Email and Storage

Google Mail

Section Aims

Become familiar with the words 'e-mail' and 'e-mail address'

Login on / logout off and navigate gmail.com

Open e-mails (download attachments)

Send e-mails

Key Learning Points

Know what e-mail is

Sign in to Gmail

Open e-mail and download attachment

Create a new e-mail

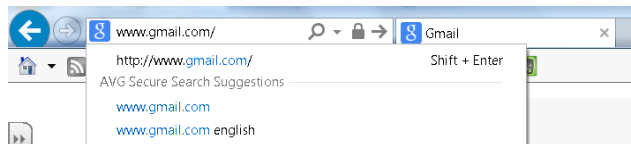# Adding attachments

Sending an e-mail

Log out of Gmail

1. What is e-mail?

E-mail is **electronic mail.** *It is used to send free messages and attachments for free, instantaneously, to anywhere in the world.*

To use e-mail, you need to create an **e-mail account** *(free). This is when you will get your unique e-mail address. You also need this e-mail address when applying for other online accounts, from shopping to Universal Jobmatch.*

2. Sign in to Gmail

Navigate to Gmail in the address bar of your browser by typing in www.gmail.com

Use your e-mail address and password to log in to your e-mail.

3. Open e-mail and download attachment

The first page you see after signing in to your account, will be your **Inbox**. This is where a new e-mail will be displayed.

On the left side is a menu which will help you navigate through your e-mail and folders.
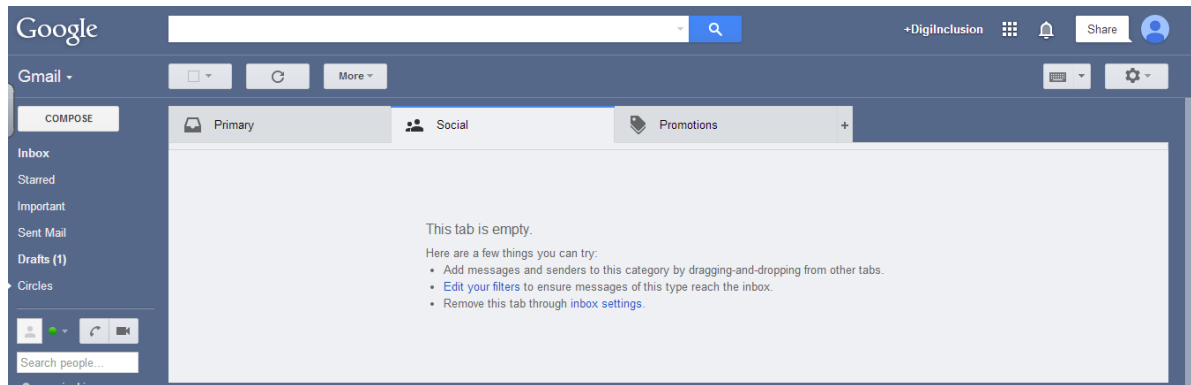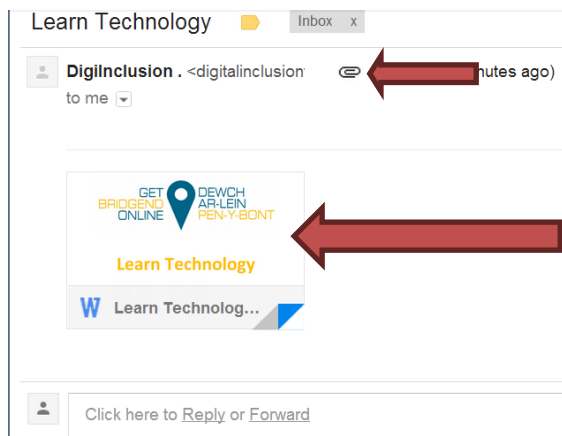

