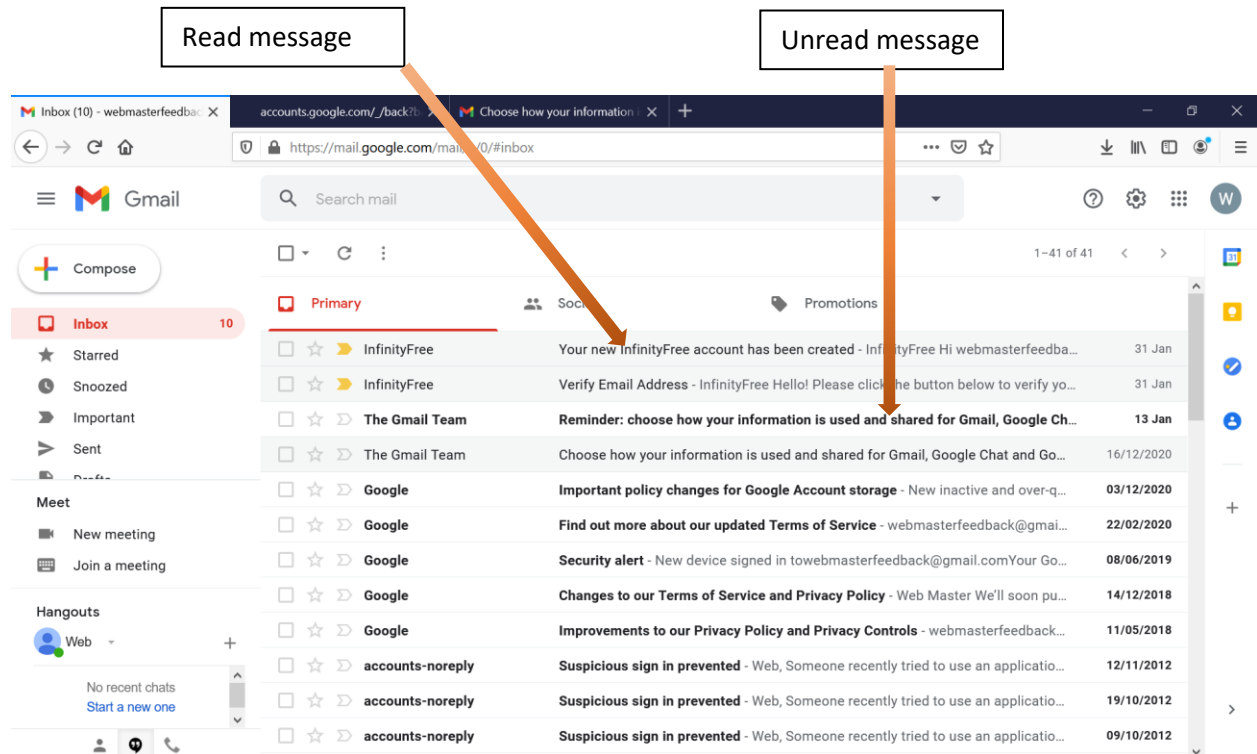


Using Your Email Account

Log into your school account by opening a web browser such as Google Chrome or Mozilla Firefox and browse to **gmail.com** or **accounts.google.com** or **mail.google.com**. On a mobile device, you can use your Gmail app or any other preferred mail app.

1. Reading Messages

1. When you first log into your email account, you will be taken to your **inbox**, this is the location where you receive and view mail which has been sent to you. Unread mail subjects will be in bold (darker than other text) and those which have been opened will be in plain text



2. Viewing Attachments In Messages

Sometimes a message may contain one or more attachments – these are separate files which have been included (attached) to the message by the sender. An attachment can be any file – a homework document, a photo, a song, a video or even a compressed folder. A compressed folder is a folder which contains one or more files or subfolders bundled together to decrease its size and make it appear as a single file

