

# HOW TO USE



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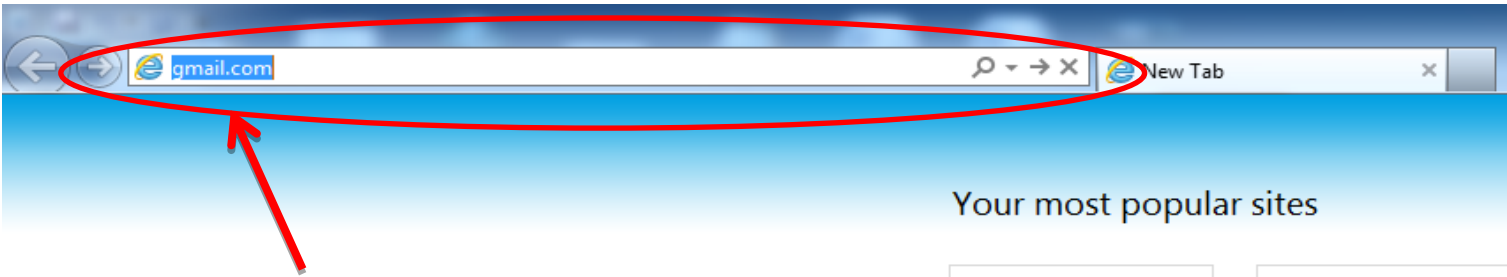
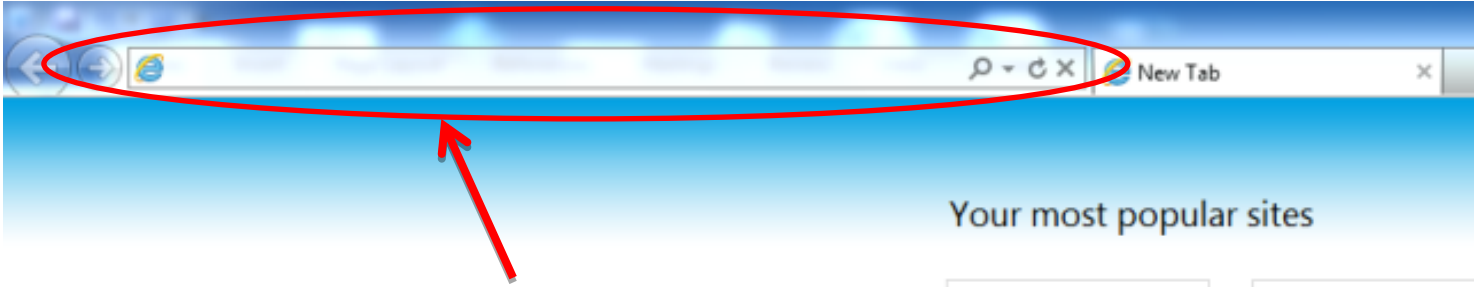
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## How To Make A Gmail Account

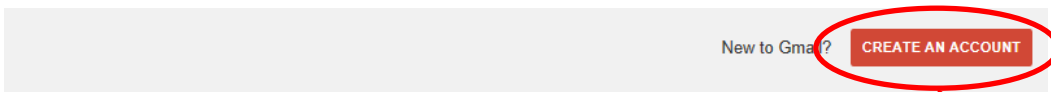
1. Click on the internet explorer icon:



2. Click on the URL bar and type in: gmail.com and press enter



3. Press the red button that says create account



Sign in Google

Username

Password

Stay signed in

[Can't access your account?](#)

#### 4. Type in your details in the spaces provided:

**Name**

Alex  Kassis

**Choose your username**

HillsCarPal123  @gmail.com

**Create a password**

.....

**Confirm your password**

.....

**Birthday**

August  19  1998

**Gender**

Other


**Mobile phone**

+61

**Your current email address**

koozem@gmail.com

**Prove you're not a robot**



Type the two pieces of text:

village ytenta

**Location**


Australia

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

5. Once you have typed in all of your details, press the next step button. Once you are at the next screen, check the phone number that you entered for a text message. Type in the verification code into the box:

## Verify your account

Enter the verification code we just sent to 

Verification code

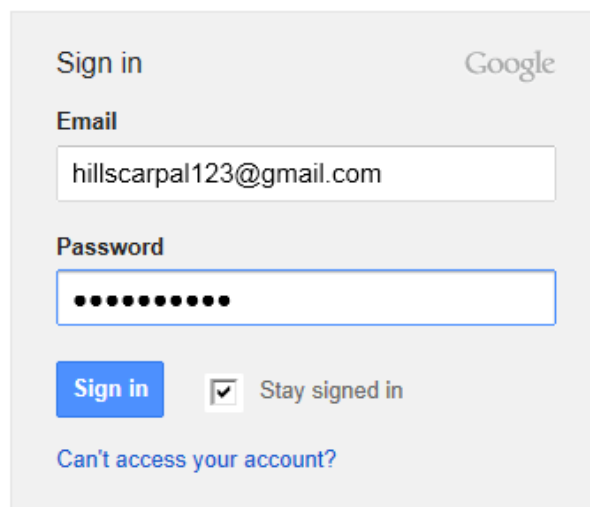
245026|

Verify

Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).

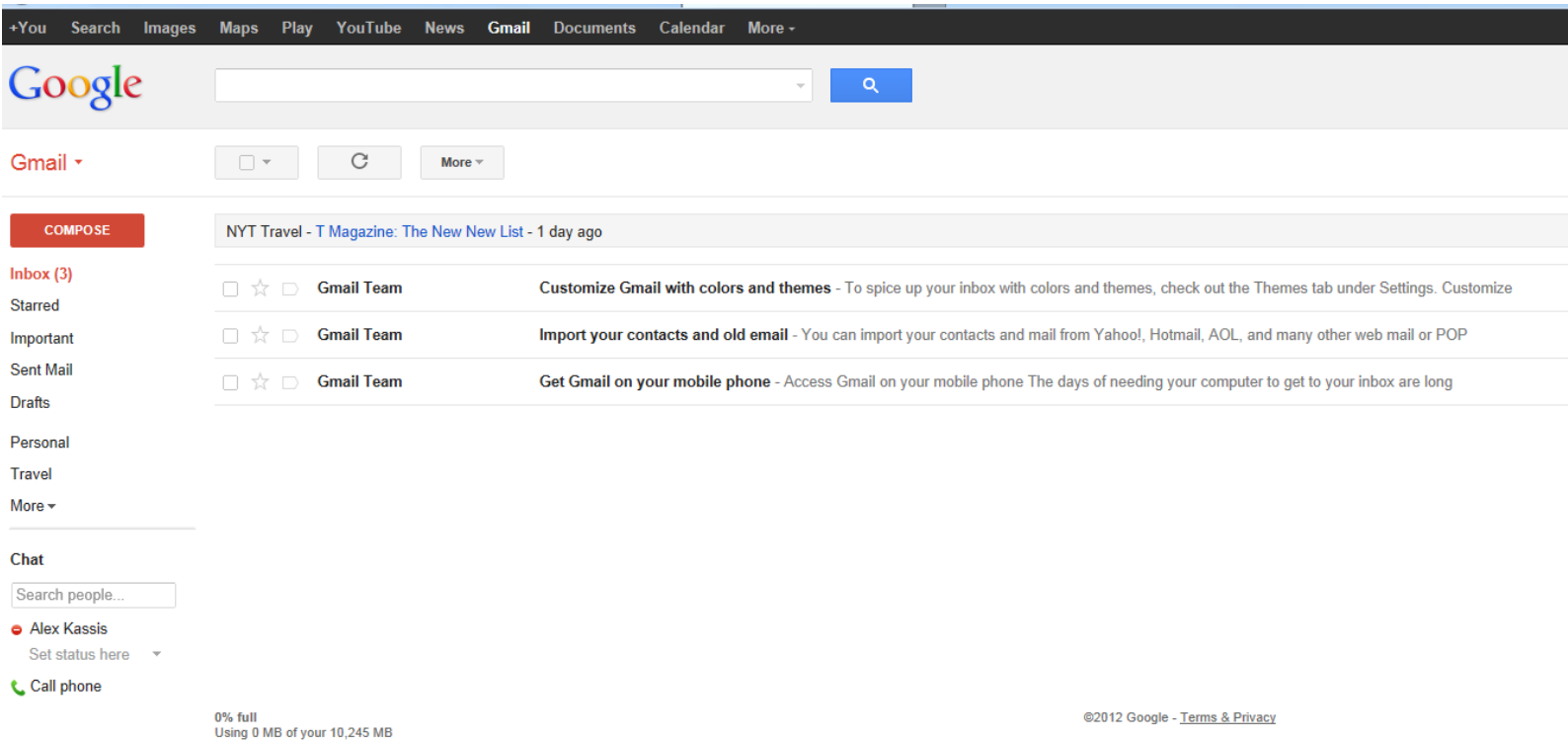
6. When you have verified your phone number, go back to the gmail.com home page and type in your username and password:

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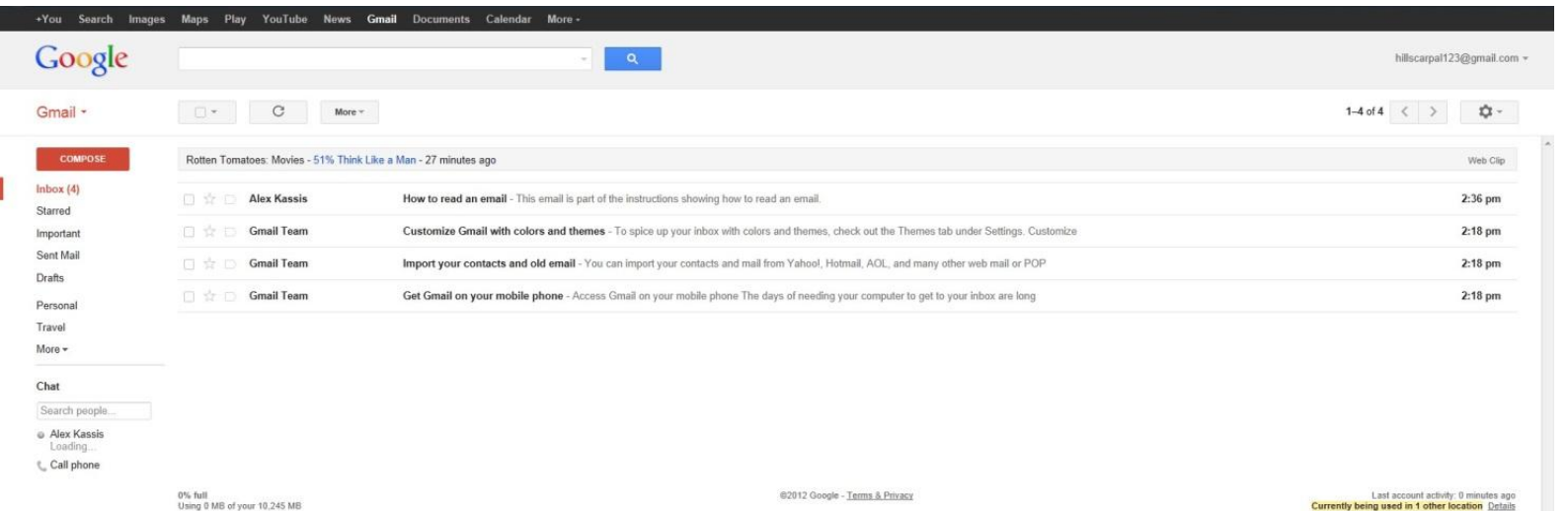
The screenshot shows the Google Sign in interface. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below the logo is the "Email" label and a text input field containing "hillscarpal123@gmail.com". Underneath is the "Password" label and a text input field filled with ten black dots. At the bottom left is a blue "Sign in" button. To its right is a checked checkbox labeled "Stay signed in". At the very bottom is a blue link that says "Can't access your account?".

