Email Basics

Email: pamela.stephens890@gmail.com

Web page: http://pamstephens890.weebly.com/

The **inbox** is where you'll view and manage **emails** you receive. Emails are listed with the name of the **sender**, the **subject** of the message, and the **date received**.
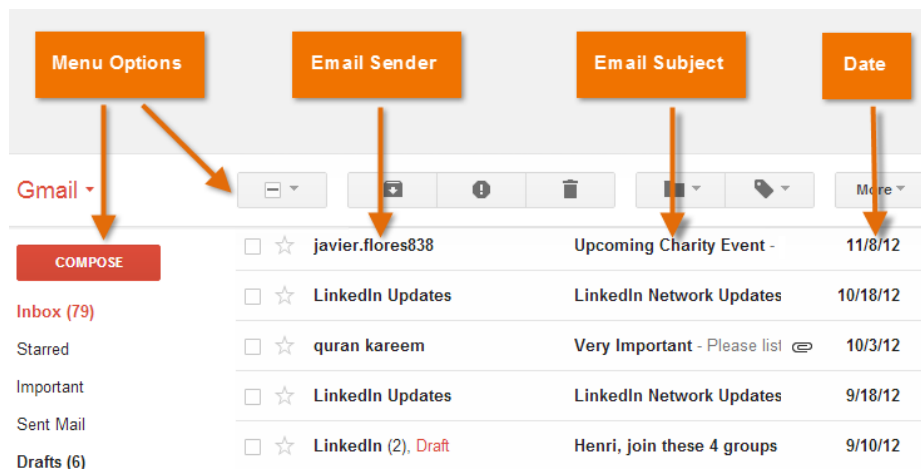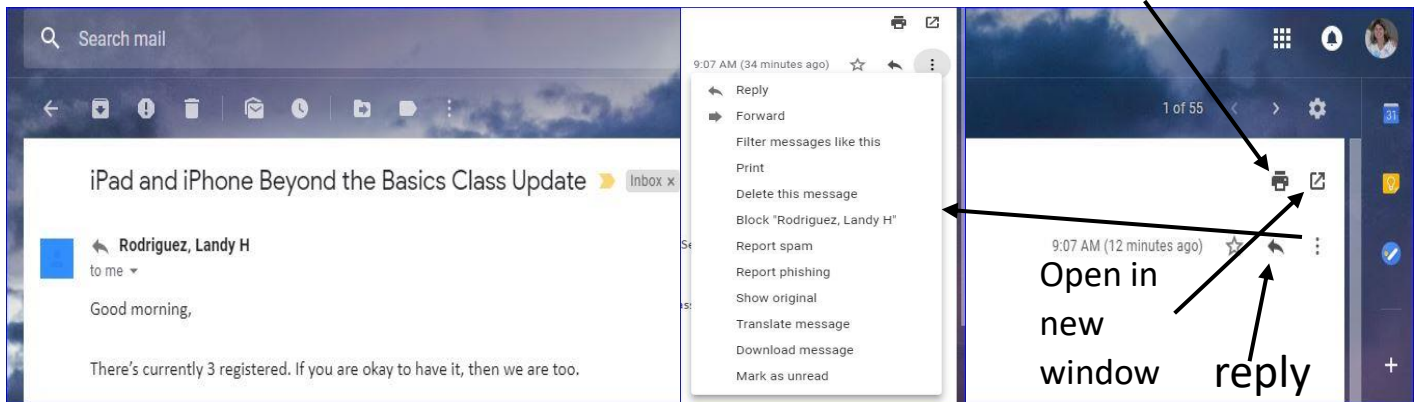
