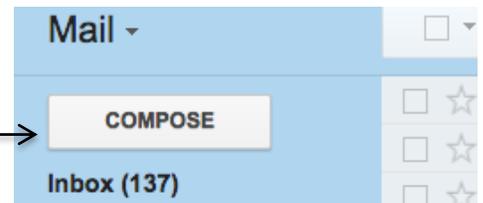


# Sending Emails Using Gmail

1. Go to Google.com. Click once on the **Gmail** button in the top, right corner of the page.
2. Click once on the **Add account** button. Put in your District Gmail account name.  
Example: tim.orourke@emuhsd.org  
Click once on the blue **Next** button.
3. Put in your District Password.  
Example: Hyetr#1  
Click once on the blue **Sign in** button.  
You are now in your Gmail.

4. To send an email, click on the **Compose** button near the top left of the screen.

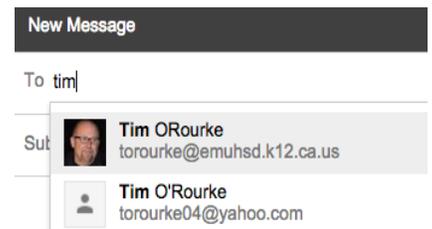


5. The “New Message” box will appear in the bottom right corner of your window. The cursor will be flashing in the **To:** line



6. You can begin to type in the first or last name of any person in the District.

As you type, a list of the people that match what you have typed so far will appear. The more of the name you type, the more precise the list will become.



Once you see the name of the person you want, move your mouse down and click on the name. Their name will now appear in the **To:** line.

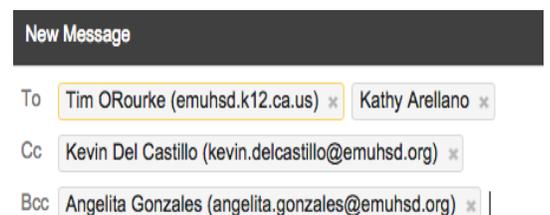
You may begin to type in another name if you wish to send the email to more than one person.

You may also begin to type in the name of a group if you know there is already an existing group. (We will show you in a later lesson how to create groups).

7. Using the **CC:** option.

If you want another person(s) to get a copy of this email, you can use the **CC** option. This means everyone who receives this email will see that you also sent a copy to the person in the **CC** line.

If you would like someone else to receive a copy of this email, you may click on the **CC** button in the **To:** line.



This will bring up a new line right below where you have been putting addresses. Repeat the process

of typing in a name until you see the address appear.

8. Using the **Bcc:** option.

If you want another person(s) to get a copy of this email, *but you do not want the other recipients to know you sent them copy*, you can use the **Bcc** option.

You may click on the **Bcc** button in the **To:** line. This will bring up another new line right below where you have been putting addresses. Repeat the process of typing in a name until you see the address appear.

9. Click your mouse in the **Subject** line and type in a short title.

10. Click in the body of the email (Just below the Subject line) and type in your message.

11. After you have typed in your entire message, click once on the blue **Send** button in the bottom left corner of the **New Message** window.

# Receiving Emails Using Gmail

1. Login to your District Gmail Account.

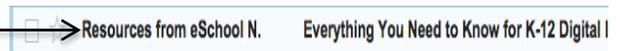
2. You may delete unwanted emails without ever opening them by simply clicking in the small box to the left of the message title. A check mark will now appear in that small box, and a trash can icon will appear at the top of your list of emails.



Click once on the trash can icon and the message will be deleted.

Note: You may delete several unwanted emails at one time by clicking on the small box to the left of the title for each email you want to delete. Once you have a check mark next to all the unwanted emails, click once on the trash can and all the unwanted emails will move to the trash.

3. To read any email, click on the email title and it will open.



4. After you have read the email, you have several options

a. If you want to delete the email, click once on the trash can at the top of the page.

b. If you want to save the email to a separate folder, click once on the folder icon (We will have another lesson later on creating new folders).

c. If you want to reply to this email, click once on the **Reply** button near the bottom of the window.

d. If you want to send a copy of this email to someone else, click once on the **Forward** button. It is just to the right of the reply button.

