

THE GMAIL HOMEPAGE

Navigation bar

Search by keyword or sender

Compose an email

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

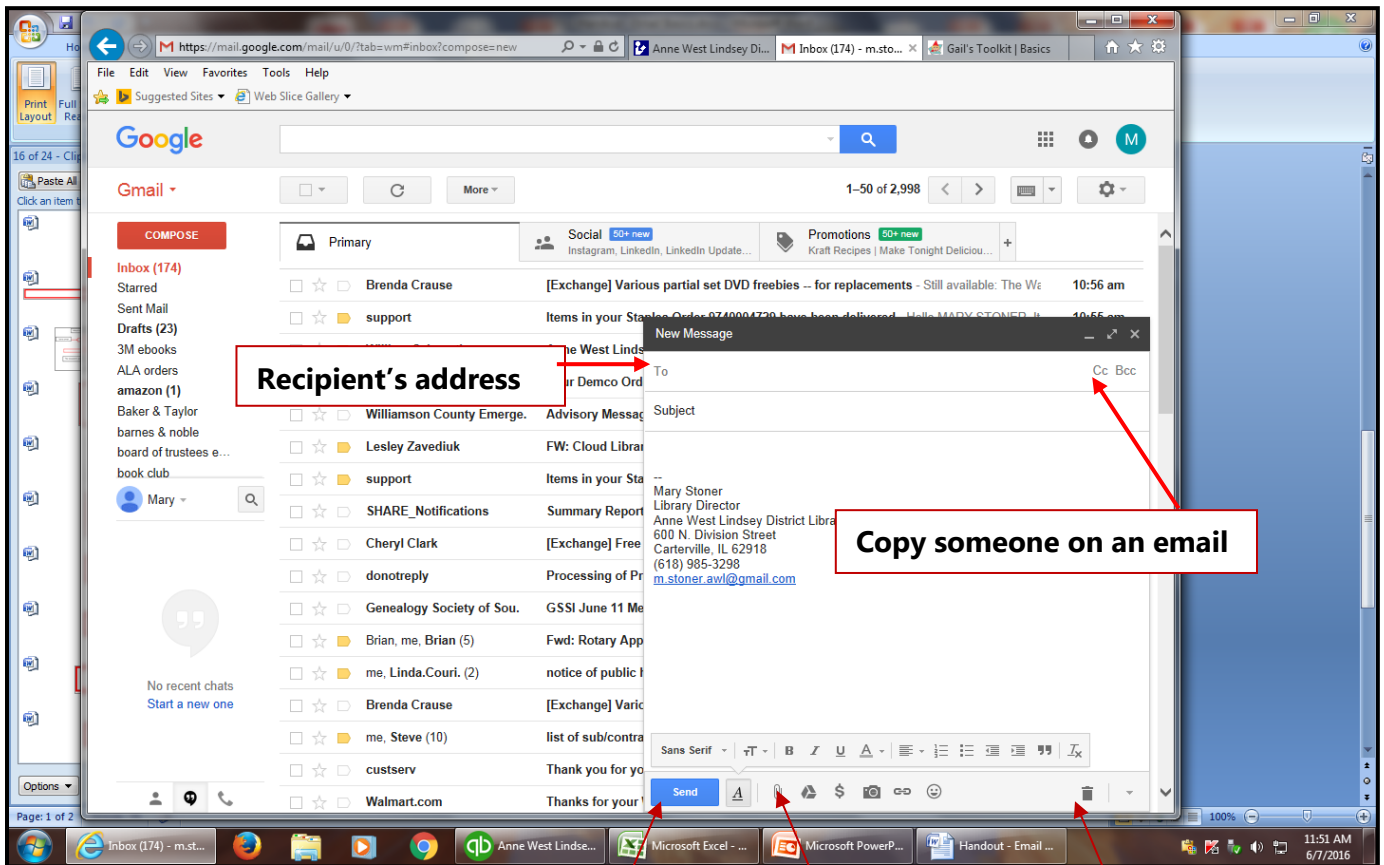
Inbox

Attachment

Date sent

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**

