

1. Why use GMAIL (aka Googlemail)

- It is free
- GMAIL uses standard web browser software – Internet Explorer – so a smaller learning curve
- Easy to use from any PC that has an Internet connection – no set up of Outlook Express or Window Mail required
- Keep the same EMAIL address forever – no need to change if you change your ISP (ISP = Internet Service Provider, E.G. BT, Sky, O2, Talktalk etc.)
- Easy access – WWW.GMAIL.COM in your browser address line – why not make it your home page?
- No backups of your mail required – it stays on the GMAIL server

Downside of using GMAIL

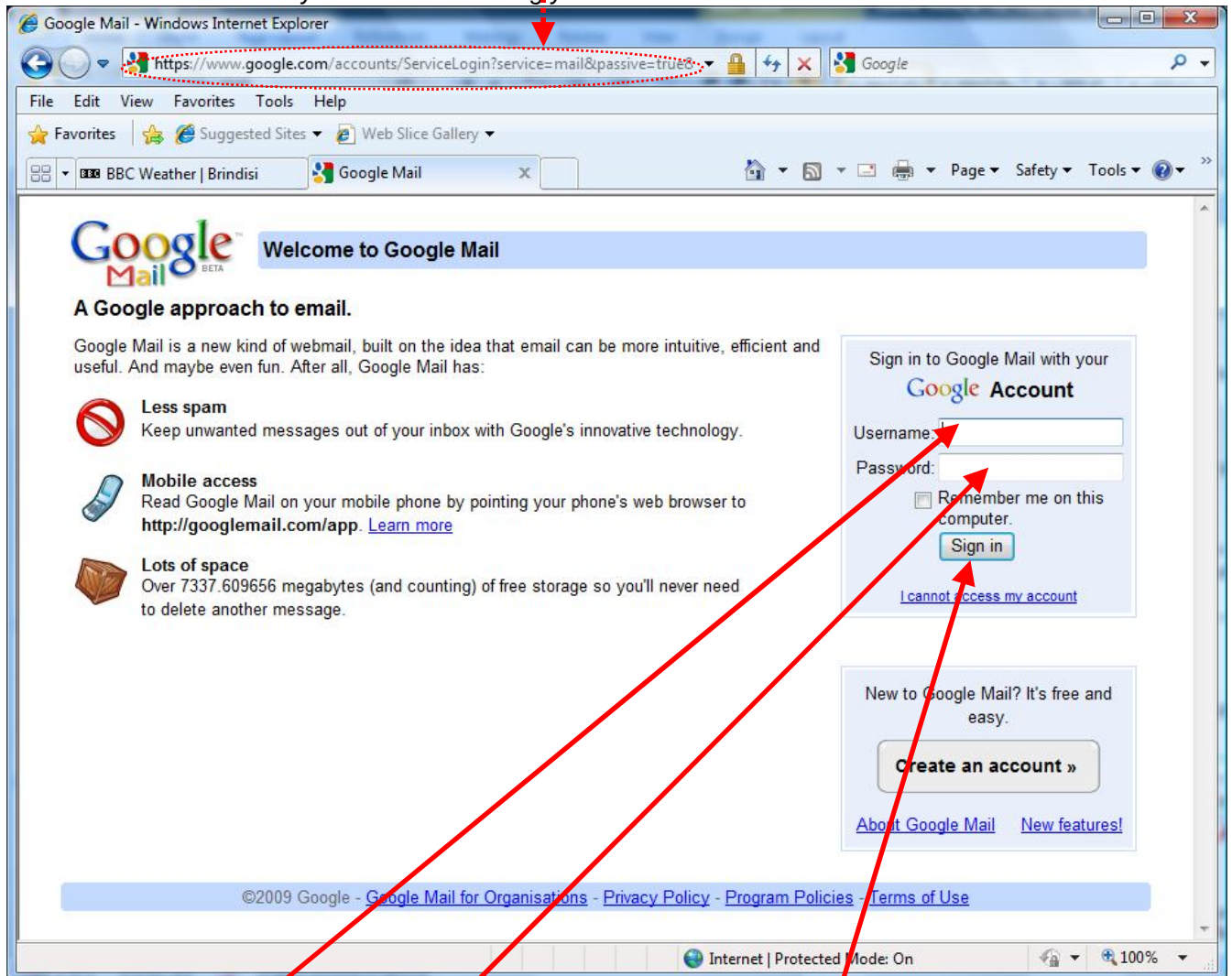
- Your EMAILs stay on the GMAIL server – if you are offline, you cannot look at your old EMAILs. You can configure Outlook Express or Windows Mail to also read your EMAIL. Then, periodically use them to download your EMAIL to your PC as a personal backup.

