

Google Mail - How to send an email

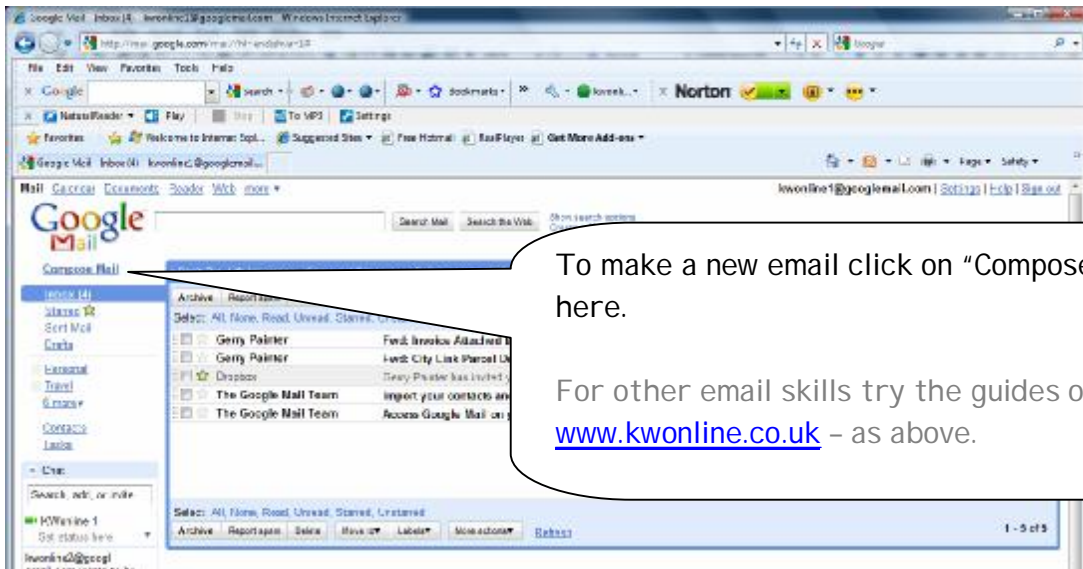
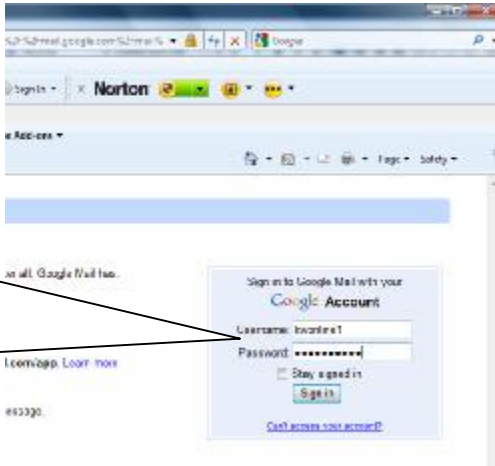


First go to the Google website on The Internet - www.google.co.uk .

Now click "Mail" here.

