Using GMail & Google Calendar

Signing up

Logging in

Stars, labels

Calendar

Creating a Gmail

Logging in (phone or computer)

On a computer:
- Go to gmail.com.
- Enter your email address and click next.
- Enter your password and click next.

On a smartphone:
- Download Gmail from your app store. it may look like one of these:
- Open the Gmail app, it will look like this:
- Enter your email address, then click next.
- Enter your password and click next.

Sending a new email

Gmail

+ Compose

Inbox — 4

New Message

To **write the email for the person you want to contact**   Cc Bcc

Subject **2-3 words that let them know what you are emailing about**

This is where you write your message.

This will let you attach a file (forms, pictures, etc)

Sans Serif   B *I* U A

Send

This will send the email, only click it when you are done.
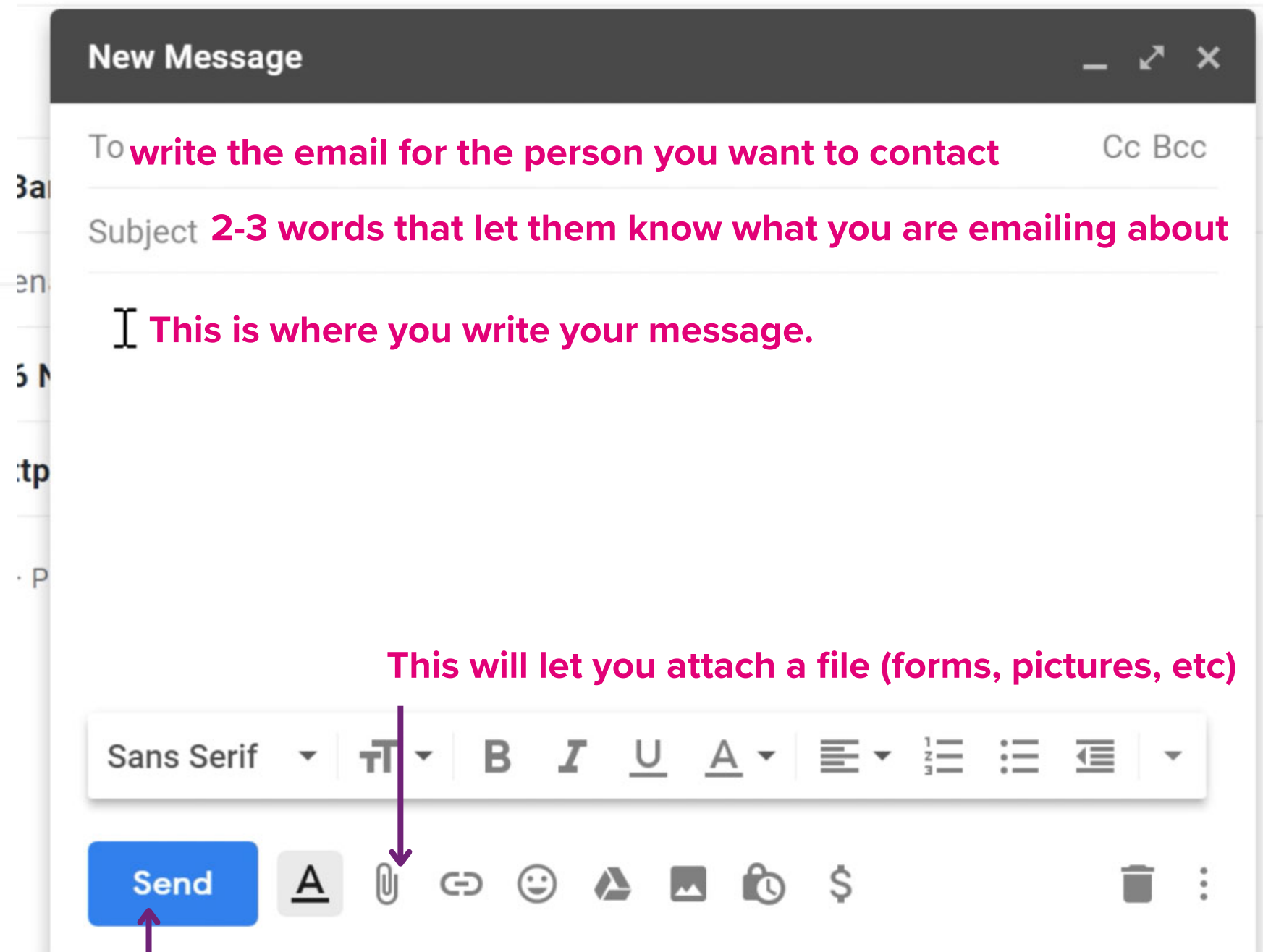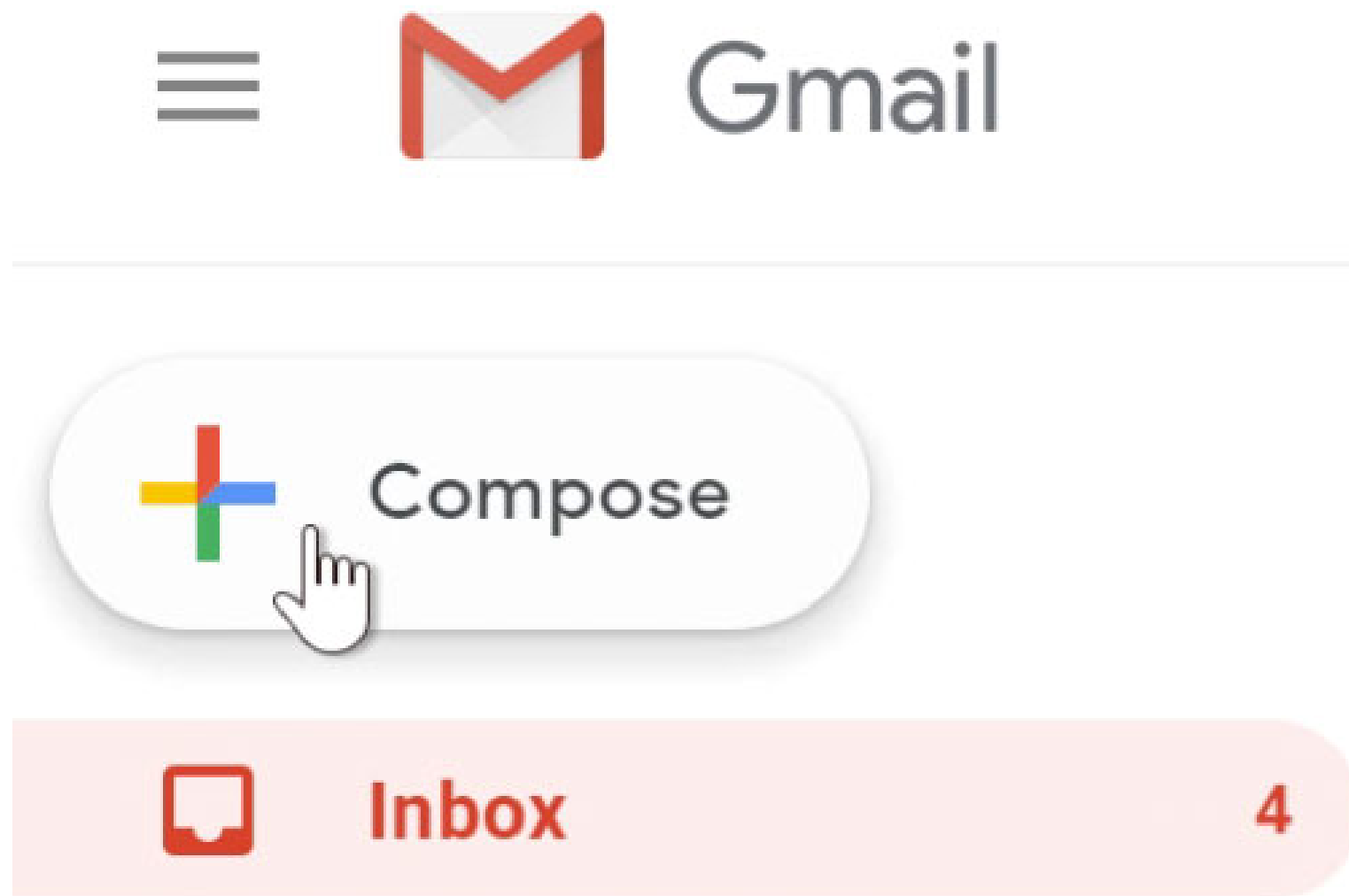
Reading an email