Alternatives to GMAIL

There are many Browser-based EMAIL systems, GMAIL is not unique in this. However I have used it for a couple of years and have found it to be reliable and innovative without being intimidating.

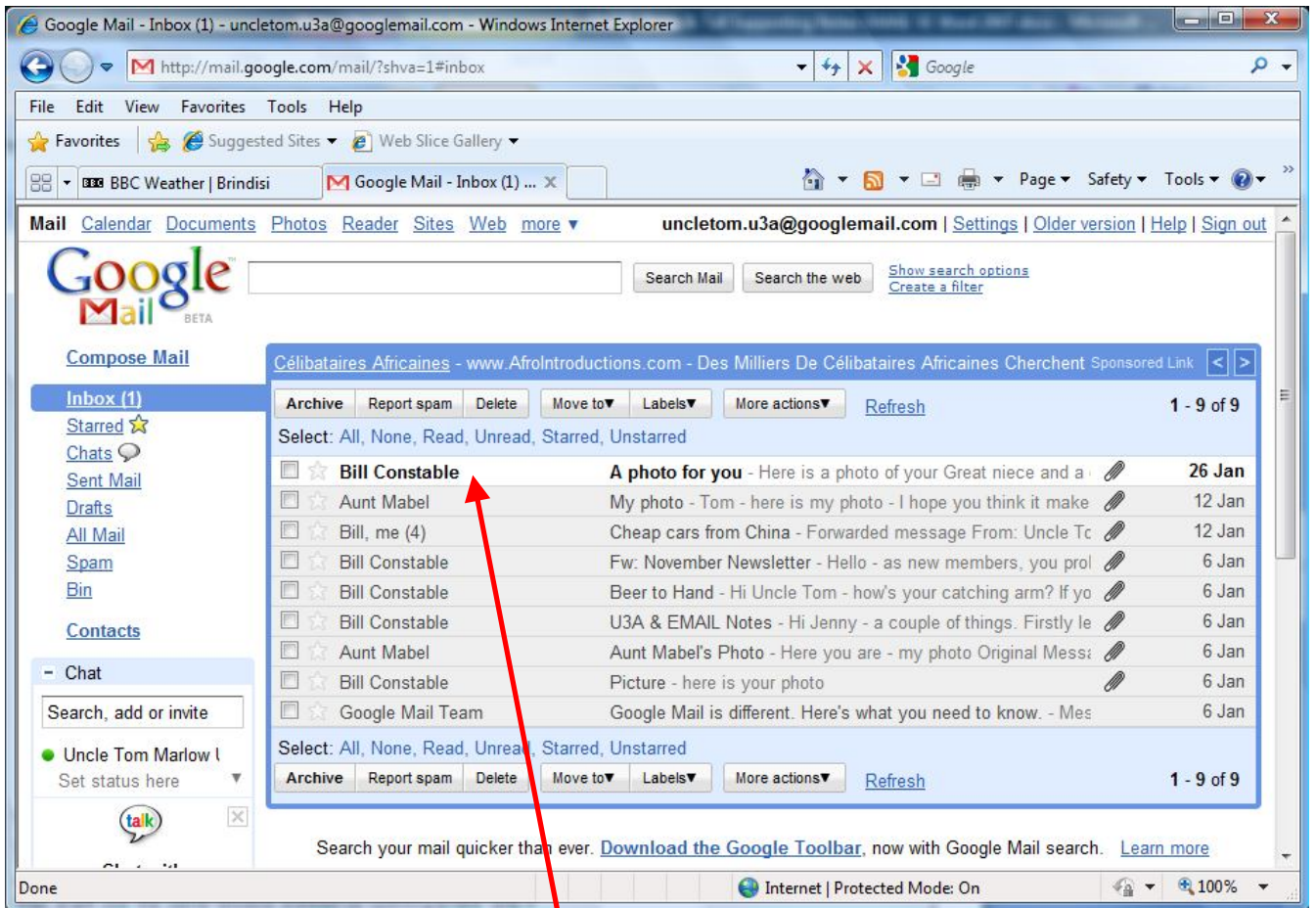
2. The GMAIL login window:

