Gmail

Navigating Gmail

<u>Welcome to Lunch and Learn Technology Workshops, sponsored by Connections for Independent Living and The Arc of Weld County</u>

This guide has 5 Sections:

Section 1: Opening and reading an e-mail.
1. Log in to your account.
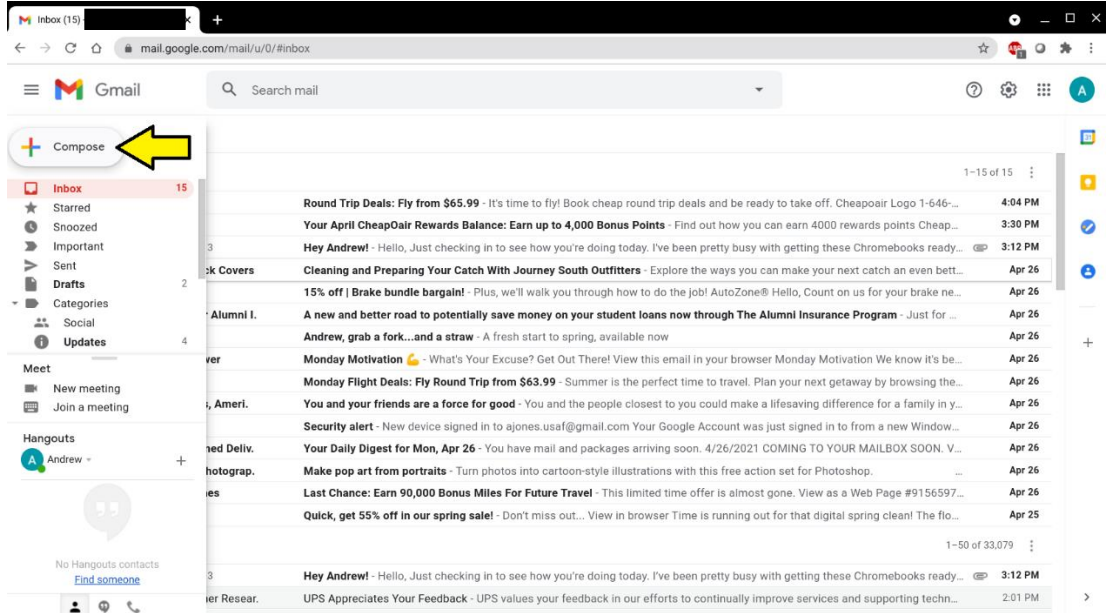2. When the Gmail page opens, you will see your mail:
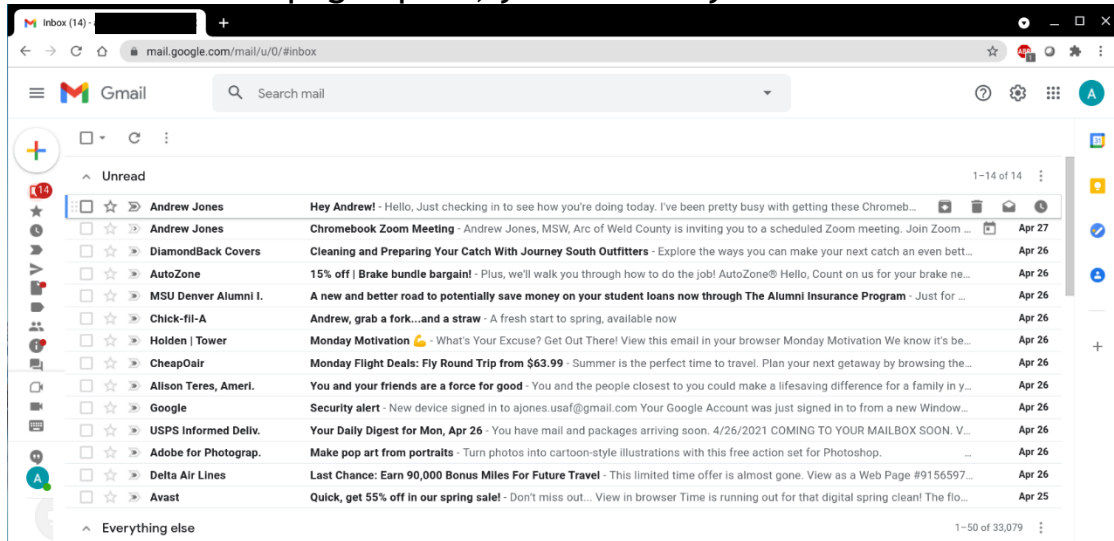
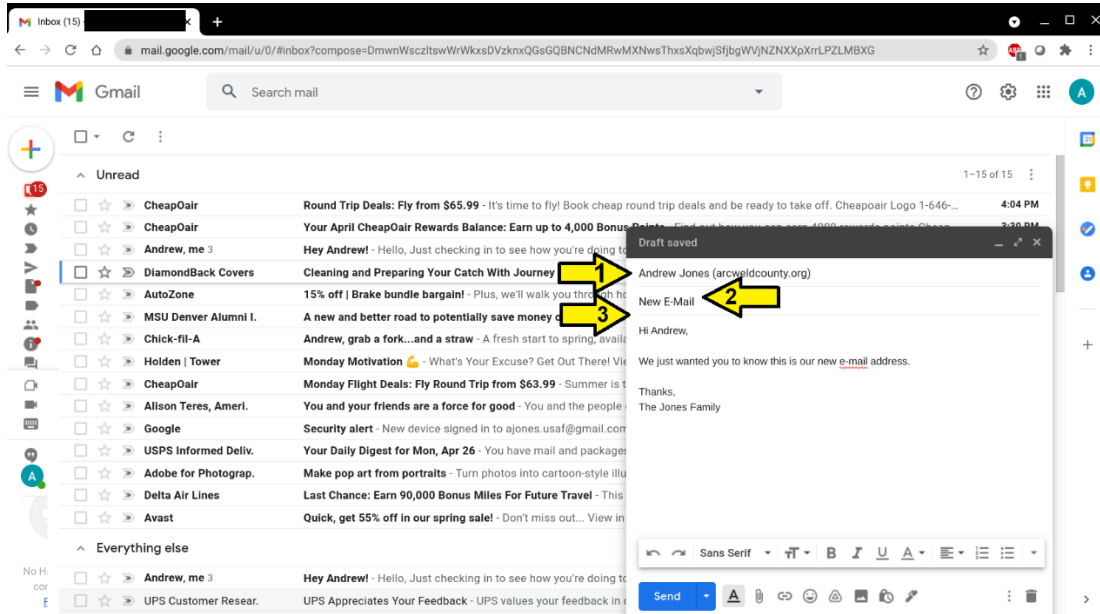
3. Click on a message to read it:
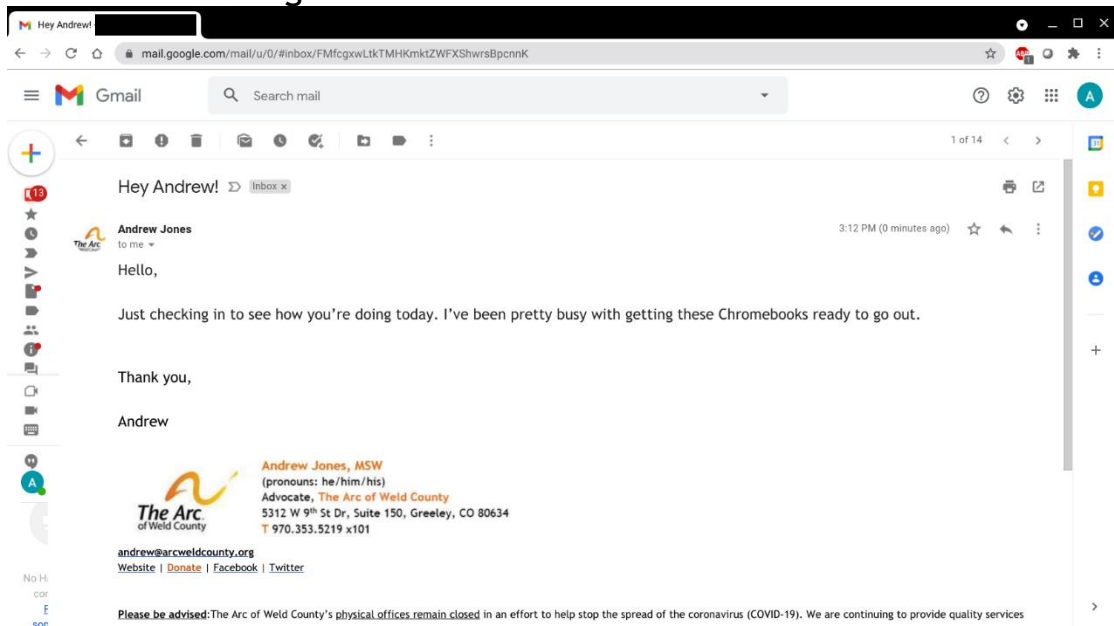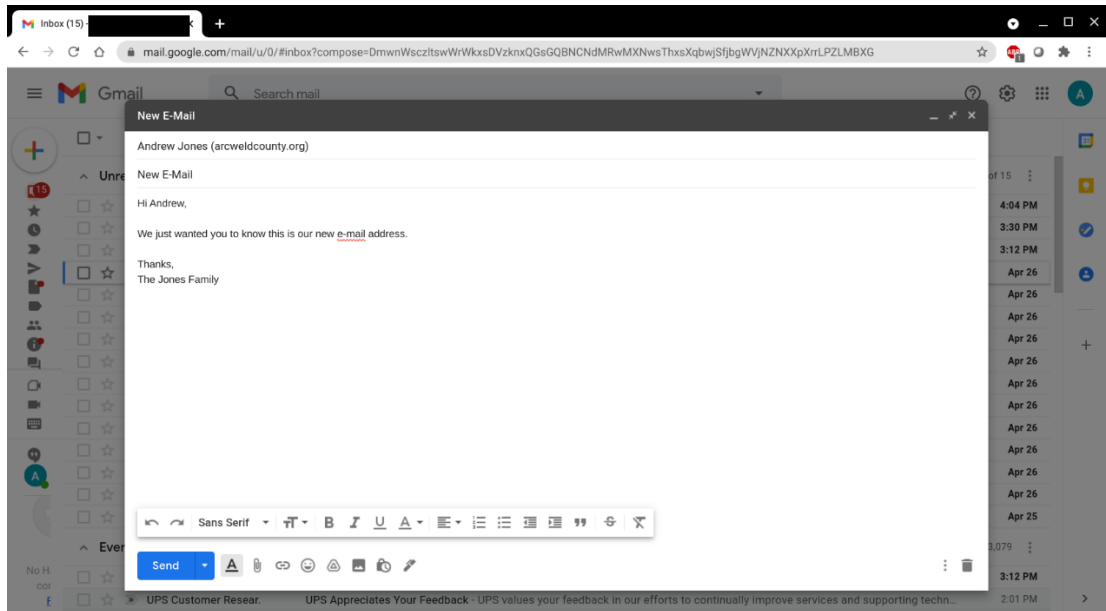
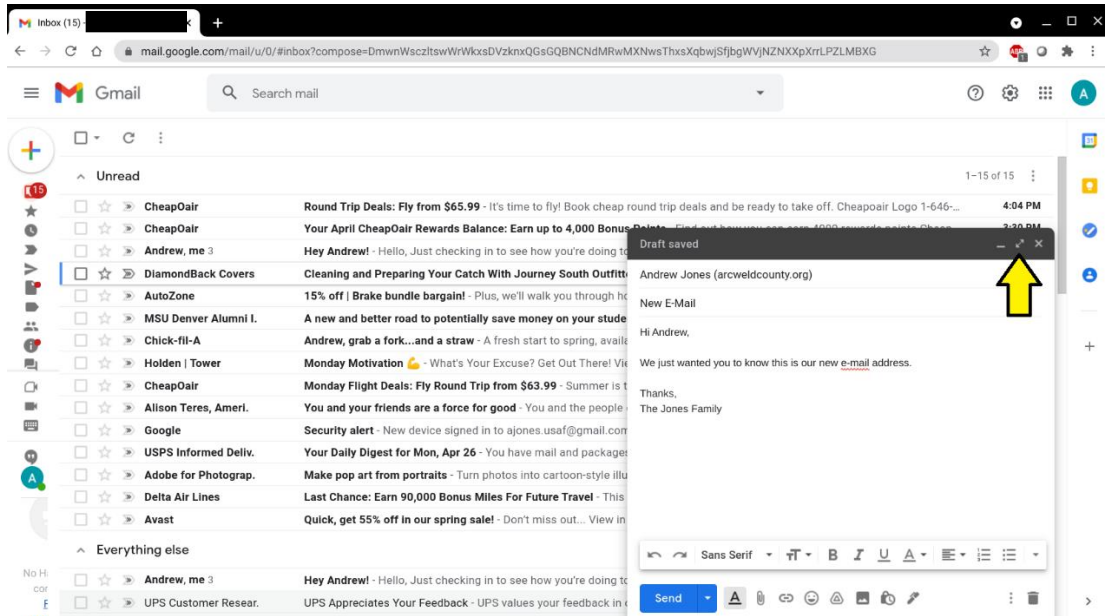**Section 2:** Creating a new e-mail message.

