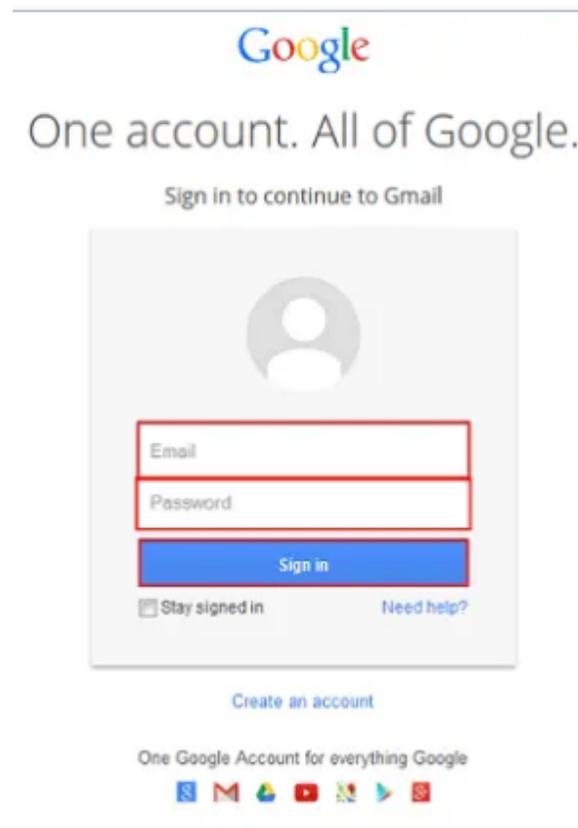


## LOGGING INTO GMAIL

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1. Go to [www.google.com/gmail](http://www.google.com/gmail) in your web browser of choice. You will be redirected to a screen like the one below.



Google

One account. All of Google.

Sign in to continue to Gmail

Email

Password

Sign in

Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google



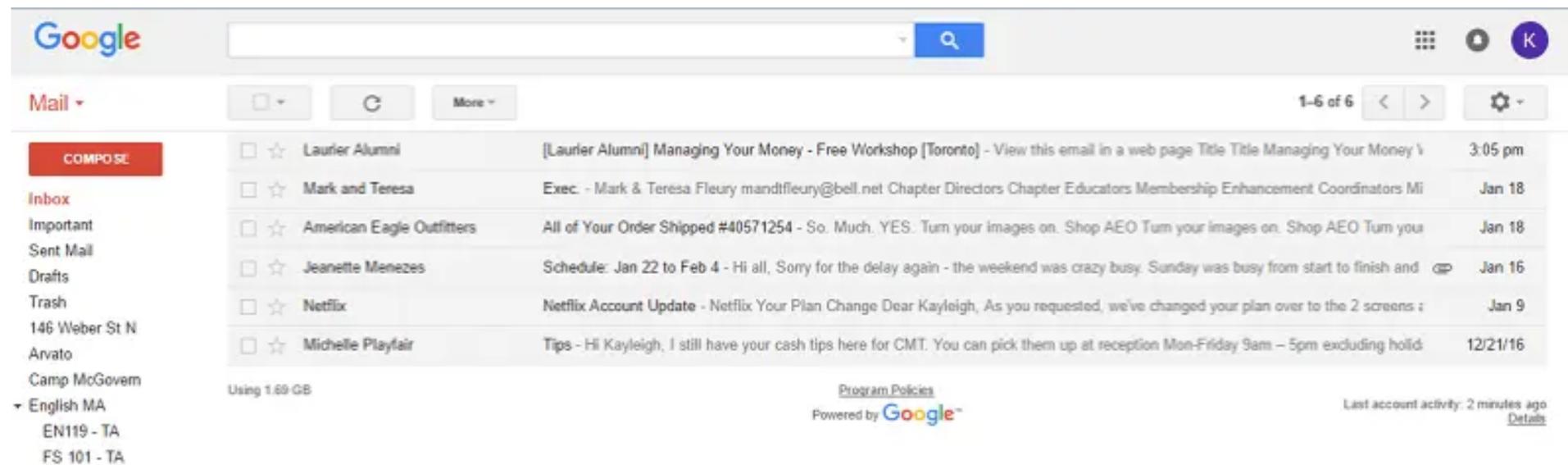
2. Click in the box marked **“EMAIL”**
3. Click in the box marked **“PASSWORD”** and type your password
4. When you have filled both the boxes, click **SIGN IN**

**You are now signed into your Gmail account, and are ready to start using Gmail.**

## INBOX

If you successfully logged in, you will see a screen similar to the one below (though it probably won't be as crowded, if you're logging in for the first time).

Let's take a look at some of the different areas and buttons that you should be familiar with.