Don't worry about the URL (address) shown below, typing www.gmail.com or www.googlemail.com in this address line in your browser will bring you to this screen



Simply enter your Username and password in these boxes and click the "Sign in" button or just hit enter

3. Uncle Tom’s Inbox Window

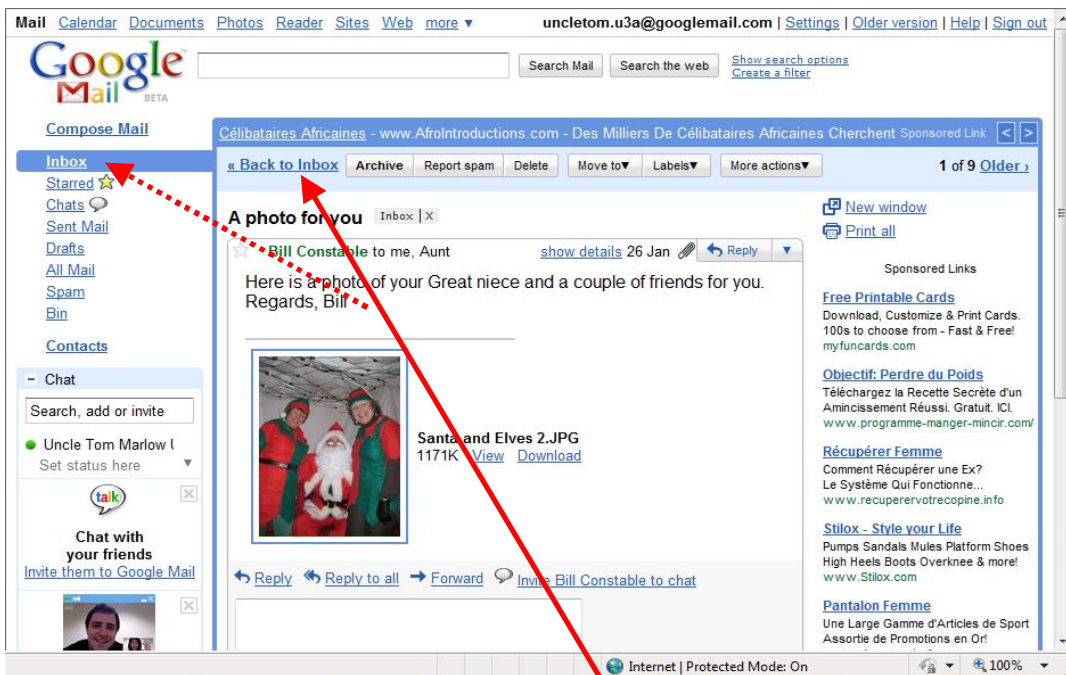


Similar to Outlook Express and Windows Mail

The EMAIL messages in **BOLD** have not been read

Click anywhere in the message line to open the message in a new screen. Unlike Outlook Express and Windows Mail, it will use the same window instead of opening a new one.

