

# Gmail Module 1

## Creating and Sending an E-mail

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### Participant Guide

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## Objectives

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Upon completion of this training module, the participant will be able to

- Compose a Gmail message
- Save a Gmail message
- Open, view and update a previously saved Gmail message
- Format a Gmail message using rich text formatting
- Send a Gmail message
- Review sent messages in the Gmail *Sent Mail* folder

## Course information

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<b>Class Name:</b>	<b>Creating and Sending an E-mail Using Gmail</b>
<b>Class Duration:</b>	<b>30 minutes</b>
<b>Class Description:</b>	Designed for the novice Gmail user, this class offers methods for accessing, composing and sending e-mail using the free Gmail e-mail system.

## Course Agenda

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**Course Time:**  
**APPROX 30-45 MIN**

<b>Time: 5 min</b>	<b>Welcome and Overview of Gmail System</b>
<b>Time: 5 min</b>	<b>Accessing Your Gmail Account</b>
<b>Time: 5 min</b>	<b>Composing a New E-mail Message</b>
<b>Time: 5 min</b>	<b>Formatting a Message</b>
<b>Time: 5 min</b>	<b>Saving and Sending a Message</b>
<b>Time: 30-40 min</b>	<b>Class Exercise</b>
<b>Time: 5-10 min</b>	<b>Questions and Wrap-up</b>

# Overview

**G**mail is the is the Google approach to email, chat and social networking. Gmail offers nearly unlimited free online storage which lets you to collect and store all your messages, and Gmail's simple but very smart interface lets you find mail precisely and see it in context without effort. POP and powerful IMAP access bring Gmail to any email program or device. Below are some additional pros and cons to using Gmail's e-mail system.

## Pros

- Gmail offers tons of storage, free IMAP or POP access
- Smart sorting searching and starring allow easy organization of emails and chat conversations
- Gmail supports rich text formatting and can display many attachment types (PDF, Word, Excel, PowerPoint, etc.).
- Gmail lets the user read and write mail offline
- Gmail is free!
- Gmail lets you access your e-mail mail from any web browser

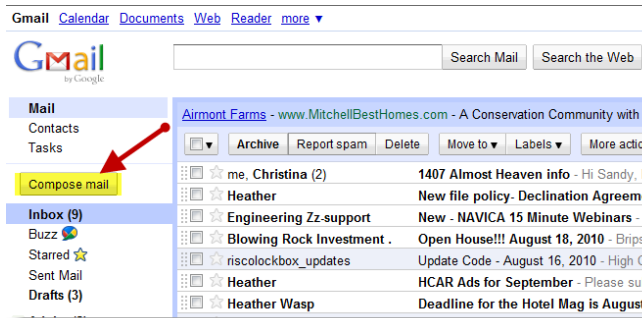
## Cons

- Gmail does not support secure (signed and encrypted) e-mail natively
- Searching mail in Gmail is not intuitive
- Next to mail, Gmail show contextual ads matched to keywords found in messages