When you select an email in the inbox, it will open in the **Message pane**. From here, you can **read the message** and choose **how to respond** with a variety of commands.
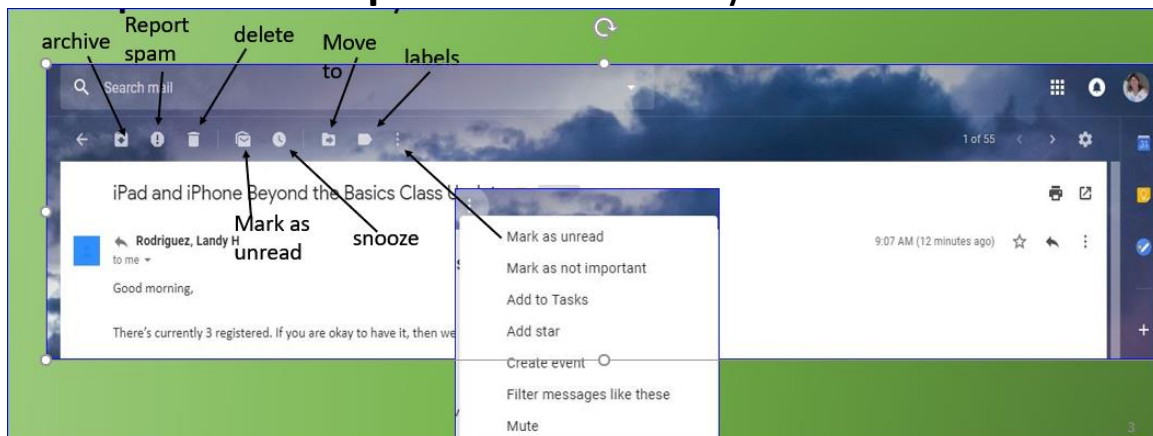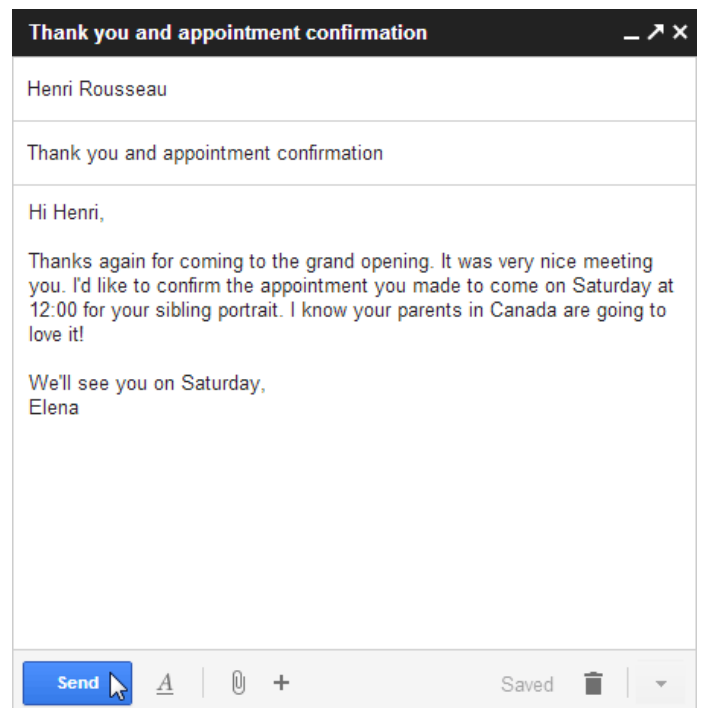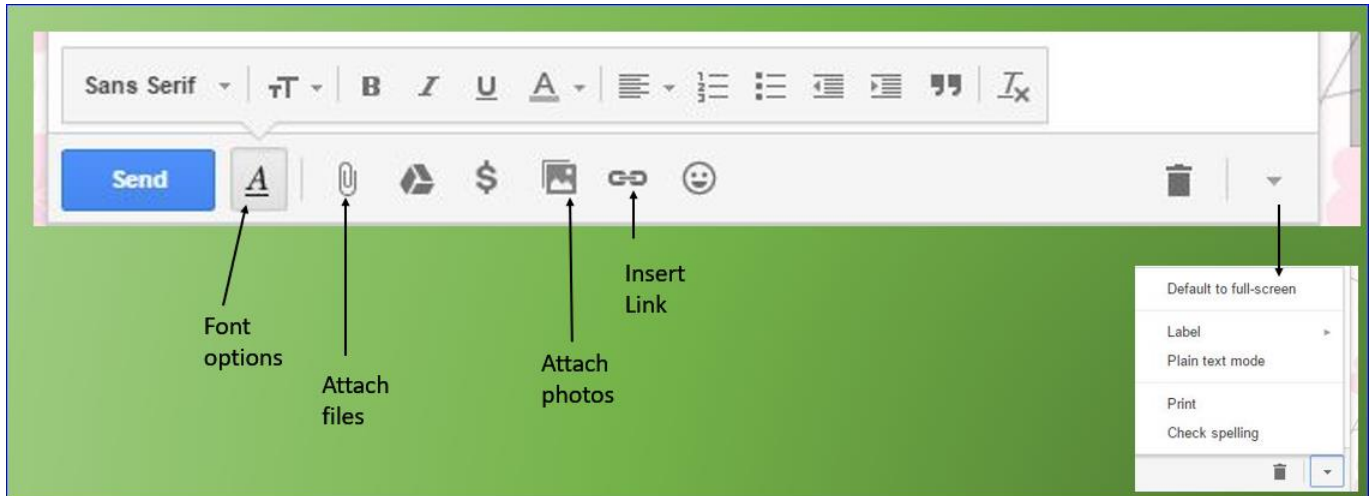
Right side of Message Pane