4. The Incoming Message Window



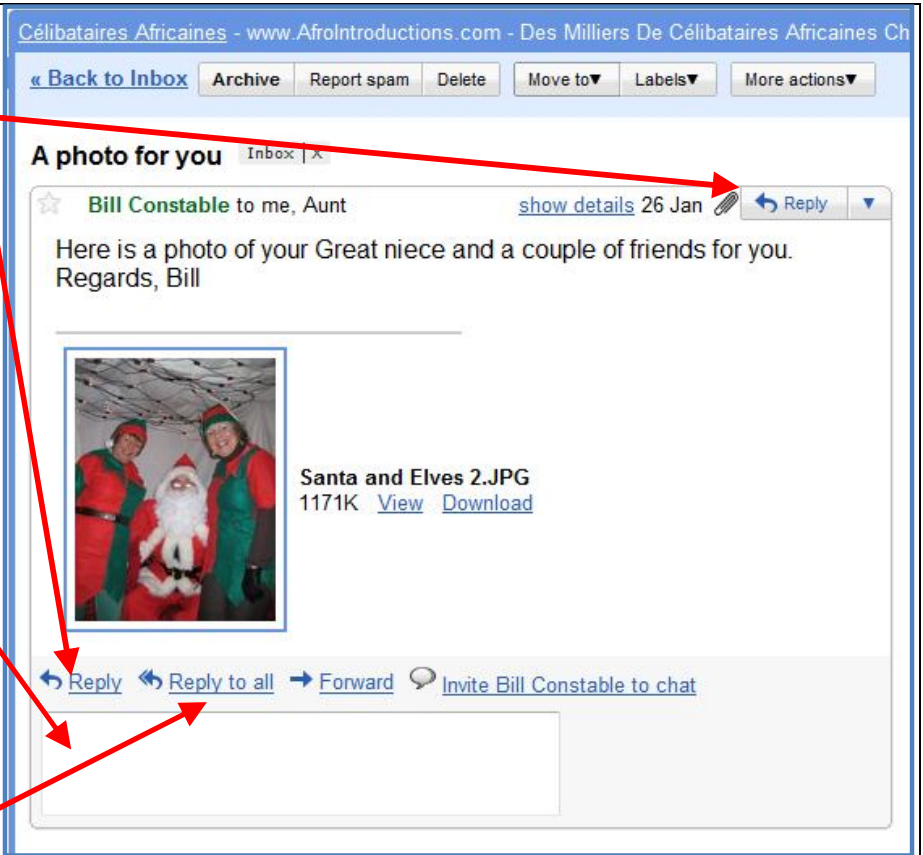
When you have read your message, click on “Back to Inbox” to see more emails. Alternatively, you could click on “Inbox” to return to the previous screen. (You can also use the browser “back” button – not shown here)

5. Replying to an EMAIL

There are several ways to do this.
Click on “Reply” in either of these places

Or just start typing in this faintly marked box under the incoming message

If the incoming email had been sent to others besides you and if you want to send your reply to all of the original recipients, then you can click on “Reply to all”.



6. Replying to an EMAIL continued

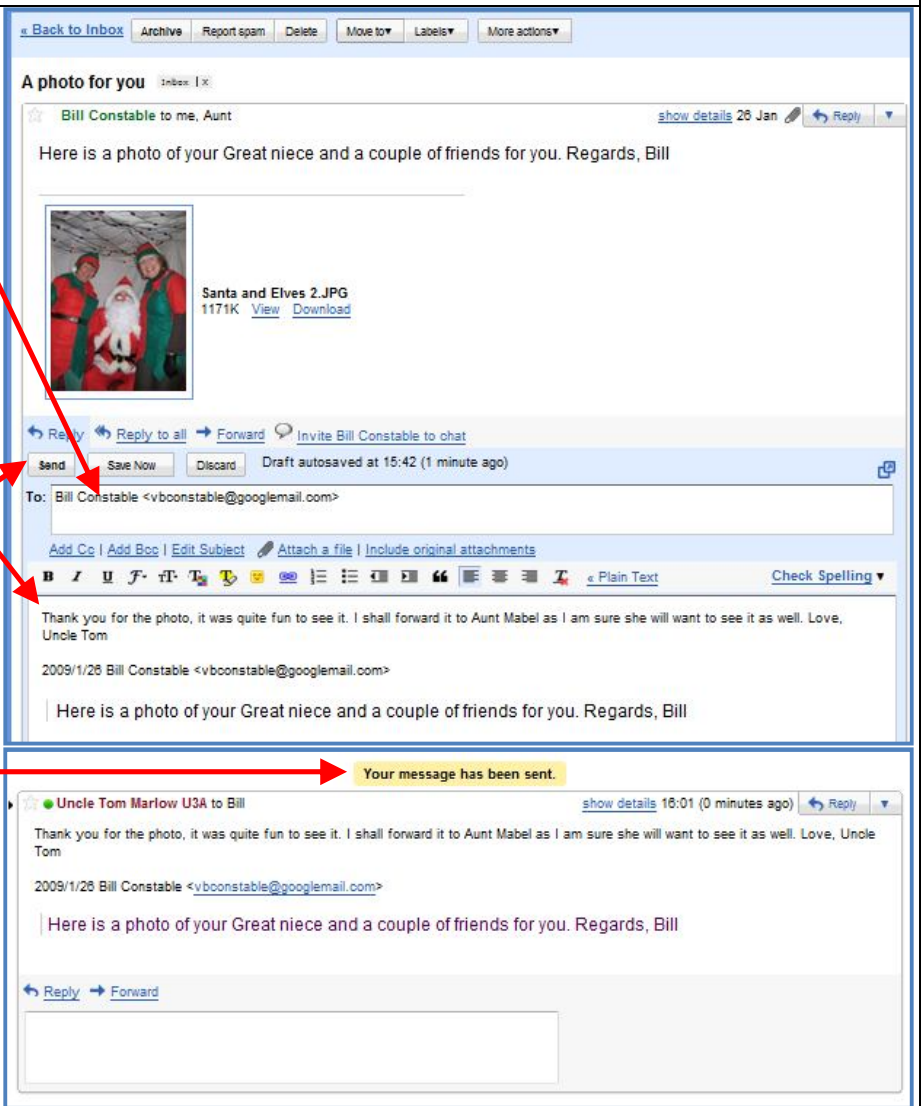
Note that the “To” address has been completed automatically with the sender’s EMAIL address. You can add more addresses if you want your reply to go to others as well – see later for adding the addresses

