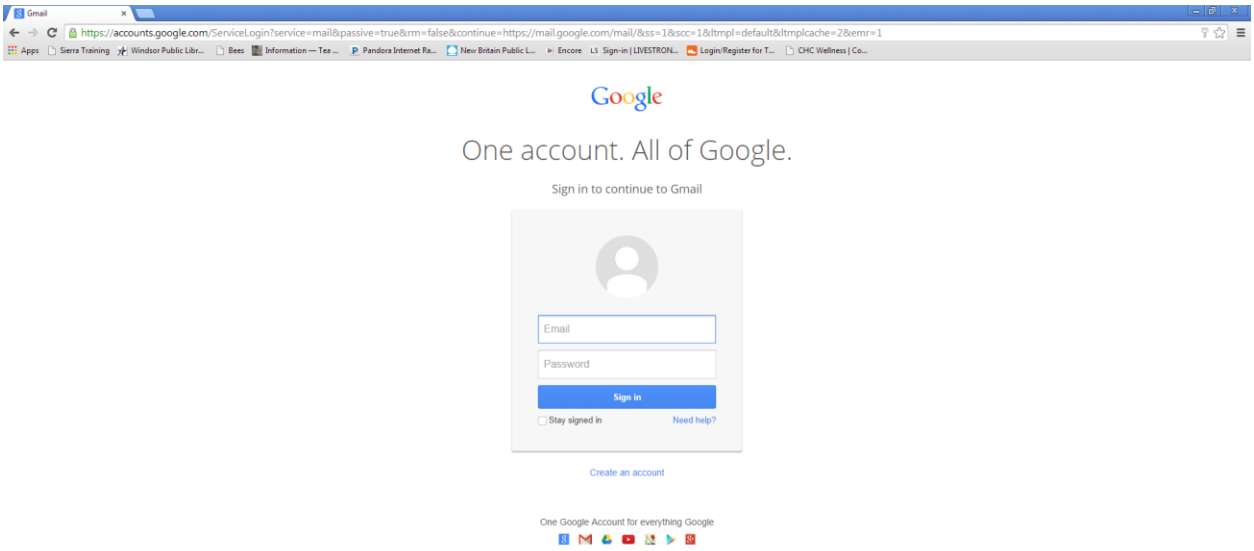
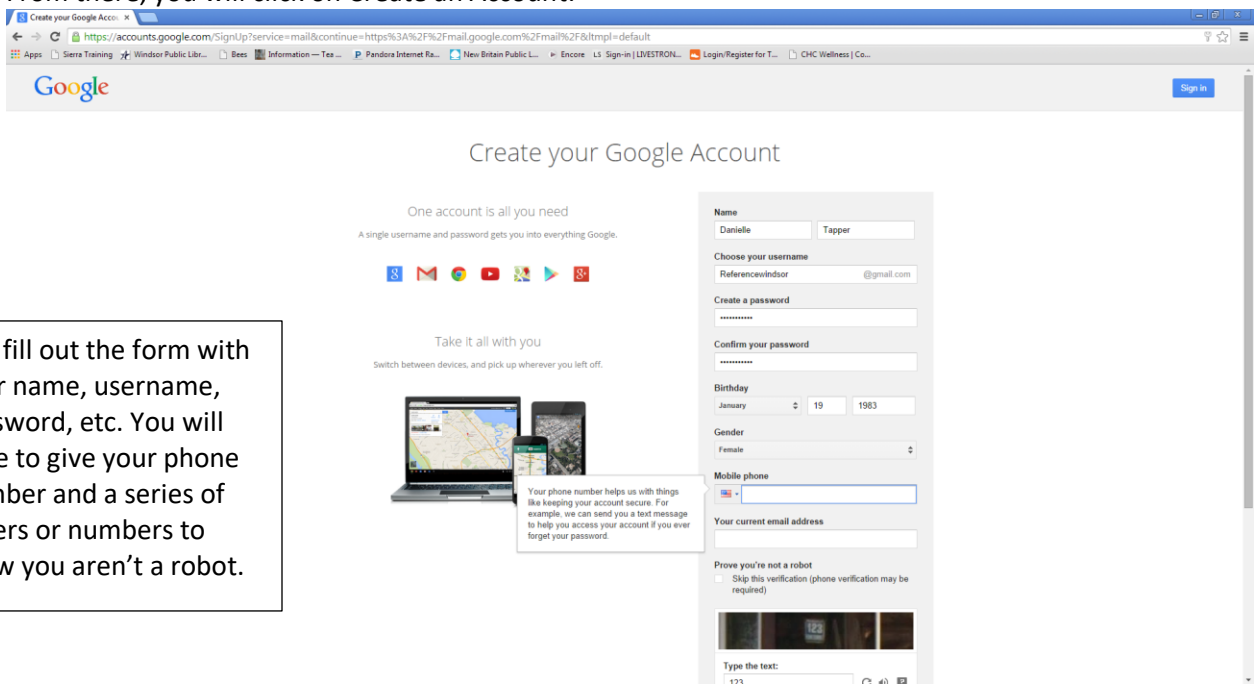
E-Mail Basics

There are a variety of places that you can sign up for a free e-mail address. There is Gmail (which is Google based), yahoo, aol, etc. The following instructions are for Gmail but it's all generally the same.