## 7. When you sign in you will see this page.

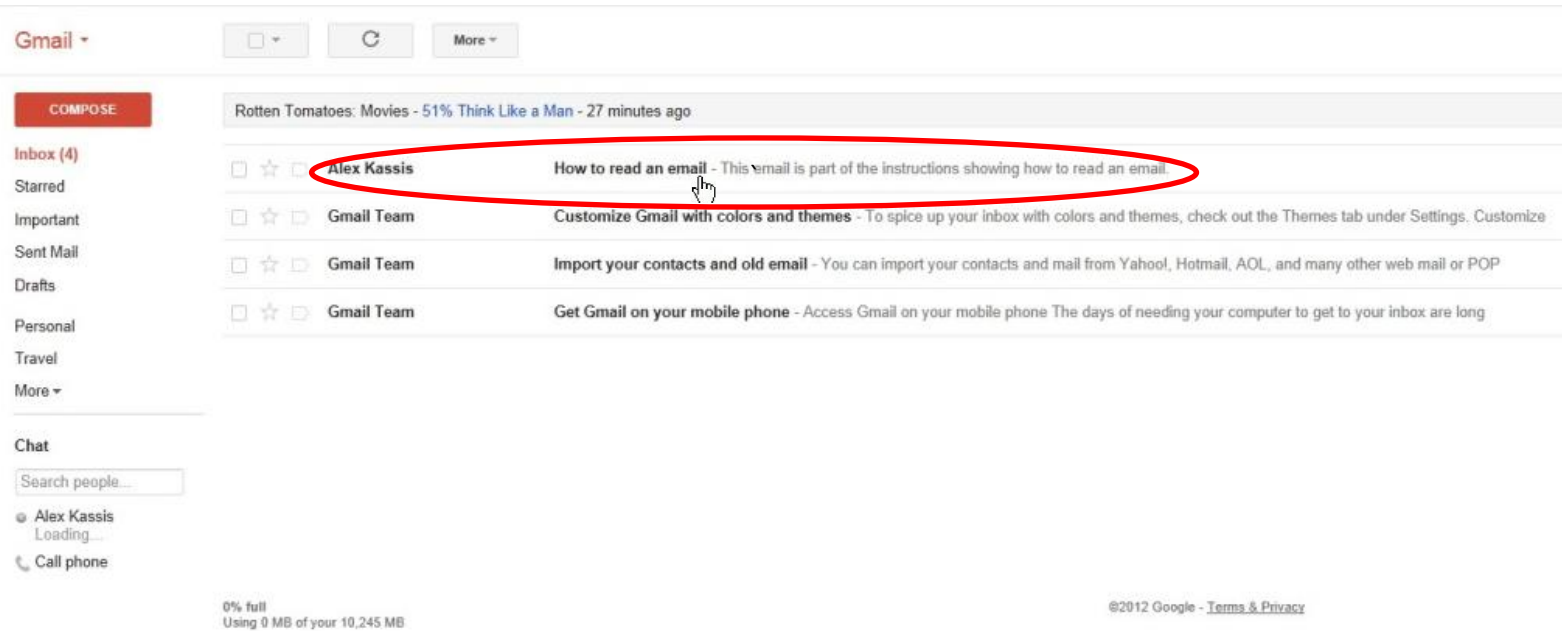


# How to Read An Email

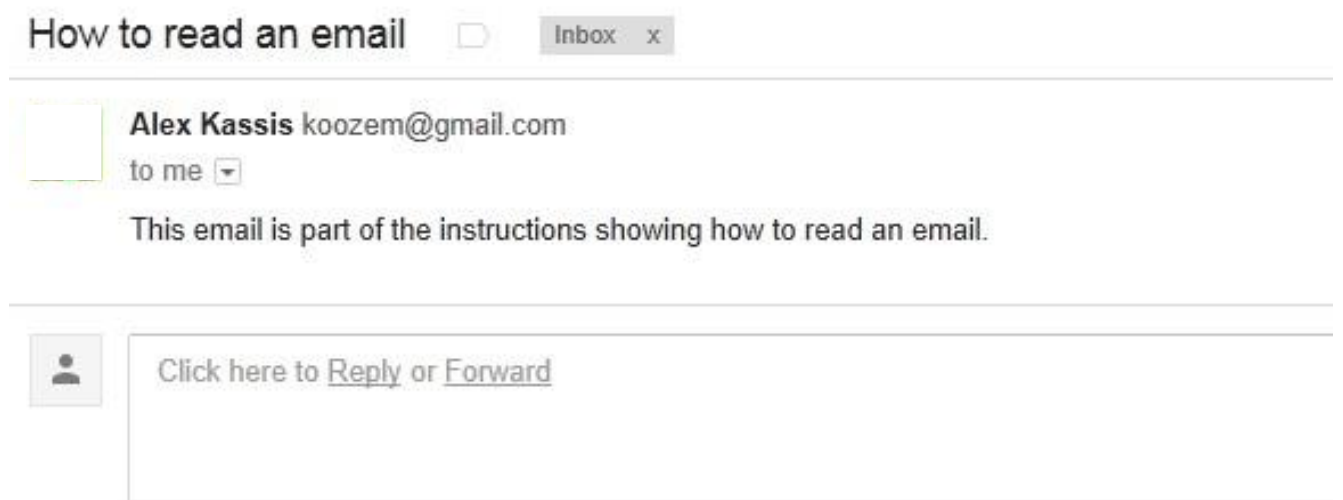
1. When you sign in to your email account, you will automatically be directed to your inbox:



## 2. Just click on one of these bars to read it:

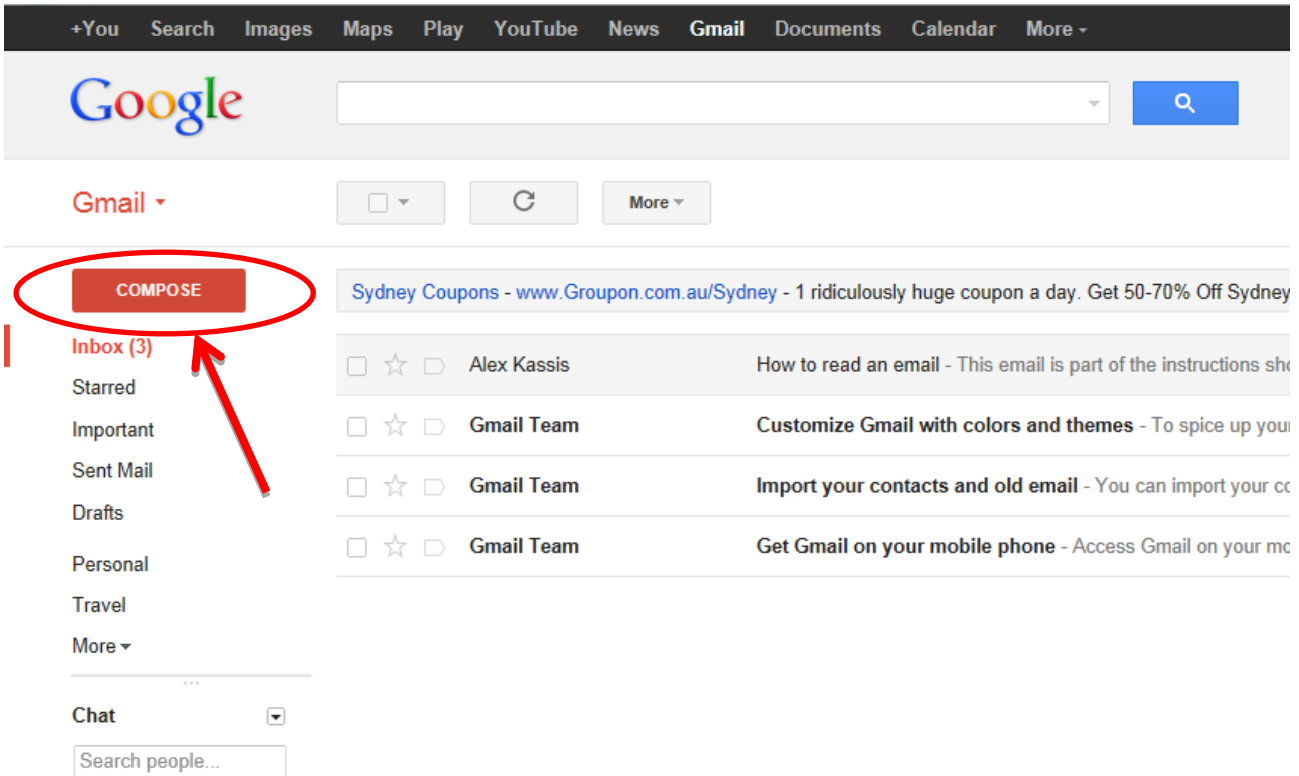


## 3. When you click on an email, it will show up like this:

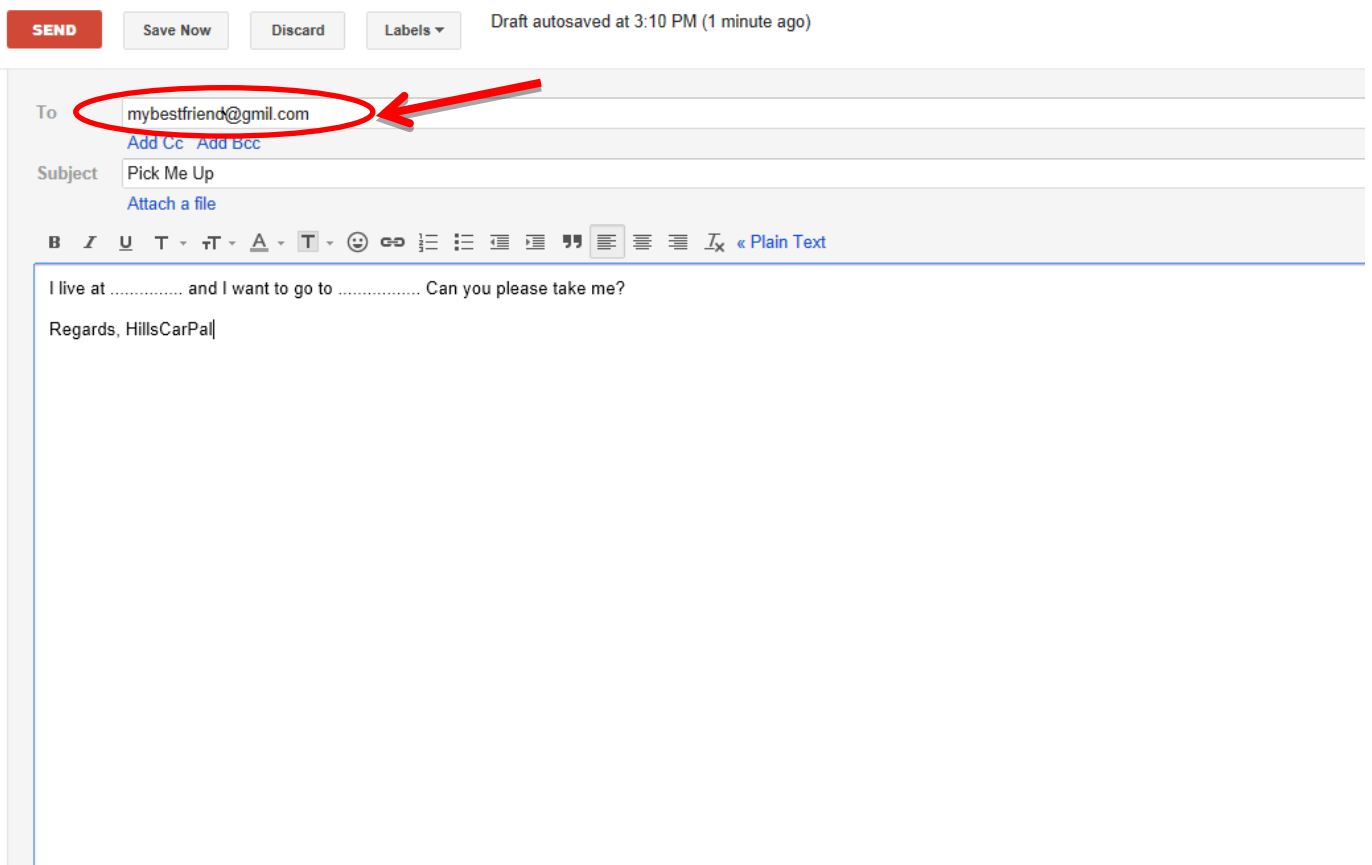


# How To Compose An Email

1. Click the red button that says compose:

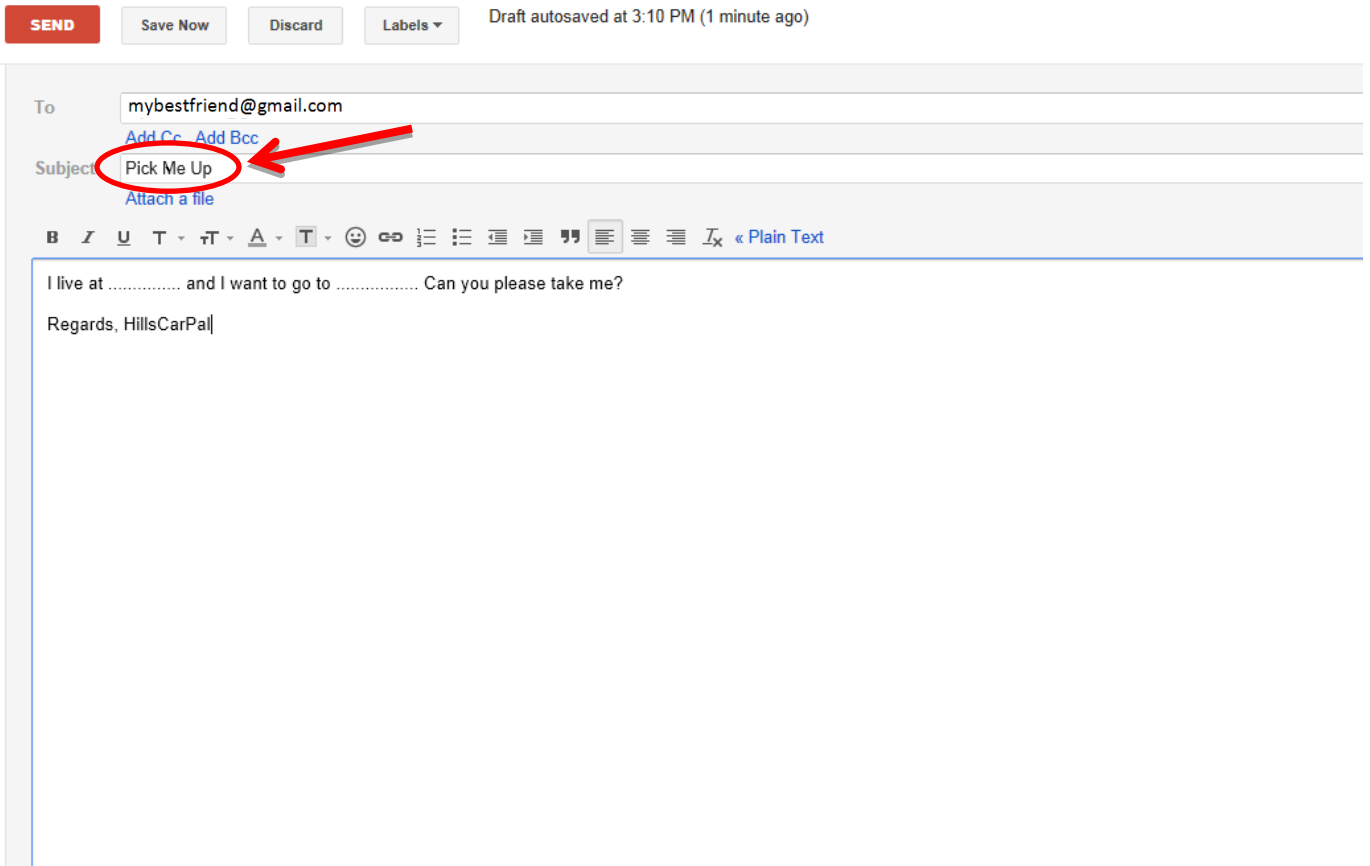


2. Type in the email address that you want to send a message to:

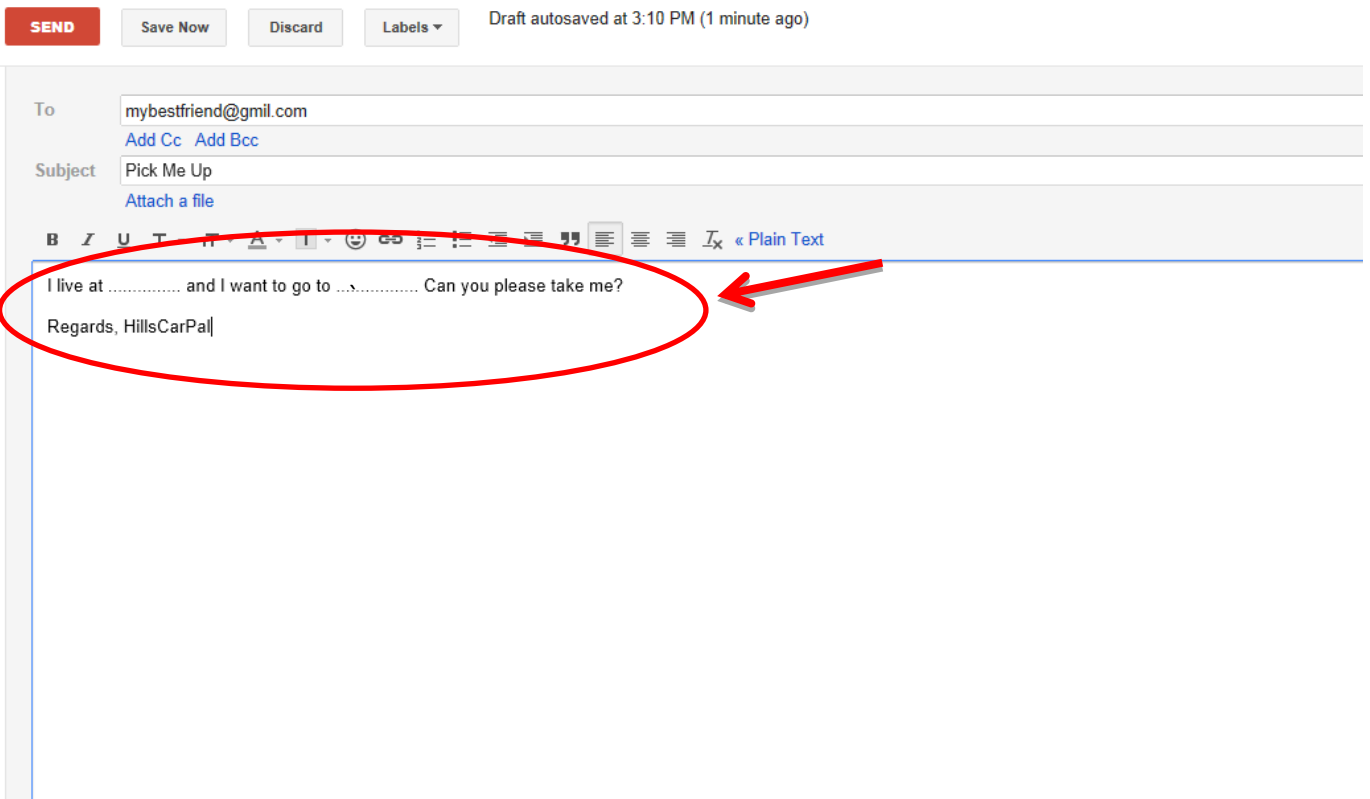




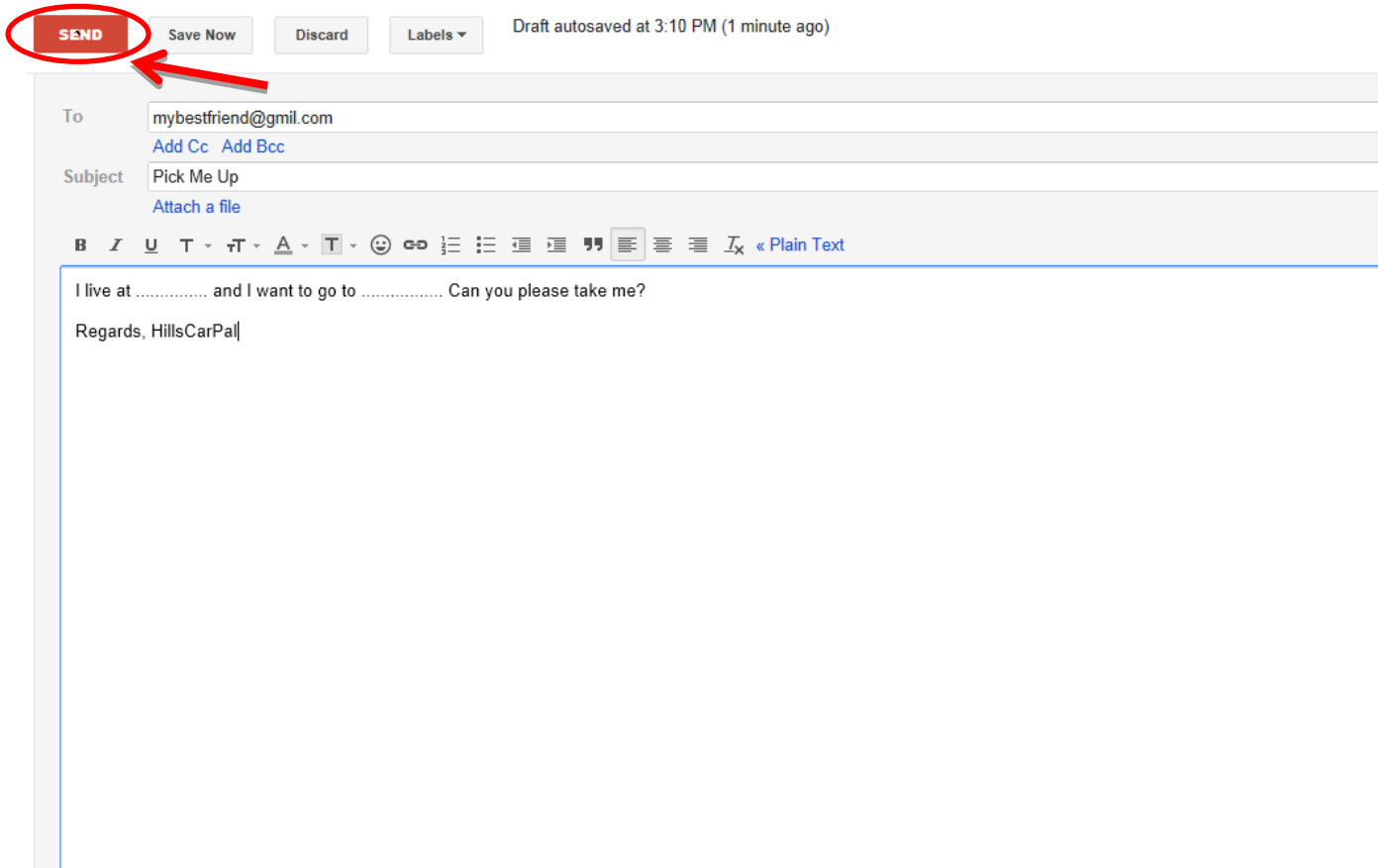
**3. Next, click on the box that says “subject” and type in a subject for the email you are sending:**



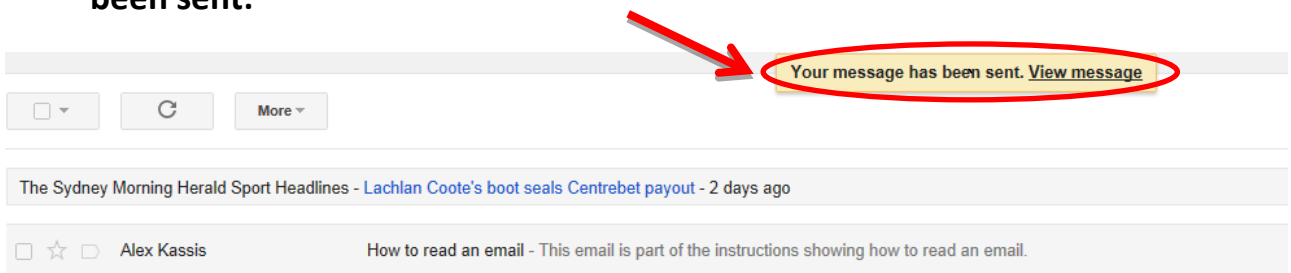