New e-mails are in **bold**. To open the e-mail and read the message, just click on the e-mail.
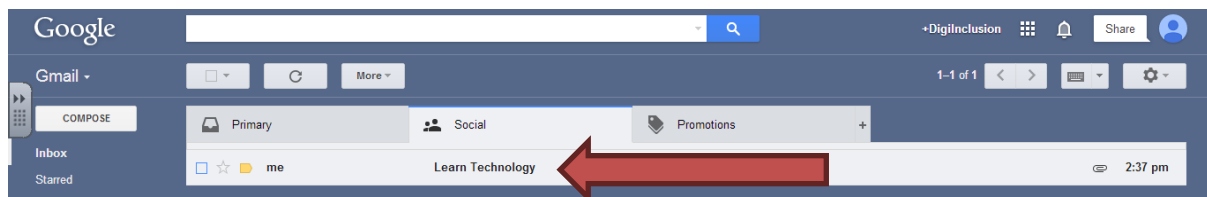
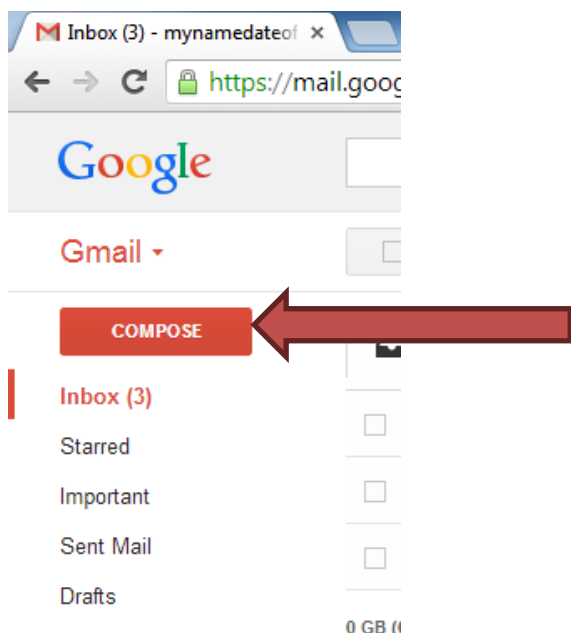Once opened, you will be able to read the full message.

If the sender has attached a document or photo, this will be displayed in miniature. There will also be a picture of a **paperclip.**

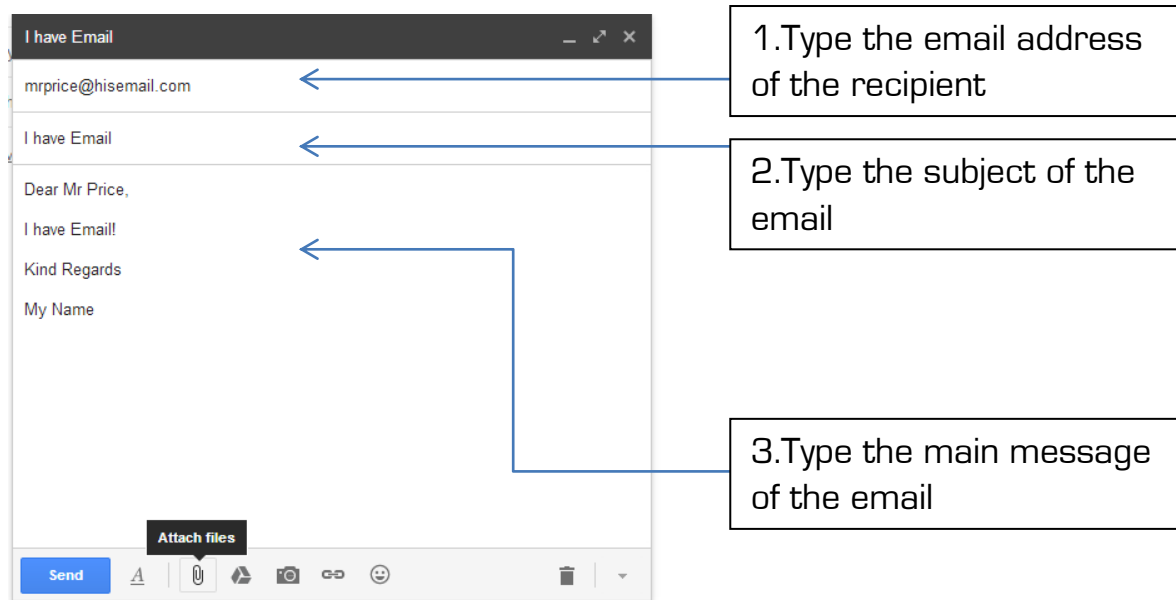To open up the attachment, click on the picture.