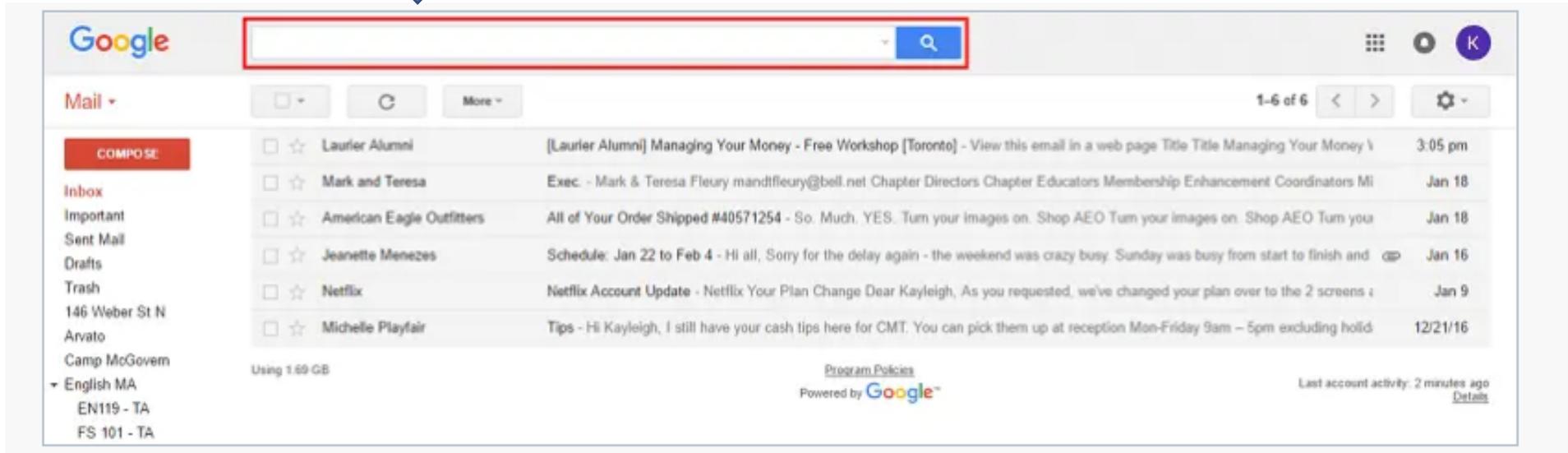
The screenshot shows a Gmail inbox interface. At the top, there is a Google search bar and a navigation menu with 'Mail' selected. Below the search bar, there are buttons for 'Compose', 'Refresh', and 'More'. The inbox list shows six emails with their respective senders, subjects, and dates. On the left side, there is a sidebar with folders like 'Inbox', 'Important', 'Sent Mail', 'Drafts', 'Trash', and 'Arvato'. At the bottom, there is a status bar showing 'Using 1.69 GB', 'Program Policies', 'Powered by Google', and 'Last account activity: 2 minutes ago'.

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandifleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
Netflix	Netflix Account Update - Netflix Your Plan Change Dear Kayleigh, As you requested, we've changed your plan over to the 2 screens :	Jan 9
Michelle Playlair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

## SEARCH BAR

Click here and type something in, and then press enter) to search for it.

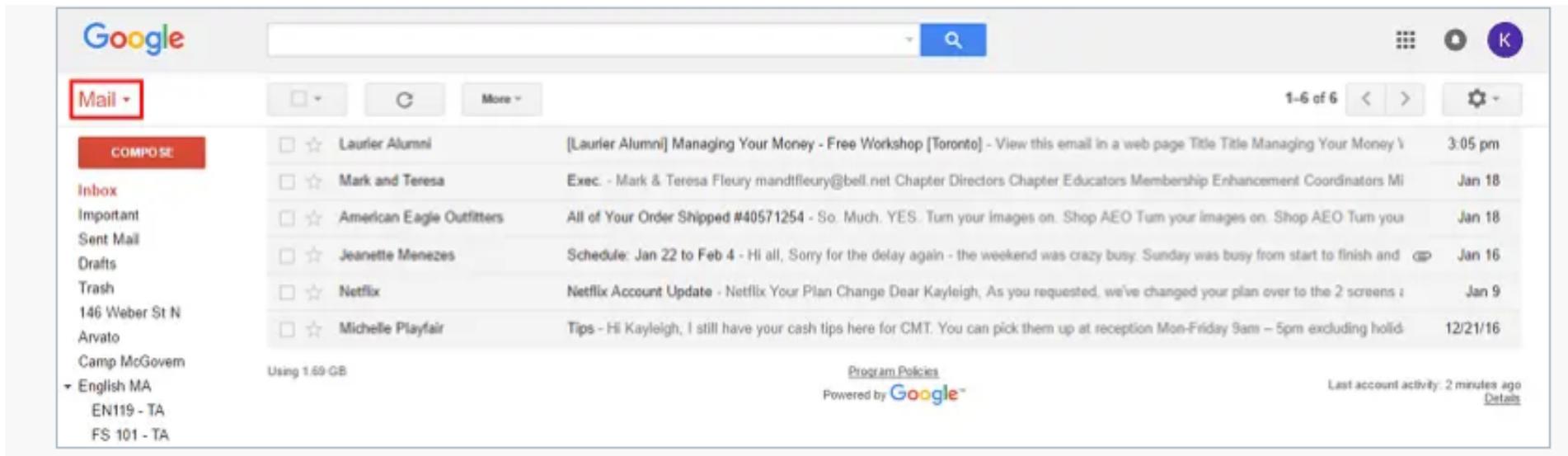
You can find emails based on their sender, recipient, label, subject, and more. You can even search for something on the Internet from here using Google Search.



The screenshot displays the Gmail interface. At the top, the Google logo is on the left, and a search bar is highlighted with a red border. To the right of the search bar is a magnifying glass icon. Below the search bar, the Gmail navigation bar shows 'Mail' with a dropdown arrow, a refresh button, and a 'More' button. On the right side of the navigation bar, it shows '1-6 of 6' and navigation arrows. The left sidebar contains a 'COMPOSE' button and a list of folders: 'Inbox', 'Important', 'Sent Mail', 'Drafts', 'Trash', '146 Weber St N', 'Arvato', 'Camp McGovern', 'English MA', 'EN119 - TA', and 'FS 101 - TA'. The main area shows a list of emails with columns for checkboxes, stars, sender names, subject lines, and dates. The first email is from 'Laurier Alumni' with the subject '[Laurier Alumni] Managing Your Money - Free Workshop [Toronto]'. The second is from 'Mark and Teresa' with the subject 'Exec. - Mark & Teresa Fleury'. The third is from 'American Eagle Outfitters' with the subject 'All of Your Order Shipped #40571254'. The fourth is from 'Jeanette Menezes' with the subject 'Schedule: Jan 22 to Feb 4'. The fifth is from 'Netflix' with the subject 'Netflix Account Update'. The sixth is from 'Michelle Playfair' with the subject 'Tips - Hi Kayleigh'. At the bottom of the email list, it says 'Using 1.69 GB'. In the bottom right corner, there is a link for 'Program Policies' and 'Powered by Google™'. At the very bottom right, it says 'Last account activity: 2 minutes ago' with a 'Details' link.