Type your message . . .

. . . and when you have finished, click on the “Send” button. *Note that there is another “Send” button below your reply that is not shown in this picture*

Once “Sent”, you will receive a confirmation as shown.

To return to your Inbox, as before, click on “Back to Inbox” to see more emails. Alternatively, you could also click on “Inbox” to return to the previous screen. *(The picture here is not complete and neither “Inbox” button is shown – hunt for them – they will be there! Try the top left.)*



7. **Back to the Inbox after Replying**

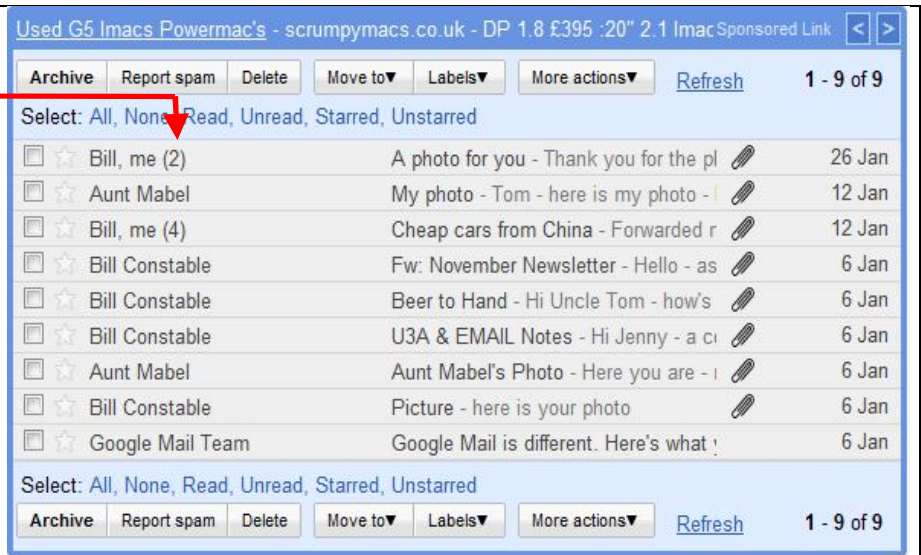
Note how the message to which you have just replied now has “(2)” following it.

This highlights a fundamental difference to Outlook Express and Window Mail.

In GMAIL, all replies from you, from other recipients and subsequent replies from the originator are grouped together in “Conversations”.

