Technocademy™ **//Lab**

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Customization Options in an Email Message

Have you ever wanted to personalize your email to emphasize thoughts or organize ideas? Customizing emails can be very easy if you know a few simple tricks.

1. Open your web browser.

2. Go to your email program. For this lab, a Gmail account will be used; however, most email programs have similar configurations. Go to www.gmail.com.

3. Click the red icon that reads "compose" on the top left to start a new message:

COMPOSE

4. After entering the recipient of the message, begin composing your email message.

5. Now, go down to the bottom bar and select "*A*" to customize the message. Let's examine the basic customization options:
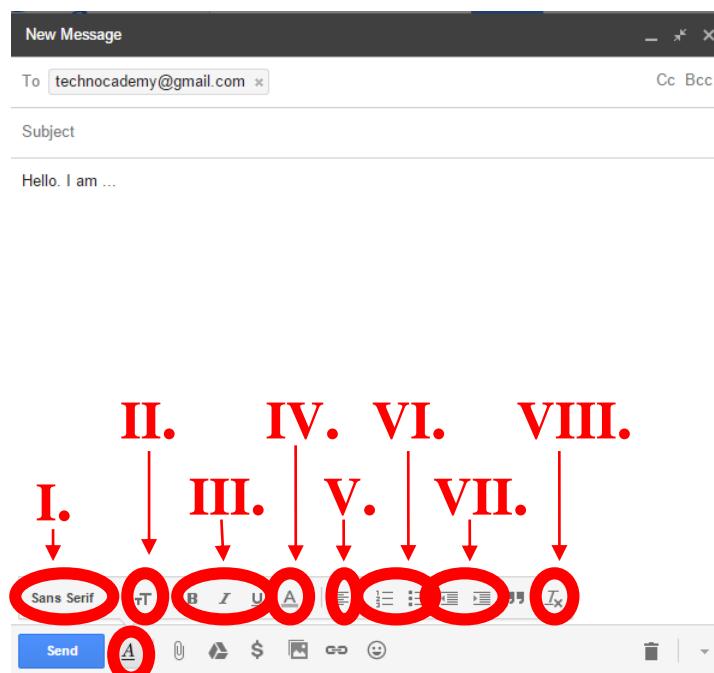
I.   Font: Change the look of your text by choosing a different font. Once you select a font, the text you type after will be that font.

II.   Size: Change the setting in this box to change the size of the text you type.

III.   Font Style: Stylize the text using these three styles, -- (1) **bold**, (2) *italic*, and (3) underline. Click the appropriate button and then the text you type after will be in that style.

IV.   Text Color: Click this button to view different colors. Once you select a color, the text you type after will be that color.

V.   Align: Change the setting in this box to align the text left, center, or right. This is basically which direction the text starts from.

VI.   List: Organize thoughts using either a numbered list or a bulleted list. Click the appropriate button and begin creating your list. Type "Enter" to begin the next number/bullet.

VII.   Indent: Indent paragraphs by selecting the appropriate left indent or right indent icon. Note you can also create sub-points to your "List" (from sub-point six) by clicking on the appropriate indent button.

VIII.   Remove Formatting: To clear all customization formatting (such as all of these options listed above), click this button.

6. Once you finish customizing your email, press the blue "Send" button to send the email.

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