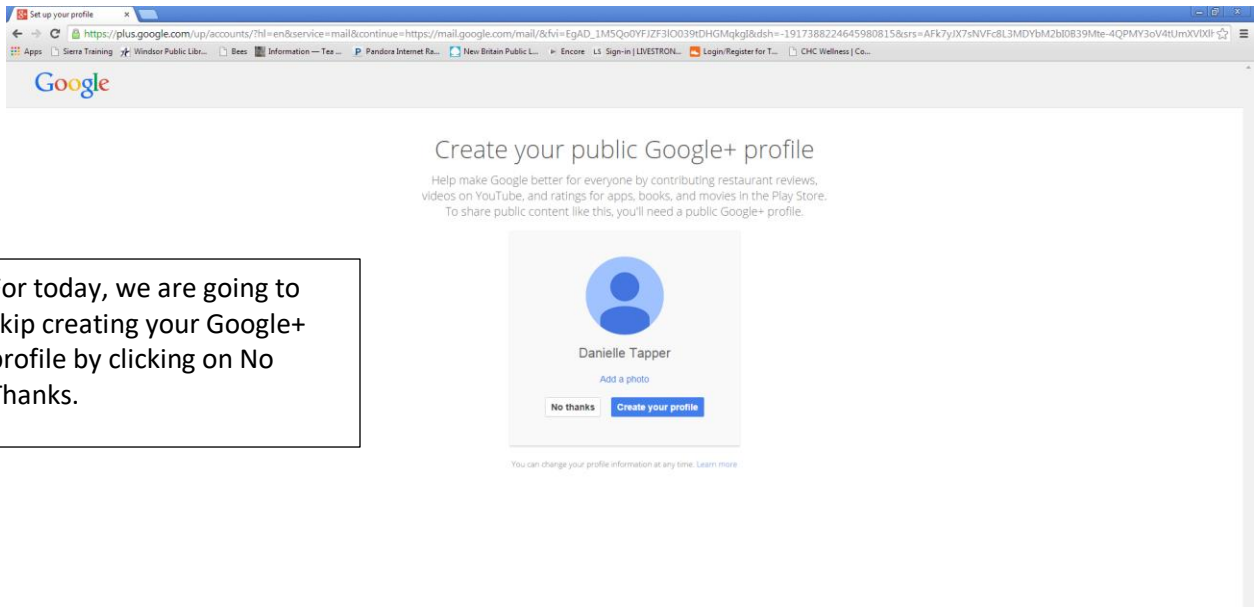
The first thing you have to do is go to the website that you want to have your e-mail address from. Here is the Gmail homepage:



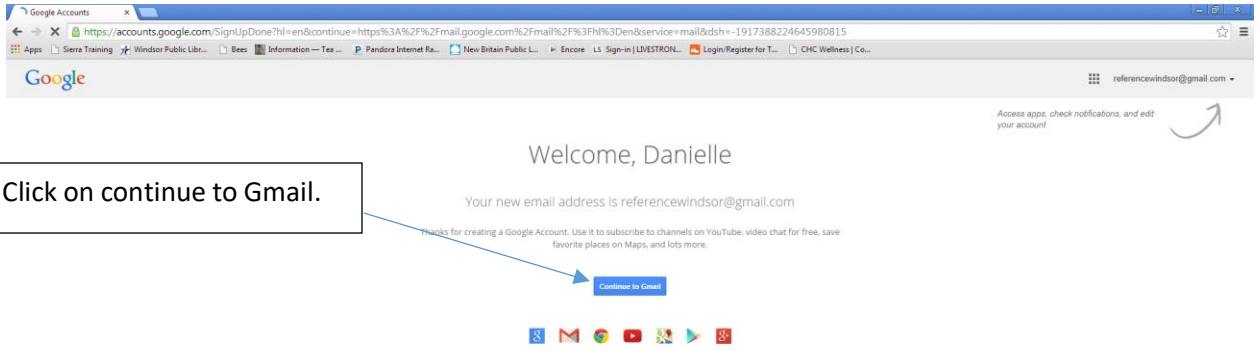
From there, you will click on Create an Account:



You fill out the form with your name, username, password, etc. You will have to give your phone number and a series of letters or numbers to show you aren't a robot.

