



Web and Internet

Class Six

Lab 12



Lab Objectives:

- Compose mail
- Inbox
- Draft

Introduction

Now that you've created a Gmail account, you can start sending email messages. Writing an email can be as simple as typing a message, or you can use text formatting, attachments, and a signature to customize your message.

Sending email

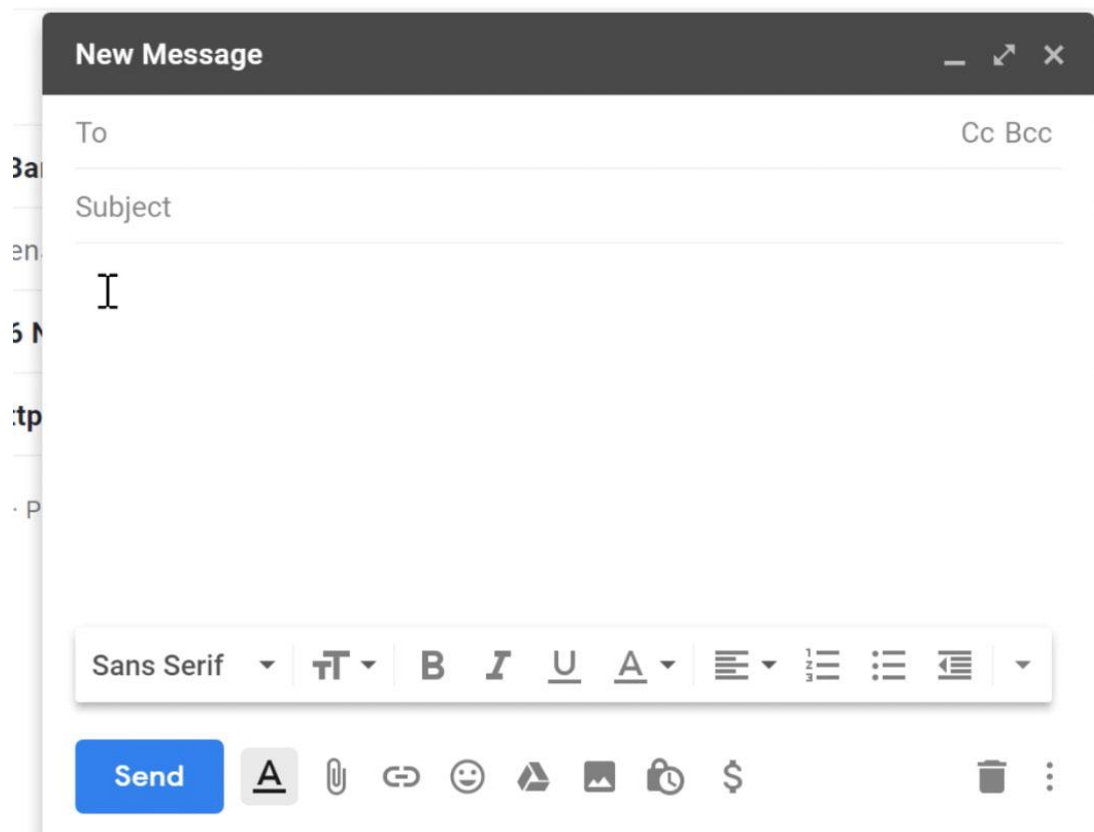
When you write an email, you'll be using the compose window. This is where you'll add the email address of the recipient(s), the subject, and the body of the email, which is the message itself.

To send an email:

- ✓ In the left menu pane, click the Compose button



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





- ✓ 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, or you can click To to select recipients from your contacts, then click select.

Select contacts

My contacts ▾

☐ Select all

☐

Justice Moore

☐

Kymia Sands

☐

Lisa Paik

☐

Silva Casarosa

☒

Tim Dragic

George Casarosa ×

Juanita Casarosa ×

Lisa Paik

Select

Save as group... ▴

Cancel



- ✓ Type a subject for the message.
- ✓ 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

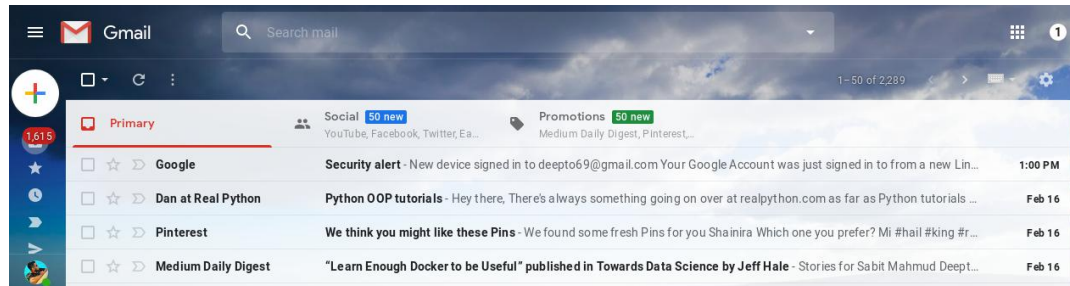
Sans Serif ▾ | ▾ | **B** | *I* | U | A ▾ | ▾ | | | ▾

Send Saved ⋮



Check inbox

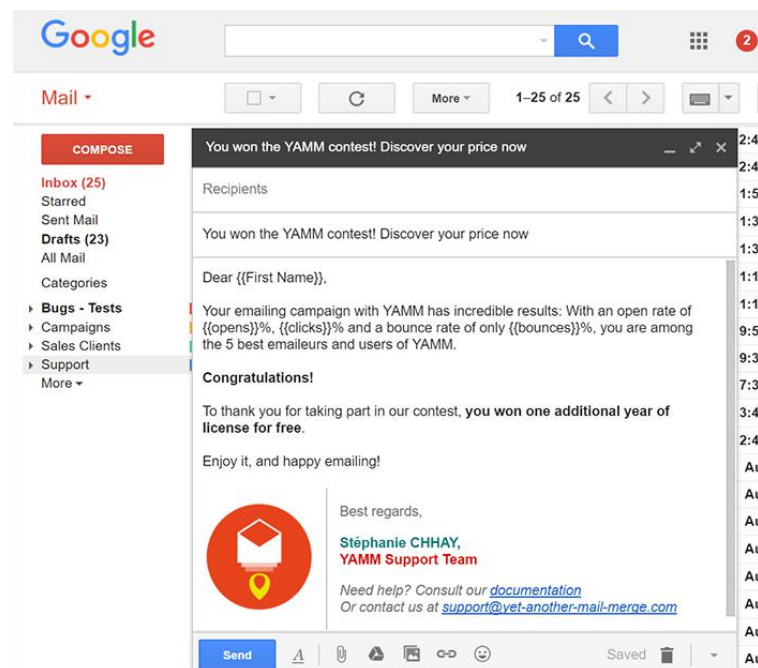
Go to Gmail and you will see the default inbox page view.



Just click to read the email.

Drafting

Most email clients feature folders into which you can stuff your email messages. The folders are named Inbox, Outbox, Sent, Deleted Items or Trash, Junk, and Drafts.





A draft is simply an email message you haven't yet sent. It's not the same thing as an email waiting to be sent. Nope, it's an email message you close by choosing File→Save or closing the window rather than clicking the Send button. This act places the message into the Drafts folder.