Fast Forward

Gmail Tips

Getting Started:

There are three main components to email:

1. Logging In and Managing Email
2. Opening and Reading Email
3. Replying and Sending Email

How to open the Internet

A web browser is a type of software that allows you to find and view websites on the Internet. There are many different web browsers, but some of the most common ones include Google Chrome, Internet Explorer, Safari, and Microsoft Edge. **Click one of these icons on the desktop.**

Going to a Website:

1. In the navigation bar across the top of the screen, type **Gmail.com**
2. Press **Enter** on the keyboard

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How to Sign In
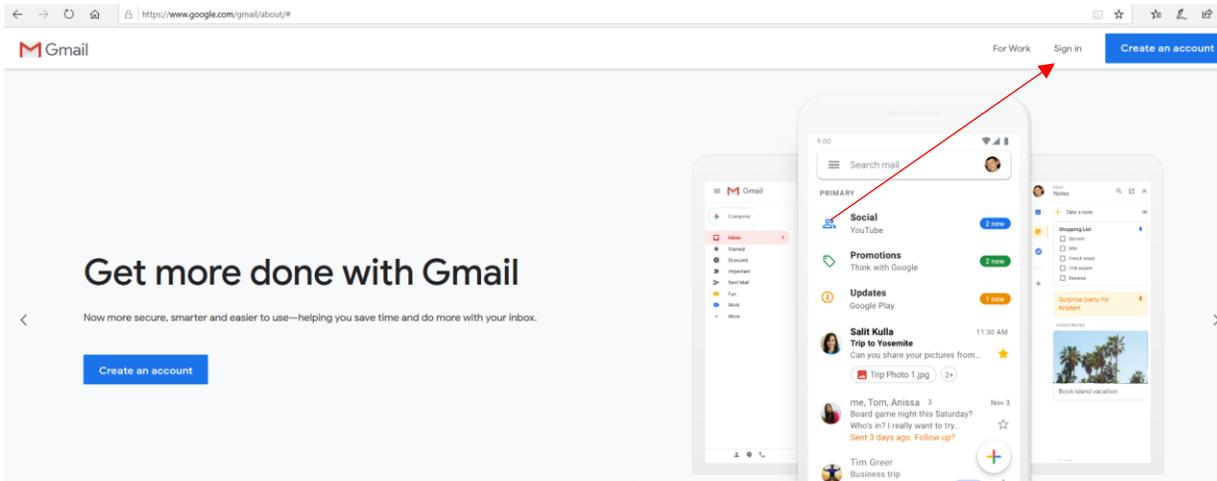
1. Click **Sign In** in the top right corner of the screen
2. On the next screen, enter your email address
3. Click **Next** OR Press **Enter**
4. Enter your password on the next screen
5. Click **Sign In**
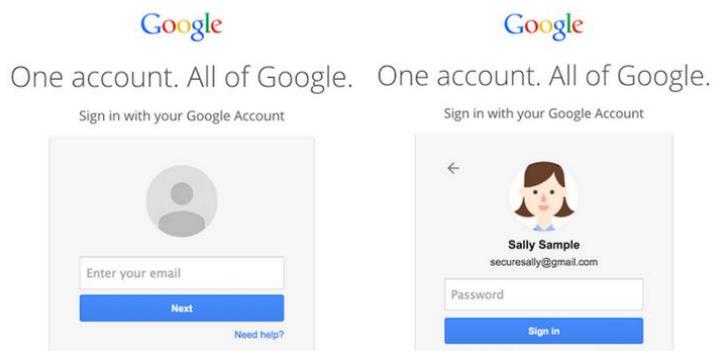
Inbox:
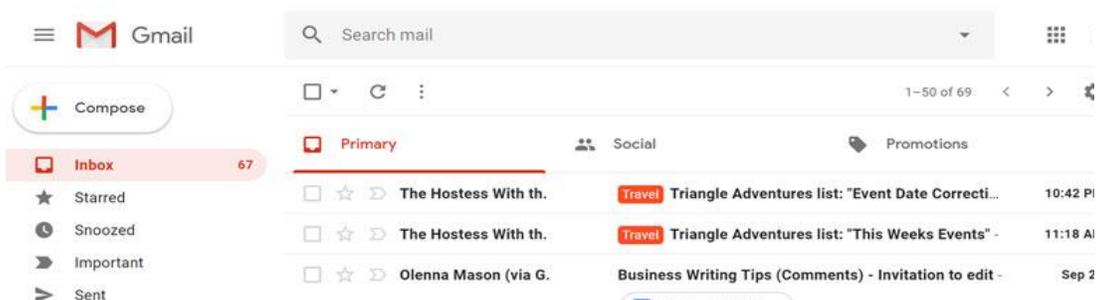
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## Managing Email

As you use email more and more, your inbox can become cluttered with messages. It's important to keep your inbox organized so you can find messages.

