

Boone County Public Library Email

Email address _____ @gmail.com Password _____

To check your email

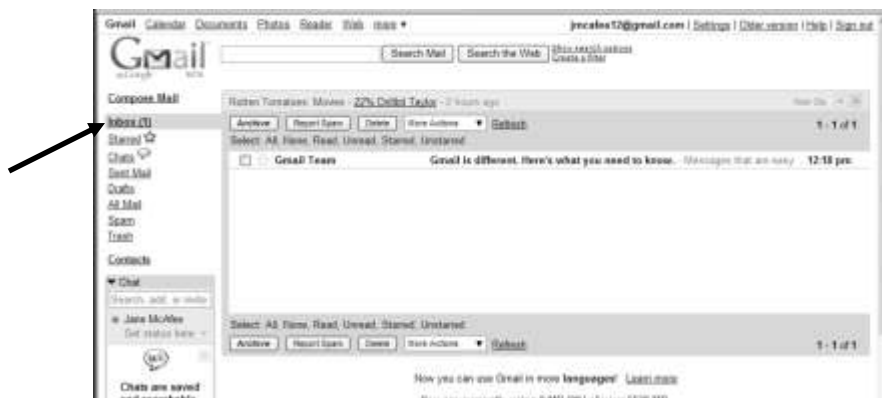
1. Double-click on your Internet access icon on your Desktop. In the address window, type **www.gmail.com** and press the Enter key on your keyboard.
2. Click in the window next to Username: and type in your **username** (ex. **lizamm33** or **dippitydo**). **You don't need to add @gmail.com**
4. Press the Tab key and type in your **password**.

Note: On your **home computer**, you can click in the box next to the *Stay signed in*, so you don't have to type in your username and password every time you log on. ***If multiple people in your household have Gmail accounts, don't choose the this option.***

5. Click on **Sign in**.



This will take you to the Inbox page where you can check your mail. Click on *Inbox* to read your messages, if necessary. If it says 0 messages, you don't have any waiting for you.



To read a message

Click on the title of the message title.

The message should appear on the screen in front of you.

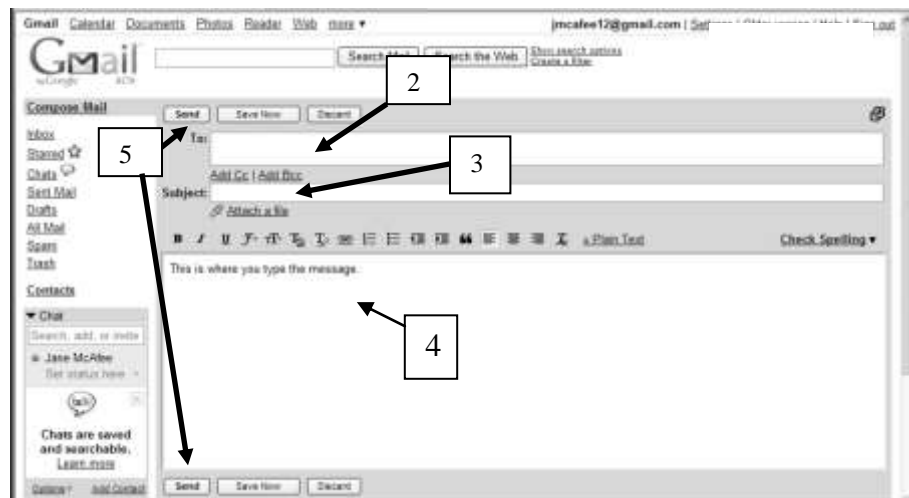


To send an email message

1. To begin a message, click on **Compose Mail**.

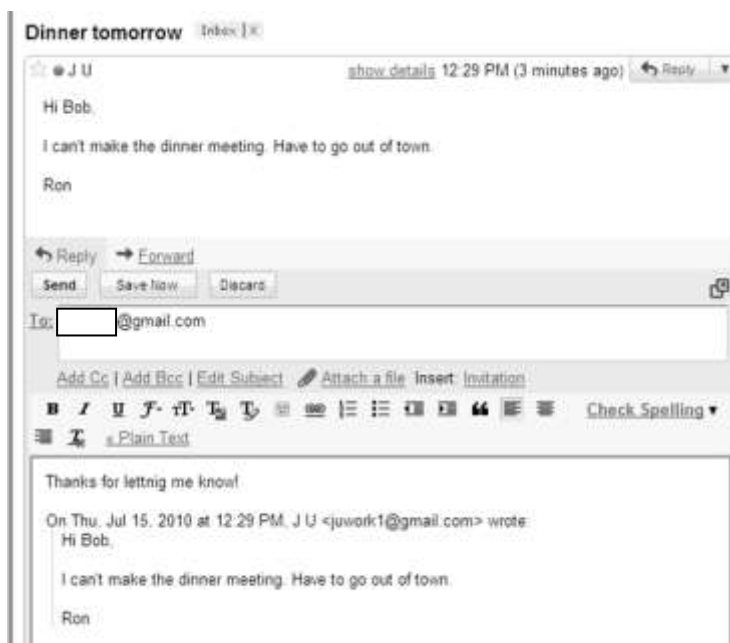
In the To: window, type the person's email address window (if the person is in your contact list, their name will appear on a pop-up list – just click on it to insert it). Be sure to type the whole address, including the part of the address that follows the @ symbol. (Ex. bsmith12@hotmail.com).