## FUNCTION SELECTOR

YOU'LL MAINLY CLICK HERE TO SWITCH BETWEEN YOUR MAILBOXES AND YOUR CONTACTS LIST.

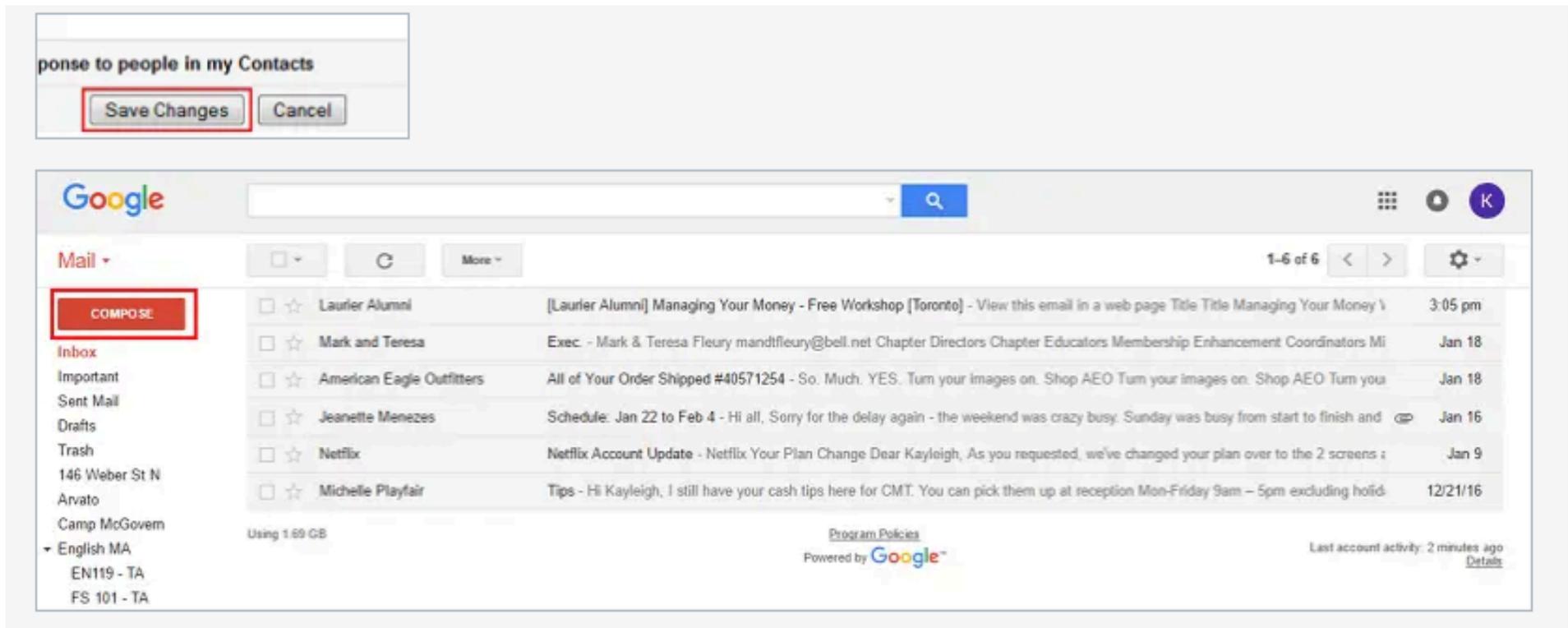


The screenshot shows the Gmail interface. At the top left is the Google logo. Below it, the 'Mail' selector is highlighted with a red box. To the right of the selector are buttons for 'Compose', 'Refresh', and 'More'. The main area displays a list of six emails. The left sidebar shows the navigation menu with 'Compose' highlighted in red. At the bottom, there is a status bar with 'Using 1.69 GB', 'Program Policies', 'Powered by Google', and 'Last account activity: 2 minutes ago'.

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn your	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
Netflix	Netflix Account Update - Netflix Your Plan Change Dear Kayleigh, As you requested, we've changed your plan over to the 2 screens	Jan 9
Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

## COMPOSE

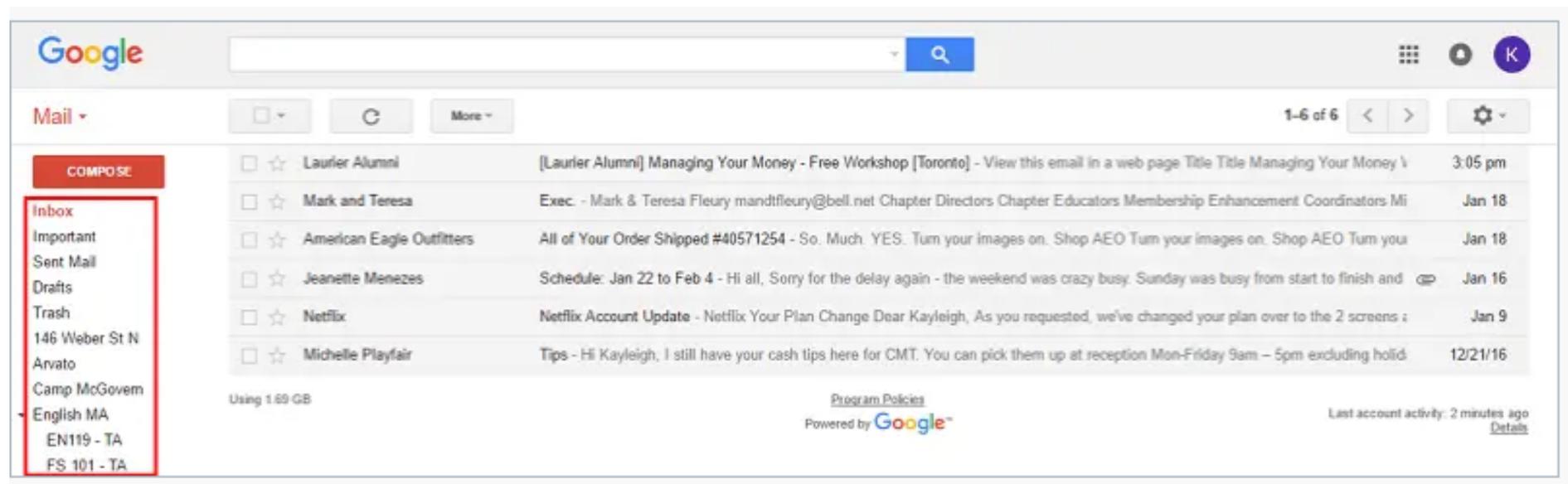
ONE OF THE MOST IMPORTANT BUTTONS, AND ONE YOU WILL USE FREQUENTLY. WHEN YOU WANT TO WRITE A NEW EMAIL FROM SCRATCH (AS OPPOSED TO FORWARDING OR REPLYING TO ONE), THIS IS WHERE YOU'LL CLICK FIRST.