1. Click the **+** in the top left of your message list and click Compose:

2. The default Compose window will open in the bottom right. Type in the e-mail address of the person you want to send an e-mail to (1), a subject to provide a clue what the message is about (2) and your message (3):
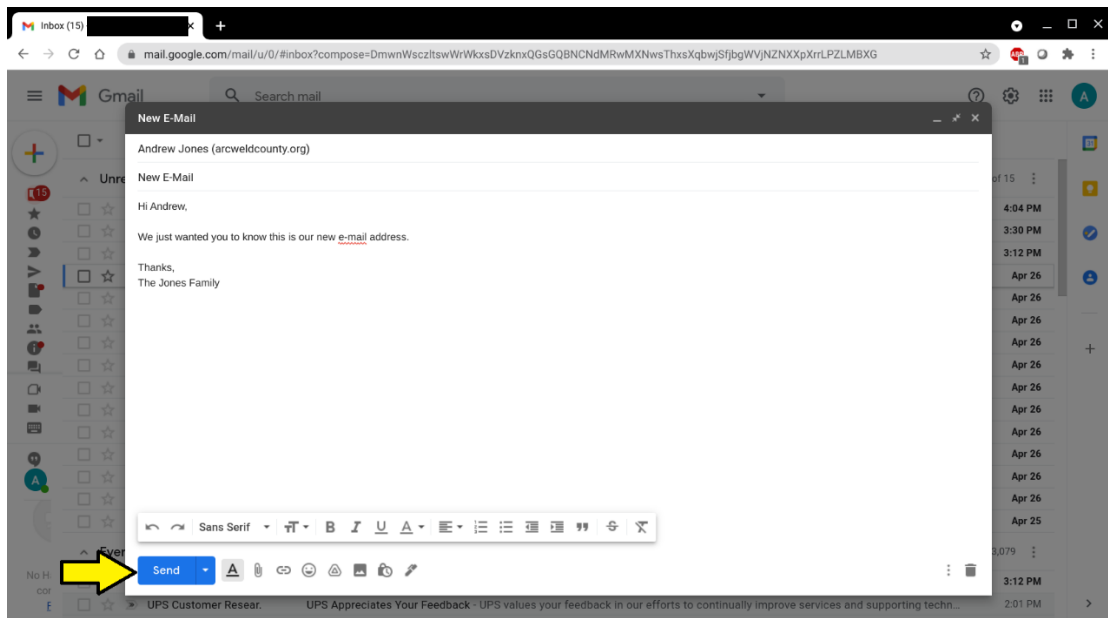
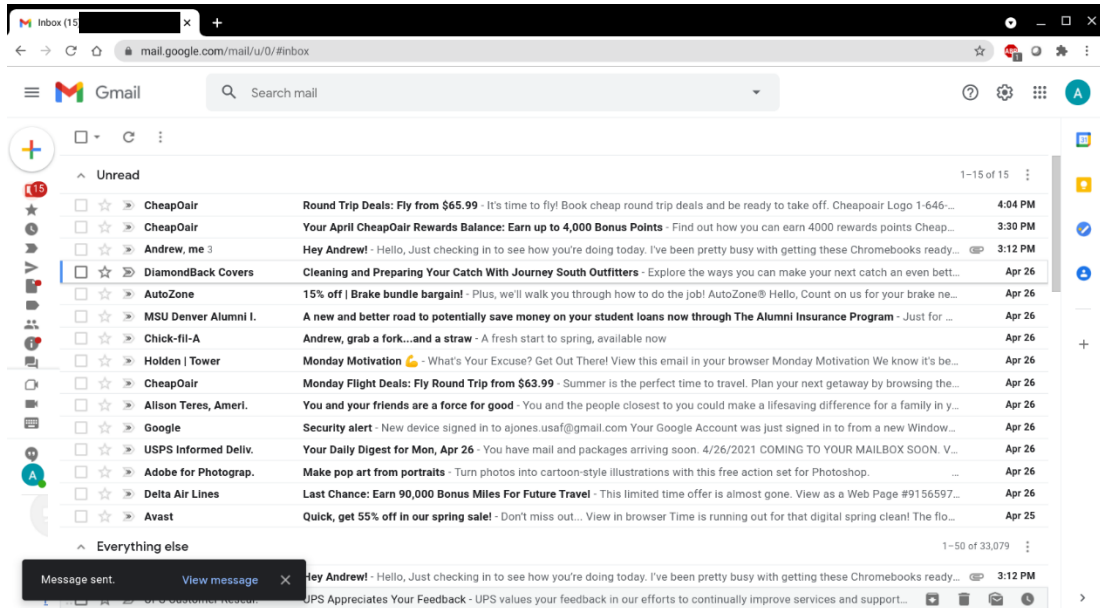a. If the window is too small, click the icon to open a larger window:

3. After completing your message, click Send in the bottom left:
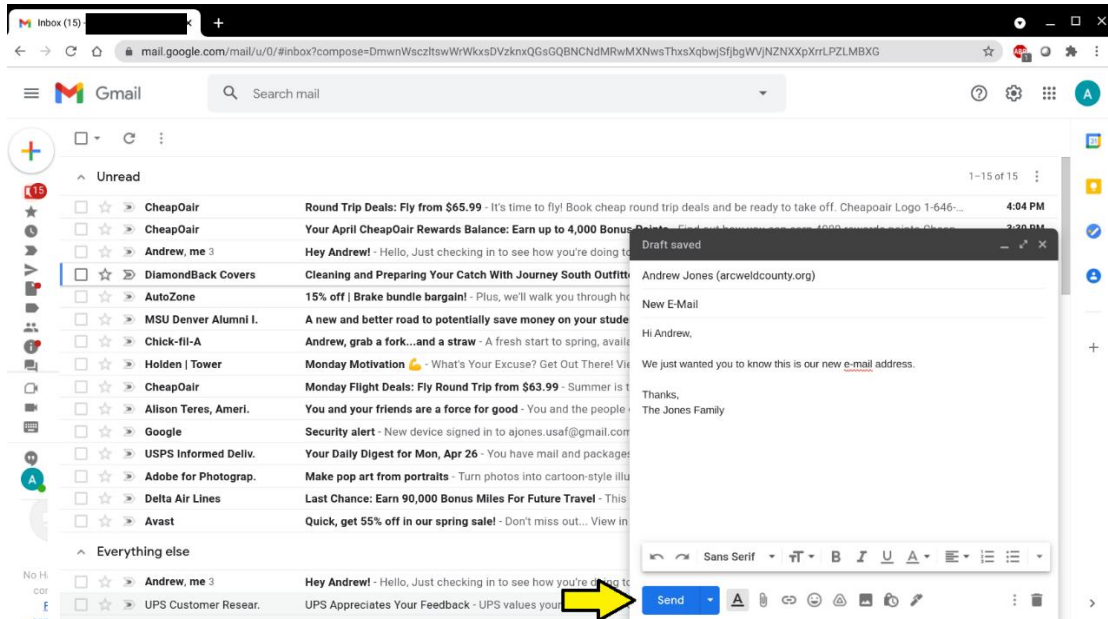
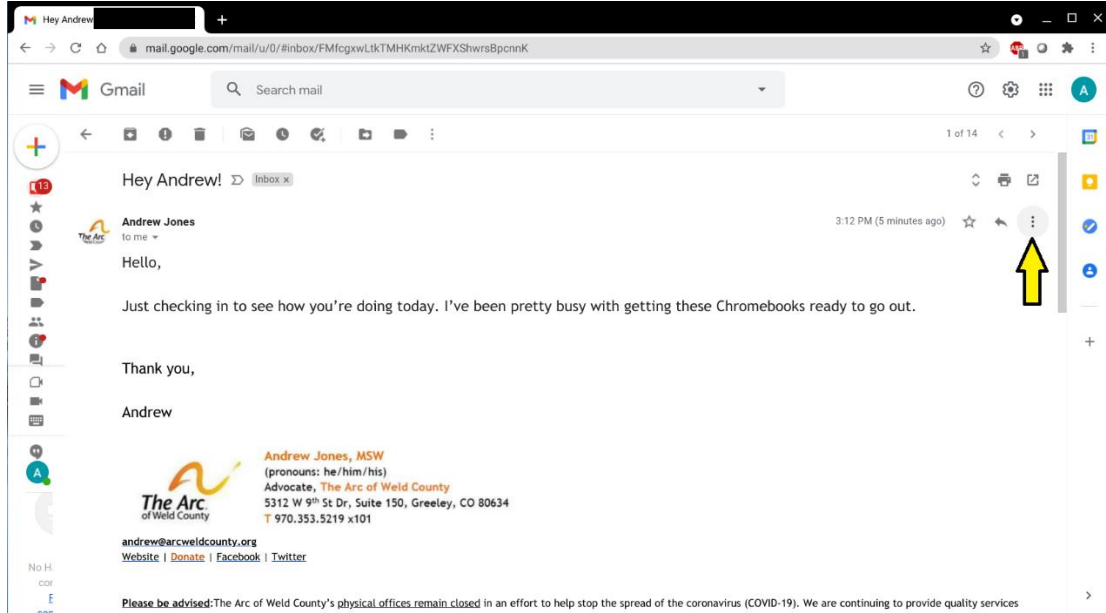a. If you used the larger window, the Send button is still in the bottom left:

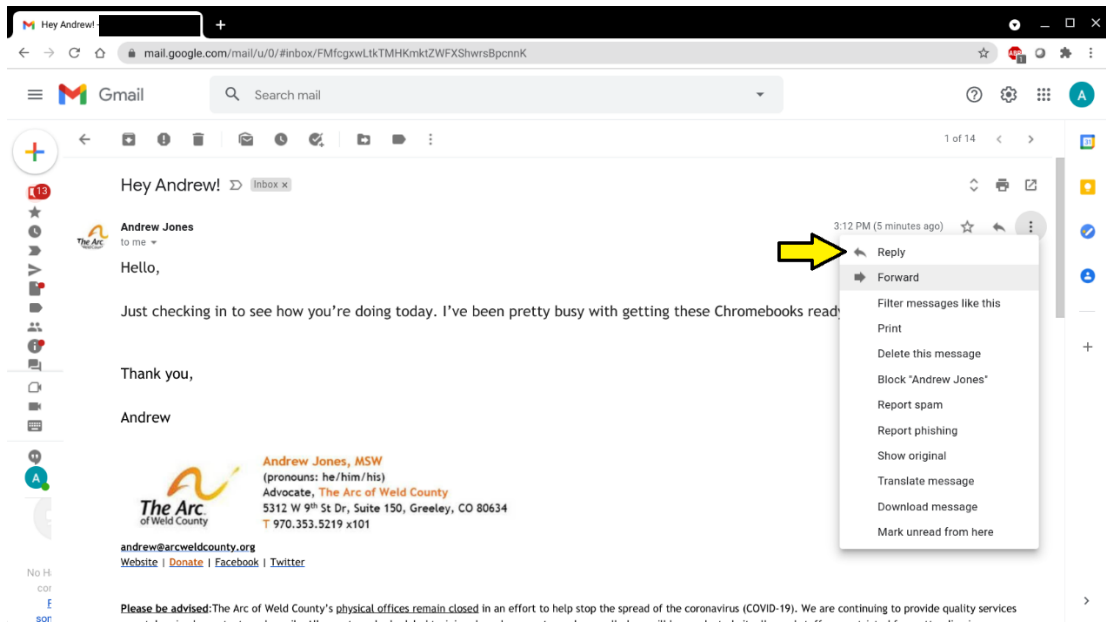## 4. Check the bottom left for the send confirmation:

Section 3: Replying to or Forwarding an e-mail.

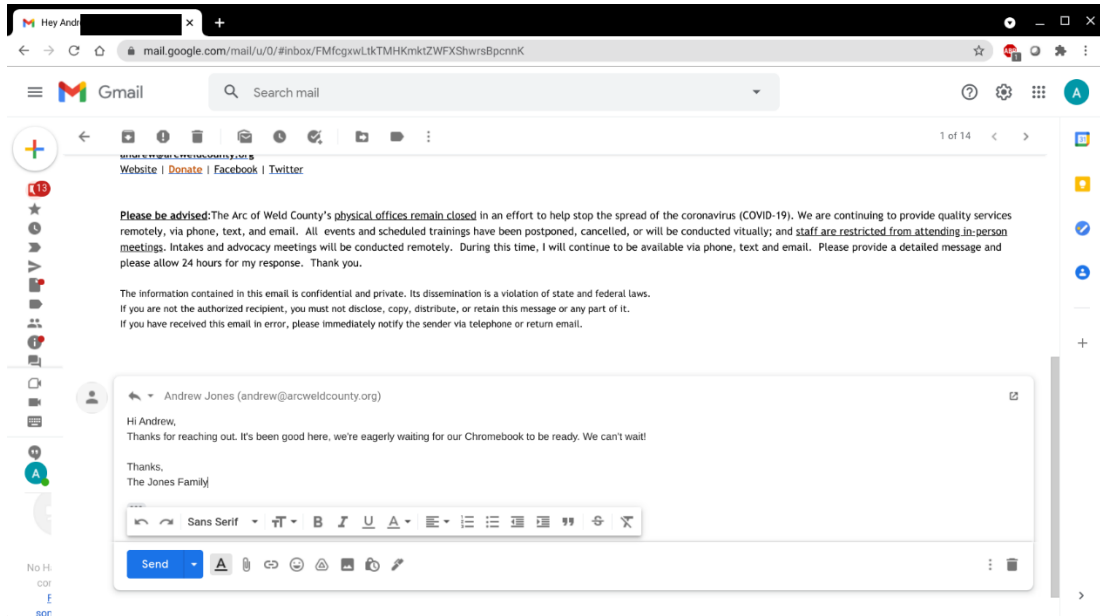1. With the e-mail you want to reply to or forward open, click on the three dots in the upper-right:

2. Click on Reply on the menu that appears:
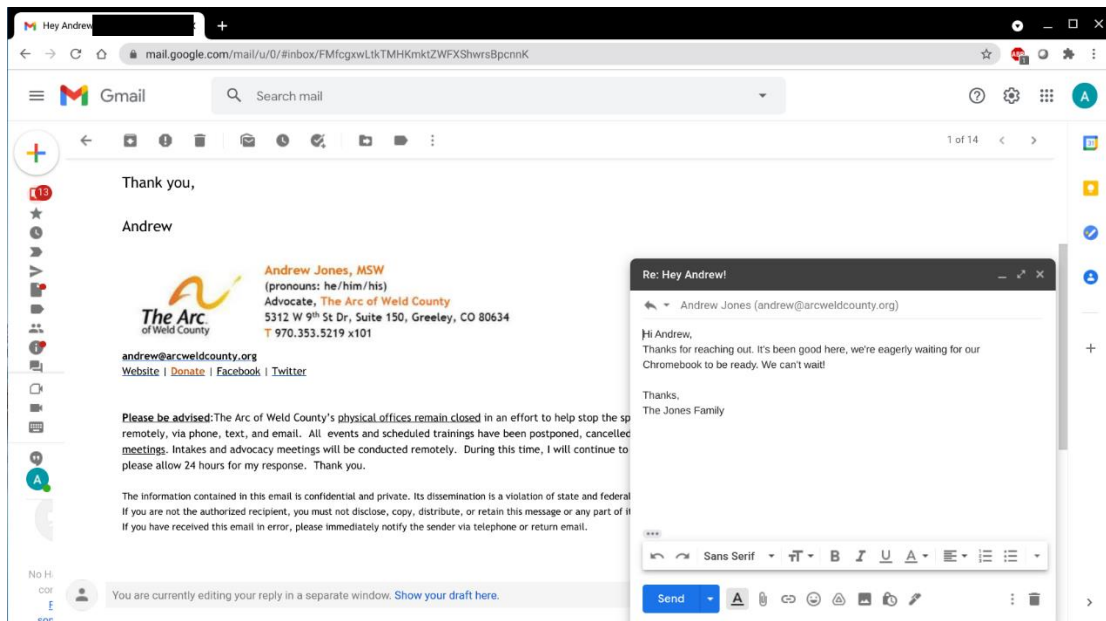
3. The reply window will open at the bottom of the message. Type in your reply message:

   a. **NOTE:** You would use "Reply" to send a message back to the sender. You would use "Forward" to send a copy of the message to someone else. Otherwise, the process here is the same.

b. If the window is too small, you can click the icon to pop-out the Reply (or Forward) to a larger window:
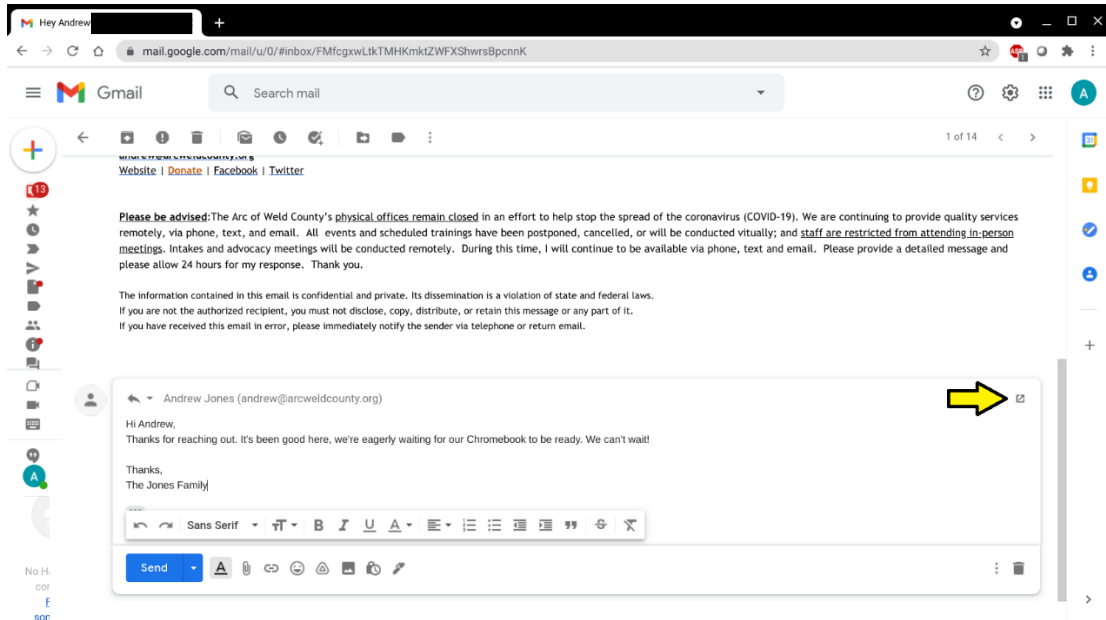
c. If that's still too small, you can click the Maximize icon to open an even larger Reply (or Forward) window:
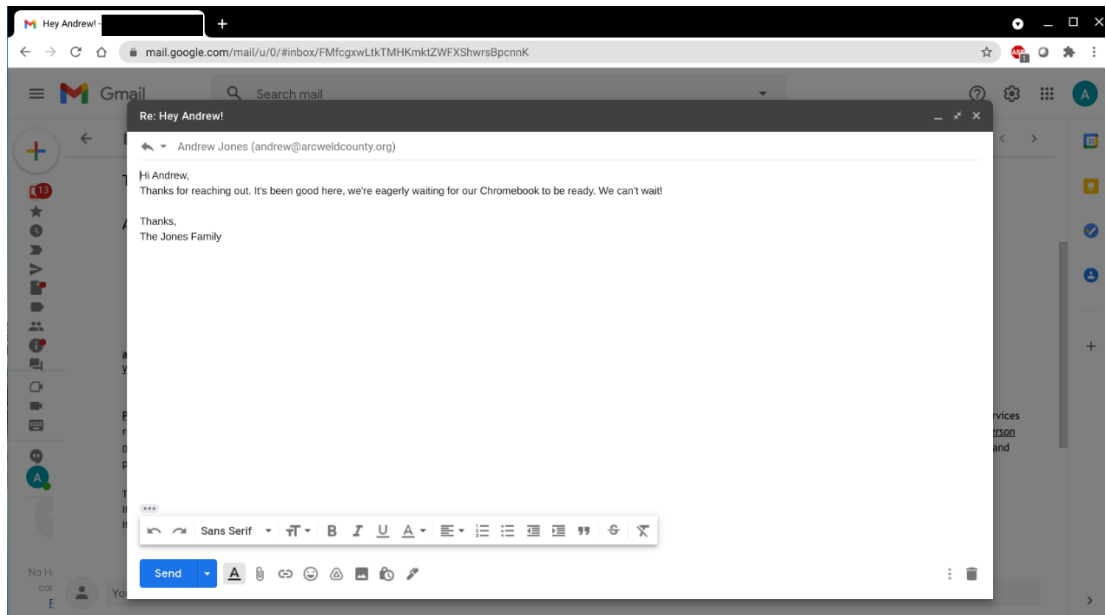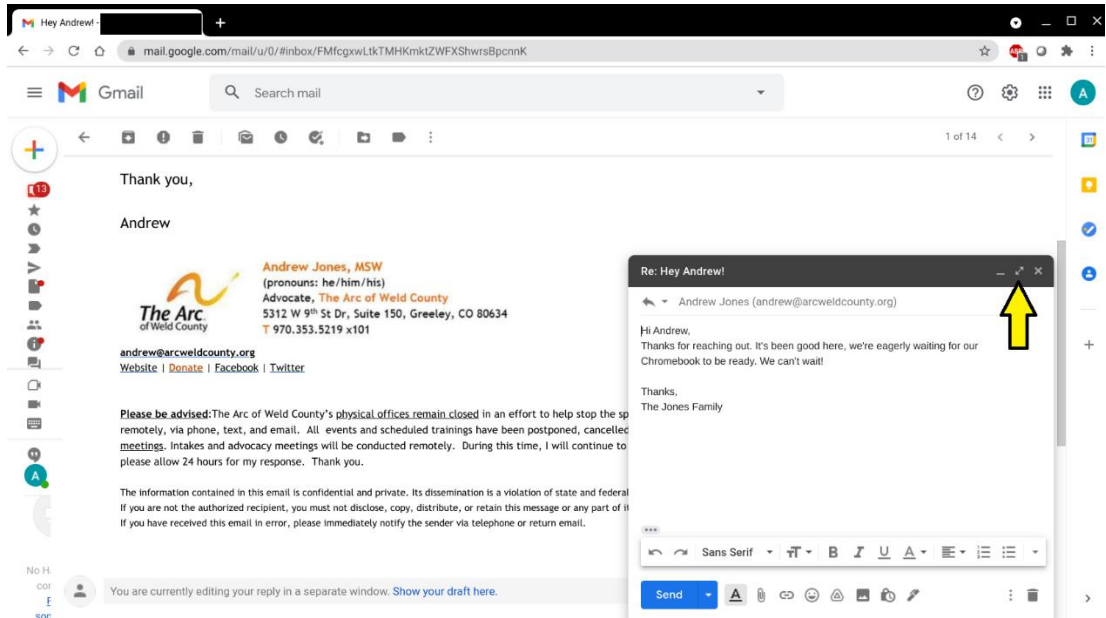
4. Once your message is done, click the Send button to send the Reply (or Forward):
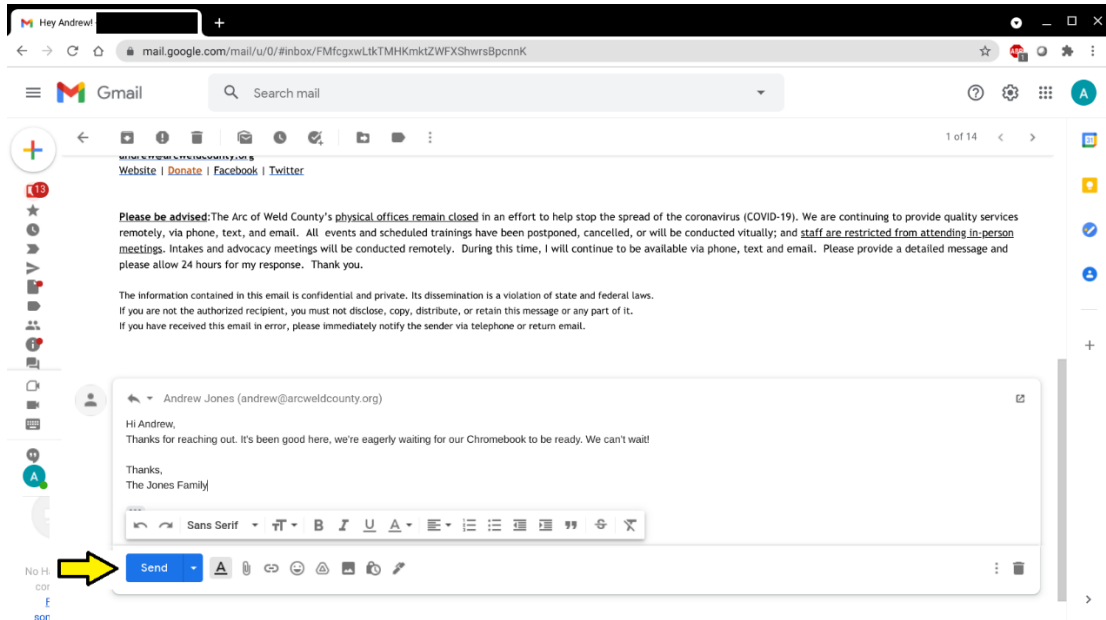
   a. Here is the Send button in the pop-out window:

b. Here is the Send button in the maximized window:
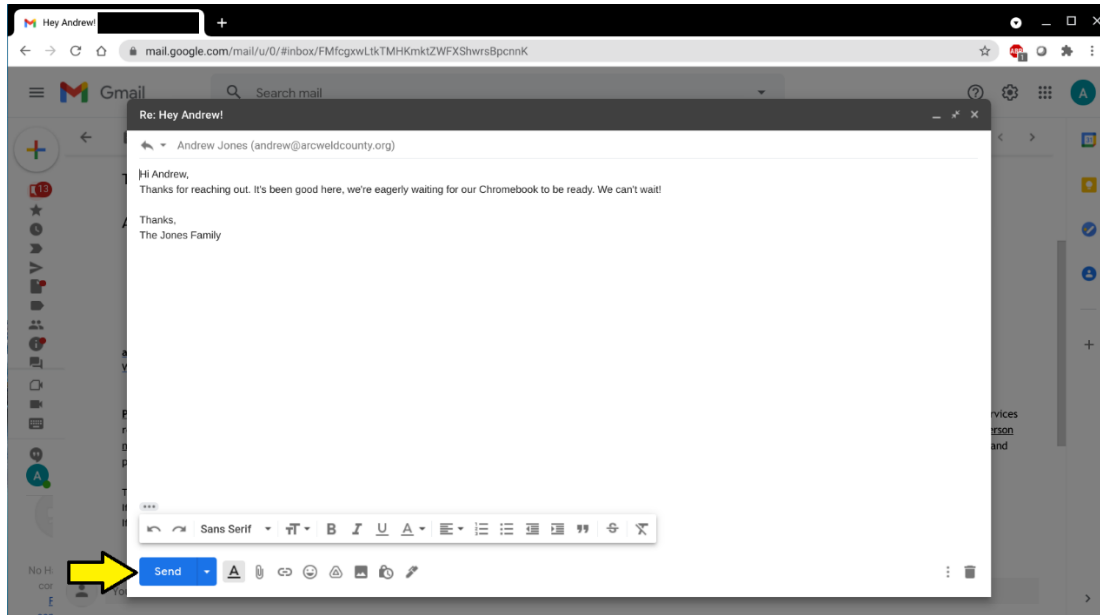
5. Check the bottom-left of the Gmail window to make sure the message sends:
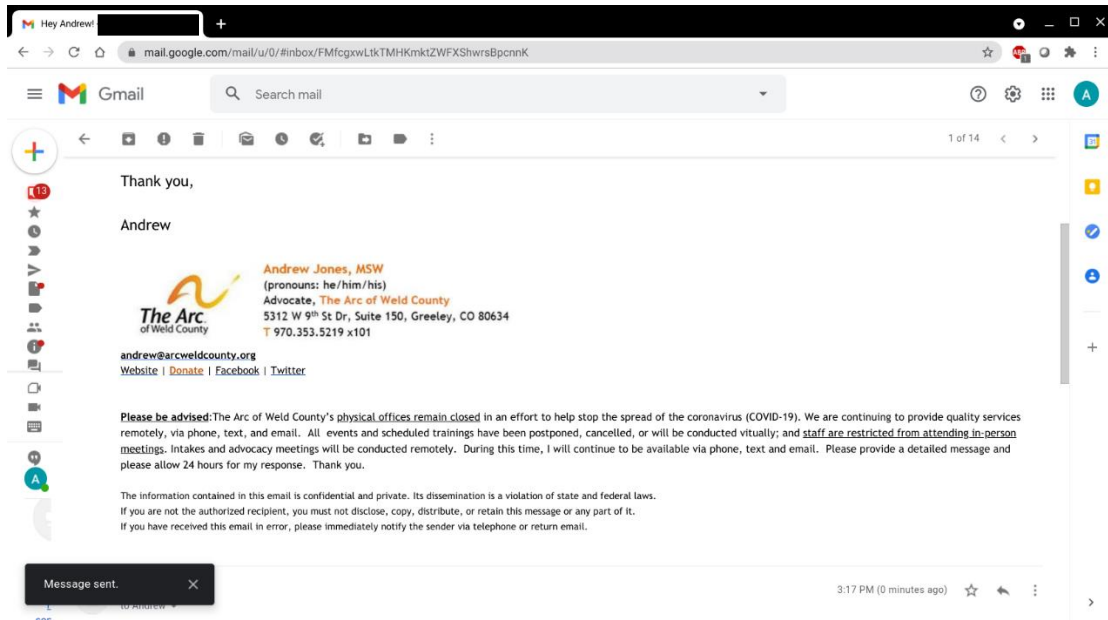
Section 4: Unsubscribing from unwanted e-mail lists.