**4. Next, click on the big white space and type in the message that you want to convey:**



5. Once you have done all of this, you can press the red send button:



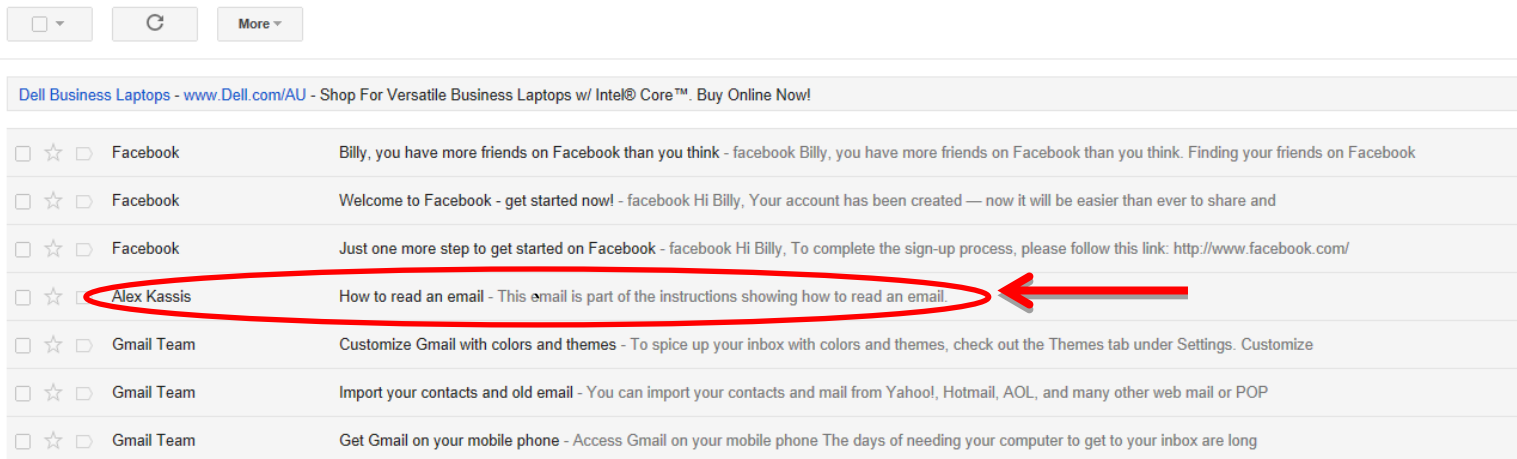
6. You will get a message that looks like this, confirming that your email has been sent:



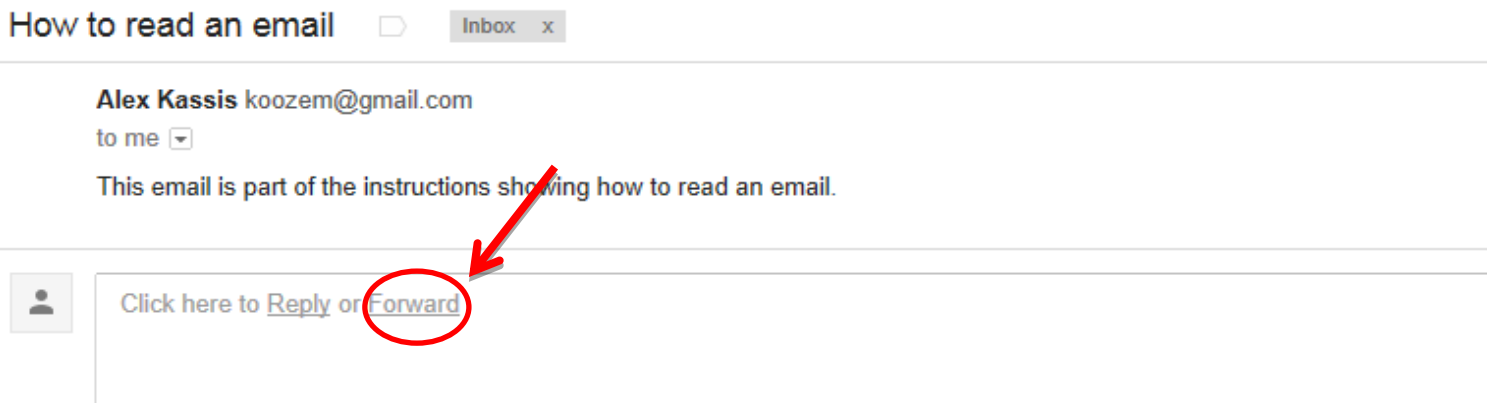
## How to Forward An Email

Forwarding an email is where you send the same email that has been sent to you, to another person.