1. Attachments appear in your messages as buttons bearing the attached file name below the message subject in your inbox

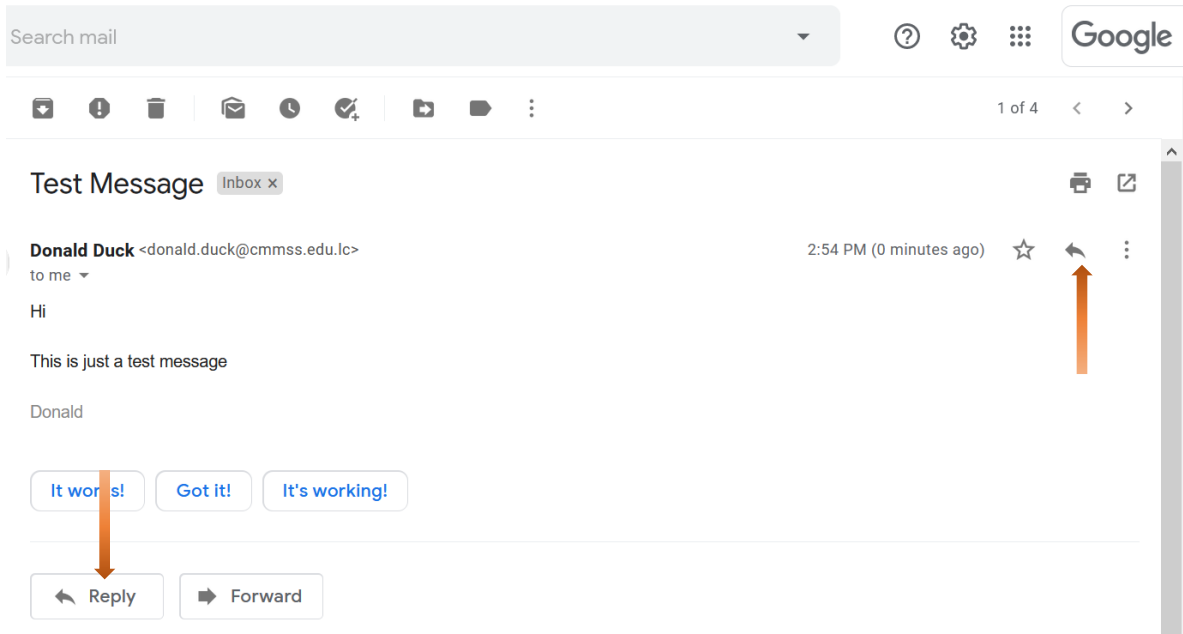


2. Double-click on the button bearing the name of the file your wish to view, in order to open it

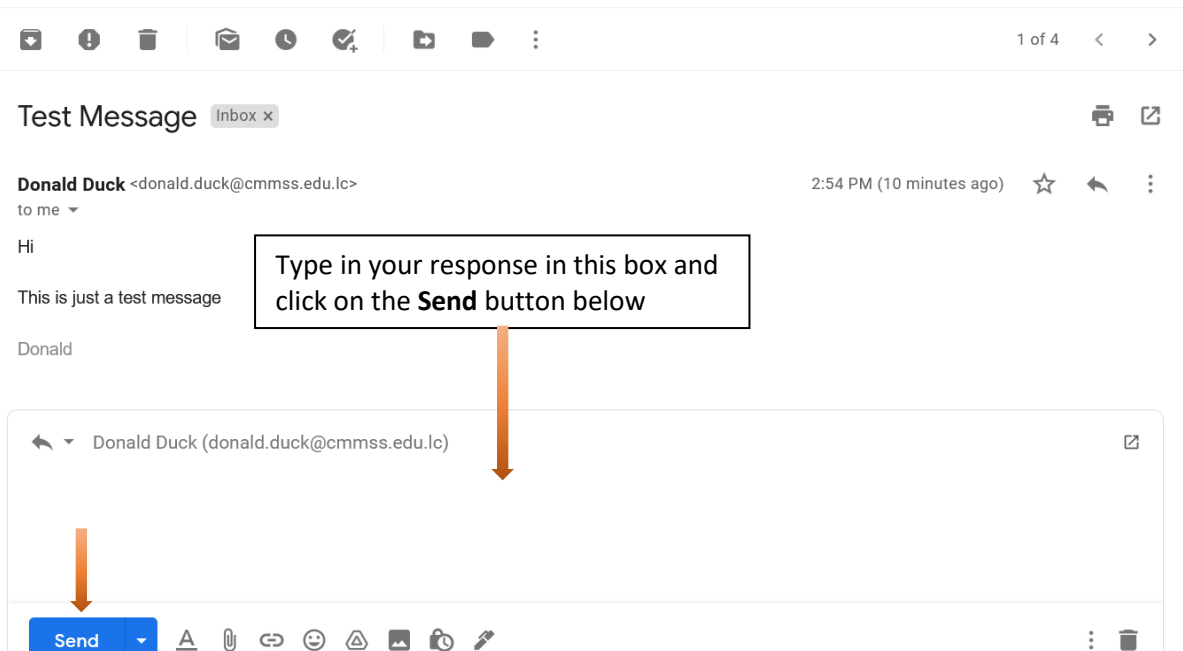
3.1 Replying To Messages

After opening a message, you can choose to respond to it if you wish as follows:

1. Click on the **Reply** button – represented by the arrow to bottom left of the message area or the Reply arrow to the right of the sender’s address above the message box



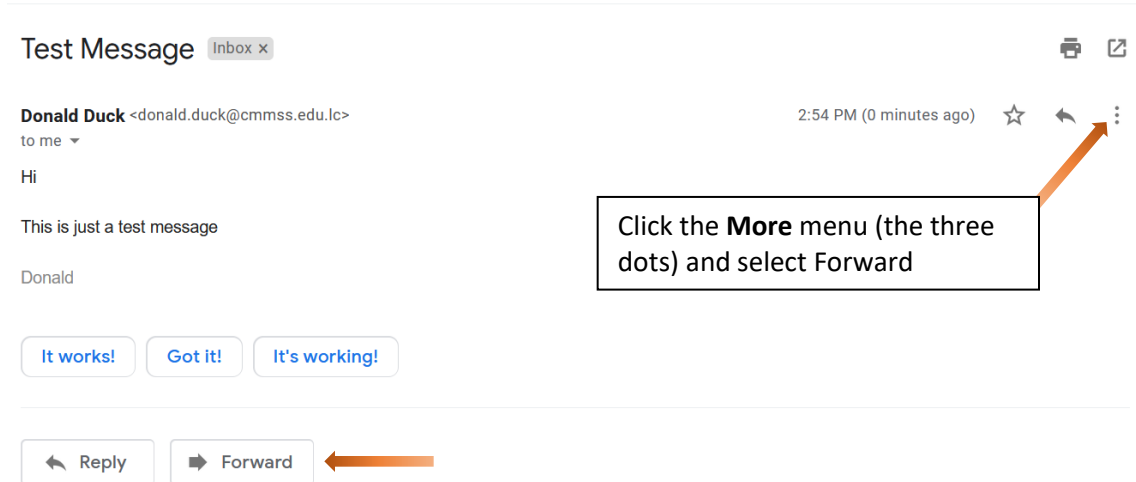
2. The following will appear



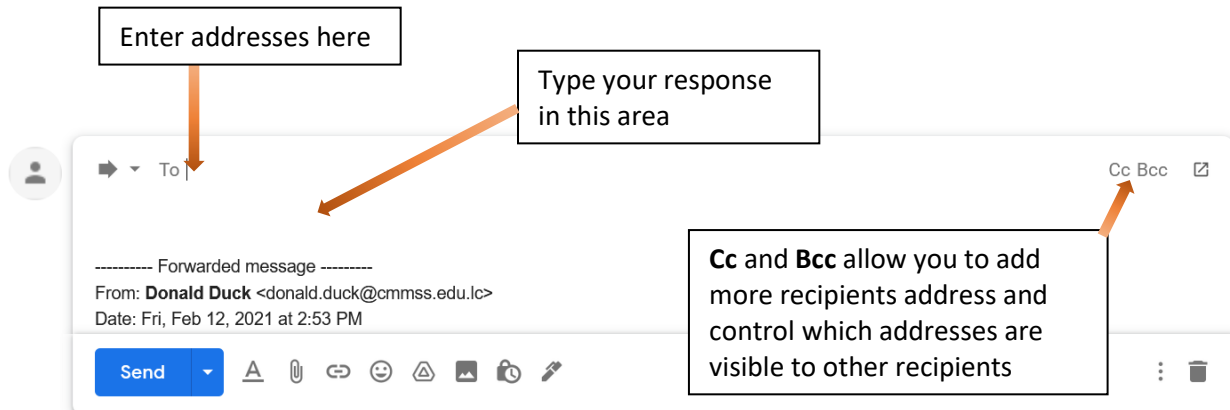
3. Type in your message in the message area as shown above click on the **Send** button