- Unread emails are **bolded**
- Click an email to open it
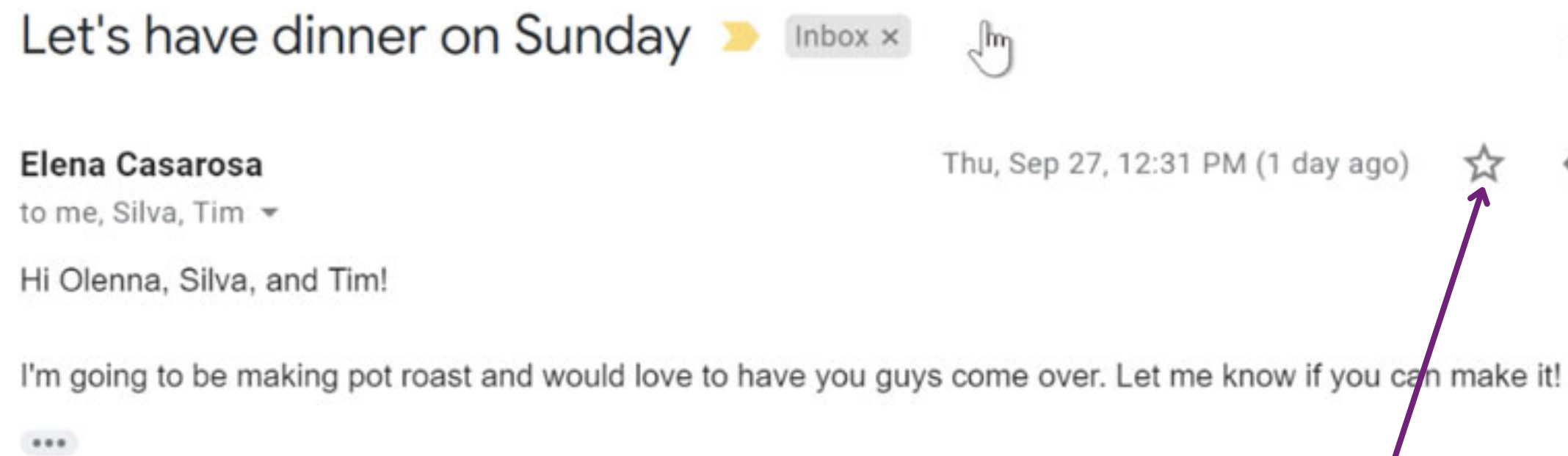
Click the arrow to reply to an email

Let's have dinner on Sunday ▶ Inbox ✕

Elena Casarosa
to me, Silva, Tim ▾

Thu, Sep 27, 12:31 PM (1 day ago) ☆ ↩ ⋮

Hi Olenna, Silva, and Tim!

I'm going to be making pot roast and would love to have you guys come over. Let me know if you can make it!

•••

Click the three dots to see more options. These options include "Reply All" which is helpful if you have many people on the same email.

