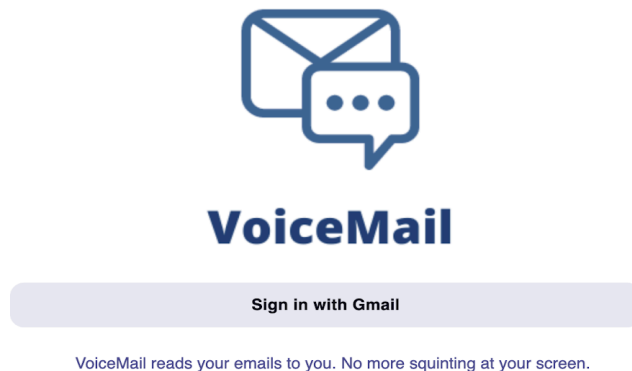## 1. Getting Started

- Go to the homepage and click on "Sign in with Gmail".
- Enter your email and password or choose your Gmail account.

2. Navigation bar

After logging in, there is a navigation bar on each page of the website, which contains:

- **Website logo**

  Click it, it will go back to the inbox page.

- **The search box**

  Enter keywords in the search bar to quickly find emails.

- **Settings button**

  Open the settings page and choose your preferred voice to read emails aloud.

- **User icon and name**

- **Sign out button**

  Click the "Sign Out" button in the top right corner to log out from your account.
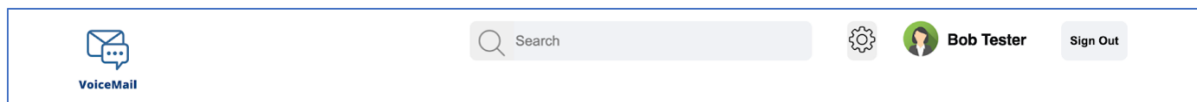
3. Navigating the Inbox Interface

Inbox view

- The inbox is the main page where you will see a list of your received emails.
- Each email displays the sender's name or email, subject, and a short preview of the message content.
- Click on a specific email, it will show the users the email whole body, subject, sender name.

Action Buttons:

- Schedule: allows users to schedule an email to be sent at a specific time.
- Compose: opens the email editor to write a new email.
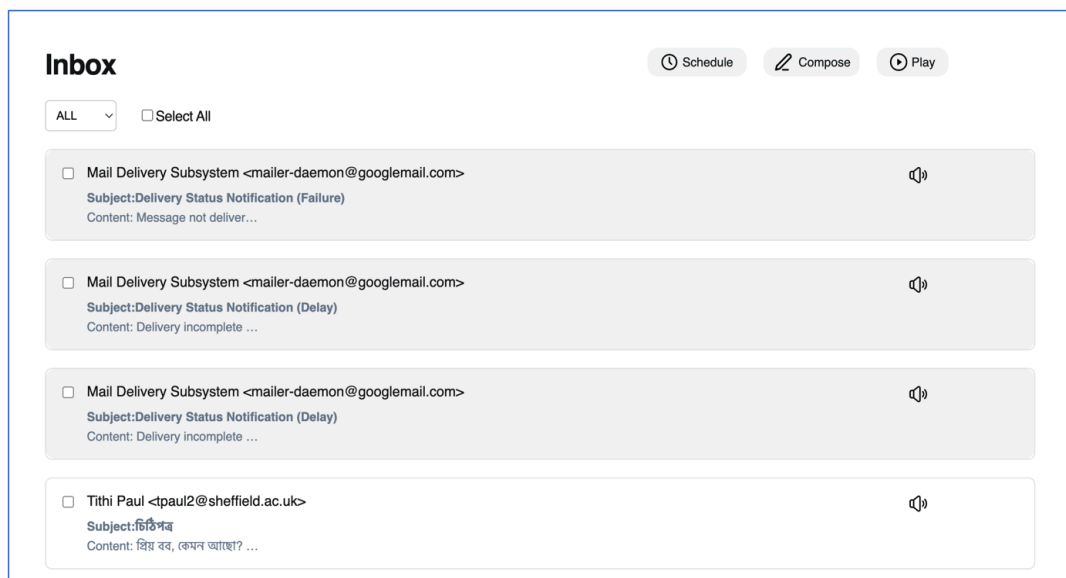- Play: starts reading the selected emails aloud.