print

Open in new window   reply

Compose Pane

You can click the **Compose** or **New button** from your inbox to open the **Compose pane** to create your own email message. From here, you'll need to enter the **recipient's email address** and a **subject**. You'll also have the option to upload files (photos, documents, etc.) as **attachments** and **add formatting** to the message.
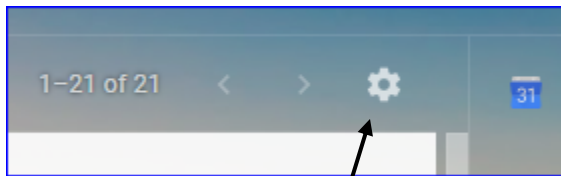
A Compose pane will also appear when you select **Reply** or **Forward**. The text from the original message will be copied into the Compose pane.
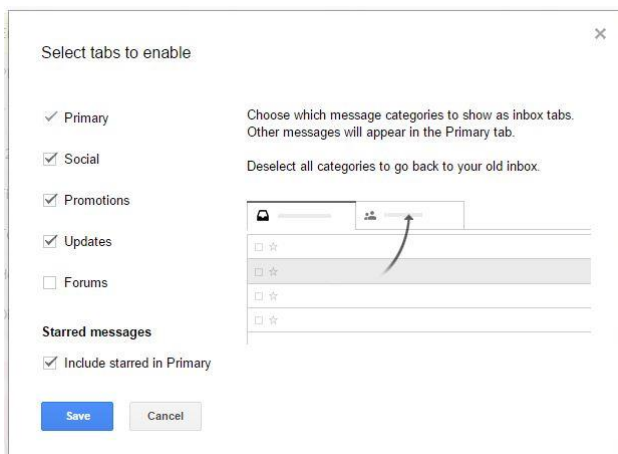
Formatting options when composing

Font options

Attach files

Attach photos

Insert Link

Default to full-screen
Label
Plain text mode
Print
Check spelling

Settings:

Located in the gear wheel to the far right.

Display density

Configure inbox

Settings

Themes

Get add-ons

Send feedback

Help

Select tabs to enable

✓ Primary

✓ Social

✓ Promotions

✓ Updates

☐ Forums

Starred messages

✓ Include starred in Primary

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

Save   Cancel
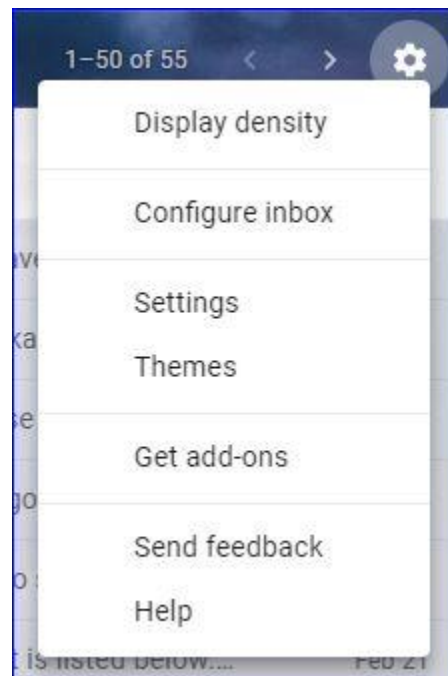
Configure inbox: Where you can add promotions and updates.