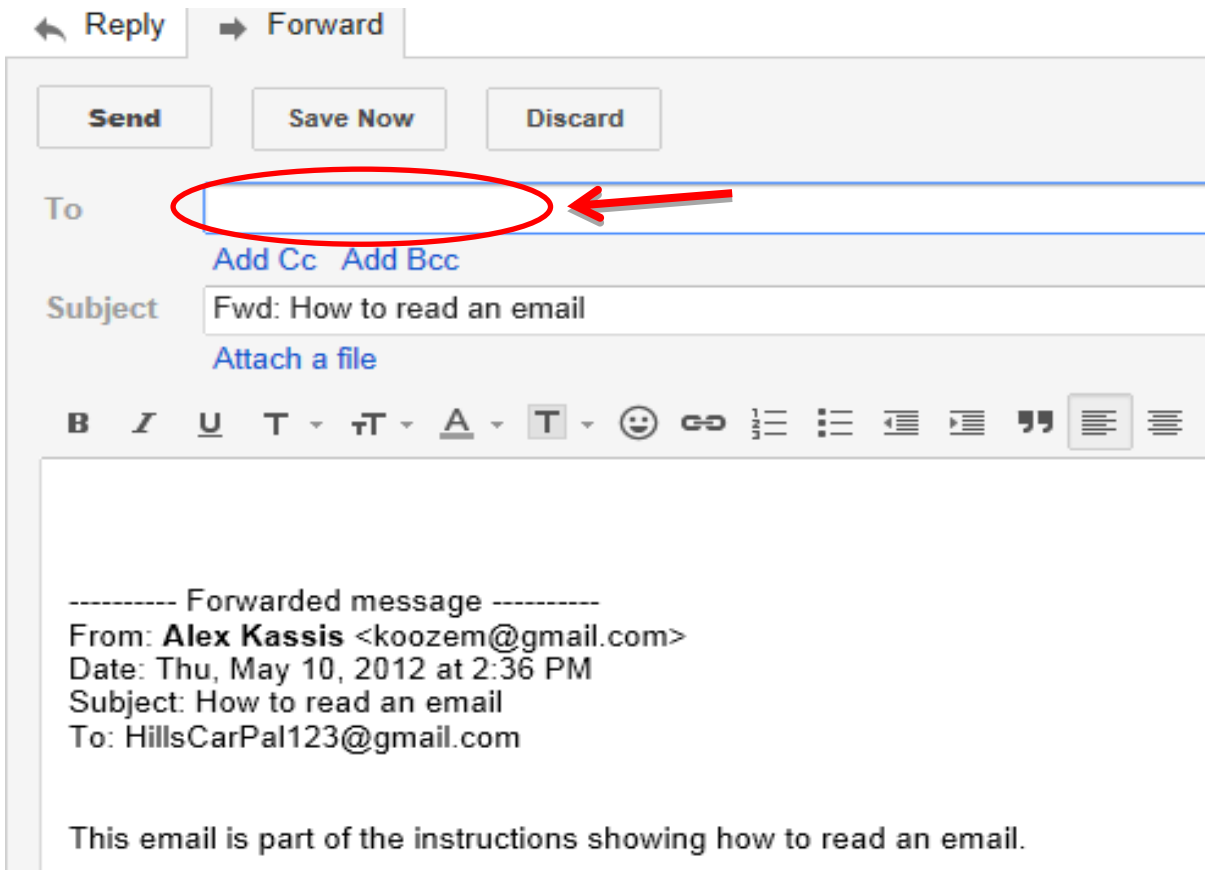
### 1. To forward an email, click on the email you want to forward:



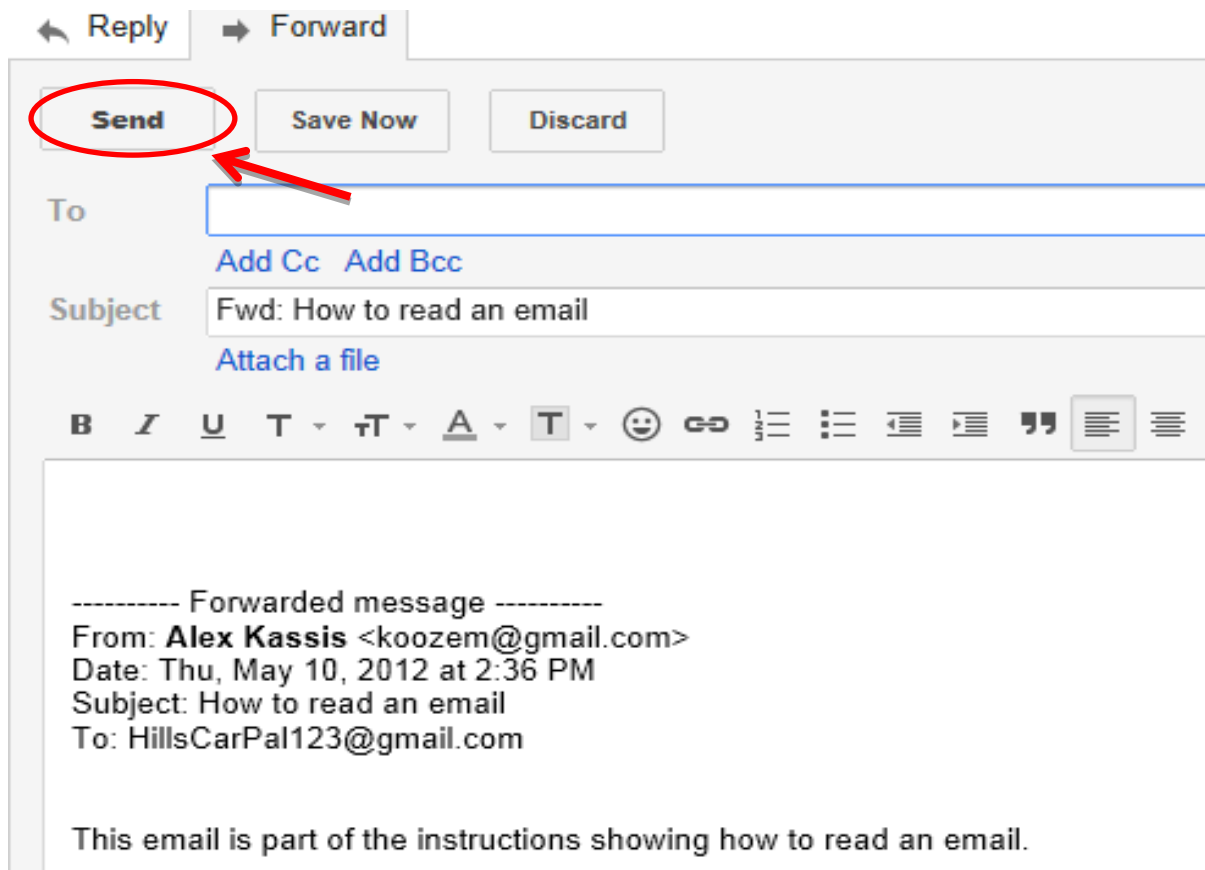
### 2. You will come to this screen. Click the text that says forward:



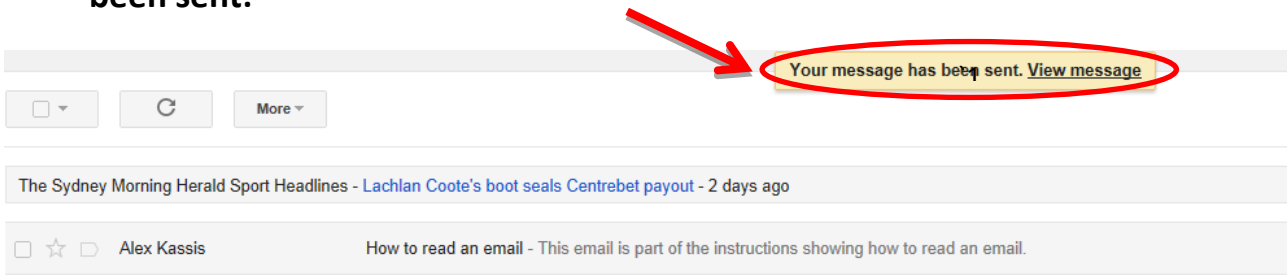
**3. Type in the email address that you want to send a message to:**