2. Tab down to or click on the *Subject* line and type the subject of your message.
3. Click in the body of the message window and type your message. Press Enter to put space between paragraphs.
 - a. It's like typing a letter
4. When finished, click on **Send**. You can use the top or bottom Send buttons.



To reply to a message

1. Click on the Reply button (with the curved arrow) near the top of the message.
2. The person's name will already be there, so you don't need to type it.
3. Type your reply at the top of the message body and click on Send.



Conversations

Gmail groups all replies with the original message, creating a single conversation or thread. Replies to replies (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message or to follow the conversation.

When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other, like a deck of cards. You will also see a number next to the sender's name to show you the number of messages and replies. This includes every message sent and received. The newest message is the first one displayed.

To open/close a message, place the mouse pointer toward the top of the message, until the hand appears, and click.

To see all the messages in a conversation, just click on the **Expand all** link on the right.



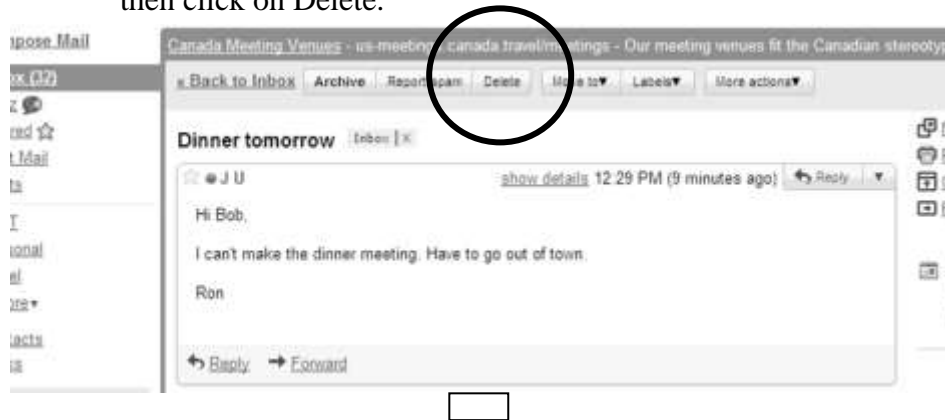
To report a message as Spam

If you get a message in your Inbox that you know is Spam, you can click on the box next to the message and on the Report Spam button.

To delete a message

While looking at the message, click on the Delete button near the top.

You can also click on the box next to a message on the Inbox view and then click on Delete.

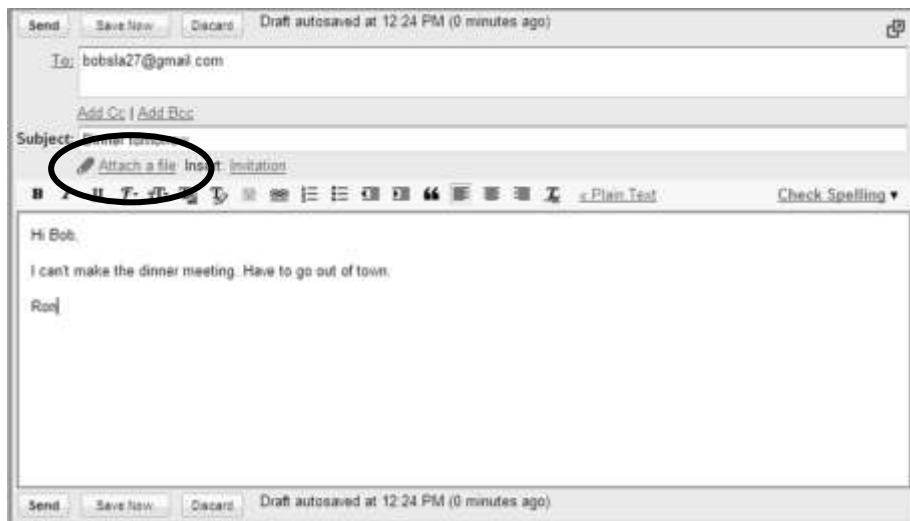


To forward a message

1. While viewing a message, click on the Forward button.
2. Type the person's email address in the To: window.
3. You can type a message at the top of the message body, if you wish.
4. Click on Send.