3.2 Replying To More One Person (Forwarding)

1. If you would like to send the message to some other recipients (in other words **Forward** the message), click on the **Forward** button at the bottom of the message box. If your message is part of a group containing many responses, the forward button may not appear as indicated. In such a case click on the three vertical dots (the **More** menu) to the right of the of the sender's address at the top right of the message area



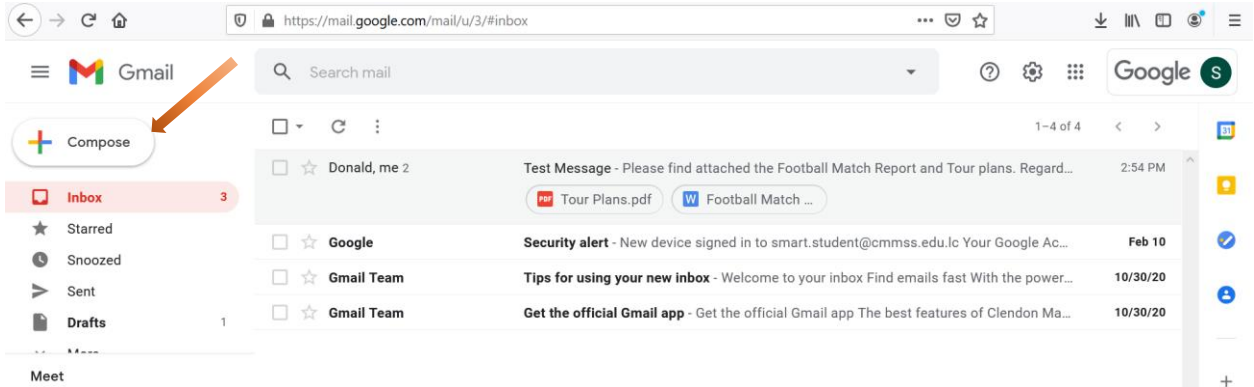
2. After clicking on **Forward** the following box should appear as part of your screen. Enter the email address of the person to whom you wish the forward the message in the **To** field and then type you message in the blank message area below that field



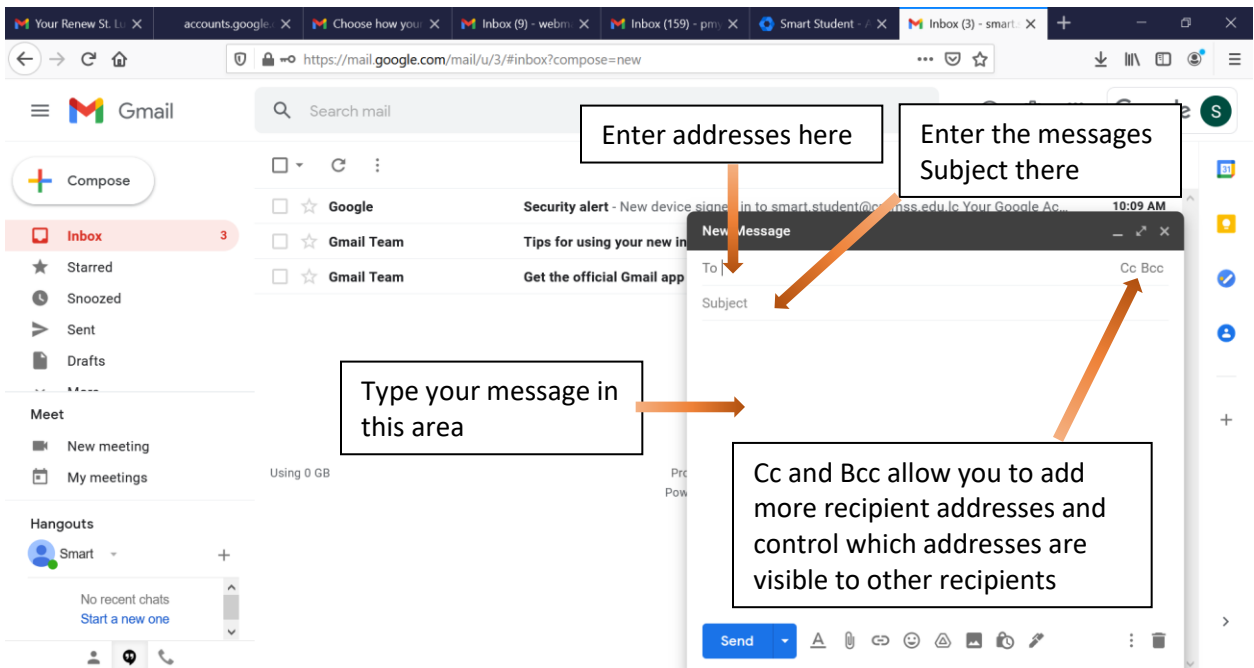
3. If you wish the forward your message to more than one recipient you have three options
 - (a) Enter each address in the **To** field separated by commas – example
address1@cmmss.edu.lc,address2@cmmss.edu.lc,address3@cmmss.edu.lc
 - (b) Click **Cc** to add addresses and that every recipient will see in their messages
 - (c) Click **Bcc** to add addresses you do not want other recipients to view
4. After entering all your addresses and typing your message, click on **Send**