The screenshot shows a Gmail interface. At the top, there is a search bar and a navigation menu. Below the search bar, the 'Mail' section is visible, with a 'COMPOSE' button highlighted in a red box. The main area displays a list of emails. The first email is from Laurier Alumni, titled '[Laurier Alumni] Managing Your Money - Free Workshop [Toronto]'. The second email is from Mark and Teresa, titled 'Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi'. The third email is from American Eagle Outfitters, titled 'All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you'. The fourth email is from Jeanette Menezes, titled 'Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and'. The fifth email is from Netflix, titled 'Netflix Account Update - Netflix Your Plan Change Dear Kayleigh, As you requested, we've changed your plan over to the 2 screens :'. The sixth email is from Michelle Playfair, titled 'Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid'. The interface also shows a 'Using 1.69 GB' status and a 'Powered by Google' logo.

## LABELS

THIS SHOWS YOU SOME OF THE DIFFERENT WAYS THAT GMAIL HAS ORGANIZED THE EMAILS THAT YOU HAVE SENT, RECEIVED, OR ARE PLANNING ON SENDING. CLICK ON ONE TO SEE THE EMAILS ASSOCIATED WITH THAT LABEL. SOME OF THEM, SUCH AS “INBOX,” “STARRED,” “IMPORTANT,” “SENT MAIL,” “DRAFTS,” “SPAM,” AND “TRASH” COME AS DEFAULTS. OTHERS YOU CAN CREATE FOR YOURSELF.

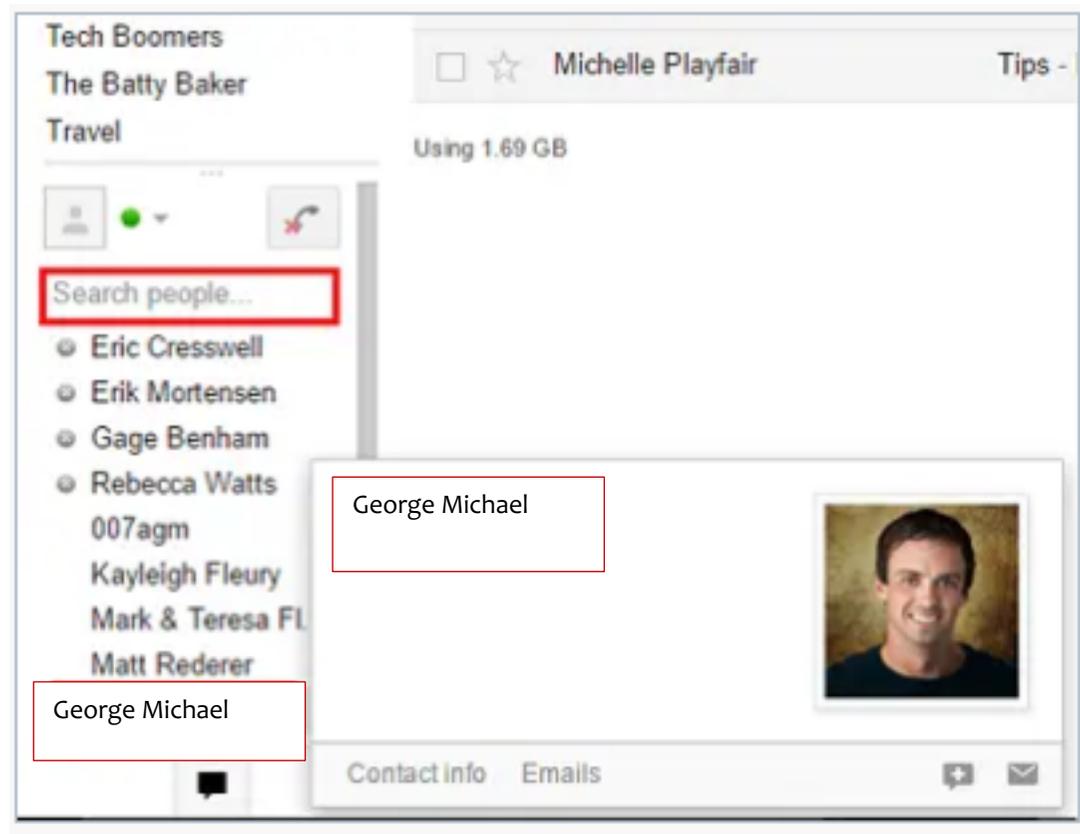


The screenshot shows the Gmail interface. On the left, a sidebar contains a list of labels: COMPOSE, Inbox, Important, Sent Mail, Drafts, Trash, 146 Weber St N, Arvato, Camp McGovern, English MA, EN119 - TA, and FS 101 - TA. The main area displays a list of six emails with their respective senders, subjects, and dates. At the bottom, it shows storage usage (Using 1.69 GB), program policies, and last account activity (2 minutes ago).