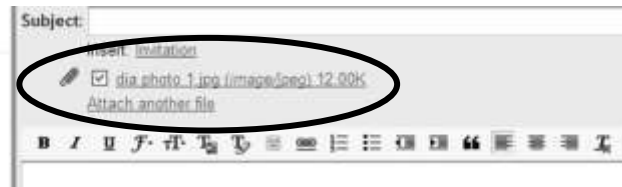
To send an attachment

1. Compose an email as previously shown.
2. Click on the Attach a file link.



3. Locate the file(s) by clicking on the down arrow next to Look in:
They may be saved to your hard drive, on your desktop, or in a folder you've created. Click on the appropriate file and click on Open.
To attach another file, click on the Attach another file link.
If you no longer wish to send an attachment, click on the checkbox next to it.

4. The file name will appear as an attachment link.



5. Click on Send.
6. Click on Inbox to get back to your Inbox.

To open an attachment

1. Click on the message to open it and the image should appear in the body of the message.
 - a. If it doesn't, click on the attachment file name and on View



To save an image to your computer

1. Click on Download.
2. Click on Save.
3. Choose a location, such as your Desktop or a file folder in which to save the image.
4. Click on Save.

To print an email message

1. Open the message and click on the Print all button.
2. Choose the appropriate printer and pages to print, if desired.



To empty your Trash

When you delete a message, it will go into the Trash folder. Every now and then, empty it by clicking on the Trash link and then on Empty.

If the Trash link isn't available, click on the More link and it will appear.



To empty your Spam

Spam may find its way to your mailbox from time to time. If you have spam, there will be a number next to the word to show the number of messages.

To read look at the messages, click on the Spam folder.

To empty the folder, click on the Spam link and then on Empty, like shown with emptying Trash.

To log out of your Gmail account

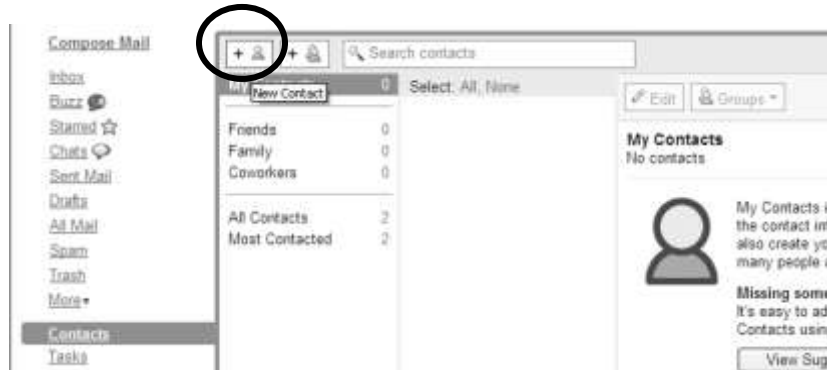
Click on the **Sign Out** link near the top right.

More Gmail Information

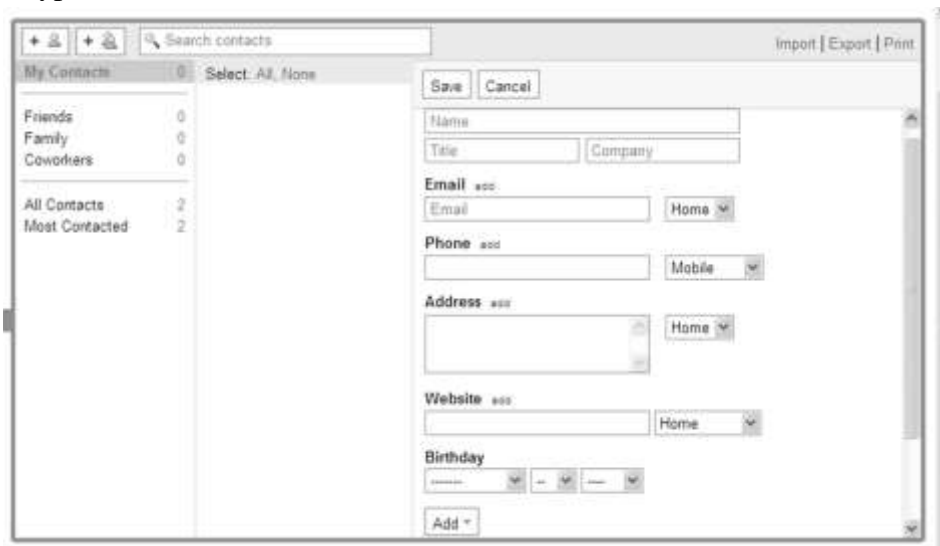
To add a contact

Click on the **Contacts** link on the left.