Email Categories
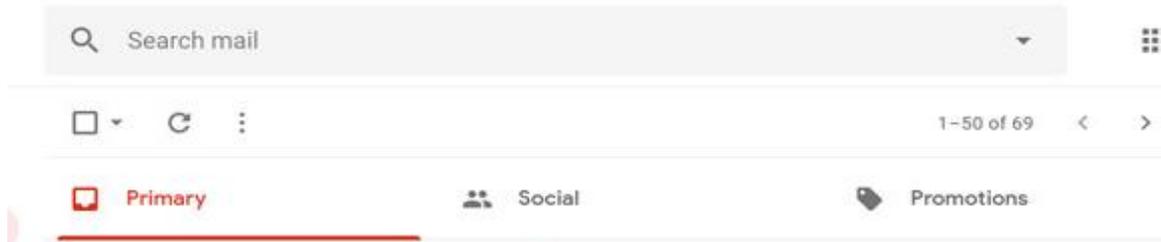
Gmail sorts emails by categories to help prioritize and simplify your inbox.

- ❏ **Primary-** Main Email Inbox

- ❏ **Social-** Emails from Social Media sites

- ❏ **Promotions-Automated** Marketing Emails and Newsletters

Click on the tabs to view each category's emails and manage what happens.

Deleting Email

No matter how many emails you receive, you'll probably never run out of space. Gmail gives you enough space to hold countless emails. However, it's a good idea to delete messages you don't want to make it easier to find the ones you do want.

<u>To delete a message:</u>

1. Click on the square box beside the email. A checkmark will appear.
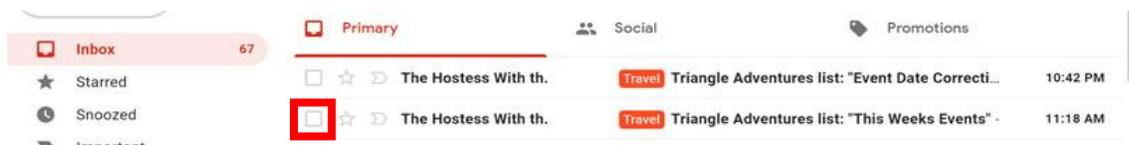
2. Click the trashcan icon at the top of the screen.
3. Your email is now in the **trash** folder.
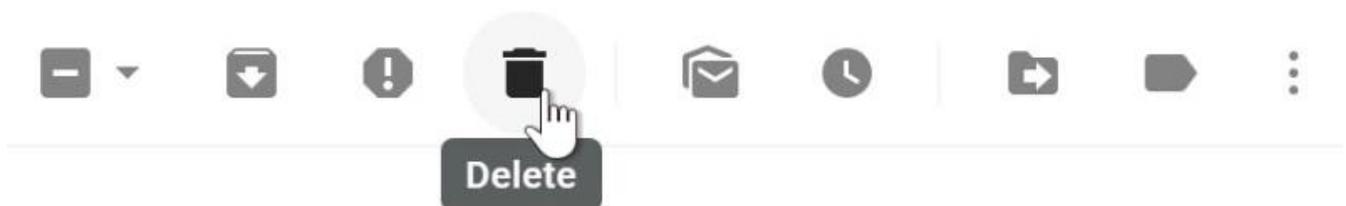
Sending Emails

When you write an email, you'll be using the **compose window**. There are three parts to an email:

1. **Email Address:** Who?
2. **Subject Line:** What?
3. **Body of the Email:** What, When, Where, Why, How?

