# Writing an email (using Google Mail)

## Step 1 – Signing into Google Mail

Open your web browser. If you don’t know what this is, look for **Internet Explorer** (a large blue e). Type [www.gmail.com](http://www.gmail.com) in the address bar at the top of the screen.

You will be asked to type in your username and password for your email account. Your username will be your email address. For example: **yourname@gmail.com.**

## Step 2 – Composing a new email

To create a new email, click the red **Compose** button in the top left corner. You will be presented with a form with multiple input boxes.

* To: The email address you want to send the email to.
* Subject: A short sentence describing what your email is about.

You can now start typing your email in the large input box in the middle of the screen. You can use the buttons above the box to format your text.

## Step 3 – Attaching files

To attach a file to your email, click the **Attach a file** button, which is just below the Subject input box.

You will be prompted to select a file. Select your file, and then click **OK**.

Your file will be uploaded and shown just below the Attach a file button.

## Step 4 – Spelling and Grammar

Before sending your email, make sure to check the spelling and grammar by clicking the **Check Spelling** button on the top right of the email input box. Any errors will be highlighted in yellow.

The **Check Spelling** button will be replaced with two buttons, **Recheck** and **Done**. Use it to **Recheck** button to recheck the spelling, and use the **Done** button to hide the error highlighting.

## Step 5 – Sending your email

When you are ready to send your email, click the red **Send** button at the top of the screen.