GMAIL - BACK TO THE BASICS

Here's a step-by-step guide on composing and sending messages:

1. Click the **Compose** button on the left side of your Gmail page.
2. Type your recipient's email address in the "To" field.
   - As you type a recipient's address, Gmail will suggest addresses from your Contacts list using auto-complete.
   - Once you've entered a contact in the "To" field, hover over the contact's name to see the email address and other information associated with it. Double-click a contact's name to edit the email address or name.
   - We suggest using the carbon copy feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **cc**. The blind carbon copy field (click **Bcc** to display) lets you hide recipients' addresses and names from one another.
3. Enter a subject for your message in the "Subject" field.
4. Write your message! Just click in the large field below the subject line and type away.
5. When you're done composing, click the **Send** button at the bottom of your compose window.

Text formatting: Click this icon to add formatting like font size, bold, underline, and bullets. Or, use our new formatting keyboard shortcuts. Hover over each button to learn the keyboard shortcut you can use for that option. Alignment and indentation options are now collapsed under the alignment icon.

Attachments: Click the Attachment icon to attach files to your message. Hovering over the Attachment icon will also open the insert options menu.

Insert options: Hover over the plus icon to embed photos, links, emoticons, and Google Calendar events. This menu will also open when hovering over the Attachment icon.

Discard: Click the trash can icon to delete your draft.

More options: Click this menu to see other tools such as spell check, plain text format, print, adding labels, and including original attachments.

Window size: To compose in a full-screen window, click expand in the upper right corner of the compose window. To use full-screen by default, click More options and choose **Default to full-screen**. Learn more about other size options for the compose window.
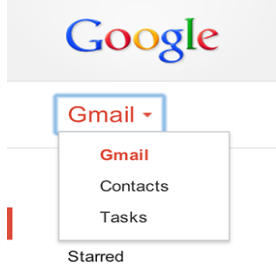
Saving: Gmail automatically saves your drafts while you're writing. You can verify that it's saved if you see the word, "Saved" next to the Discard button. Your draft will also be automatically saved when you close the compose window.

Spell Check: Click the **down arrow** next to the "Discard draft" icon at the bottom of your compose window. Click **Check spelling**. If there's a misspelled word, it will be highlighted in yellow. Click the misspelled word to see Gmail's suggestions for similar words. Select a suggested word from the list to replace the misspelled word.

Create signatures: Open Gmail. Click the ⚙ gear in the top right. Select **Settings**. Scroll down to the "Signature" section and enter your new signature text in the box. You can format your text using the buttons directly above the text box. Click **Save Changes** at the bottom of the page.

Read Receipts: Read receipts are available only for Google Apps for Business, Education, and Government customers. They are not available in personal Gmail accounts.

Contact Manager: Similar to an online address book, the Contact Manager gives you easy access to the people you want to reach. All your email contacts are stored here. Click **Gmail** in the top left corner of your page, then select **Contacts** to access and edit your contacts' information.

Edit contact information: Find and click the name of the contact in the Contacts list.
Make any changes you'd like to make.Exit the editing field to save automatically or click Save now in the upper right hand corner.

Add contact to contact groups: Select the contact in the Contacts list. Click the Groups button ⬚.
Select the group you'd like to add the contact to, or select Create new to create a new group.

Remove contact from contact groups: Select the contact in the Contacts list. Click the Groups button ⬚
Select the group you'd like to remove the contact from (boxes will be checked next to the groups that contact is already in).

Delete contact: Select the contact in the Contacts list. Click More, then click Delete contact.

Default contact groups: Your Contact Manager has a few default contact groups (listed under the "New Contact" button on the left side) to help you organize your most used and most important contacts. You can still create custom contact groups yourself.

My Contacts organizes the addresses you care about. If you know you'll want to find someone often, you can move a contact to this group by selecting one of your contacts, clicking

the **Groups** button ⬚, and selecting **My Contacts**. You can also remove a contact from My Contacts by unchecking it. Most mobile devices will sync with this group, but some may sync other default groups.

Most Contacted includes the 20 addresses you use most frequently. Gmail automatically updates this list so you can reference it quickly and easily.

Other Contacts includes any contacts that haven't already been categorized into My Contacts or another contact group.