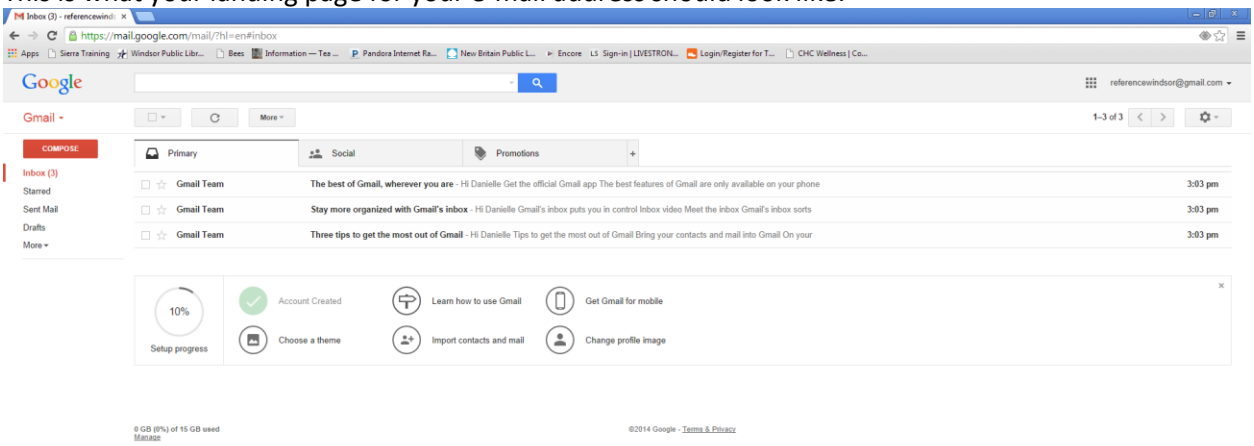


For today, we are going to skip creating your Google+ profile by clicking on No Thanks.



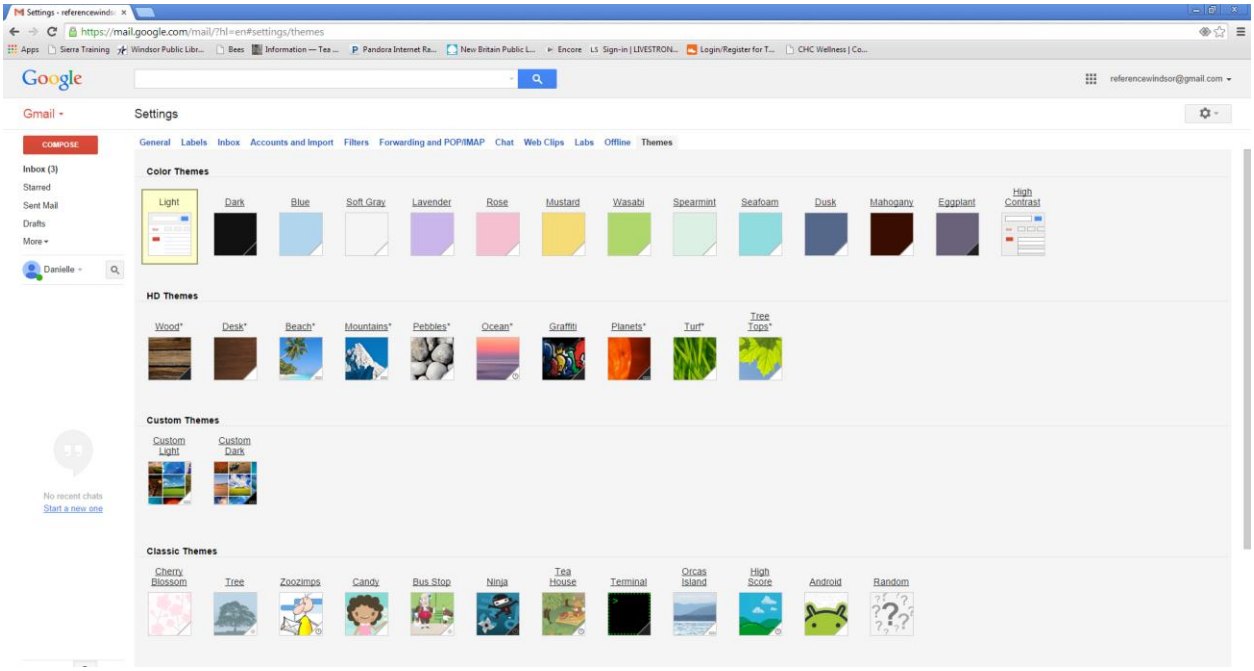
Click on continue to Gmail.

