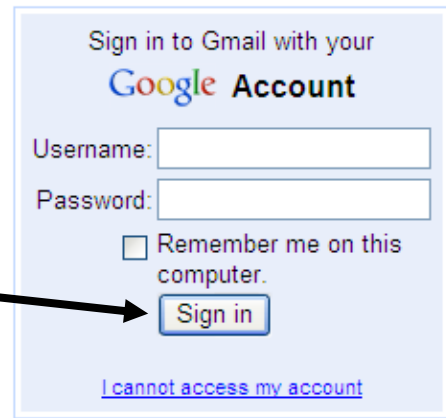## Sign in / Login to your email account

- if you signed up for Gmail, go to www.gmail.com
- type in your username (*your email address*) and password
- click on the **Sign In** button

Inbox: messages sent to you

- **Read** emails

- **Reply / Reply All** or **Forward** if applicable *(use Bcc for mass-Forwards)*

- **Delete** messages that you don't need

- **Saving Emails** (and removing them from the Inbox)
    - Gmail's **Labels**
        - o Labels are much more flexible than Folders because you can assign more than one Label to an email. For example, if you receive an email from a family member than includes a good recipe as well as a link to an online photo album, you can give that email a "Recipe" label and a "Family Photos" label. When you click on *either* of those Labels (in the same way you'd select a Folder), that email will show up.
        - o **Archive** your messages to move them out of the Inbox.
    - **Folders**
        - o Used by most all other email providers. A message can only go in *one* Folder, so if an email conceptually could fit into one of two different Folders, you just have to remember which one you chose *(unless you make a copy)*.
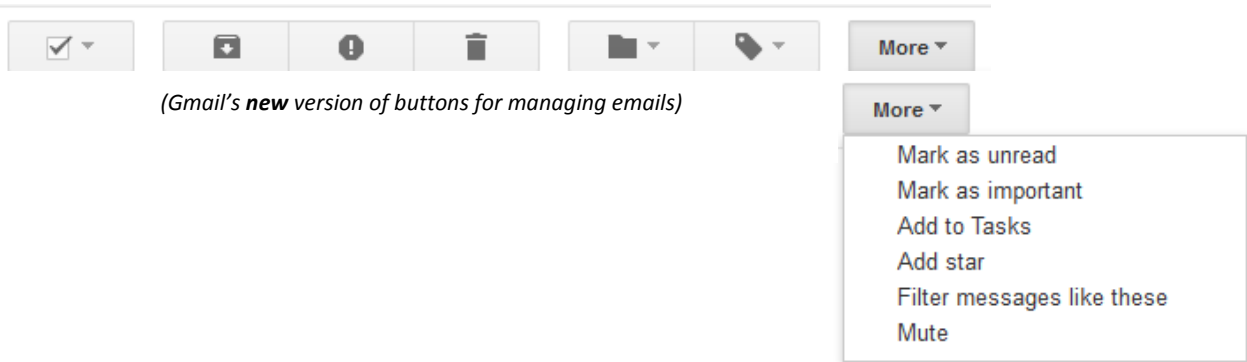   - o Your messages will move out of the Inbox as soon as you assign it to a Folder.

- **Finding Emails**
    - o Labels/Folders
    - o Search (All Mail)

- **Mark as SPAM / Delete**… *this includes *anything* that says you've **won something** or says an **account is compromised** and you need to send information to them.* This is nearly always **fraudulent activity**. Many times criminals will try to make it look like their emails are coming from a legitimate business. **A bank or credit card company will **never** email you and ask you to email them back with sensitive personal information such as bank account or social security numbers, etc.**

(Gmail's old version of buttons for managing emails)

*(Gmail's **new** version of buttons for managing emails)*

More ▼
- Mark as unread
- Mark as important
- Add to Tasks
- Add star
- Filter messages like these
- Mute

Contacts / Address Book

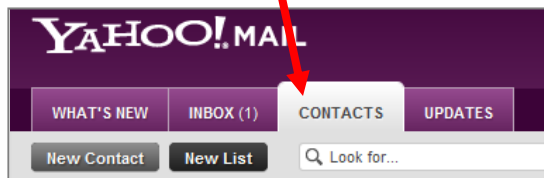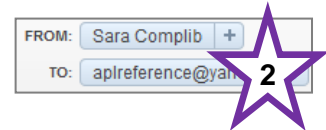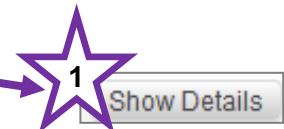**Save other people's email addresses.**