**4. Once you have done all of this, you can press the send button:**

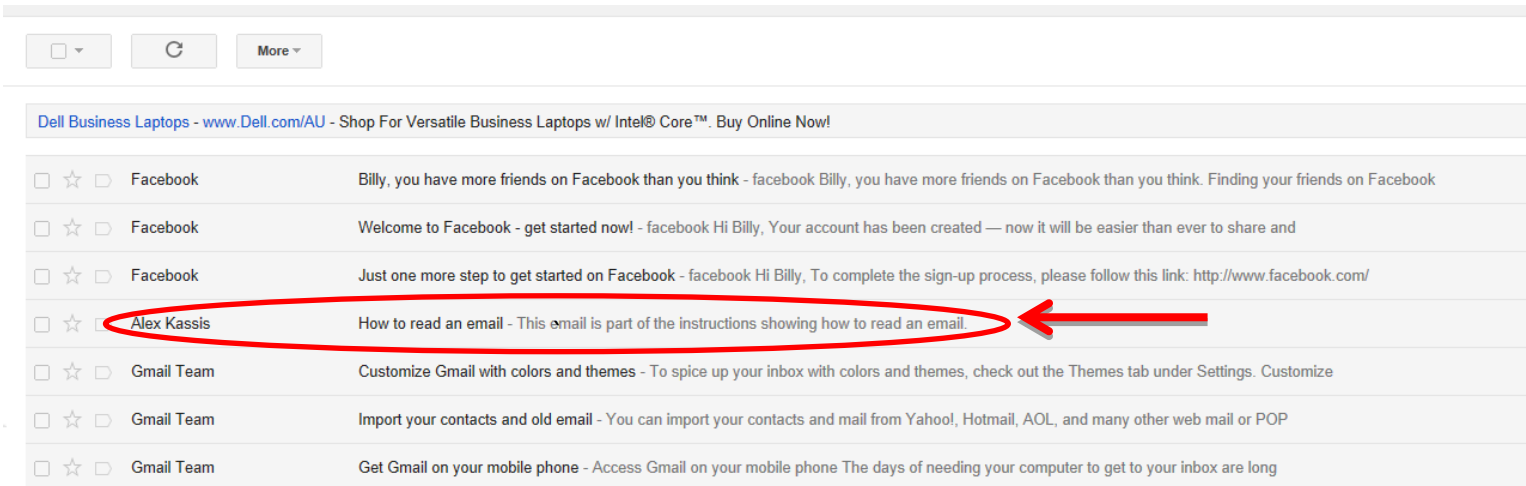


**5. You will get a message that looks like this, confirming that your email has been sent:**

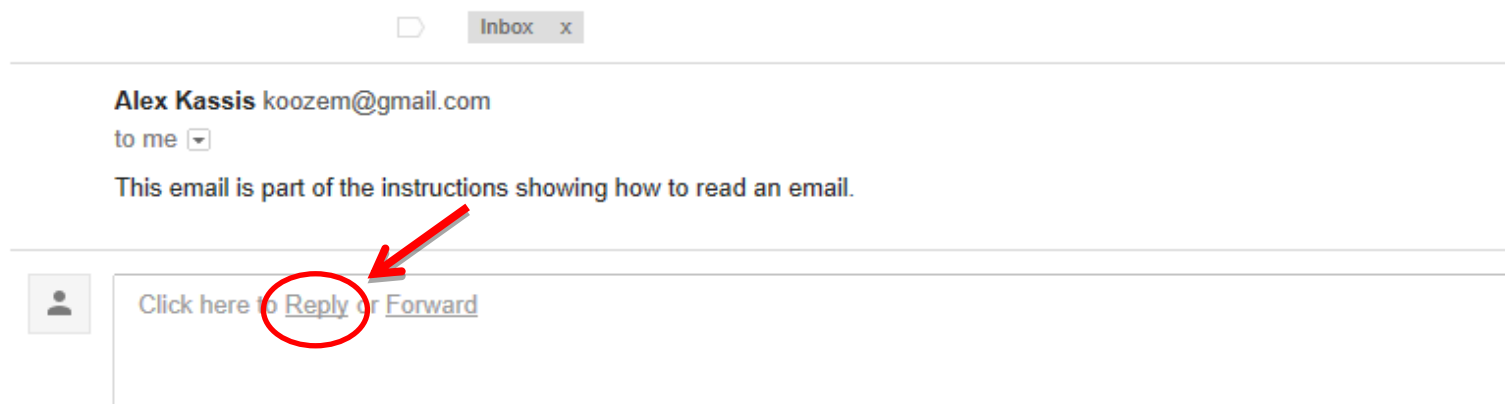


## How to Reply To An Email

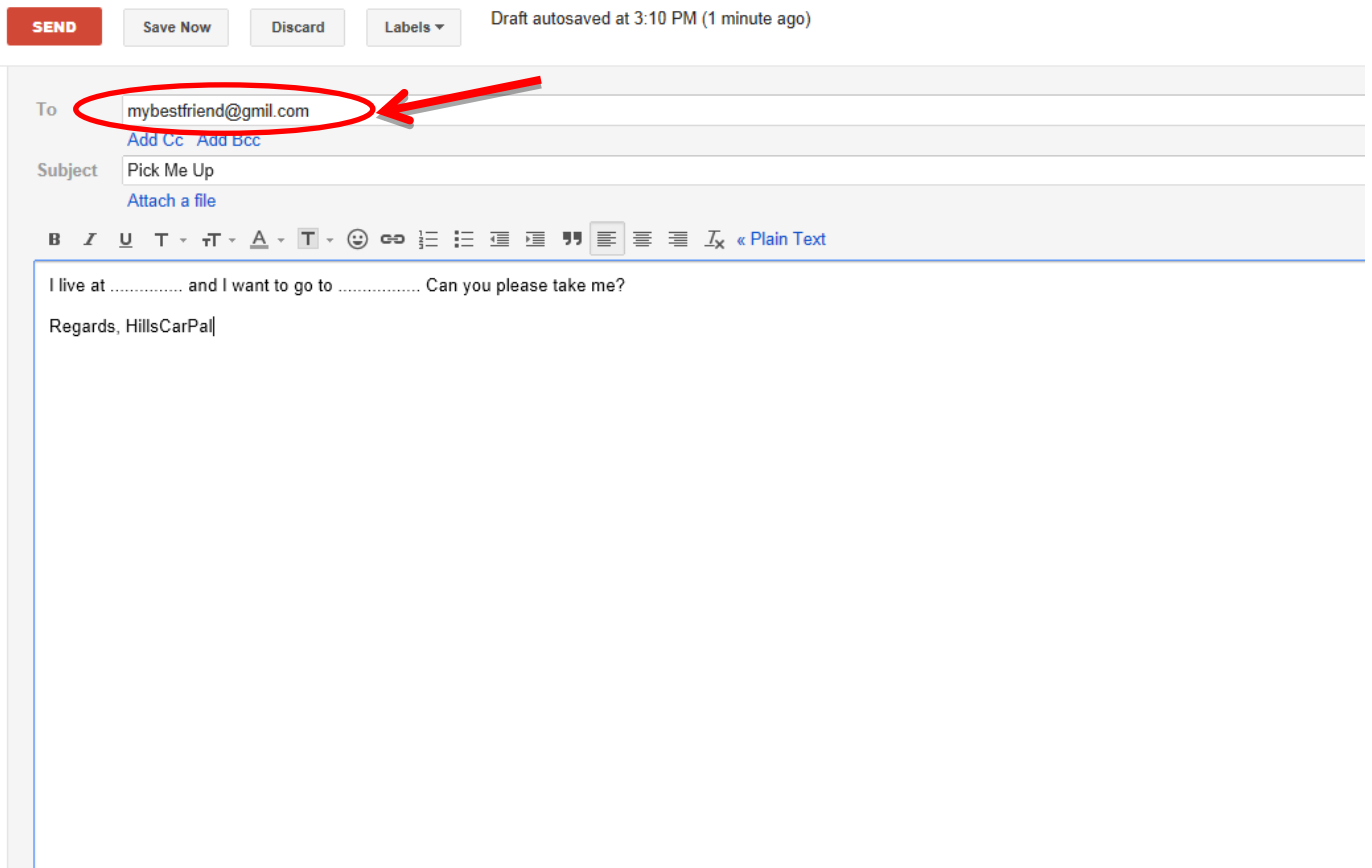
**1. Click on the email that you want to reply to:**