Selecting Emails:

- Use the "Select All" checkbox to select all emails in the inbox.
- Alternatively, click individual checkboxes next to each email to manually select them for batch actions.

Filtering Emails:

- The dropdown menu labelled "ALL" lets you filter emails by specific categories (e.g., Unread, Starred, Important).
- Meanwhile, the different background colours of the emails indicate the status of the emails (read vs. unread).

Audio Icon:

- The speaker icon next to an email indicates that the email can be read aloud.

Inbox   Schedule   Compose   Play

ALL ▾   ☐ Select All

☐ Mail Delivery Subsystem <mailer-daemon@googlemail.com>   🔊
   Subject:Delivery Status Notification (Failure)
   Content: Message not deliver…

☐ Mail Delivery Subsystem <mailer-daemon@googlemail.com>   🔊
   Subject:Delivery Status Notification (Delay)
   Content: Delivery incomplete …

☐ Mail Delivery Subsystem <mailer-daemon@googlemail.com>   🔊
   Subject:Delivery Status Notification (Delay)
   Content: Delivery incomplete …

☐ Tithi Paul <tpaul2@sheffield.ac.uk>   🔊
   Subject:চিঠিপত্র
   Content: প্রিয় বব, কেমন আছো? …

4. **Voice Setting Guide**

    The selected voice profile will be used for reading emails aloud or for providing audio

    confirmations

Accessing the Voice Settings:
Click on the gear icon or the "Settings" button next to your profile picture to
access this page.

Choosing a Voice Profile:
- Three voice profiles are available
- Use the speaker icon next to each profile to play a sample and find your preferred voice.

Saving Changes:
Click "Save Changes" to confirm and apply your selection, or click "Cancel" to exit without
saving

.
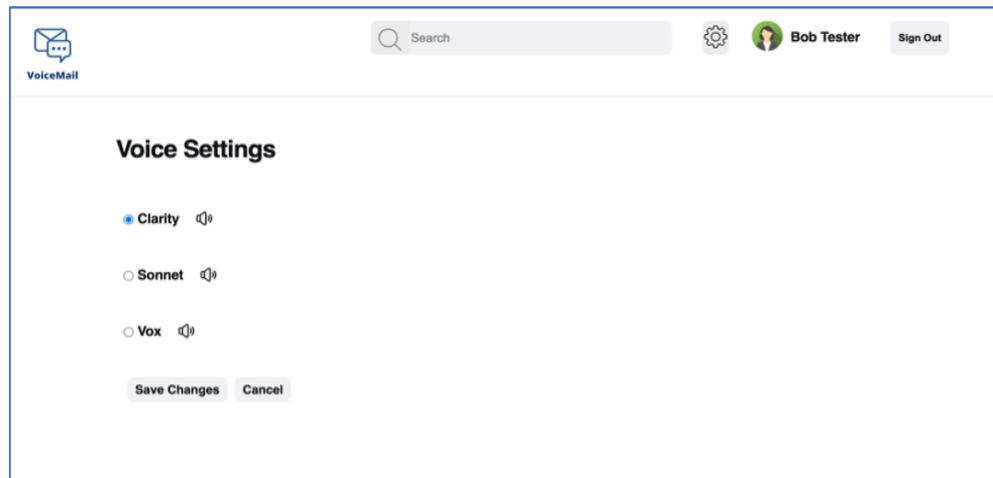
5. **Email Writing Guide**
    - Click "Compose" (on the inbox page) to open the email editor.
    - Fill in the recipient's address in the "To" field and add a subject.
    - Write the email body in the large text area.
    - Click "Send" to deliver your email.

To: Recipient

Send

Subject: Subject