- **Gmail**
  - o From an **Email**: the sender's address automatically saves if you Reply, Reply to All, or Forward the message. If you don't want contacts to be added automatically, choose the *I'll create contacts myself* setting in Settings → General tab: Create Contacts.
  - o From the **Contacts page** → click on New Contact (button)…
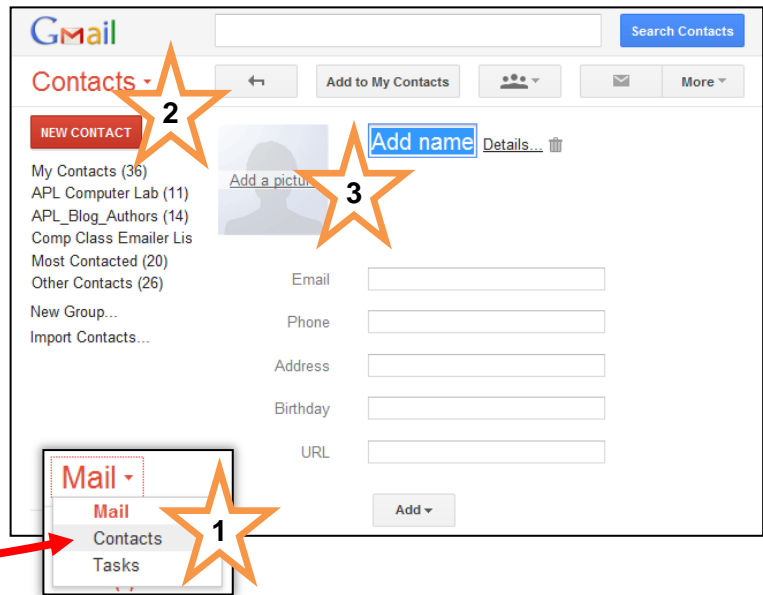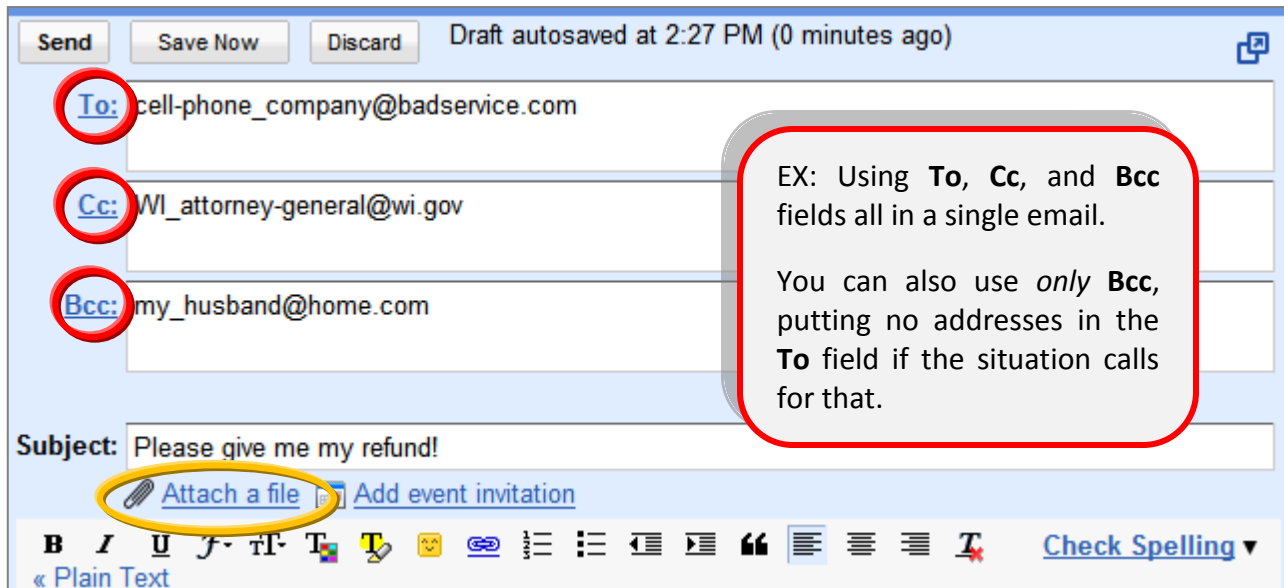
- **Yahoo!**
  - o From an **Email** → click on Show Details…. Click on the *plus* next to the sender's name – you will then be asked to fill in the name of the sender and to save. The address has now been saved.
  - o From the **Contacts page** → click on New Contact (button)…

Write an Email (*Compose*) to send to someone else → click on *Compose* or *Compose Message*

- **Get email addresses** from address book/contacts list by clicking on To, Cc, or Bcc *(see example below)*

    - **To:** *type people's email addresses in this area when sending to only one person, or, when **all** who receive your message already know one another's email address and you don't have to respect privacy.* **All who receive the message will see all addresses entered into the To area.**

    - **Cc:** Carbon Copy; *use for people who have an interest in the message, though they may not be a direct party to it*. **All who receive the message will see all addresses entered into the Cc area.**

    - **Bcc:** Blind Carbon Copy; *good to use when sending to a group of people b/c it respects privacy and hides email addresses.* **No one can see any address entered into the Bcc area.**

Gmail compose window showing:
Send Save Now Discard   Draft autosaved at 2:27 PM (0 minutes ago)
To: cell-phone_company@badservice.com
Cc: WI_attorney-general@wi.gov
Bcc: my_husband@home.com
Subject: Please give me my refund!
Attach a file   Add event invitation

EX: Using **To**, **Cc**, and **Bcc** fields all in a single email.

You can also use *only* **Bcc**, putting no addresses in the **To** field if the situation calls for that.

- Write **content** of email
- Add any **attachments**
- **Send**

Reducing Image Sizes in Microsoft Paint program

- Start button → All Programs → Accessories → **Paint** (a very basic image editor on most PCs)

- **Open** the image that you want to send (it should already be saved on your computer).

- **Re-save** the image to the desktop, appended with "-sm" so you're not permanently altering the original (EX: "reunion-sm.jpg" **=** the small version of your *reunion.jpg* image file).

- For XP, go to the **Image** menu → **Stretch/Skew**, and for Microsoft 7, use the **Resize button** → type the same number in the Horizontal and Vertical boxes to reduce the image by that percentage. Using the same number for each preserves the image's proportions. Save.

- Attach the smaller version to your email message and Send. Erase the small image from the desktop.