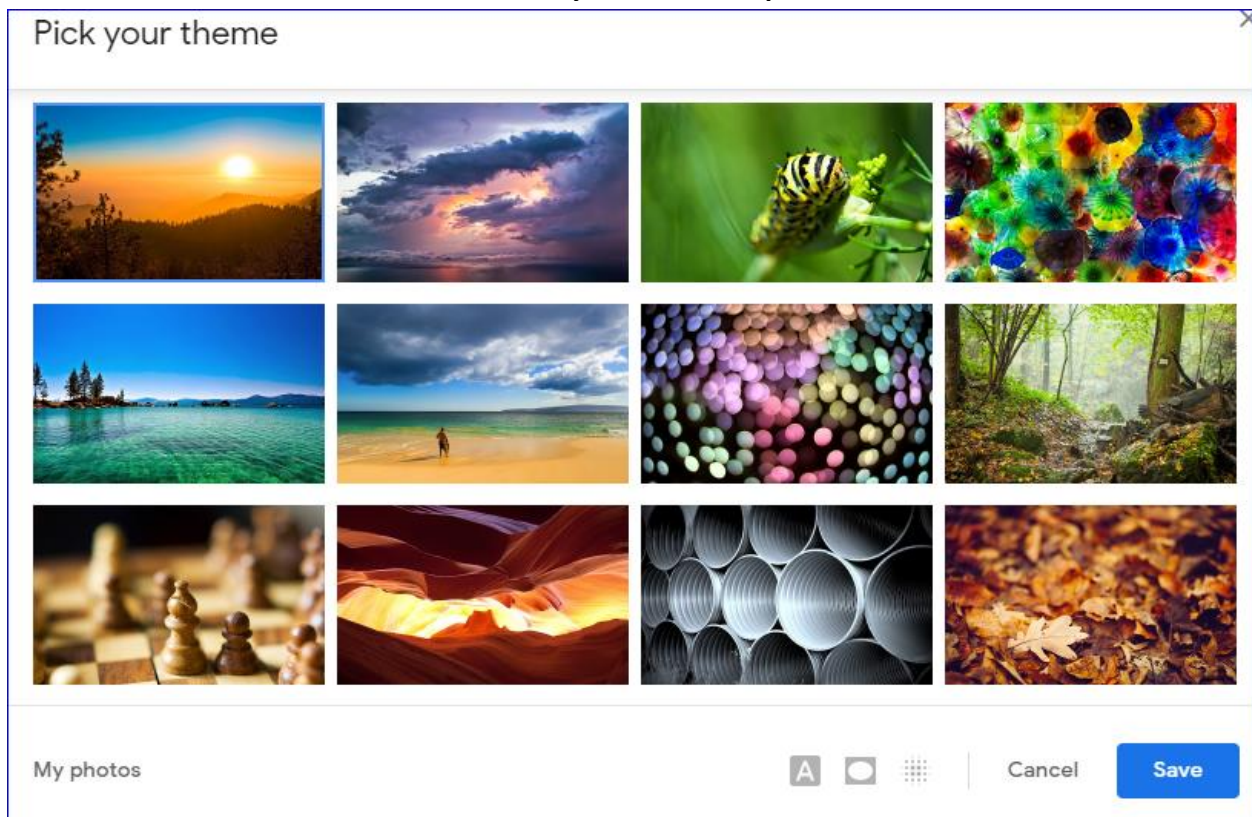Themes: Choose one, or use your own photo.

Settings: General, Accounts and Import and Blocking an Address. (add-ons and advanced)

** Don't forget to save changes each time you make a change. Many "save changes" buttons will be at the very bottom of the page, some of the save buttons are next to each action.

Making and Managing Folders

Making folders (called labels in Gmail)

Google

Gmail ▾

COMPOSE

Inbox

Starred

Important

Sent Mail

All Mail

Spam (28)

Trash

▸ Community Educat...

▸ Family

▸ Friends

▸ Information

▸ Medical

▸ TxVSN 2015-2016

Chats

Drafts

▸ Categories

▸ Circles

▸ [Gmail]

[Imap]/Spam

Manage labels

Create new label

You will find "Create new label" at the very bottom of the left side of the page.