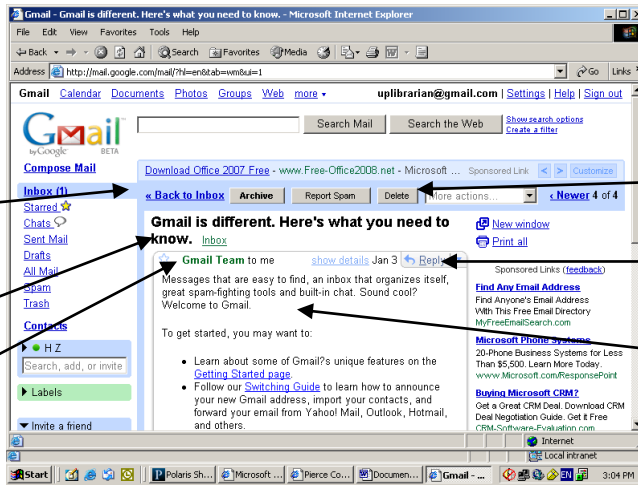


Reading, Replying to and Composing Email Messages



Return to inbox
Subject
Sender

Reading an email Message

To read an email message in your inbox simply scroll over the message you wish to read and click your left mouse button.

Delete message

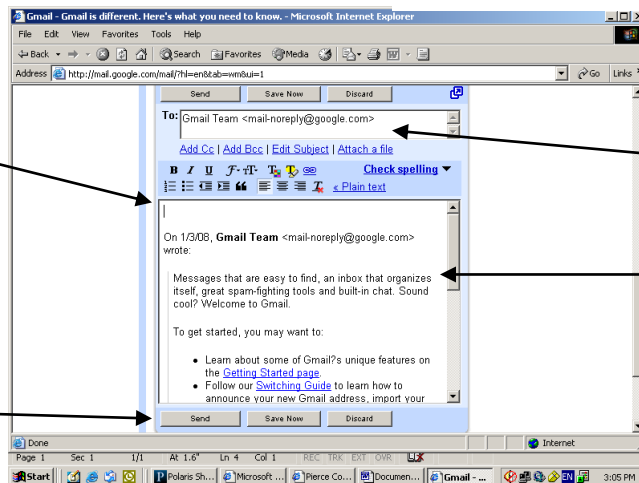
Reply to message

Email message

Replying to an Email Message

When you click "reply" a new section will appear at the bottom of the email message. The cursor will automatically appear in the area for your response.

When you've finished your response, click "send"



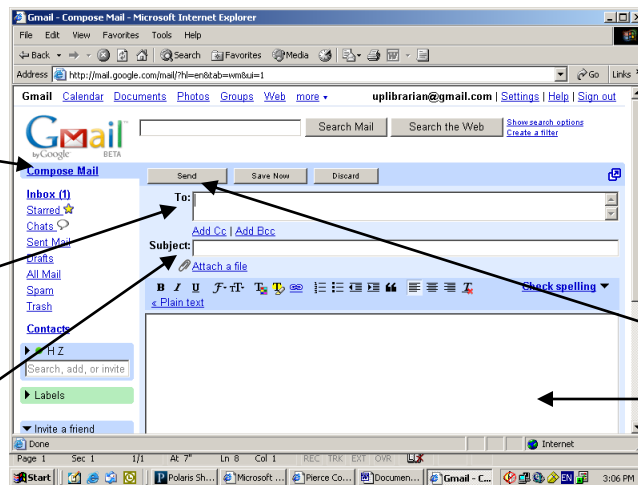
Gmail will automatically address the email

The original message will also be included with your response

Click "Compose Mail" to bring up a blank email window

Enter the email address of your recipient

Create a subject for your email message



Composing a New Email Message

When you compose a new email message (rather than just reply to one) you need to enter the email address of your recipient, provide a subject for the email, and compose the email message itself.

Click "send" when you're ready

Compose your email message. Just click in the message field and start typing