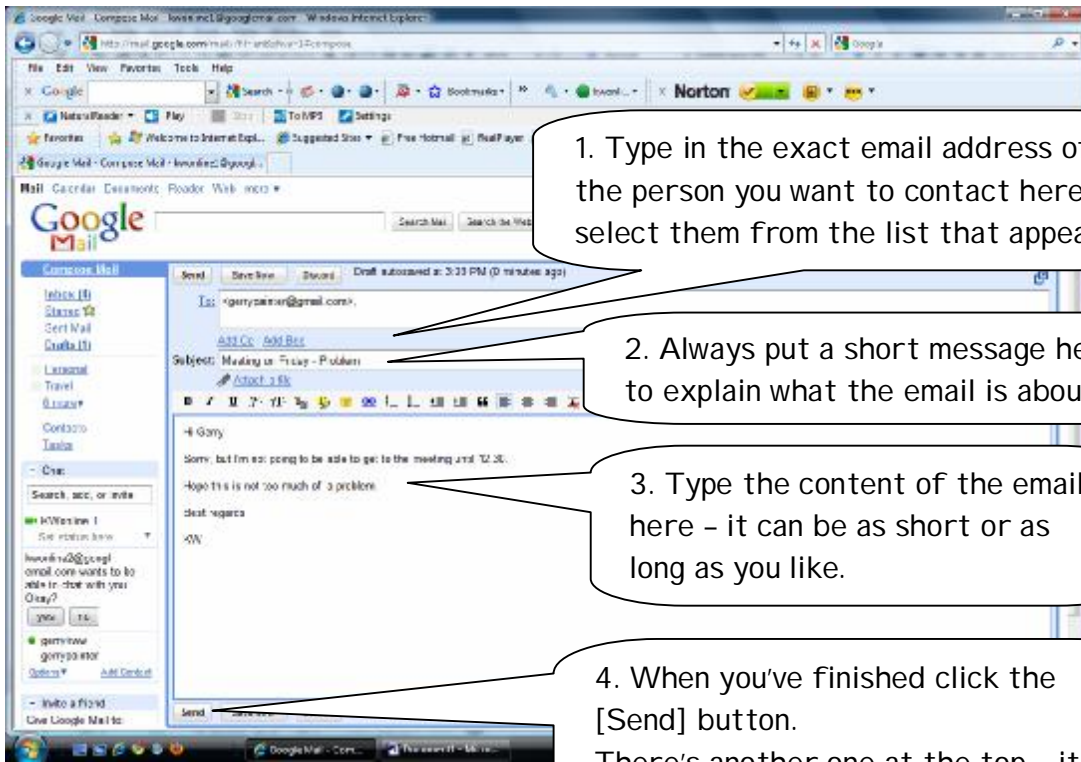
Type your Username & Password into these boxes then click the [Sign in] button below.

If you don't have an account & need help try our "Google Mail - how to set a free email account" - you'll find it on the Resources section of www.kwonline.co.uk under "Gerry's Guides"



To make a new email click on "Compose Mail" here.

For other email skills try the guides on www.kwonline.co.uk - as above.

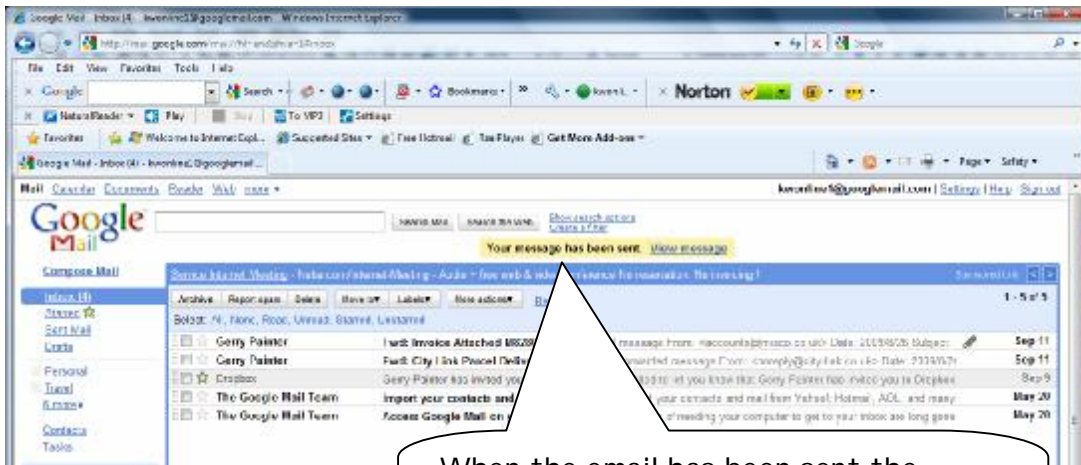


1. Type in the exact email address of the person you want to contact here, or select them from the list that appears.

2. Always put a short message here to explain what the email is about.

3. Type the content of the email here - it can be as short or as long as you like.

4. When you've finished click the [Send] button. There's another one at the top - it doesn't matter which you use.



When the email has been sent the message appears for a few seconds to confirm it.

Practice sending emails to yourself until you get the hang of it. Just use your own email address in the "To" box.