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
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## QUICK CONTACTS

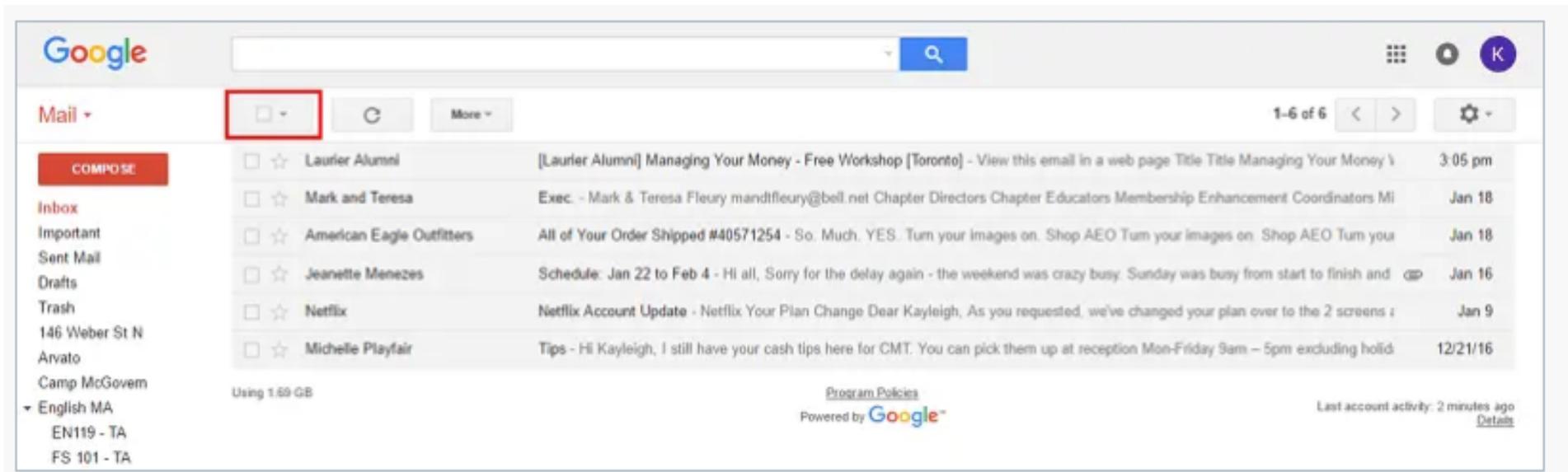
IF YOU HAVE SOMEONE IN YOUR CONTACTS LIST, YOU CAN CLICK THEIR NAME TO QUICKLY START A NEW EMAIL WITH THEM AS A RECIPIENT. OR YOU CAN CLICK IN THE BOX LABELLED “SEARCH PEOPLE...” AND TYPE IN A PERSON’S NAME TO FIND THEM IN YOUR CONTACTS LIST IF THEY DON’T IMMEDIATELY APPEAR HERE.



## QUICK SELECTOR

Clicking the drop-down menu with the check box inside it (but not the check box itself) allows you to quickly select groups of emails. In addition to deselecting any emails that are already selected, you can select:

- all of your emails
- just ones that you've read
- just ones that you haven't read
- just ones that you have marked with a star
- just ones that you haven't marked with a star



Google

Mail

COMPOSE

Inbox

Important

Sent Mail

Drafts

Trash

146 Weber St N

Arvato

Camp McGovern

English MA

EN119 - TA

FS 101 - TA

Using 1.69 GB

Program Policies

Powered by Google

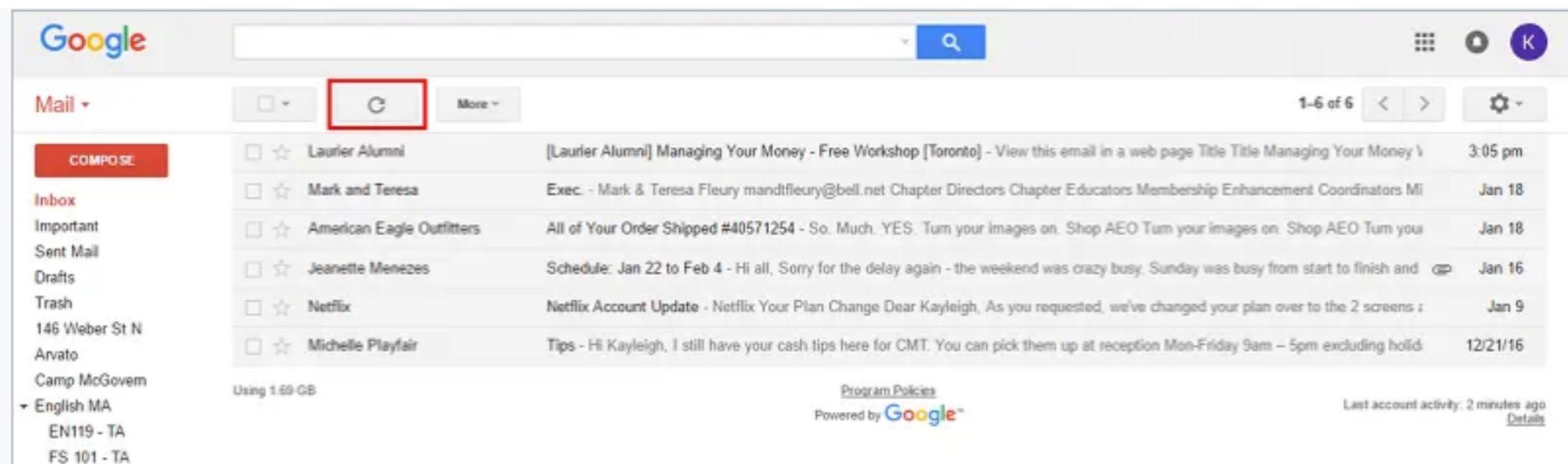
Last account activity: 2 minutes ago

Details

Sender	Subject	Time
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3 05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
Netflix	Netflix Account Update - Netflix Your Plan Change Dear Kayleigh, As you requested, we've changed your plan over to the 2 screens :	Jan 9
Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

**REFRESH**

If you're expecting an email and it hasn't shown up in your inbox yet, click the **Refresh** button to tell Gmail to prioritize looking for any new mail that's coming your way.



