**Web and Internet**

**Class Six**

**Lab 12**

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| 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

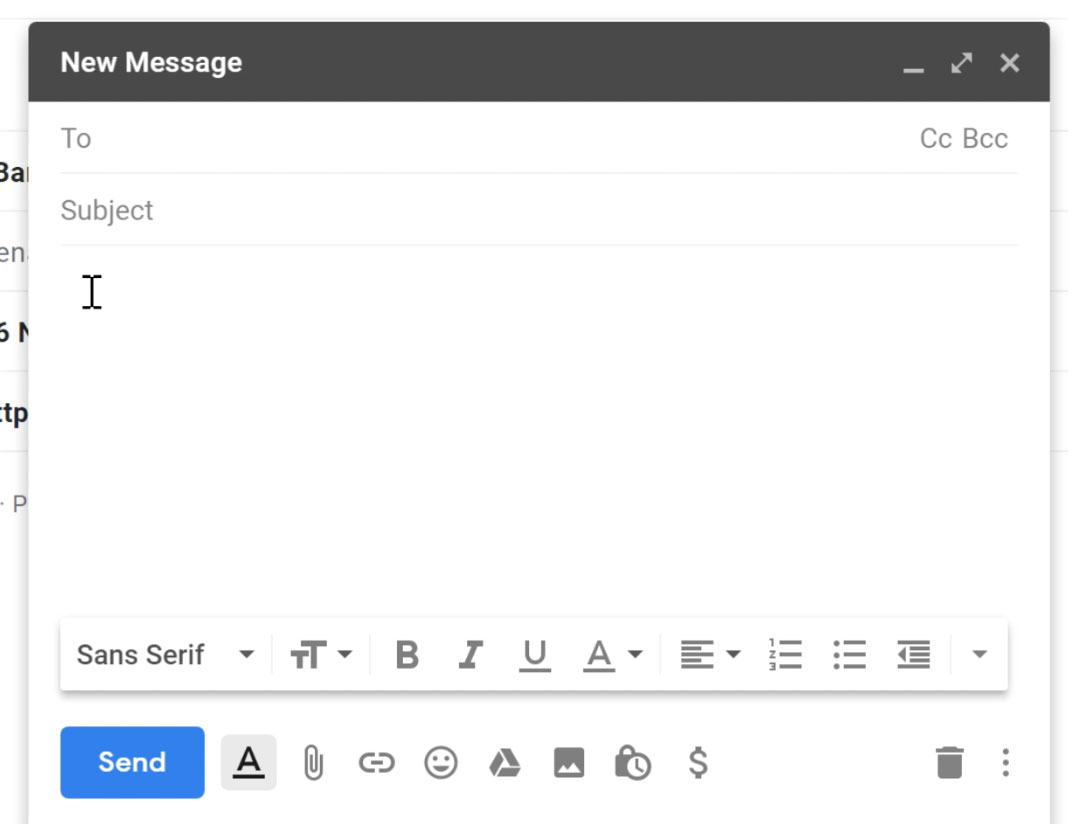
## When you write an email, you'll be using the compose window. This is where you'll add the email address of the recipient(s), the subject, and the body of the email, which is the message itself.

### To send an email:

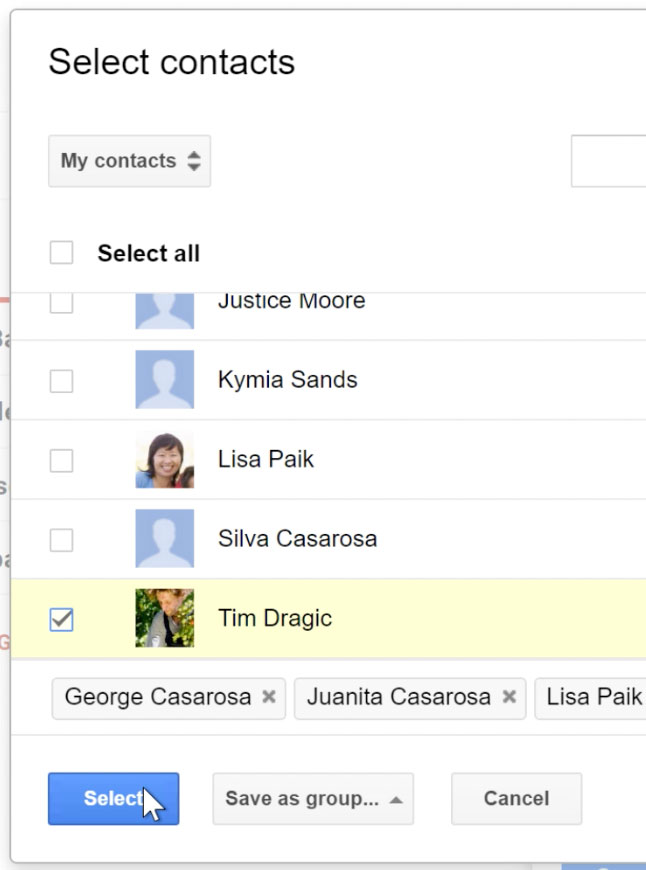
## In the left menu pane, click the Compose button