1. Open the e-mail you wish to unsubscribe from:

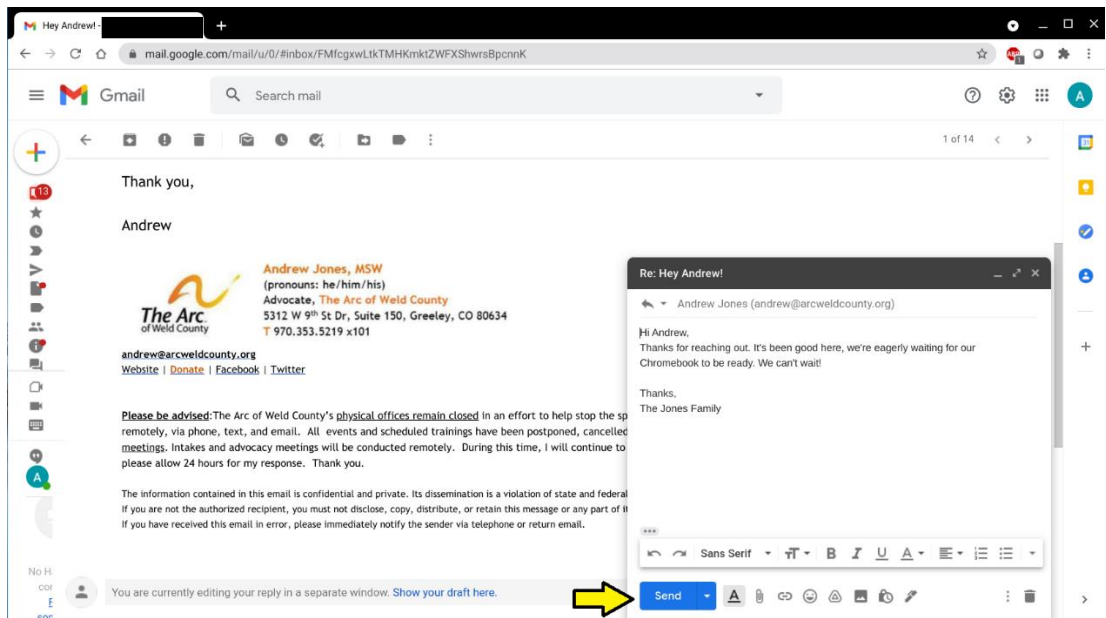   a. **<u>NOTE:</u>** <u>Use this method first to reduce unwanted e-mails. This works for a majority of e-mails that come from legitimate businesses (Best Buy, Kohls, Amazon, etc, just to name a few).</u>

2. Scroll to the bottom of the e-mail to locate and click the "Unsubscribe" link:

a. **NOTE:** For some companies, this link will automatically unsubscribe you. For some companies, there will be an "Are 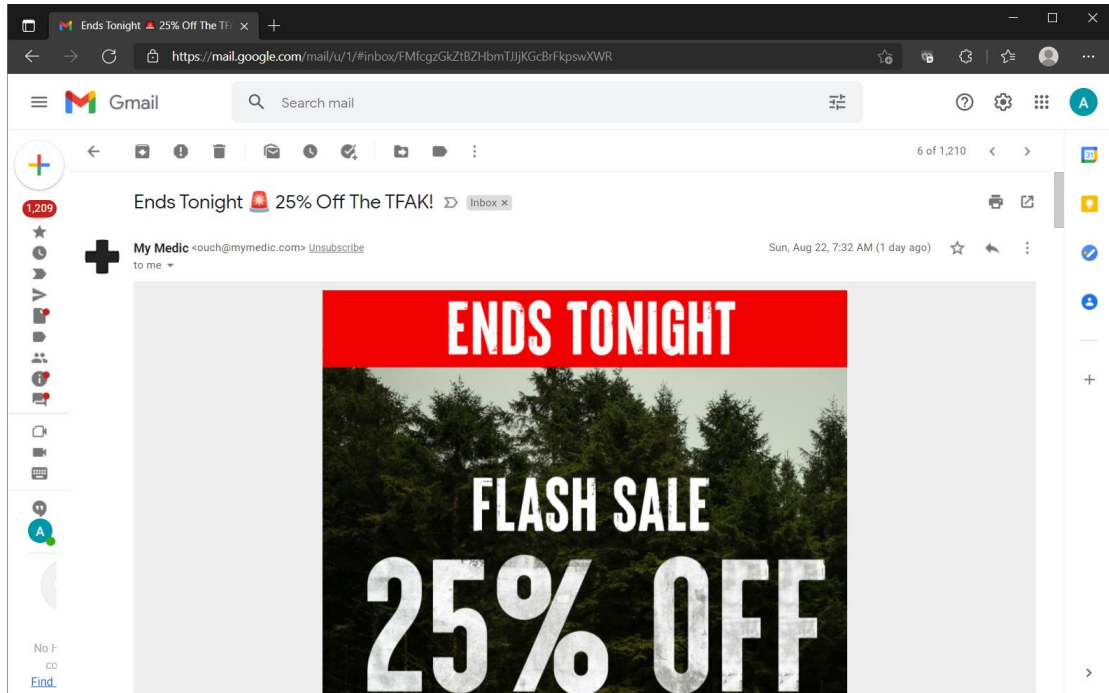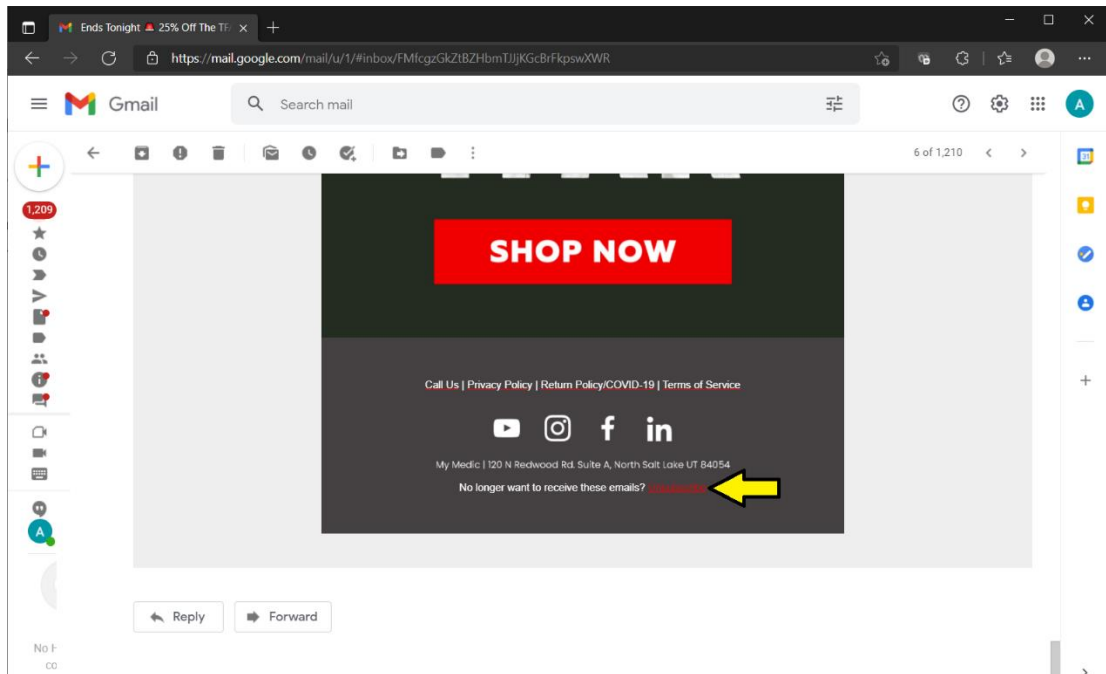you sure?" to fully unsubscribe. For some companies, you will be asked to provide the e-mail address you want to unsubscribe. For some companies you will get a list of options for unsubscribing from certain types of messages. And for still others, it should be a combination of many of these.