The screenshot shows the Gmail interface with the following elements:

- Google logo and search bar at the top.
- Mail navigation menu on the left with folders: COMPOSE, Inbox, Important, Sent Mail, Drafts, Trash, 146 Weber St N, Arvato, Camp McGovern, English MA, EN119 - TA, FS 101 - TA.
- Refresh button (circular arrow icon) highlighted with a red box.
- More options button (three dots) to the right of the Refresh button.
- Page indicator: 1-6 of 6.
- Navigation arrows and settings gear.
- Table of emails:

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
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Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

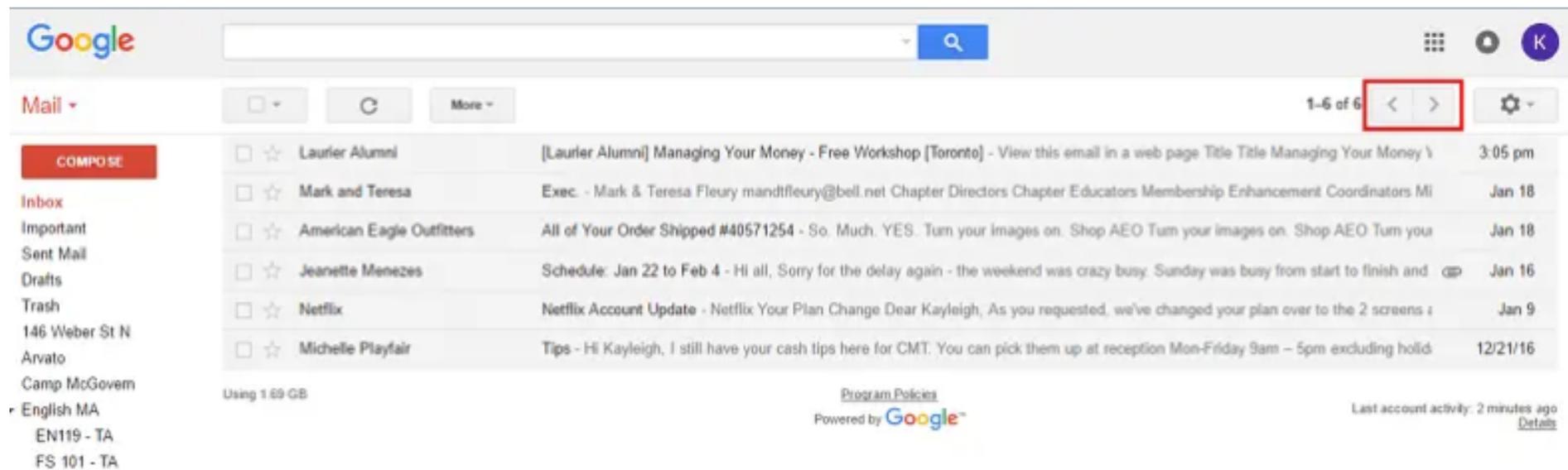
Using 1.69 GB

Program Policies  
Powered by Google™

Last account activity: 2 minutes ago  
[Details](#)

LIST SKIP

By default, Gmail will only display 50 emails in a list at any given time (you can change this in your settings – see the next feature below). Click the **left or right arrows** to display to the previous 50 emails or next 50 emails (in reverse chronological order), respectively. Additionally, you can also move your mouse cursor over the current vs. total emails indicator next to these arrows and then click **Oldest** or **Newest** to skip to either your least-recent or most-recent emails.



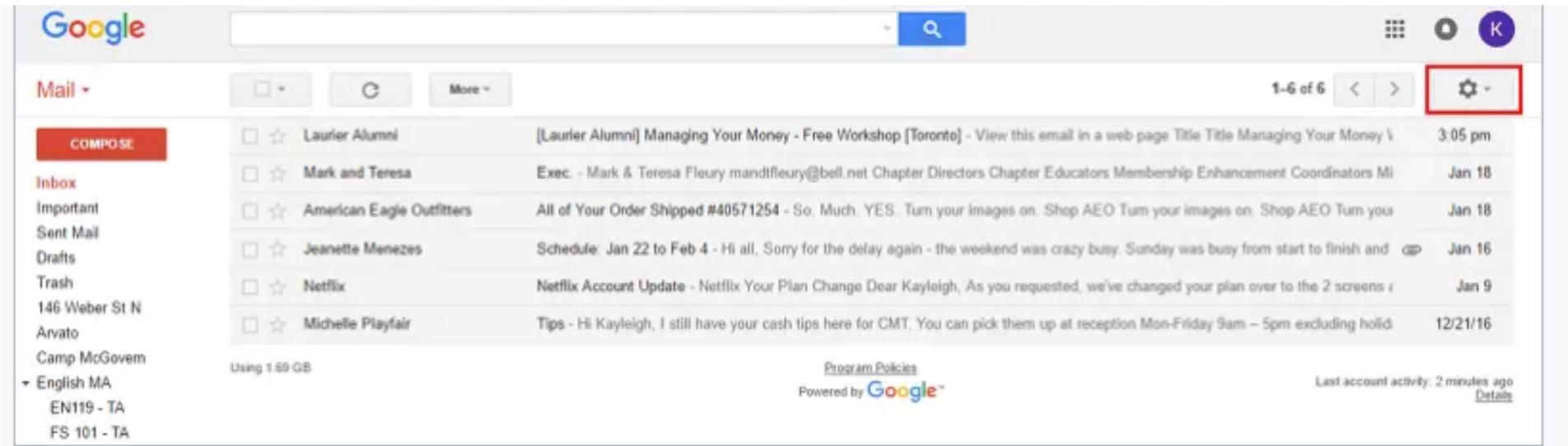
The screenshot shows the Gmail web interface. At the top, there is a Google search bar and a user profile icon. Below the search bar, the Gmail navigation bar includes a 'Mail' dropdown, a refresh button, a 'More' dropdown, and a navigation area showing '1-6 of 6' emails with left and right arrows. The email list contains the following entries:

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandifleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
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Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

At the bottom of the interface, there is a 'Using 1.69 GB' indicator, a 'Program Policies' link, 'Powered by Google' branding, and a 'Last account activity: 2 minutes ago' notification with a 'Details' link.