Click the star to mark important emails

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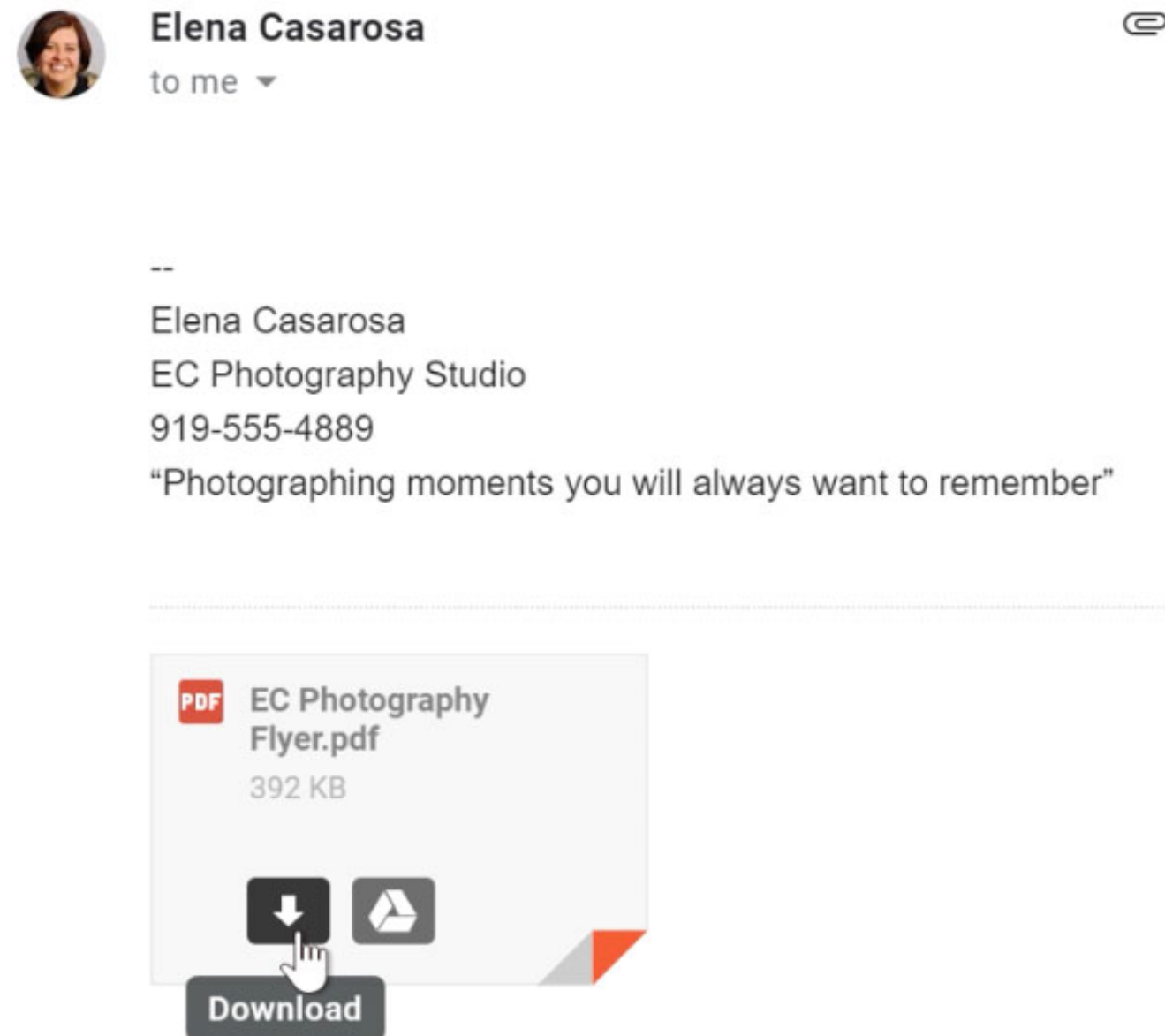# Download an attachment

- If you receive an attachment (file, picture, etc) in an email be careful. Only download it if you trust the person who sent it to you.
- Do not download attachments from people or companies you don't know.