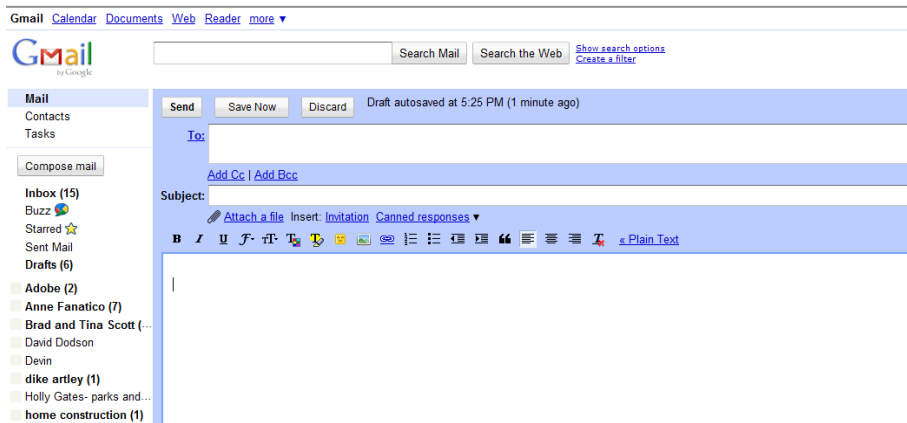


# Composing a New E-mail

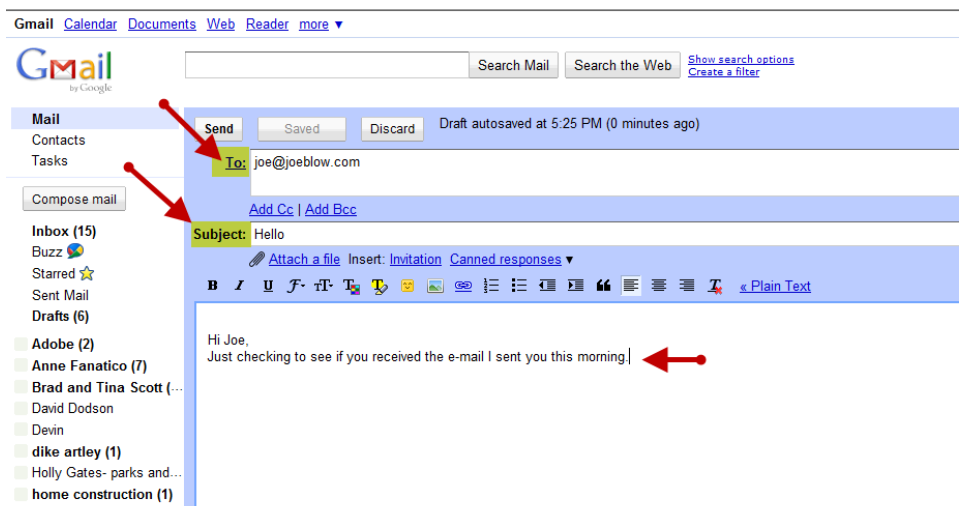
1. Click the "Compose Mail" button located under the Gmail logo (top-left).



2. The e-mail composition window will appear as below:

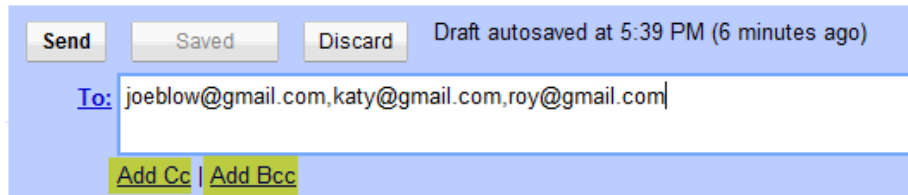


3. Address the e-mail by
  - a. Entering the email address of the recipient(s) in the **To:** field
  - b. Entering the subject of the e-mail in the **Subject:** field
  - c. Entering the contents of the message in the **Message** field



**Note:** To send Gmail e-mail to more than one recipient, simply enter the additional email address(es) in the **To:** field, separating each e-mail address from the other by a comma.

The e-mail can also be sent to multiple recipients by clicking the **Add Cc** and **Add Bcc** links.



Both **Cc** and **Bcc** forward a copy of the message to everyone listed. The main difference between **Cc** or **Carbon copy** and **Bcc (Blind carbon copy)** is that, with the latter, the recipients cannot view the e-mail addresses of the other recipients.

## About Gmail Message Formatting

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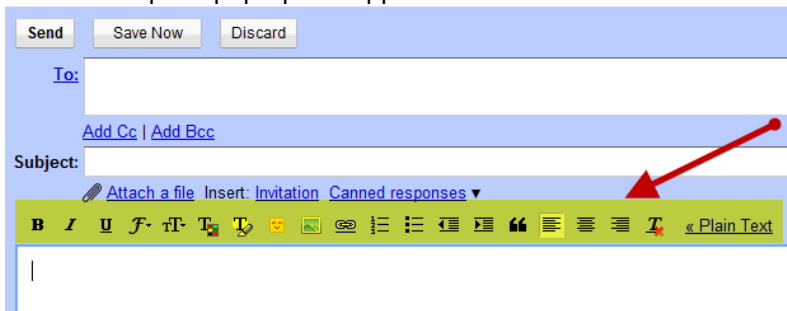
Gmail provides two formatting choices for e-mail messages: plain text and rich text.