How to Send a New Email
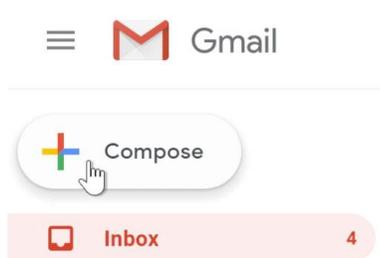
1) Click the Compose button
2) A window will appear in the lower-right corner of the page
3) In the "To" field, type the email address of the person you want to receive the email. *Remember to include the "@_____" part!*

Keep in mind:
.**gov** = Government
.**com** = Company
.**org** = Organization
.**edu**= Education

4) Type a Subject for the email. Keep it short!
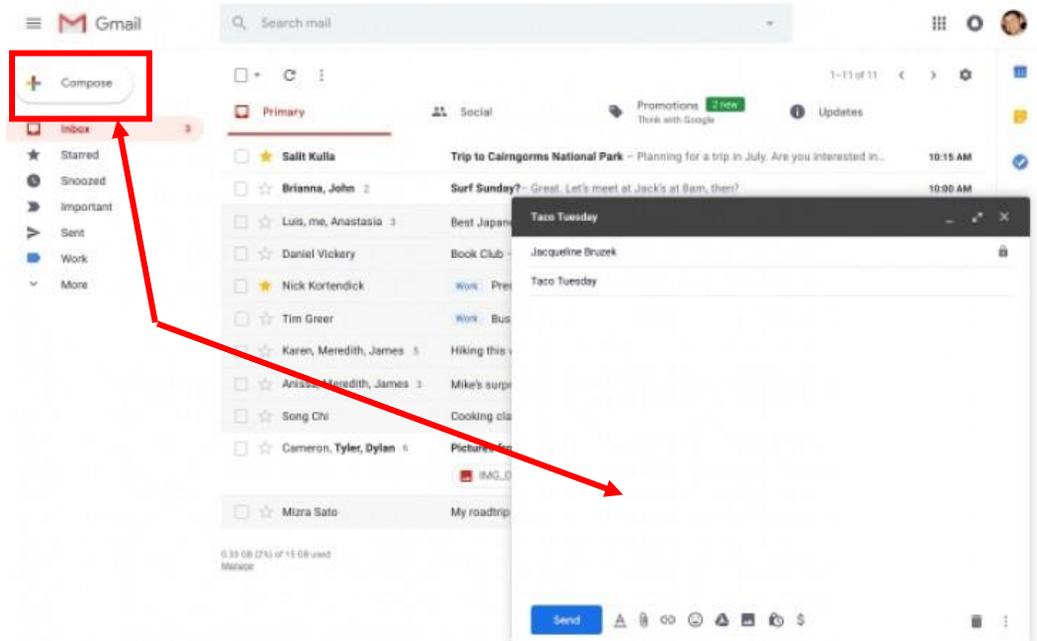
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Reading and Replying

Any email you receive will go to your inbox. You'll be able to tell which emails are unread because they'll be **bold**. You can also see the name of the <u>sender,</u> the <u>subject</u> of the email, and the first few words of the <u>email body</u>. This means even before you select an email, you can tell quite a few things about it.

Reading Email

From your **inbox** (Left), click the email you want to read.

☆ ▶ Elena Casarosa	Let's have dinner on Sunday - Hi Olenna, Sil...			
☆ ▶ Elena Casarosa	EC Photography Grand Opening! - -- Elena Casarosa E...			Sep 27
	PDF EC Photography...			
☆ ▷ jfillory	The Littlest Toad Feedback - I've invited you to fill out...			Sep 18
☆ ▷ no-reply	Your Account Information with GCFLearnFree.org - H...			9/1/17
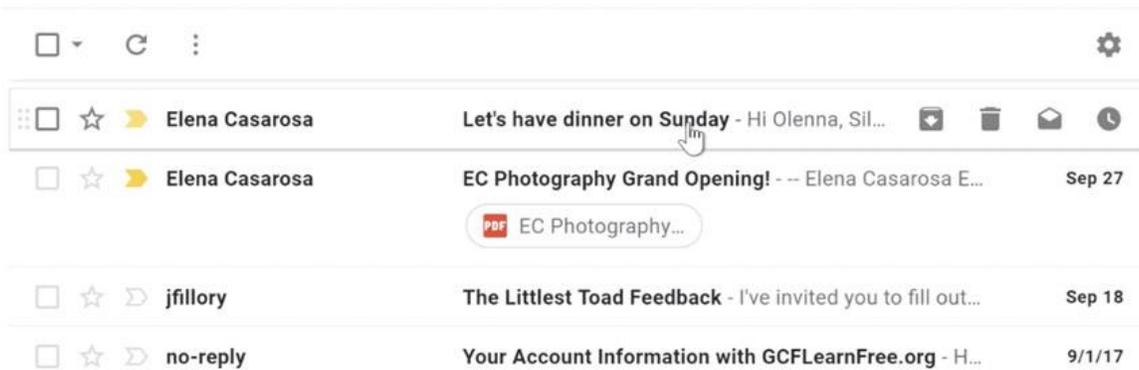
The email will open in the same window.