5.1 Sending Messages

1. To write and sent a message while in your inbox, click on the large coloured **+** or the **Compose** button the left of your messages. At times only the **+** appears with the word **Compose**.



2. You should see a **New Message** box appear after clicking on the **Compose** button. Enter the address or addresses of the people you want to receive the message in the **To** field



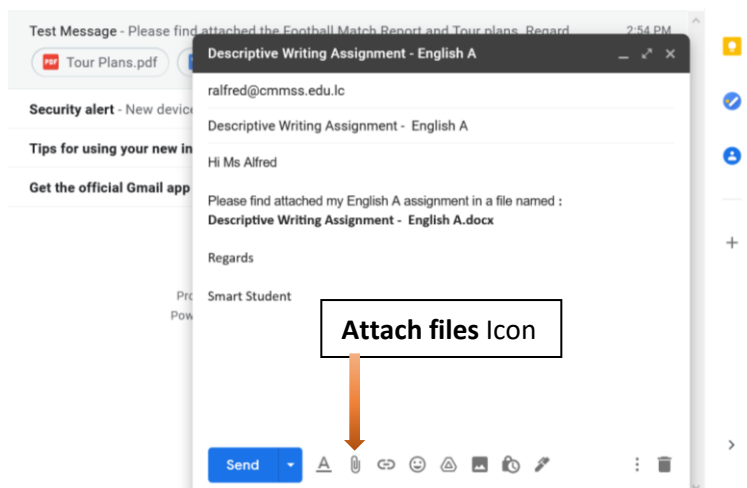
3. If you wish to send your message to more than one recipient you have three options
 - (a) Enter each address in the **To** field separated by commas – example
address1@cmmss.edu.lc,address2@cmmss.edu.lc,address3@cmmss.edu.lc
 - (b) Click **Cc** to add addresses and that every recipient will see in their messages
 - (c) Click **Bcc** to add addresses you do not want other recipients to view

5. Enter the message's subject (this is a title or a short description of your message such as, English A Descriptive Writing Assignment) in the subject field next to the word **Subject** to the top left of the **New Message** box
6. Type your message in the large blank area which appears below **Subject** in the **New Message** box
7. Click on the **Send** button at the bottom of the **New Message** box to send your message