## SETTINGS

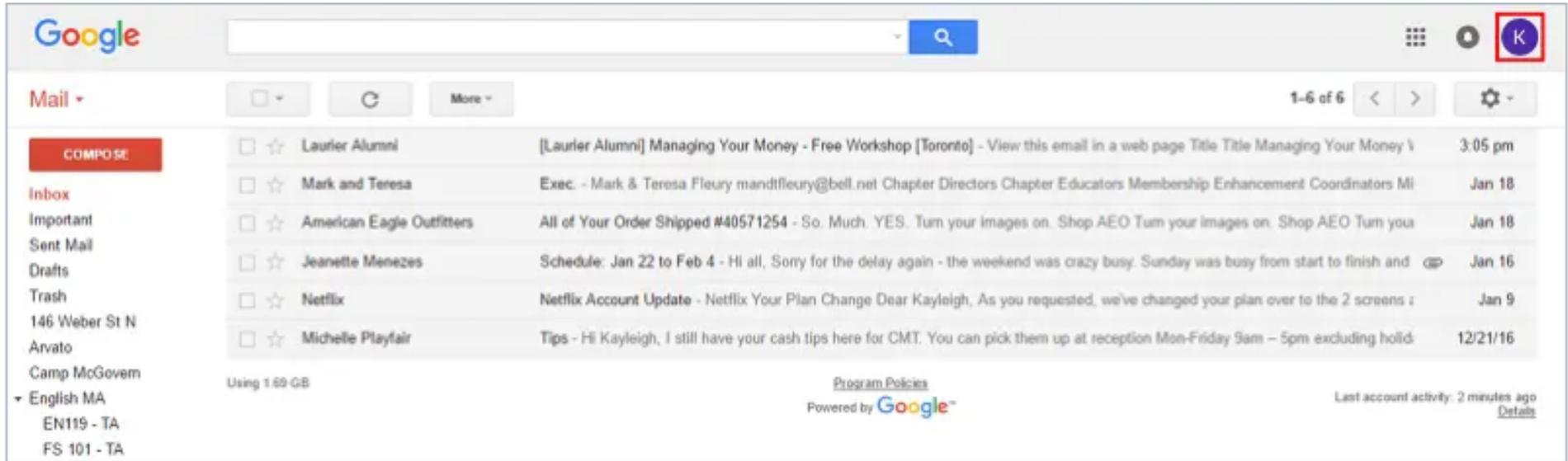
Click the **gear icon** to select options for what your main “Inbox” screen looks like, ask for additional help, let Google know what you think of Gmail, and access advanced options.



The screenshot shows the Gmail web interface. At the top left is the Google logo and a search bar. Below it, the 'Mail' header includes a refresh button, a 'More' dropdown, and a '1-6 of 6' indicator. The settings gear icon is highlighted with a red box. The left sidebar shows folders like 'Compose', 'Inbox', 'Important', 'Sent Mail', 'Drafts', 'Trash', and '146 Weber St N'. The main area displays a list of emails with columns for checkboxes, stars, sender names, subject lines, and timestamps. At the bottom, it shows 'Using 1.69 GB', 'Program Policies', 'Powered by Google', and 'Last account activity: 2 minutes ago'.

## ACCOUNT

Clicking on your **profile picture** allows you to select options for viewing and changing the details about your Gmail account, including what your profile picture looks like. You can also switch to another account (if you have more than one), or you can log out of Gmail.



**Google** [Search Bar] [Profile Picture: K]

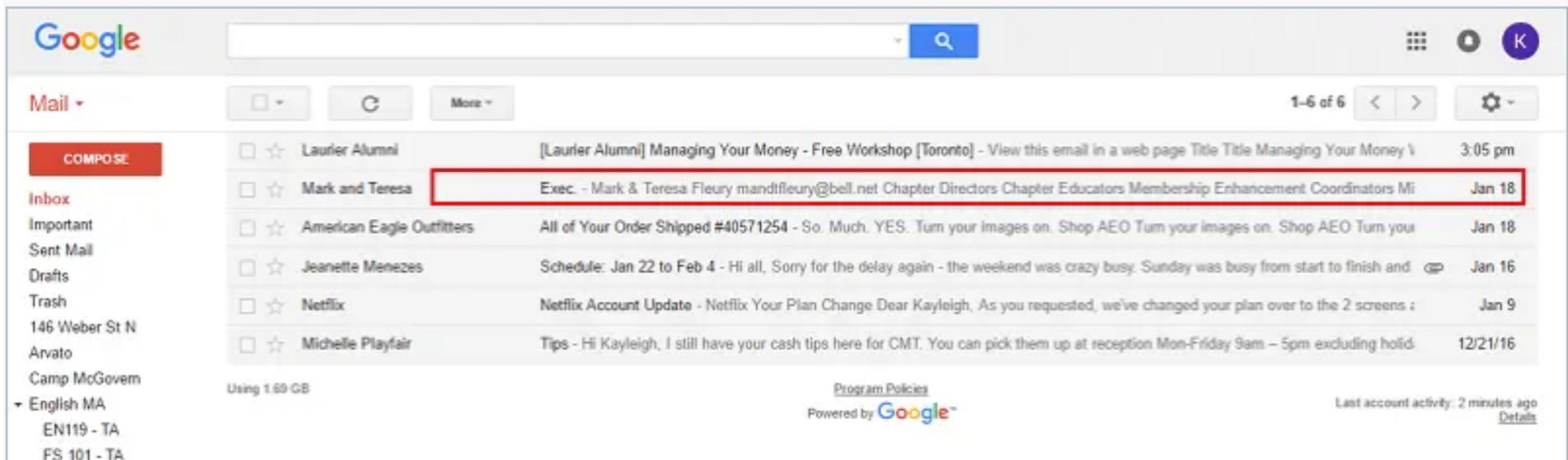
**Mail** [Compose] [Refresh] [More] 1-6 of 6 [Settings]

