

THE GMAIL HOMEPAGE

Compose an email

Search by keyword or sender

Navigation bar

Settings

Organize messages with Folders

To create a new folder:

1. Click on folder icon
2. Scroll down and click on "Create New"
3. Press the **Enter** key

Inbox

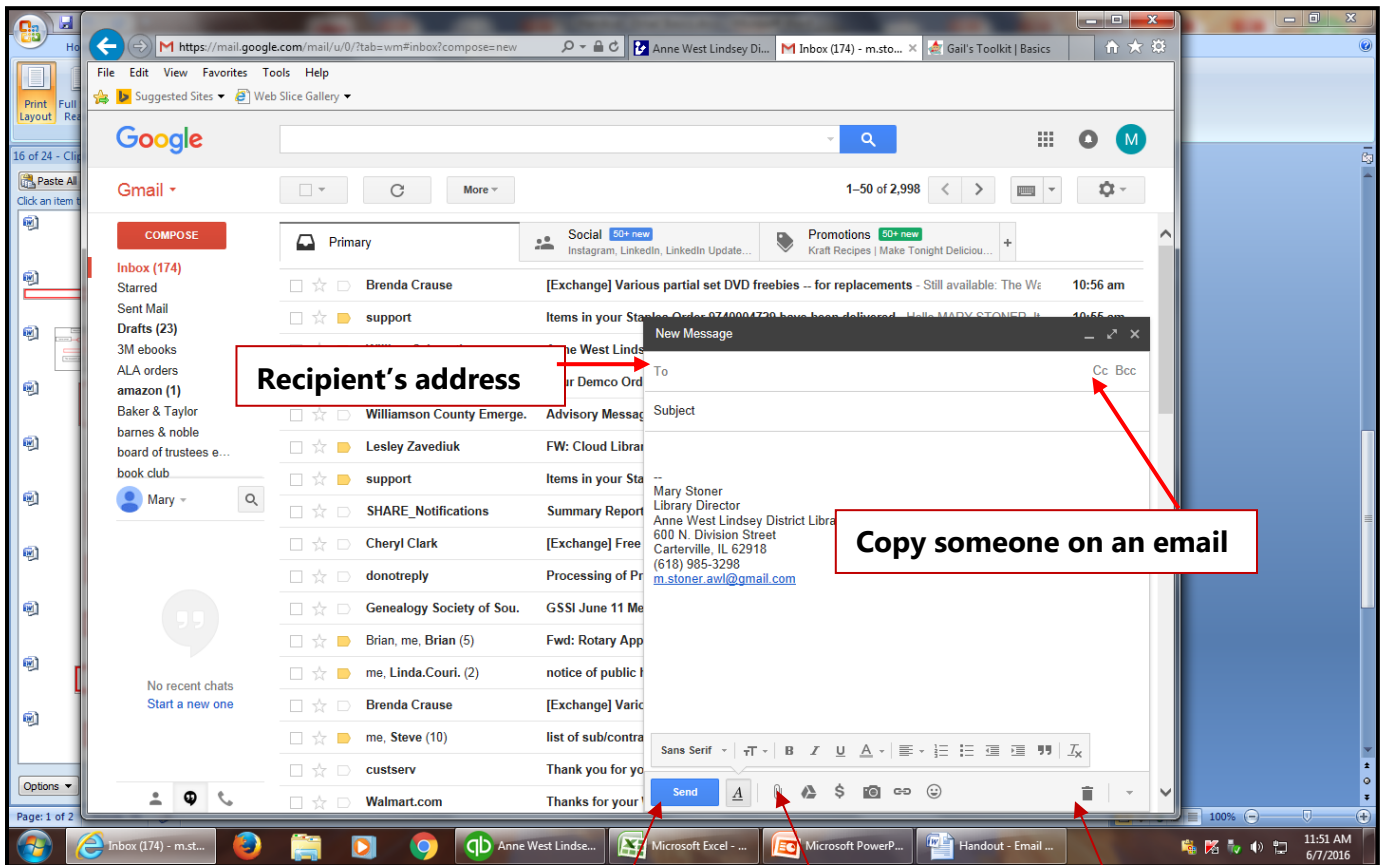
Attachment

Date sent

From	Subject	Date
Brenda Crause	[Exchange] Various partial set DVD freebies -- for replacements - Still available: The W...	10:56 am
support	Items in your Staples Order 9740004729 have been delivered - Hello MARY STONER, It	10:55 am
William Schwarting	Anne West Lindsey - Transparent Language renewal from Recorded Books - Mary, I hc	10:24 am
custserv	Your Demco Order #61580842 - Having trouble reading this email? Click here. Make sure c	10:21 am
Williamson County Emerg.	Advisory Message: This is a monthly test of the Williamson County Nixle System. Ren	10:07 am
Lesley Zavediuk	FW: Cloud Library Communication - Inaccurate hold time issue, June 7, 2016 - From: f	9:19 am
support	Items in your Staples Order 9740004729 have shipped - Hello MARY STONER, Items fro	9:00 am
SHARE_Notifications	Summary Report - Anne West Lindsey District Library (CVPP-ZCA) - The following ema	8:20 am
Cheryl Clark	[Exchange] Free podium - The Round Lake Area Public Library (in Lake County, IL) is givr	7:53 am
donotreply	Processing of Preorder title(s) - Hello Southern Illinois Libraries on the Go (IL), The follow	3:01 am
Genealogy Society of Sou.	GSSI June 11 Meeting - ** This GSSI E-Newsletter is being sent to all current members of t	Jun 6

COMPOSING AND SENDING EMAILS

1. Click on (red box) "Compose"
2. New message window opens



Send an email

Attach a document

Cancel/delete an email

ATTACHING A FILE

1. Click on paper clip icon
2. Browse the computer for the file
3. Click on the file
4. Click **Open**
5. Type in your message
6. Click **Send**