The “(2)” shown here indicates that so far there have been 2 parts to this conversation – the original from Bill and the reply from Uncle Tom (“me” in this case).

This is good most of the time as you don’t have to hunt within your Inbox and jump between your Inbox and Sent mail folders to see all parts of the conversation to date. But it does have a downside as you will see in the next-but-one section.



8. **Forwarding an EMAIL**

For simplicity, let us forget that Uncle Tom sent his reply to Bill before forwarding to Aunt Mabel.

Thus imagine He has just “opened” the original EMAIL and can see this on his screen.

To Forward the message you can do it in at least two different ways (as always).

Click on either:

- the drop-down menu by the “Reply” button, and then choose “Forward” or
- the “Forward” link below the message.

As a result, the addressing & message screen will show next.

See later for how to complete the addresses for your intended recipients.



9. Forwarding an EMAIL from part of a multi-part conversation

Firstly, from your Inbox, click on the EMAIL you wish to forward. You will now see the screen extract shown here.

The older parts of the conversation are just summarised in headlines.

It shows only the most recent part of the conversation in detail.

Note that the attachment indicator (the paperclip) is only shown in the original EMAIL

As Uncle Tom wants to forward Bill's original email **with** the photo attachment, he has to make sure he sends the correct part of the conversation.

In this case, either:

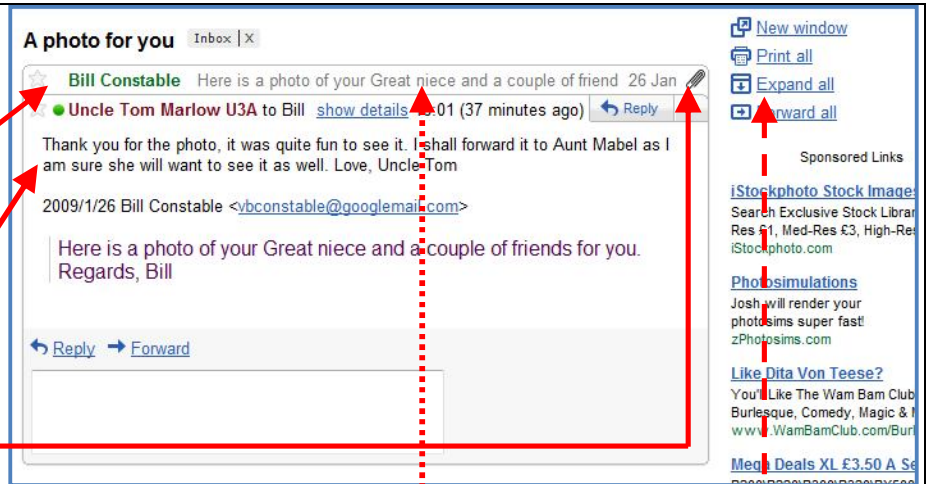
- a) Click on the headline summary . . . or
- b) Click on Expand all

The EMAIL will expand like this and you will see the original EMAIL in full – **with** the attachment.

Click on "Forward" and the normal EMAIL addressing and message screen will show next.

Add any message you wish to send with the forwarded email.

See later for how to complete the addresses for your intended recipients.



10. **Writing a new EMAIL and adding recipients' addresses**

To start a new message, simply click on "Compose Mail" at the top left of the window.

The window will change to include the the blank message "form" shown next.

Easy bits first!

Type a subject here: if you leave it blank GMAIL will remind you when you send it.

Type your message here:

You can change the default font, its size, colour etc. and add highlights, indents or bullets by clicking on these buttons

When you have finished your message, you can click on "Check Spelling" to correct any mis-typing. It should default to UK English and not US!!

You can also attach files (pictures or documents) by clicking on "Attach a file".