This is what your landing page for your e-mail address should look like:



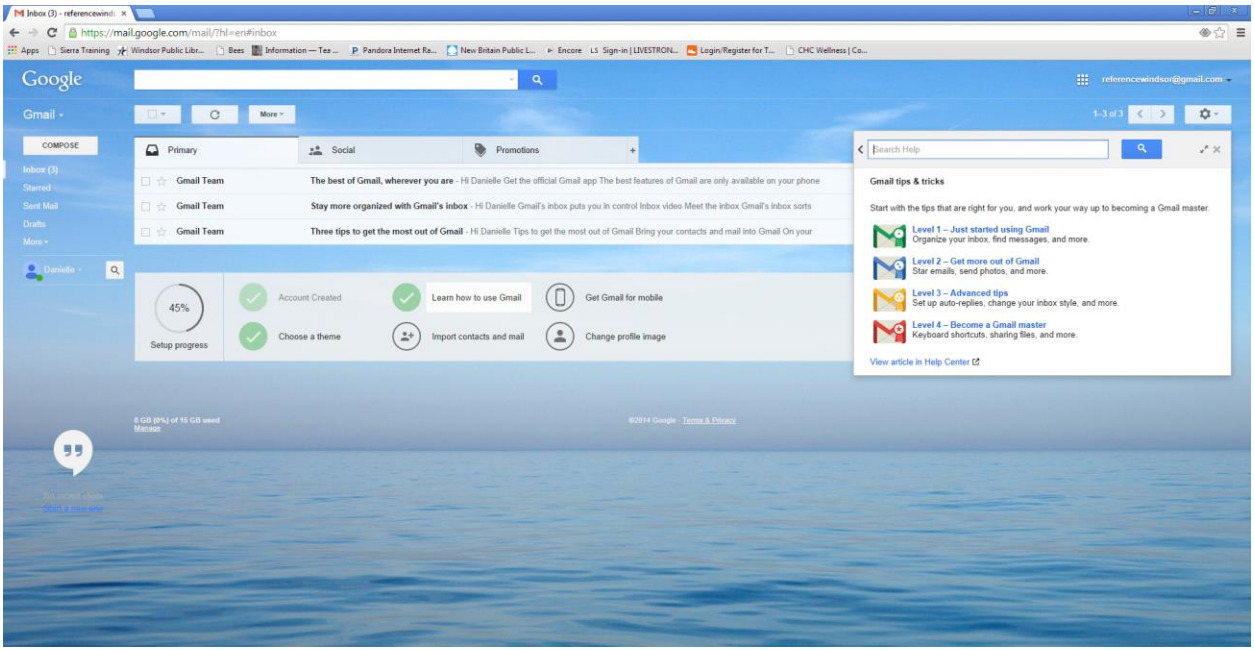
As you can see, you have not fully set up your e-mail. But you can easily find your new messages as well as where to Compose an e-mail.

Choosing a theme:

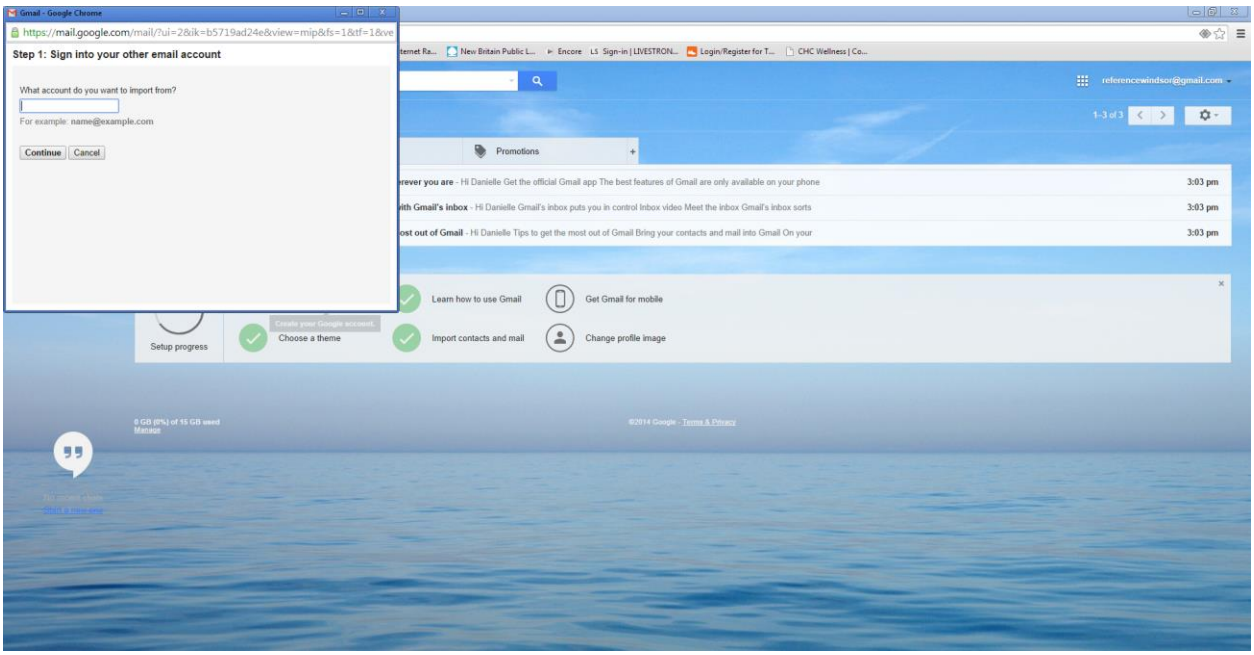


I picked a theme and had to add my location so it would change.

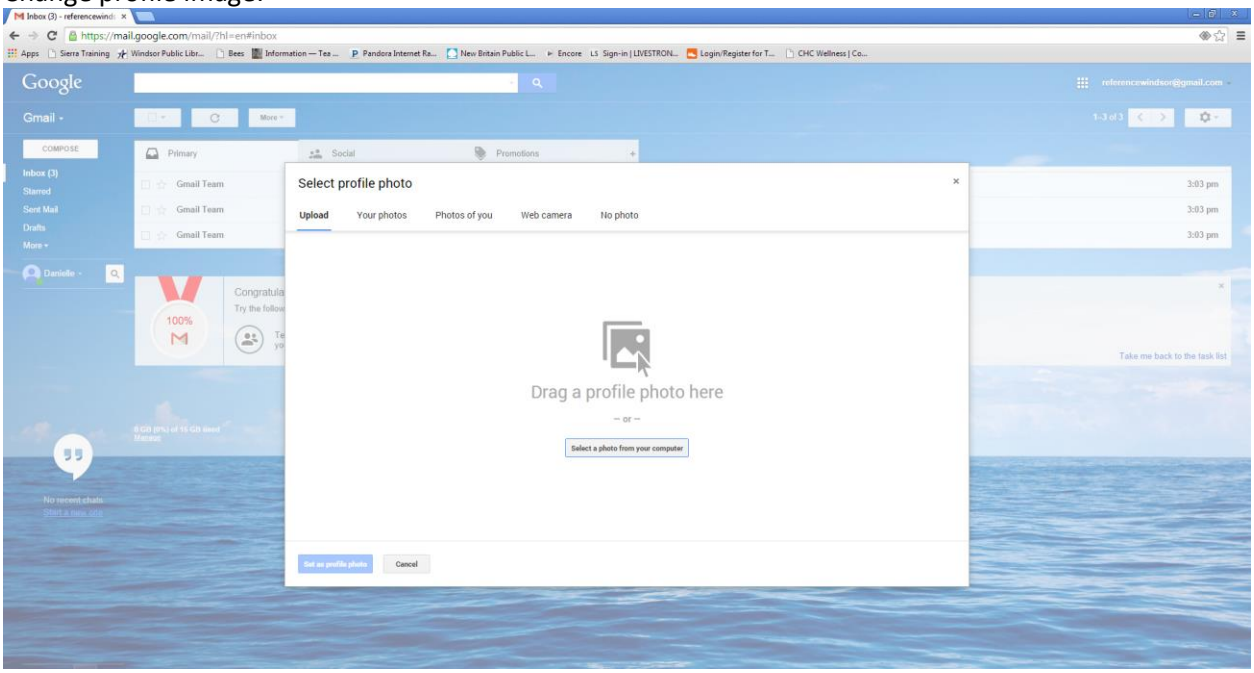
The next set up item was “Learn How to use Gmail”:



If you had contacts and/or mail to import you can do that here:

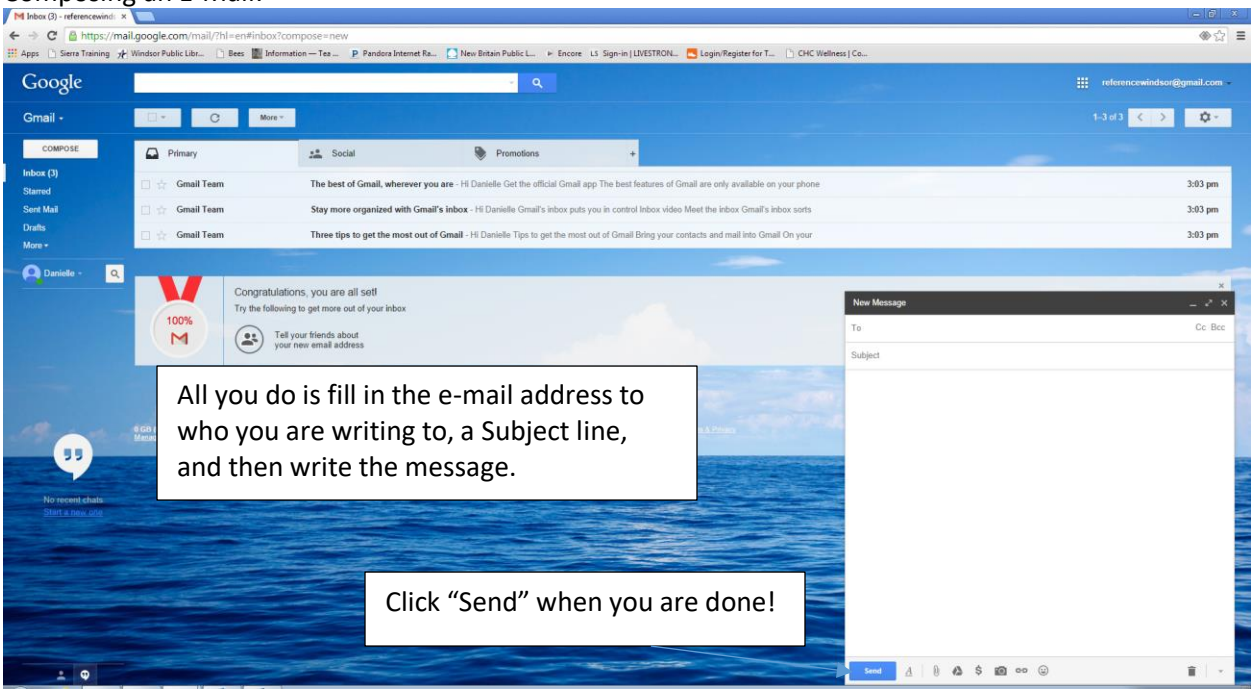


Change profile image:

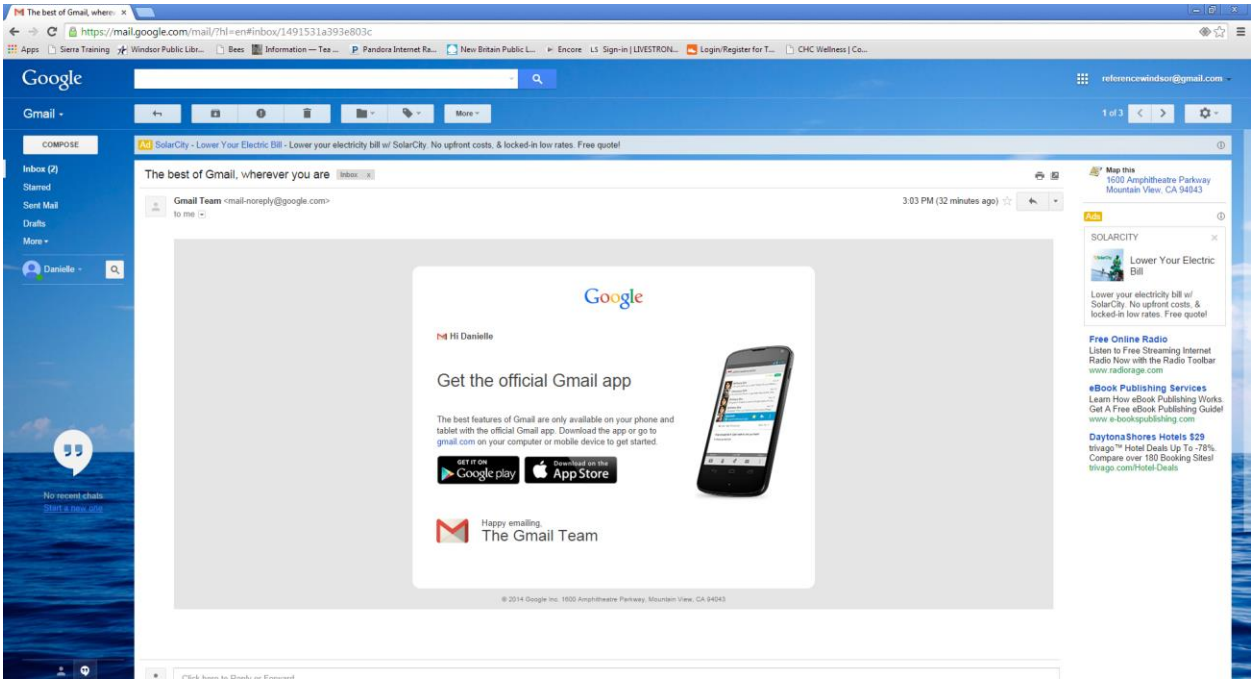


You can either ignore these steps or do them all – it all depends on your comfort level. Once you are done, you are ready to use your e-mail.