## sending_compose_button

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

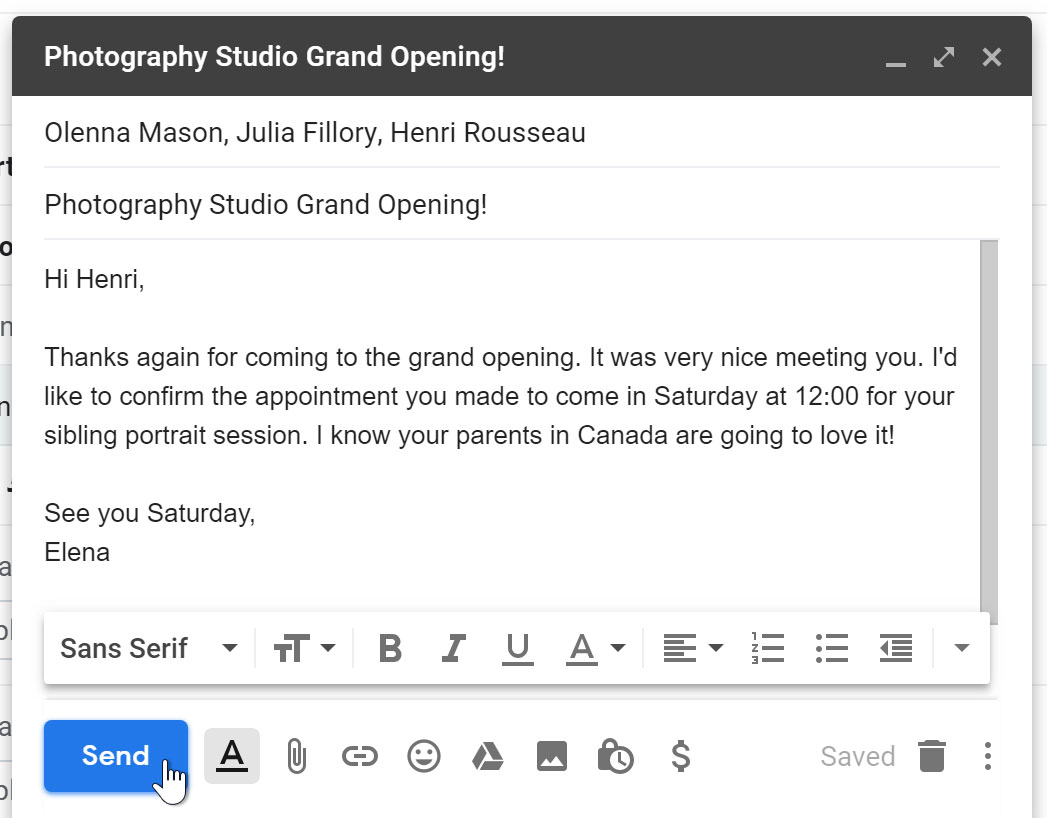


## You'll need to add one or more recipients to the To: field. You can do this by typing one or more email addresses, separated by commas, or you can click To to select recipients from your contacts, then click select.



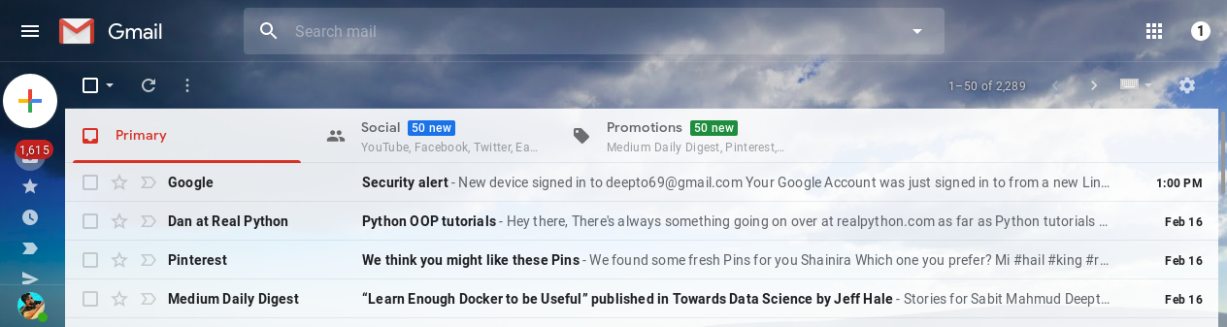
## Type a subject for the message.

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



# Check inbox

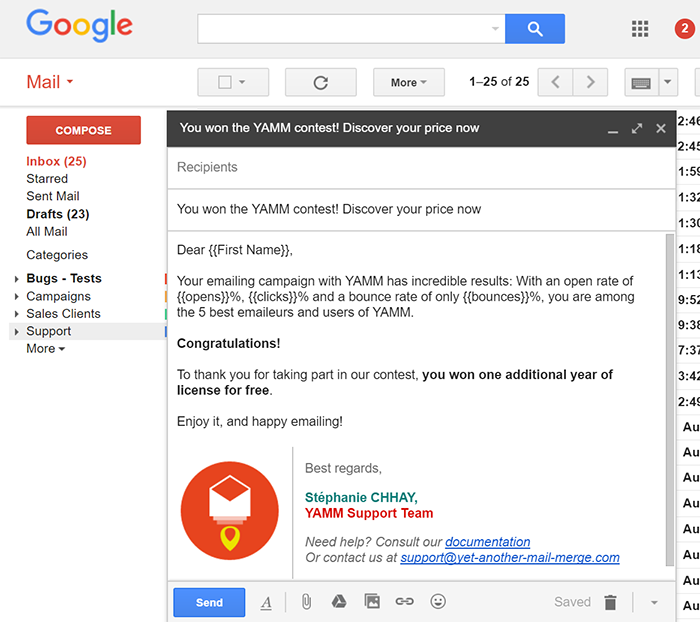
Go to Gmail and you will see the default inbox page view.



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.