4. Create a new e-mail

Have a look at the menu on the left hand side of your screen. To write a new e-mail, you have to click **COMPOSE**.
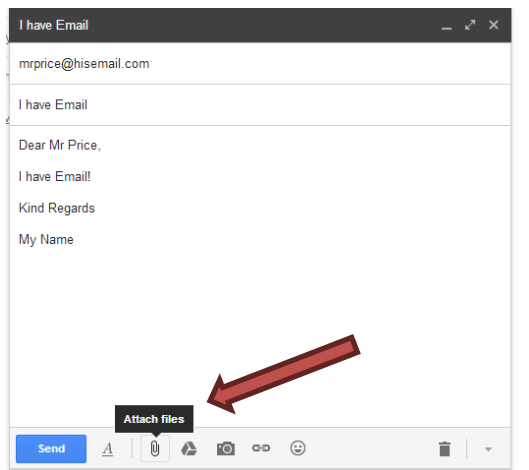

A new window will come up. Type in the content of your email.

1.Type the email address of the recipient

2.Type the subject of the email

3.Type the main message of the email

GET
BRIDGEND
ONLINE

DEWCH
AR-LEIN
PEN-Y-BONT

Once you have finished your email, press **SEND**.

5. Attachments

If you would like to attach a document or photo, press on the paperclip icon – it says **attach files.**
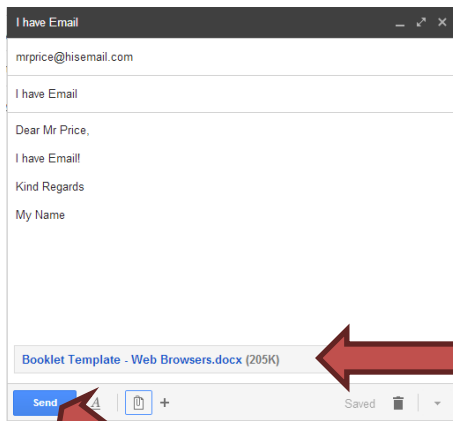

In the window that comes up, browse to find the document or photo you want to attach. Click it and press **Open**.
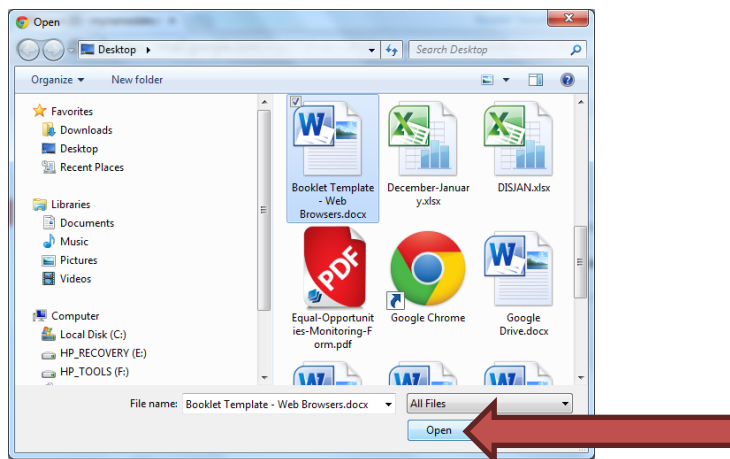
Your file will be uploaded and displayed in the email window.

6. Sending the e-mail

All that is left for you to do now is to click **Send.**

I have Email

mrprice@hisemail.com

I have Email

Dear Mr Price,
I have Email!
Kind Regards
My Name

Booklet Template - Web Browsers.docx (205K)

Send   Saved

Name of attachment

Send button

GET
BRIDGEND
ONLINE
DEWCH
AR-LEIN
PEN-Y-BONT