Composing an E-Mail:



Your Inbox is in the middle of the screen. Gmail has made it so that you have almost three inboxes – Primary, Social, and Promotion. Your Primary is the e-mails that your contacts send you. Social e-mails are from Facebook, twitter, etc. – anything social media related. Promotion is those from different companies trying to promote things – CVS, Payless, etc.

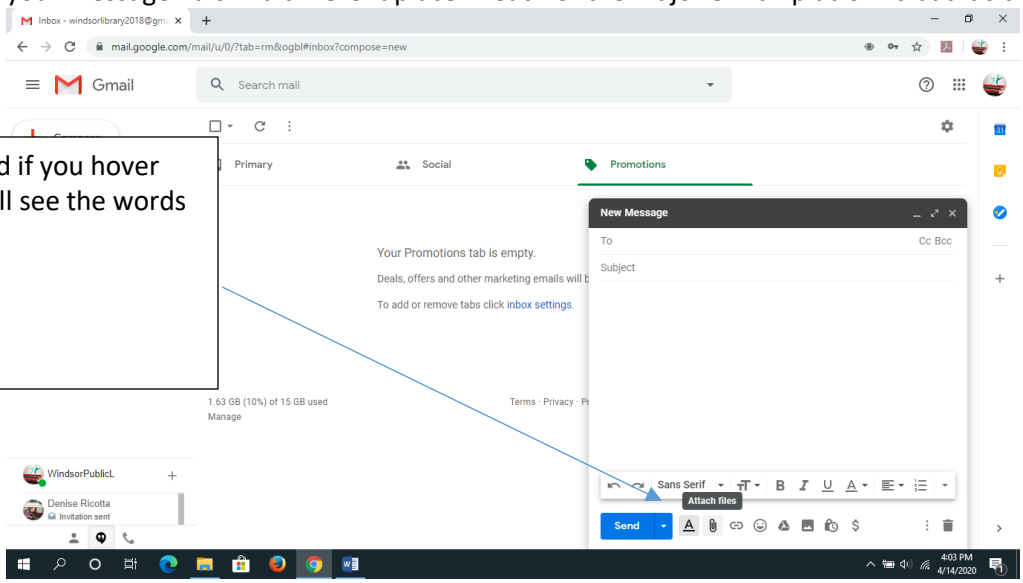


This is the basic e-mail. You can see (though not very well) that there is a button to give you different options in the right hand corner.

Attaching something to an e-mail:

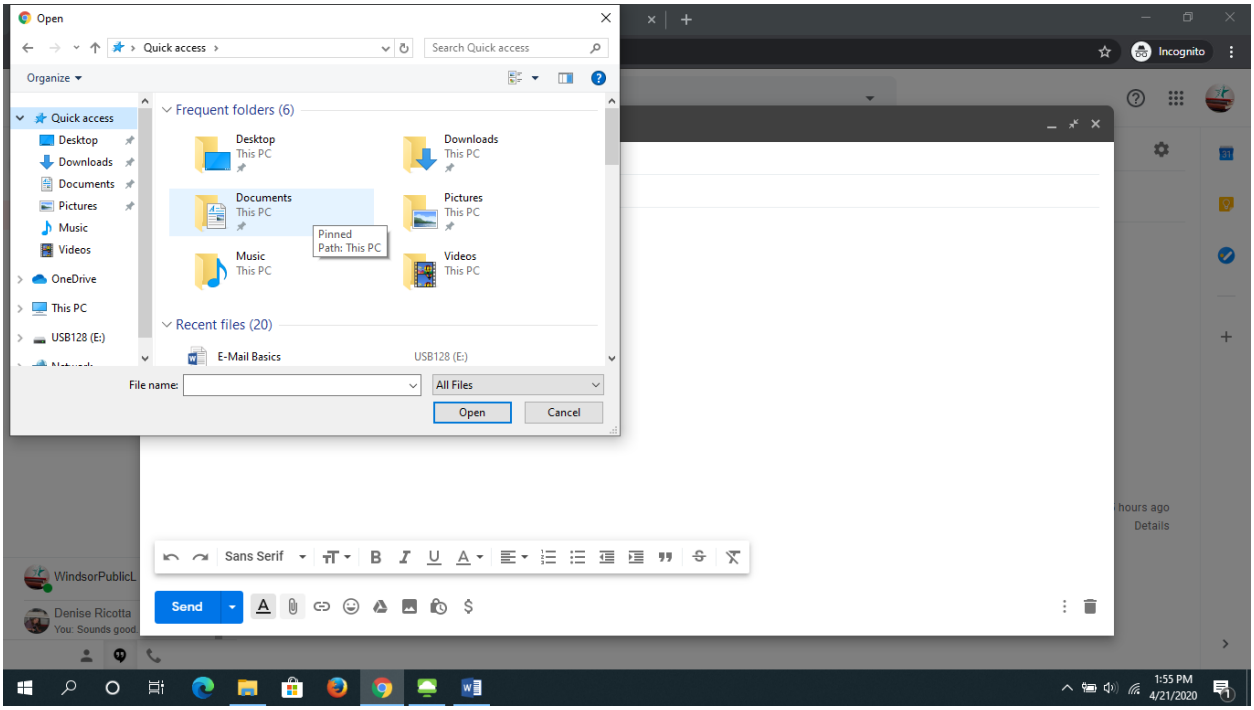
1. Compose your e-mail. You can fill who you are writing to as well as a subject to the e-mail.