- Attachments will show at the end of an email!
- Click the down arrow to download it.
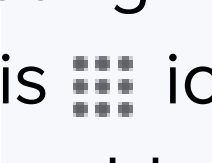- Remember where you downloaded it!
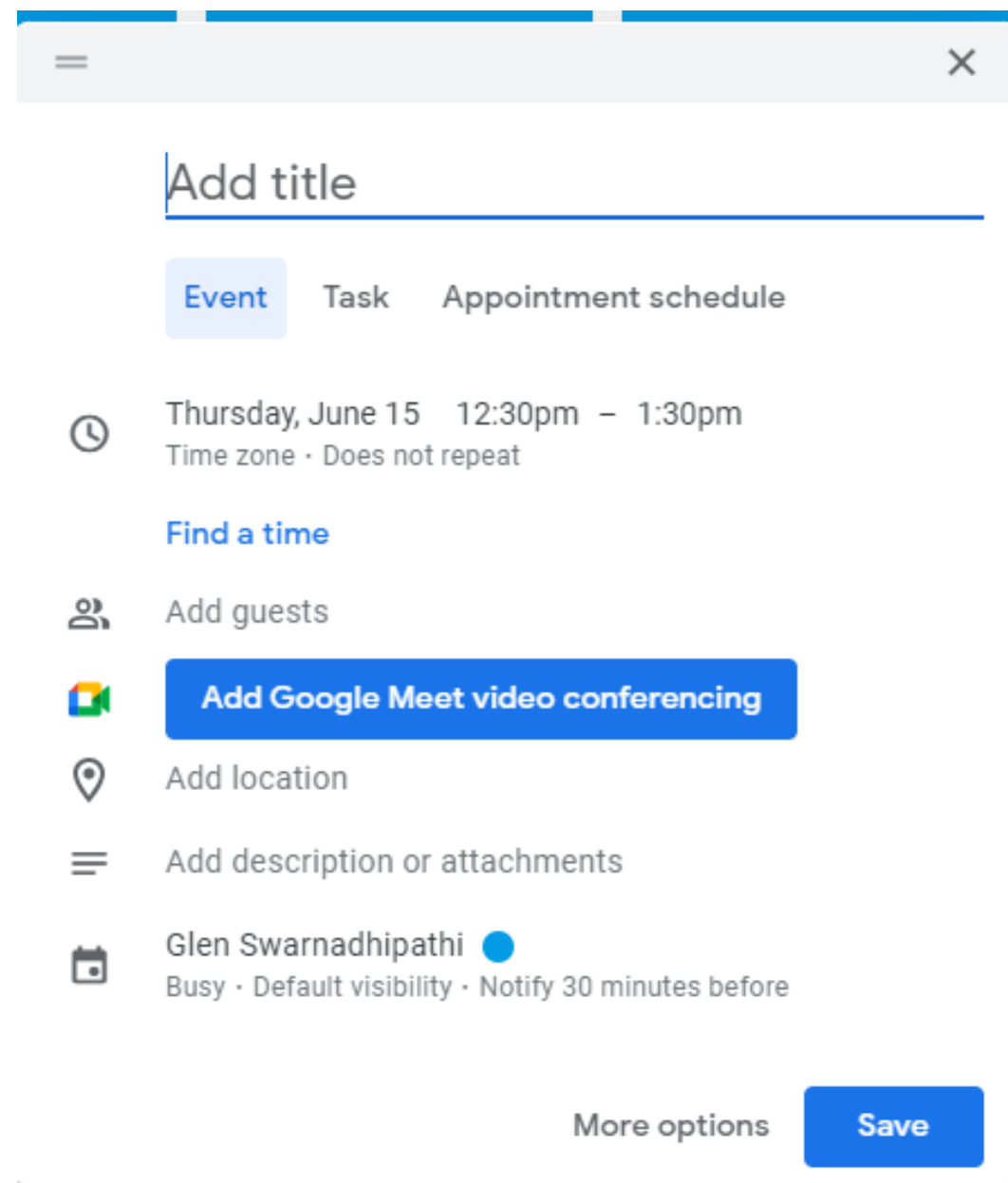
Organizing emails - stars & labels