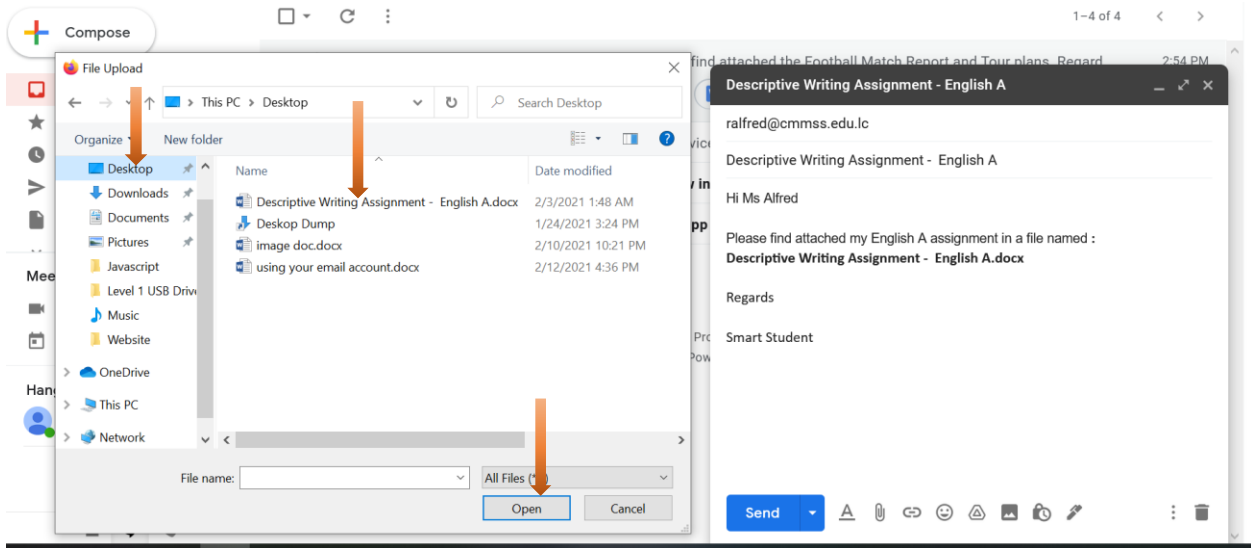
5.2 Sending Messages With Attachments

On occasions you may wish to include a separate file such as your homework file (or a photo, video, music file, etc in your message). When these are added as part of your email, they are referred to as attachments.

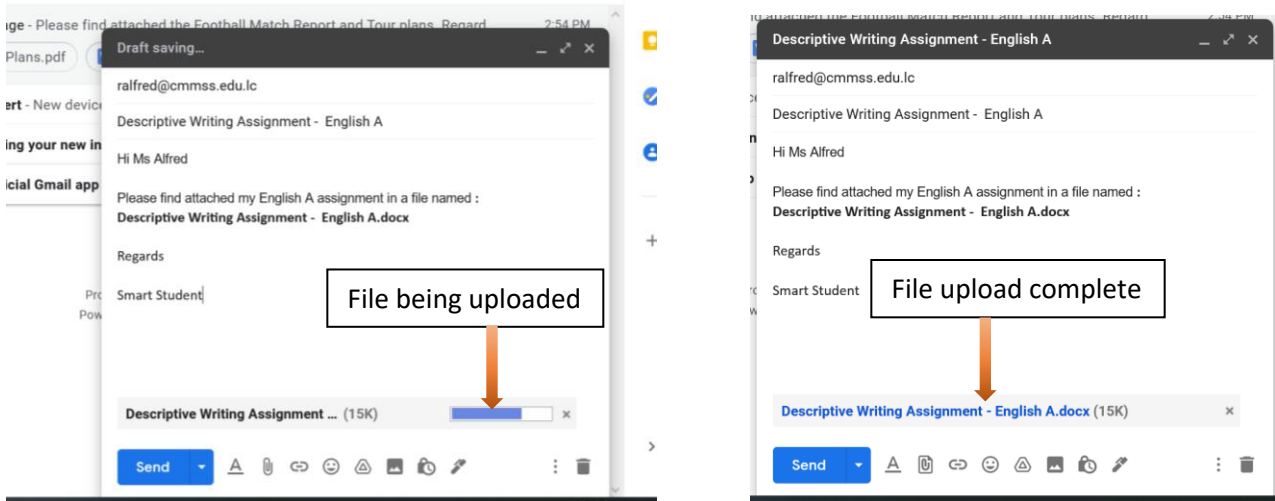
1. Follow the process in 5.1 above up to point 6
2. Place the file you want to attach in a location where it can easily be retrieved. A suitable choice is directly on the Desktop in a folder on the Desktop. In this example we will place a file named **Descriptive Writing Assignment - English A** on the Desktop
3. At the bottom of the **New Message** Box click on the **Attach files** icon. It is represented by a paper clip image to the bottom left of the **New Message** box



- After clicking on **Attach files** the **File Upload** window will appear. Click on **Desktop** in the left panel in this window



- Locate your file in the list under **Name** and double-click on it or click once to select and then click on the **Open** button to the bottom right of the window to upload the file to your message. Note, more than one file may be attached



- After the file has been uploaded completely. Click on the **Send** button to send your message
- You should see messages firstly indicating the messages is being sent and then confirming it was sent, at the bottom left of the screen