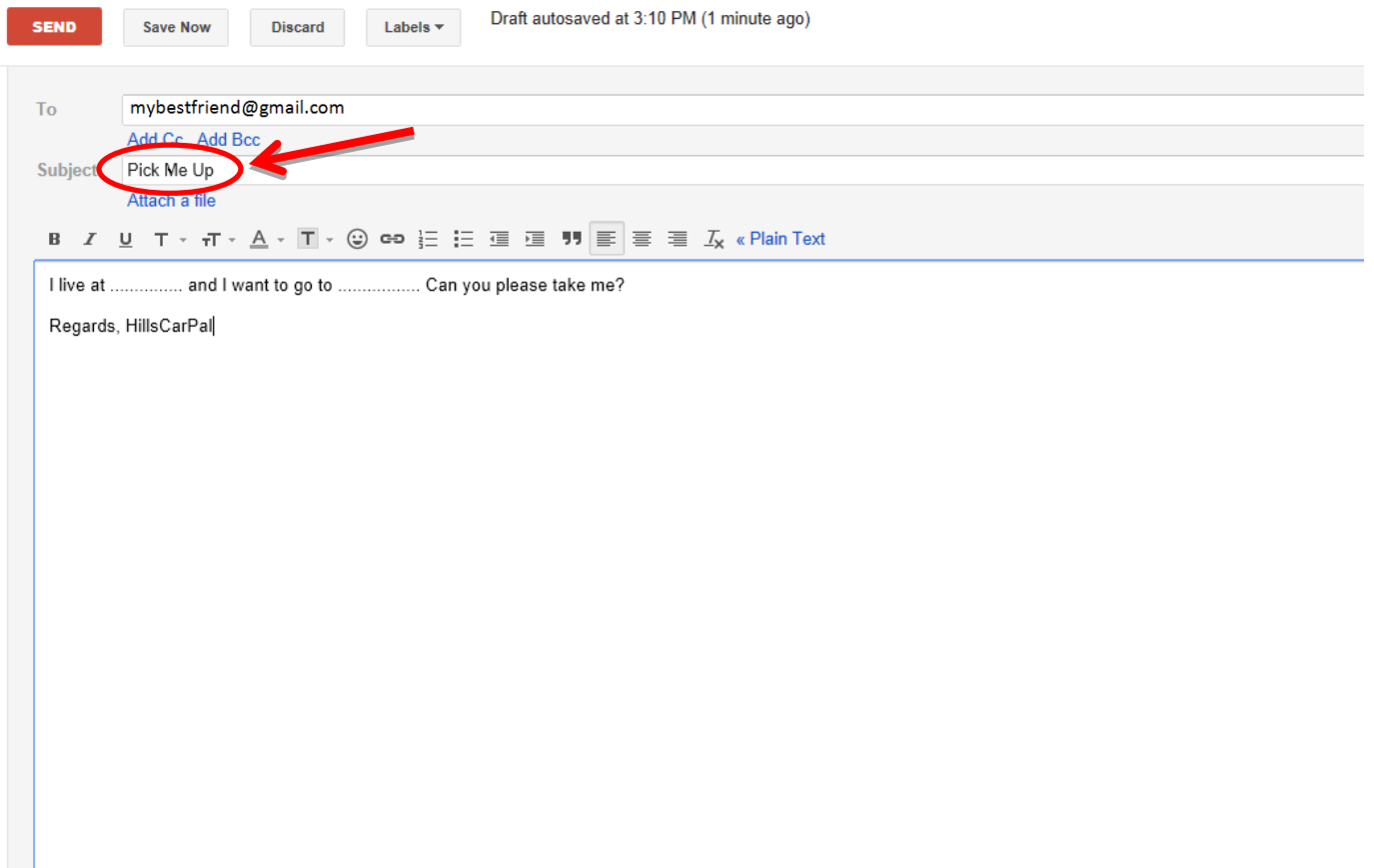
**2. Click the reply button:**



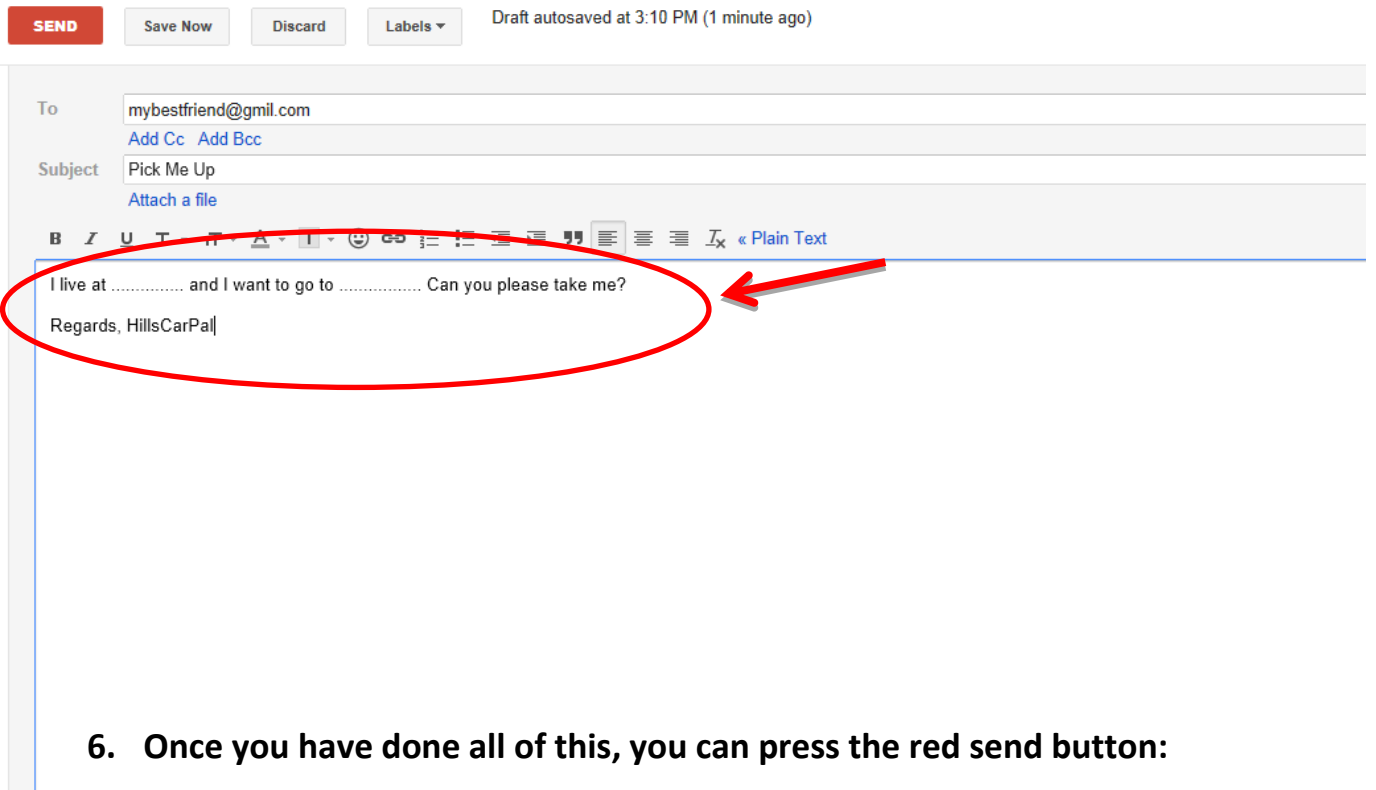
### 3. Type in the email address that you want to send a message to:



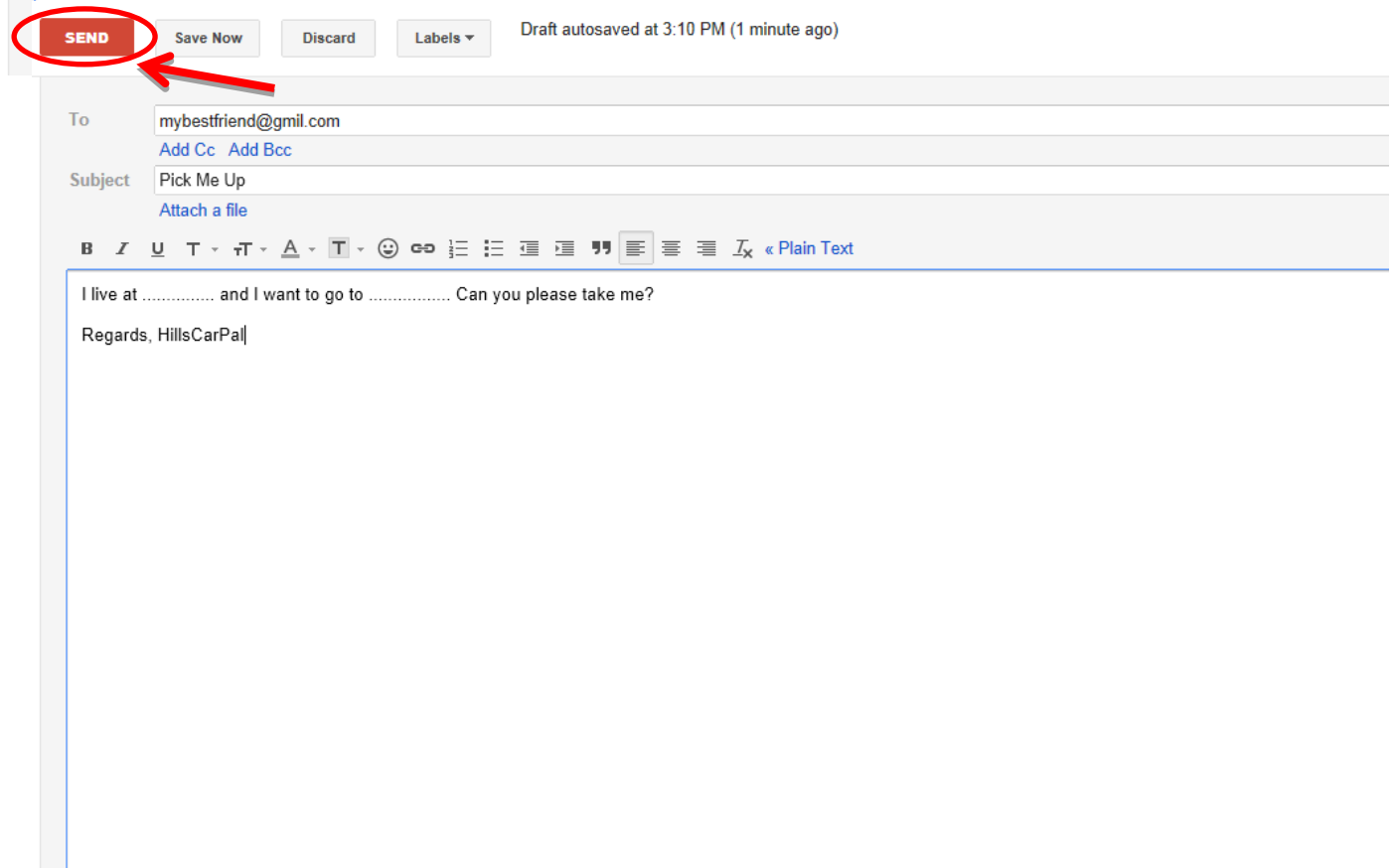
### 4. Next, click on the box that says “subject” and type in a subject for the email you are sending:



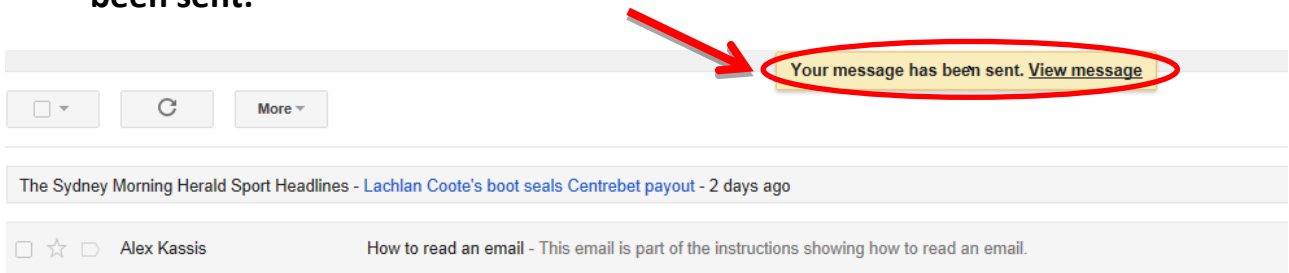
5. Next, click on the big white space and type in the message that you want to convey:



6. Once you have done all of this, you can press the red send button:

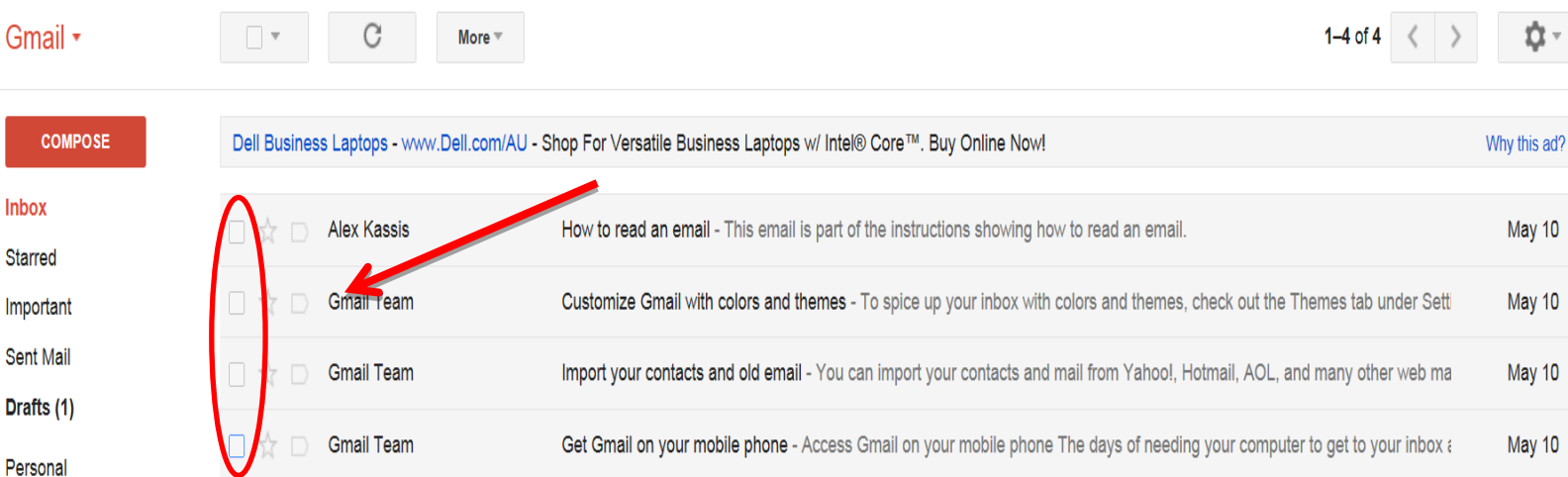


## 7. You will get a message that looks like this, confirming that your email has been sent:

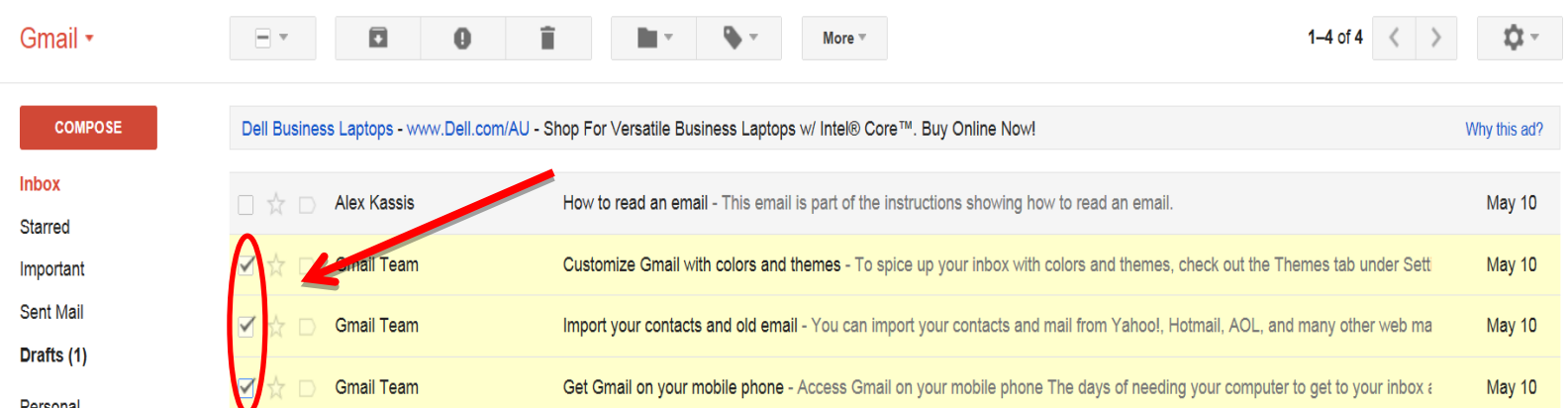


## How to Delete Emails

### 1. Open your inbox (as shown in previous tutorial) and click the little boxes next to the emails you want to delete (you can click multiple boxes)

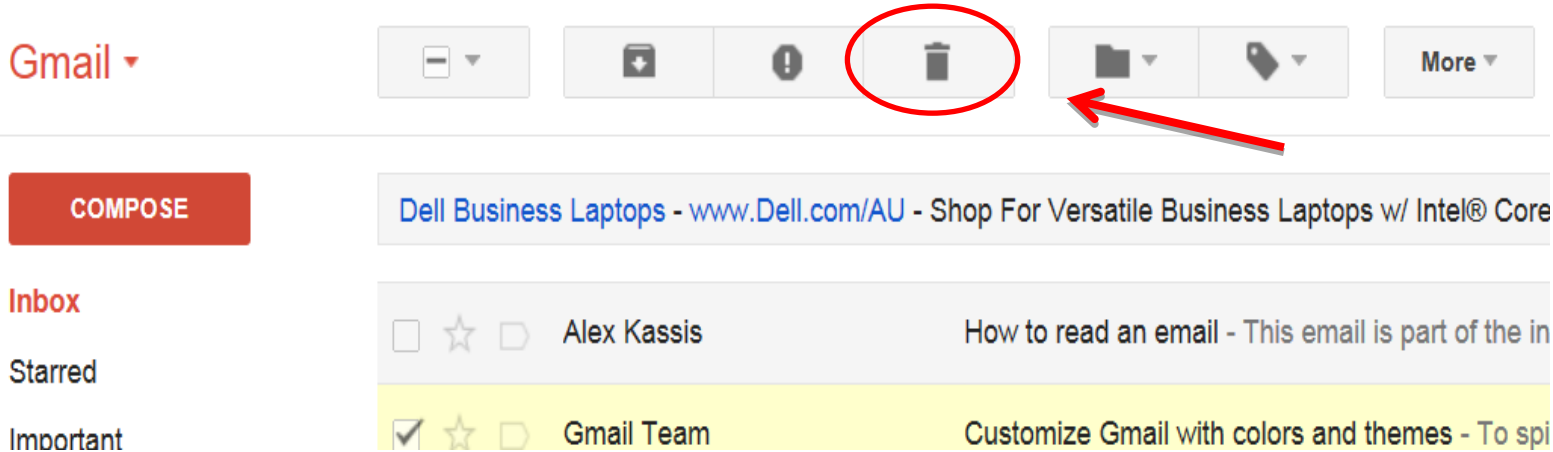


### 2. Once the boxes are clicked they will turn yellow and you will be given more options.

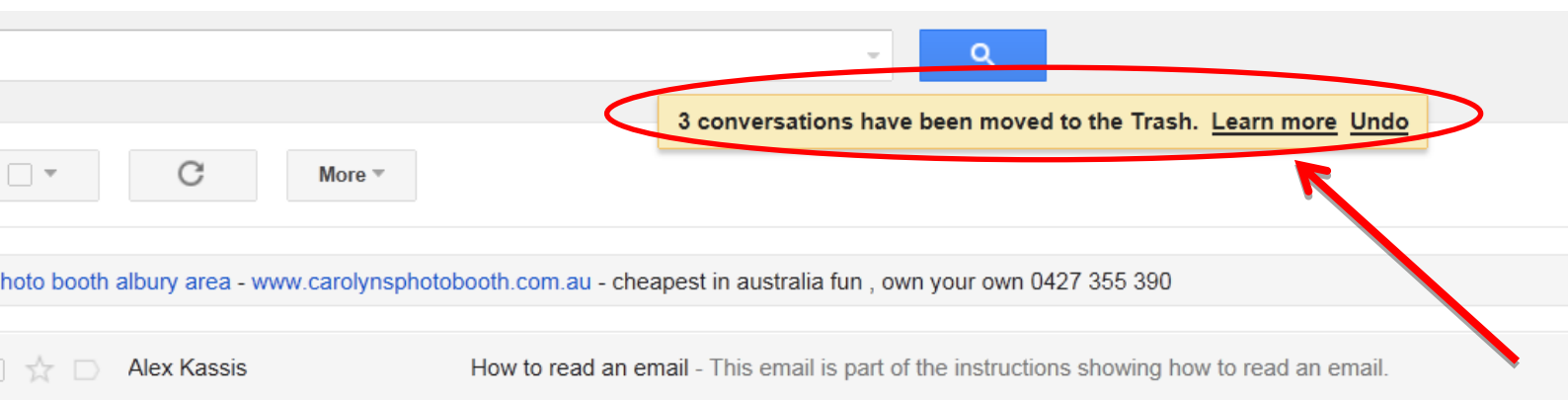




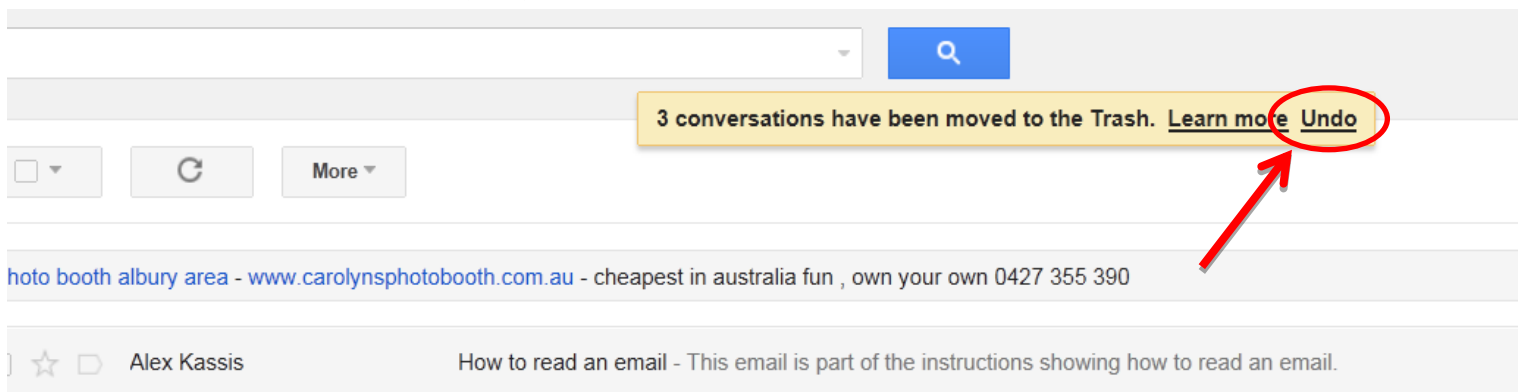
### 3. Now that the boxes are yellow move your mouse over to the trash can



If you have successfully done this a notification will come up and tell you it has worked



### 4. If you have deleted something you did not mean to delete you can click the “undo” button to get you email back.

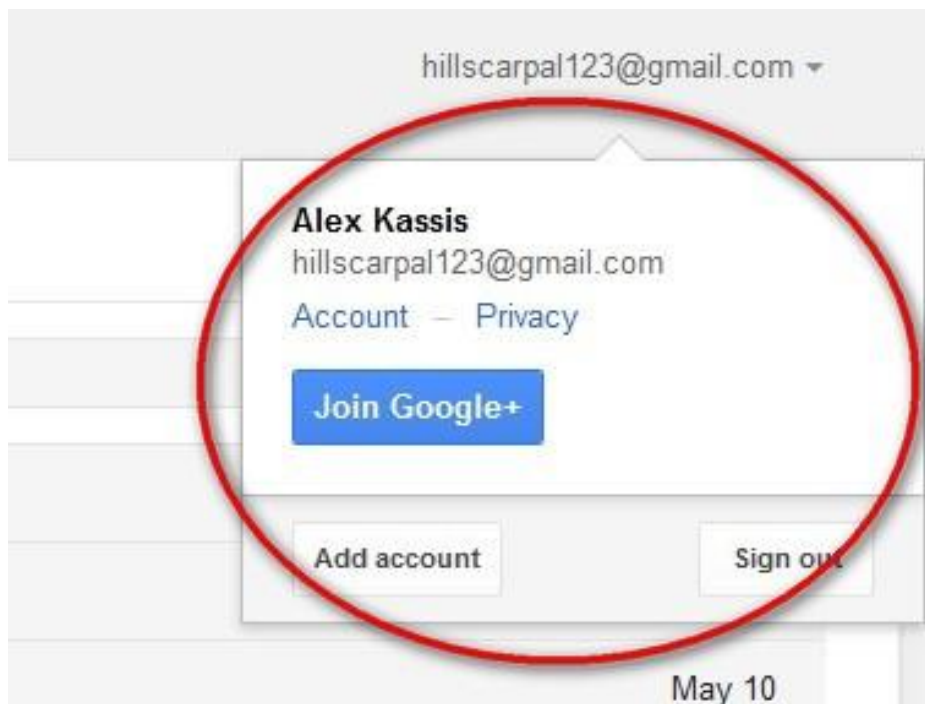


## How to Sign Out

1. Click On The Box Shown On The Picture



2. This Box Will Appear



### 3. Press the Sign Out Button

