At the top, in the search box, enter your search criteria.
3. Press Enter.

You have successfully found your desired mail.

You can search your inbox for wanted mails.