2. Attach the document/image/etc to the e-mail by pressing the paperclip.Find the paperclip in your message. It is in a different place in each of the major e-mail platforms but it's there.

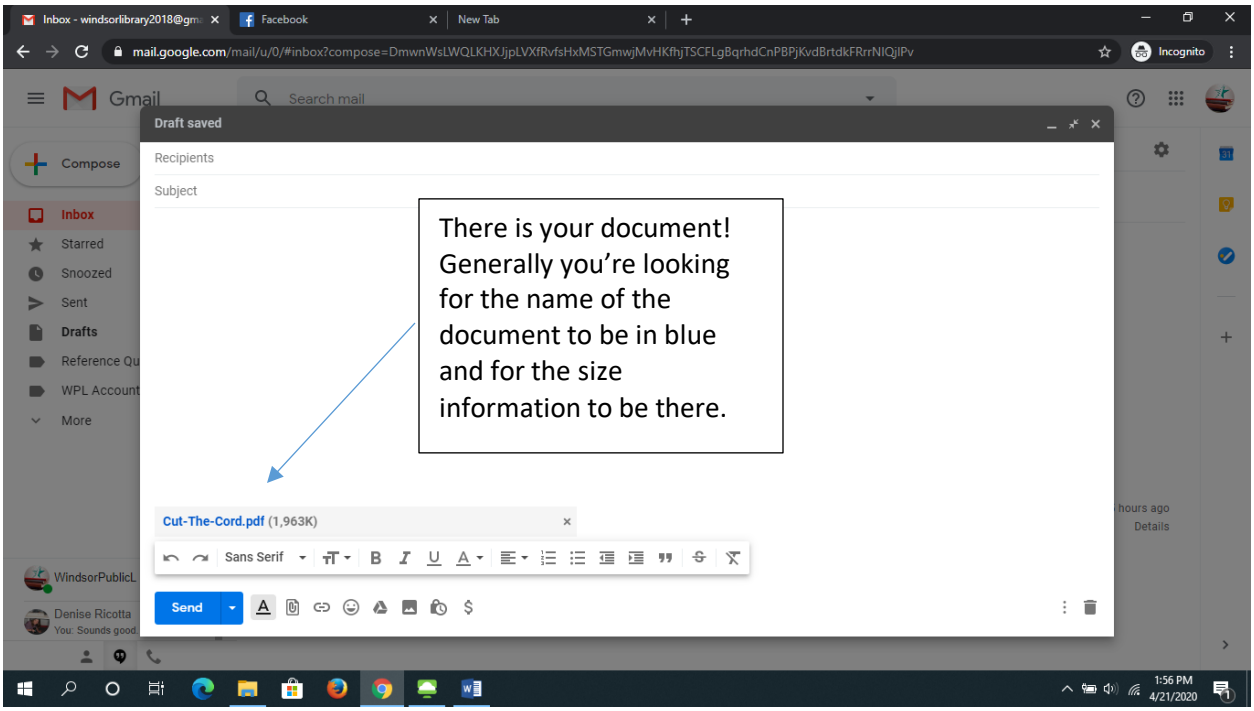


There it is! And if you hover over it, you will see the words Attach files

3. From there choose where on the computer/flashdrive your document/image is.



4. Once you have, click open.
5. Once the item is attached to your message, you should see it – generally at the bottom of the e-mail.


Draft saved
Recipients
Subject
There is your document! Generally you're looking for the name of the document to be in blue and for the size information to be there.
Cut-The-Cord.pdf (1,963K)
Sans Serif
Send