Sender	Subject	Time
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
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Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16

Using 1.69 GB [Program Policies](#) Powered by **Google** Last account activity: 2 minutes ago [Details](#)

## CONVERSATIONS

This is a list of all of your emails with a certain label or within a certain category, based on what you are choosing to view right now. Click on one anywhere in the right side of the screen (i.e. not on one of the three buttons at the far left) to open it.



Google

Mail

COMPOSE

Inbox

Important

Sent Mail

Drafts

Trash

146 Weber St N

Arvato

Camp McGovern

English MA

EN119 - TA

FS 101 - TA

Using 1.69 GB

Program Policies

Powered by Google

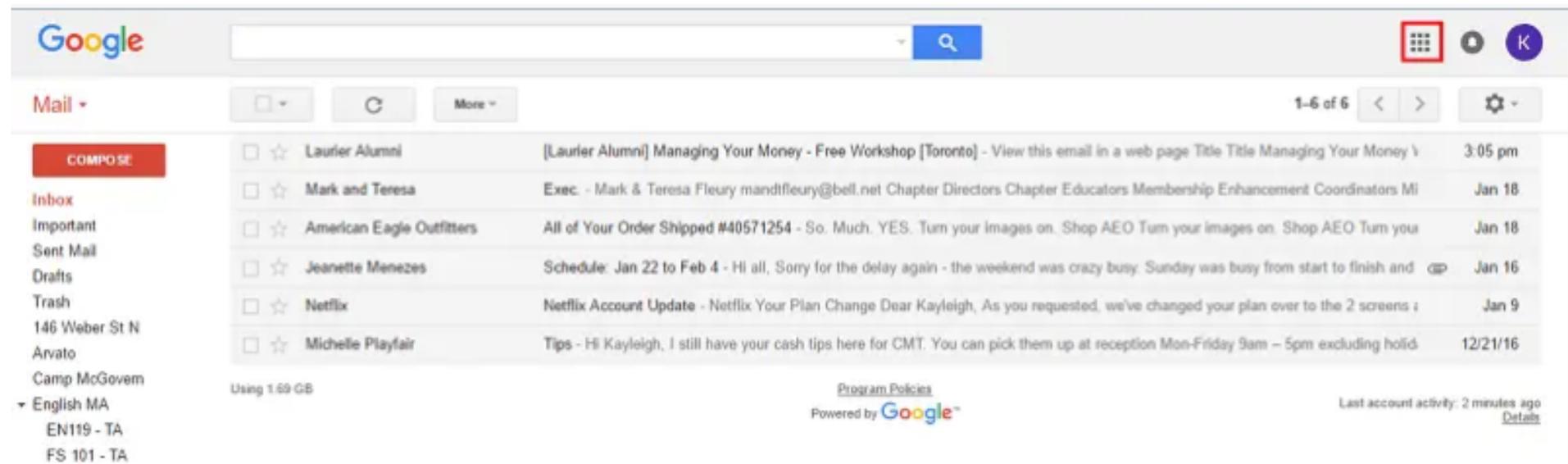
Last account activity: 2 minutes ago

Details

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandfleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
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## GOOGLE APPS

This **square grid button** opens a pop-up window of all of the Google apps you can access for free with a Gmail account. You can use free cloud-based storage on your Google Drive, use the Google Office Suite for documents, or even store your images with Google Photos. Google has some of the best free apps on the market, so be sure to check them out.



The screenshot shows the Gmail interface with the following elements:

- Top Bar:** Google logo, search bar, and App Launcher (square grid button) highlighted with a red box.
- Navigation:** Mail, Compose, Refresh, and More buttons.
- Left Sidebar:**
  - COMPOSE
  - Inbox
  - Important
  - Sent Mail
  - Drafts
  - Trash
  - 146 Weber St N
  - Arvato
  - Camp McGovern
  - English MA
    - EN119 - TA
    - FS 101 - TA
- Storage:** Using 1.69 GB
- Footer:** Program Policies, Powered by Google, Last account activity: 2 minutes ago, [Details](#)

Sender	Subject	Date
Laurier Alumni	[Laurier Alumni] Managing Your Money - Free Workshop [Toronto] - View this email in a web page Title Title Managing Your Money \	3:05 pm
Mark and Teresa	Exec. - Mark & Teresa Fleury mandifleury@bell.net Chapter Directors Chapter Educators Membership Enhancement Coordinators Mi	Jan 18
American Eagle Outfitters	All of Your Order Shipped #40571254 - So. Much. YES. Turn your images on. Shop AEO Turn your images on. Shop AEO Turn you	Jan 18
Jeanette Menezes	Schedule: Jan 22 to Feb 4 - Hi all, Sorry for the delay again - the weekend was crazy busy. Sunday was busy from start to finish and	Jan 16
Netflix	Netflix Account Update - Netflix Your Plan Change Dear Kayleigh, As you requested, we've changed your plan over to the 2 screens :	Jan 9
Michelle Playfair	Tips - Hi Kayleigh, I still have your cash tips here for CMT. You can pick them up at reception Mon-Friday 9am - 5pm excluding holid	12/21/16