- You can use stars and labels to create specific folders for your emails.
- The star function will automatically be available to you. Other labels will need to be created.
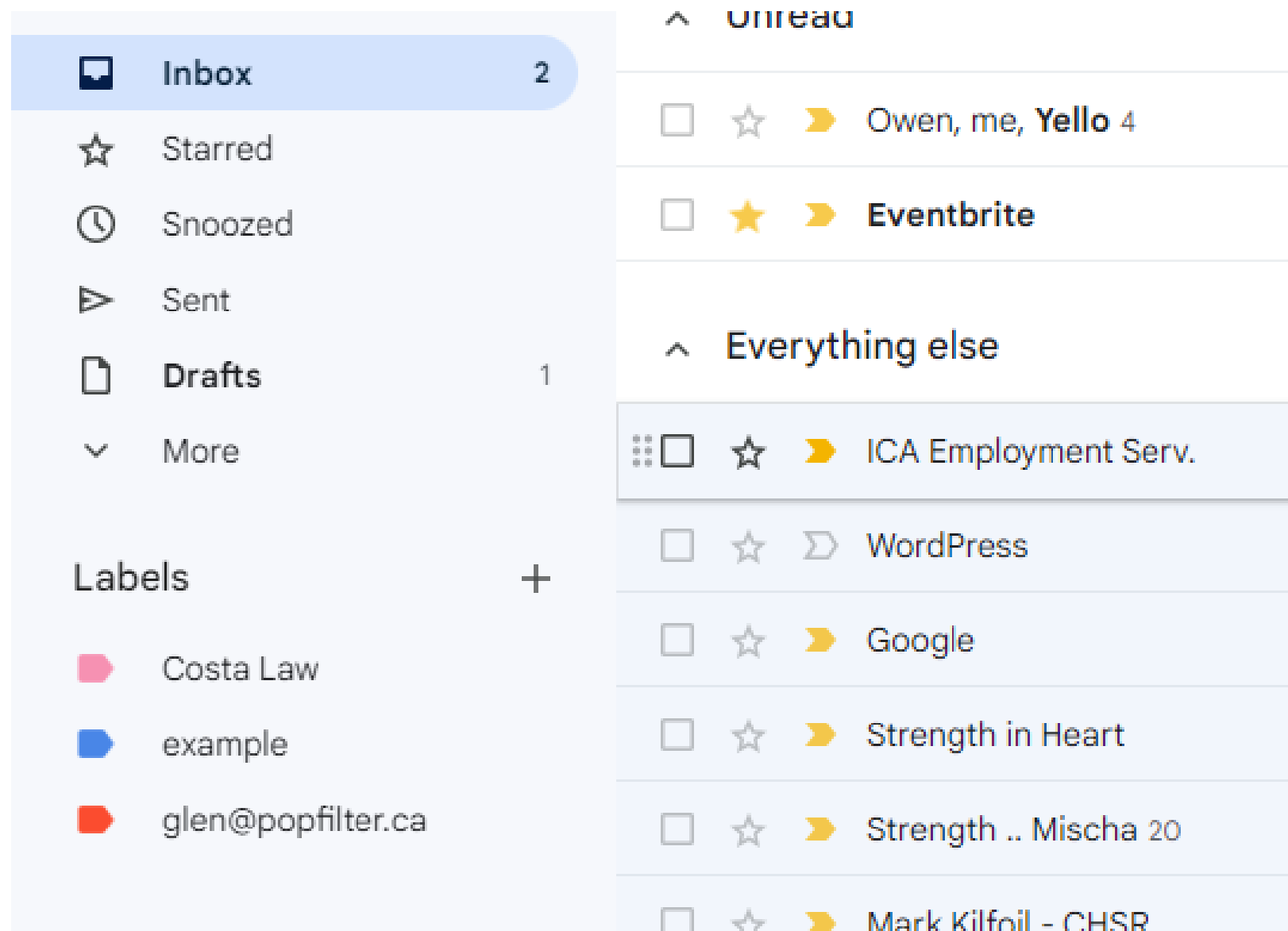
- To make a new lable click the "+" button near "Labels"
- To mark an email as belonging to a specific label right click on it and hover over "Label As." This will show you the different labels you have.
- Make sure to keep labels up to date.

Using the google calendar

- Your gmail account will automatically come with a google calendar. You can find it by clicking this ⋮⋮⋮ icon near the top right of your browser and selecting "Calendar".
- To add a new event click the button labeled "+ Create".

- This menu will open up. To change the date and time of the event click where it says the day of the week and date.
- To add a guest, add their email to the "Add Guests" spot.
- If you are meeting online with someone, google gives you the option to create a Google Meeting using the big blue button "Add Google Meet video conferencing"
- If you are meeting in-person, you can use the "Add location" space to include an address.
- Remember to click "Save" when you are done creating the event.

Email vocabulary

- The following words are used on all major email platforms, like Gmail and Outlook.
    - Reply - send an email back to the person who sent it to you
    - Reply All - if multiple people were included in an email they will all see your reply
    - Forward - This is when you receive an email and pass it on to someone else
    - CC - include other people in the email, just to keep them aware. This signifies that they are watching the conversation but not usually expected to reply.
    - BCC - this includes other people in the email, but they can't be seen by others. This is only used in certain cases, like if you want to send an email to a whole class but you don't want them to learn each others emails (for privacy reasons).
    - Attachment - This is when a file is included in the email using the paperclip icon.
    - Link - Sometimes instead of attaching a file people will include a link to where the file is located on the internet. You can also use links to share websites with people.

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