Click on the **New contact** button near the top.



Type the desired information and click on **Save**.



To create a Contact list

You can create contact lists for groups of email addresses, such as one for immediate family members. This saves typing in multiple addresses. Add all contacts before creating a group.

1. Click on **Contacts** on the left.
2. Click on the **New Group** button (if a yellow bar pops up at the top click to temporarily allow... and click on New Group again).
3. In the window that appears, type a name for your list and click on OK.
4. Click on the **All Contacts** link.
5. To add Contacts list, click on the box next to each contact name.
6. Click on the down arrow next to **Groups** and click on the group name.
7. Click on **Inbox** when finished.

To create a label (folder)

Want to keep important emails? Create an *Important* label (folder)!

1. Click on the down arrow next to **Labels** and then on **Manage Labels**.
2. Next to Labels, click in the **Create new label** window and type IMPT and click on **Create**.

Once you have created a label, you can add another by clicking on **Labels** and then **Create new**.

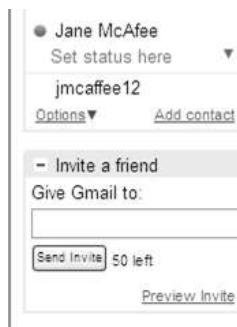
To save a message to the folder:

While reading a message, click on the down arrow next to Labels and click on the folder name

While viewing your Inbox, click on the checkbox next to the message, click on the Labels, and then on the folder name

Chat

You can chat while signed in to your Gmail account. It's really instant messaging, so it's safe. Friends who have Gmail can be invited and once they accept, they will show up on the Contacts' list on the left.



What the colored button lights mean

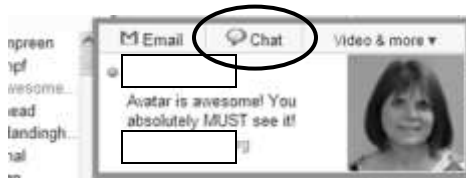
Green means the person is signed on and recently active, but may not be sitting at his/her desk

Orange means the person is signed on, but hasn't been recently active

Gray means the person is not signed on or has chosen not to be visible

Look to see if the person is signed on.

Rest your pointer on the person's name and click on **Chat**.

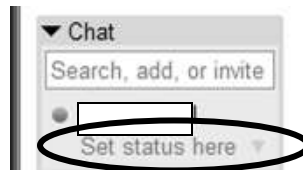


Type the message in the window that appears on the lower right and press **Enter** to send it. If the person is paying attention at their computer, they'll reply.

When finished chatting, click on the **X** to close the chat window.



You can sign out of chat by clicking on the down arrow next to **Set status here** and click on **Sign out of chat** or you can stay available for the next time you sign on.



To add a saying or message to your Chat status

Click on the down arrow next to your current status and click on **Custom Message**, under Available or Busy.

Type the appropriate message and press Enter.

To remove a message, click on the down arrow and change your status. You can also click on **Clear Custom Messages**.



Help - For more information on using your Gmail account, click on the Help link on the top right. You can also do a Google keyword search for **using gmail tutorials**

Calendar

For help using Google's calendar to keep track of your important dates, click on the Calendar link, login if necessary, and continue to the calendar page. Click on the Help link.

Docs and Spreadsheets

This is similar to Microsoft Office's Word, Excel, and PowerPoint. The programs are not as sophisticated as the Office counterparts, but helpful. For more information, click on the Documents link, and click on Help.

Sites

You can create a website using Sites. Click on Sites and then click on Help.

You can find helpful online tutorials by searching Google with the keywords:

- google calendar tutorials
- google documents tutorials
- google sites tutorials

To prevent viruses in your email

- Don't open attachments from addresses you don't recognize.
- Install anti-virus software on your computer and keep it updated.
- Keep up with the latest information on what viruses are going around.

Notes: A good site for learning about which viruses are traveling on the Web and which are hoaxes is www.snopes.com There are free antivirus programs that you can find online, like AVG - <http://free.avg.com> For others, do a search for **free antivirus software**.

To liven up your e-mail

You can use emoticons

:-) – Smiley
;-) – Winking smiley
:-0 – Yelling smiley
(-: - Left handed smiley
:-(- Sad smiley

Note: More smileys - <http://www.sharpened.net/glossary/emoticons.php>

You can use acronyms

LOL – Laughing out loud
IMHO – In my humble opinion
AFAIK – As far as I know
FYI – For your information
TTFN – Ta ta for now
BTW – By the way
TIA – Thanks in advance
ASAP – As soon as possible
HAG1 – Have a good one

Note: More acronyms - www.xs4all.nl/~ernstmul/acronyms.html

Other free email providers:

www.aol.com
www.myway.com
www.hotmail.com

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