Now the hard part! Completing the Addresses

This is the same for **new** EMAILs and for **Forwarded** EMAILs

If you are sending to one of your regular contacts, their EMAIL address is probably already in your contacts list. *See note below.*

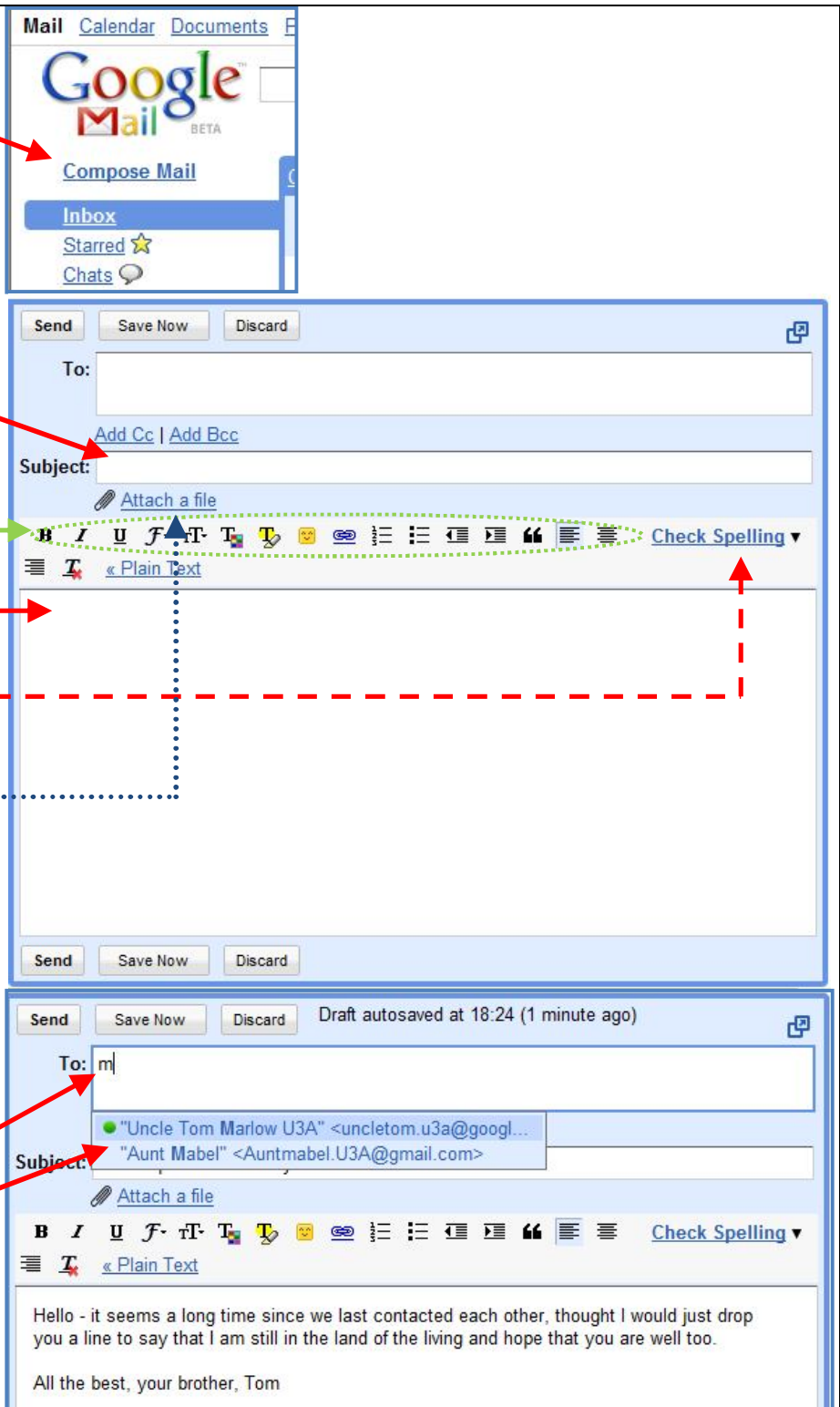
Start typing their name and hope! In this case GMAIL offers you a choice. As you type more of the name this choice is refined.

Choose the contact you want by clicking on it.

If the desired recipient is not in your contact list, you will have to type the full EMAIL address. Alternatively, at another time, from the initial Inbox screen you can click on "Contacts" in the middle-left of the window and follow the prompts to set up your contacts when someone gives you their EMAIL address.

Copies and Blind Copies (Cc & Bcc) are completed in the same way as the "To" address.

When addressed – click on "Send" **All Done!**



Note: Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send messages to addresses not previously stored in your Contacts list