

Using



Open Internet Explorer so you see your Google home page

Click the Gmail link on the grey/black bar

If asked, enter your username (your full Gmail email address) and your password

You will now see your main page, your inbox.

Sending and Receiving Email

Any emails received will be waiting in the inbox – you will see the sender’s name on the left, the subject in the middle and the date on the right

Click anywhere on that line and the sender’s note will be displayed

To send an email: click on the ‘Compose mail’ button on the left – your cursor will be flashing in the To: line

Enter the recipients full email address, no spaces.

Click in the ‘Subject’ line and give your mail a subject (such as “Hello from...”)

Click in the body of the message (the white space) and type your letter.

When complete, click the send button near the top left of the window.

Congratulations! You’ve sent/received your first Gmail email!