- **Plain text** e-mail is simply e-mail without any formatting. The text will appear in the default black and white default font face.
- **Rich text** e-mail is e-mail that can be embellished with various fonts in different colors and sizes, web links, emoticons, alignment and much more.

## Formatting an E-mail Message Using Rich Text

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The text formatting toolbar is located directly above the e-mail message field. It has several buttons/icons. To understand the function of each button, simply move the mouse cursor over it and a descriptive pop-up will appear.



Some common rich text formatting functions include

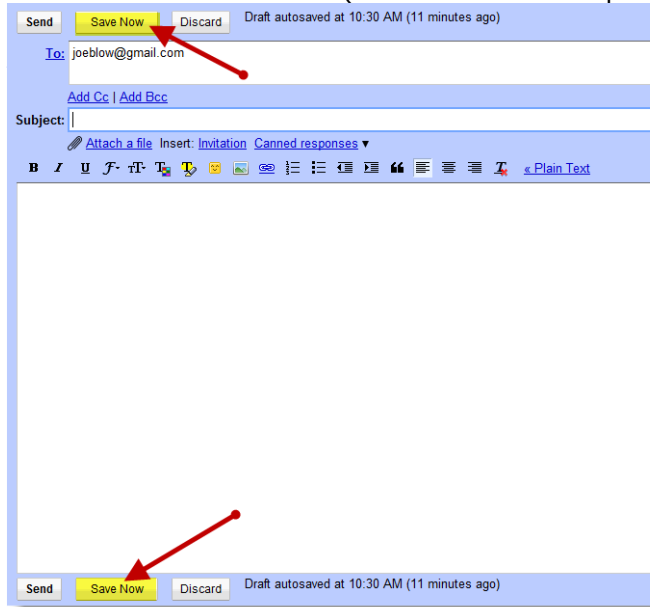
- adding bold and/or italics to text
- changing font size and font type (the font family)
- adding color to selected text
- highlighting text
- including a web link (URL),
- inserting emoticons
- adding formatted lists - ordered or unordered (bulleted)

# Saving a Gmail Message

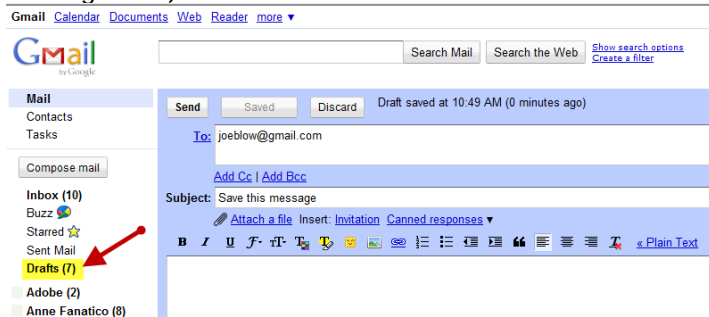
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Gmail also lets the user save an e-mail message prior to sending it. To save a message-

1. Click the **Save Now** button (located at both the top and bottom of the e-mail message.)



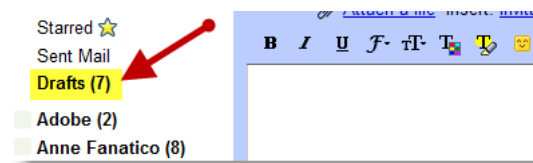
2. Gmail will automatically save the message to the **Drafts** folder (located to the left of the message box.)