You can **Reply**, **Reply to all**, or **Forward** the email to someone else.

↩ Reply   ⟪↩ Reply all   ➡ Forward
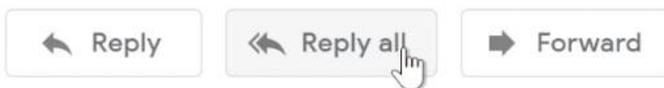
You can also go back to the **Inbox**

←
Back to Inbox

Let's have dii
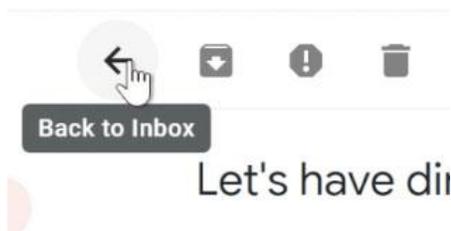
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Avoiding Spam and Phishing

Spam

Whenever you receive an email, most email providers will check to see if it's a real message or spam. Messages that appear to be spam will go to the **spam folder**, so you don't accidentally open them when checking your email.
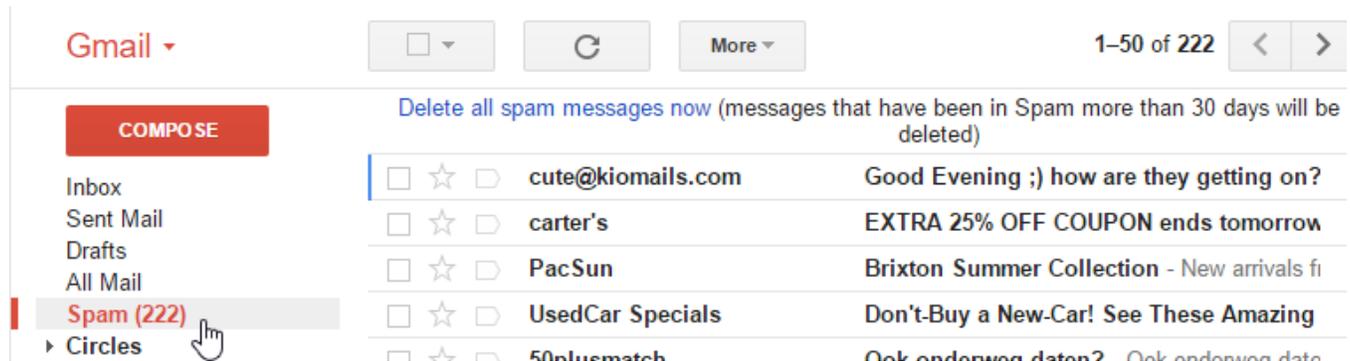
In Gmail, you can select the message and click the **Mark as Spam** button. This helps your email provider filter out these types of emails in the future.
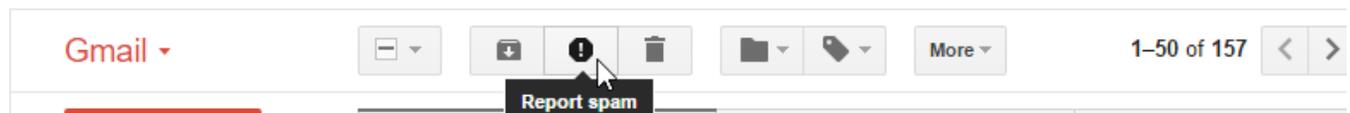
Phishing

Phishing scams are messages that try to **trick you into providing sensitive information**. These often appear to come from a bank or another trusted source, and they'll usually want you to re-enter a password, verify a birth date, or confirm a credit card number. Phishing messages may look real enough at first glance, but it's surprisingly easy for scammers to create convincing details.

Look for emails with:

1) Slightly off sender emails: jane.smith@bankofamerica**n**.com
2) Urgent Subject Lines: "Reply now to avoid shut off."
3) Misleading links: Just because this link says www.bankofamerica.com doesn't mean that's where it will go. Instead, type the web address into the address bar, so you'll know exactly where you're going.
4) Sense of urgency: Phishing scams often suggest that failure to respond immediately will result in negative consequences, like a freeze on your bank account.