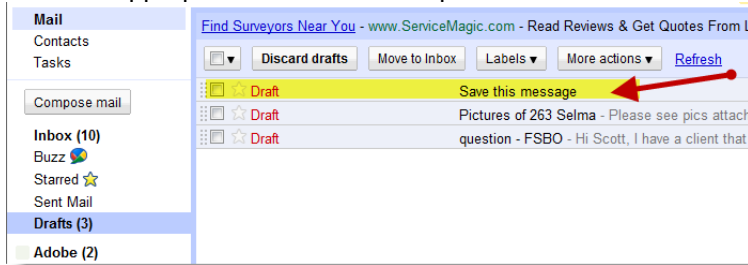
# Opening and Viewing a Saved Gmail Message

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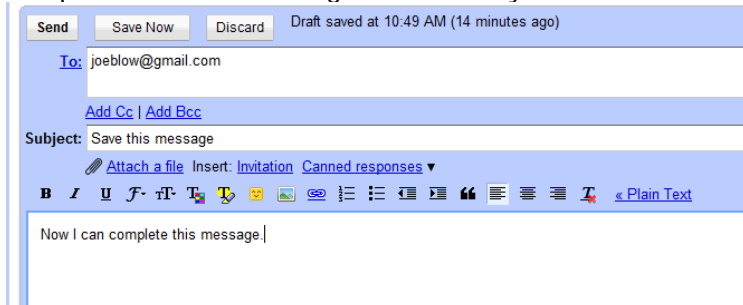
1. Click the **Drafts** link to open the Drafts folder.



2. Click the appropriate email draft to open it.



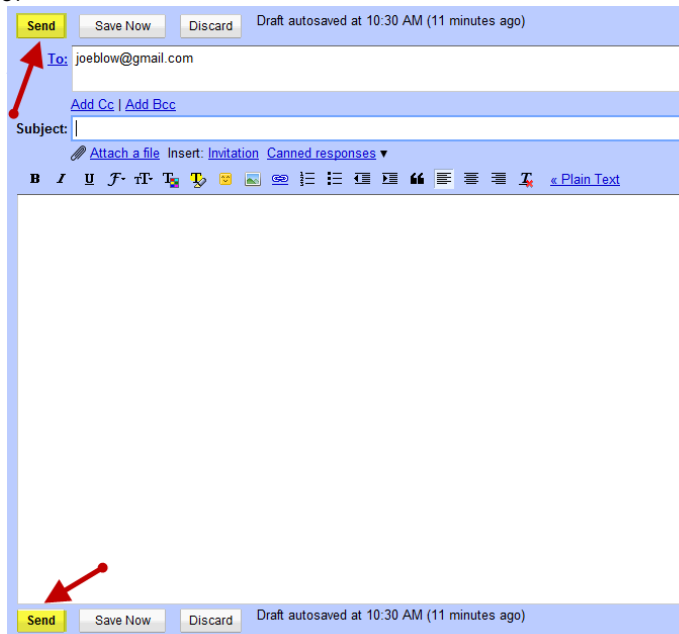
3. Complete the e-mail message, as necessary.



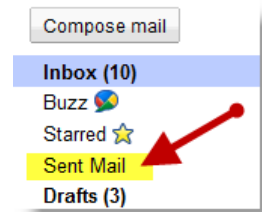
## Sending a Gmail Message

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Click the **Send** button (located at both the top and bottom of the e-mail message) to send the message.



**Note:** Gmail will automatically save a copy of each sent e-mail to the **Sent Mail** folder (located directly above the **Drafts** folder) for the user's future reference.



## Exercise 1: Creating and Sending an E-mail

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1. Access your Gmail account
2. Create a new e-mail message addressed to the person on your right, and write one sentence that begins a story.
3. Format at least one word in the sentence using the formatting toolbar.
4. Put your own e-mail address at the top of the body of the message.
5. Send the message to the person on your right.
6. Open the message you received from the person on your left. Cut and paste the body of the message into a new piece of email, addressed once again to the person on your right. Add one more sentence to the story. Insert your own e-mail address just below the first person's, and send it on.
7. Repeat this process until each person has received the paragraph that he or she began, with your own e-mail address at top. (Be warned: a few of your stories will be read out loud!)
8. Save the final message, as it now contains a complete list of your classmates' e-mail addresses.