Section 5: Reporting a message as Spam.

1. Do not open the message! Just Right-Click on it, Select "Move to," and choose "Spam."
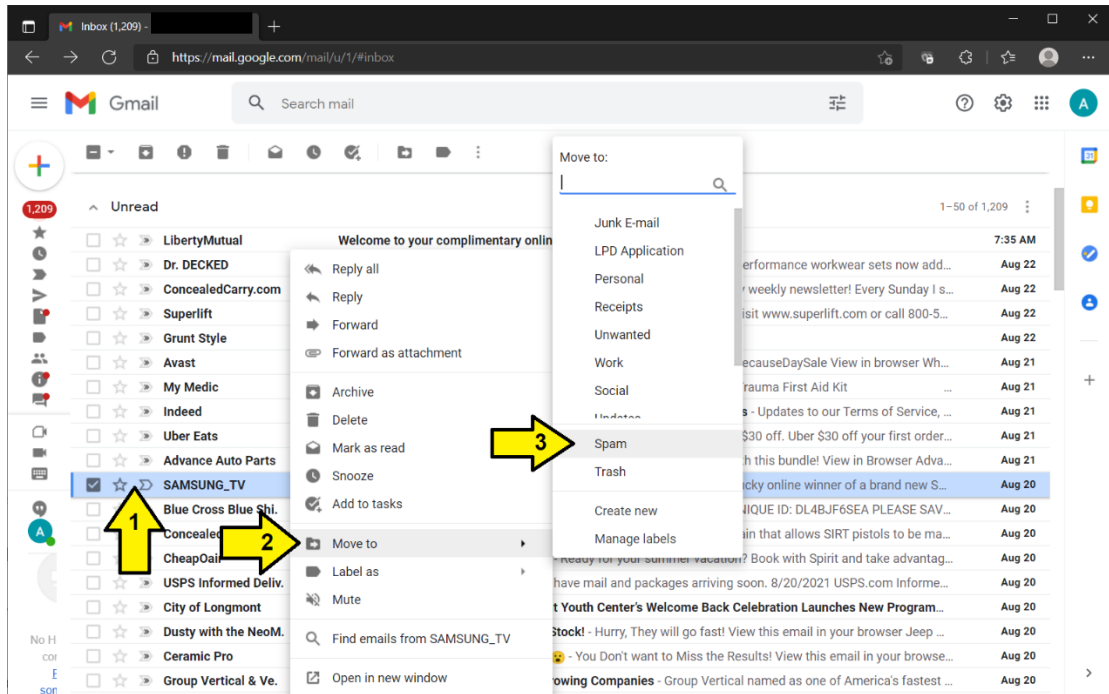
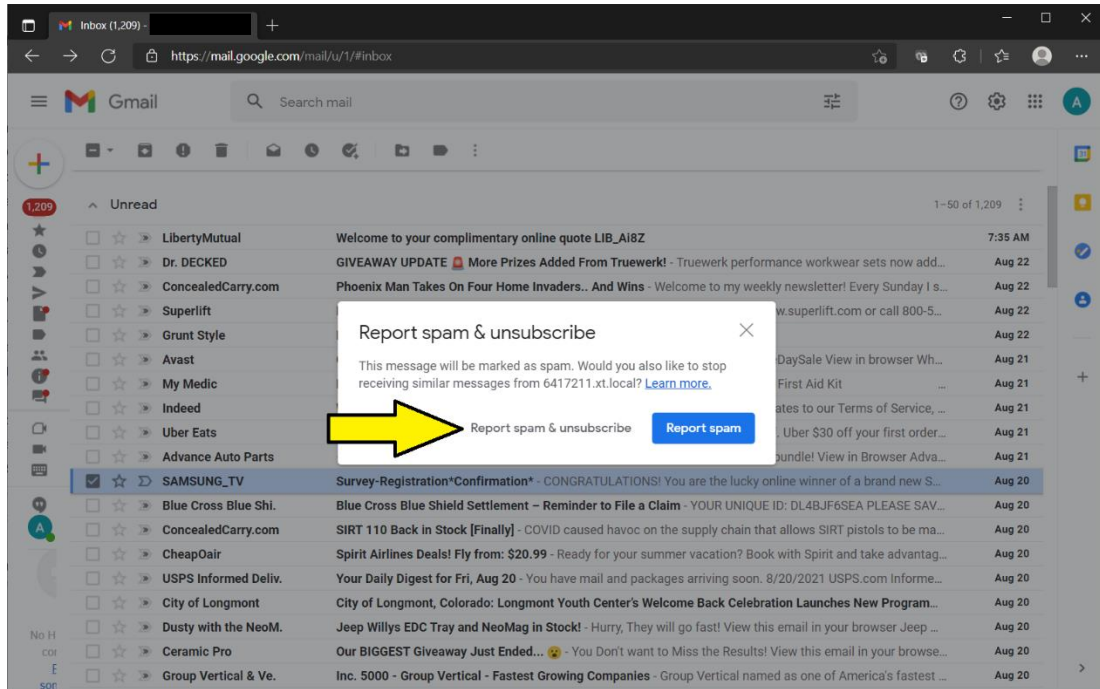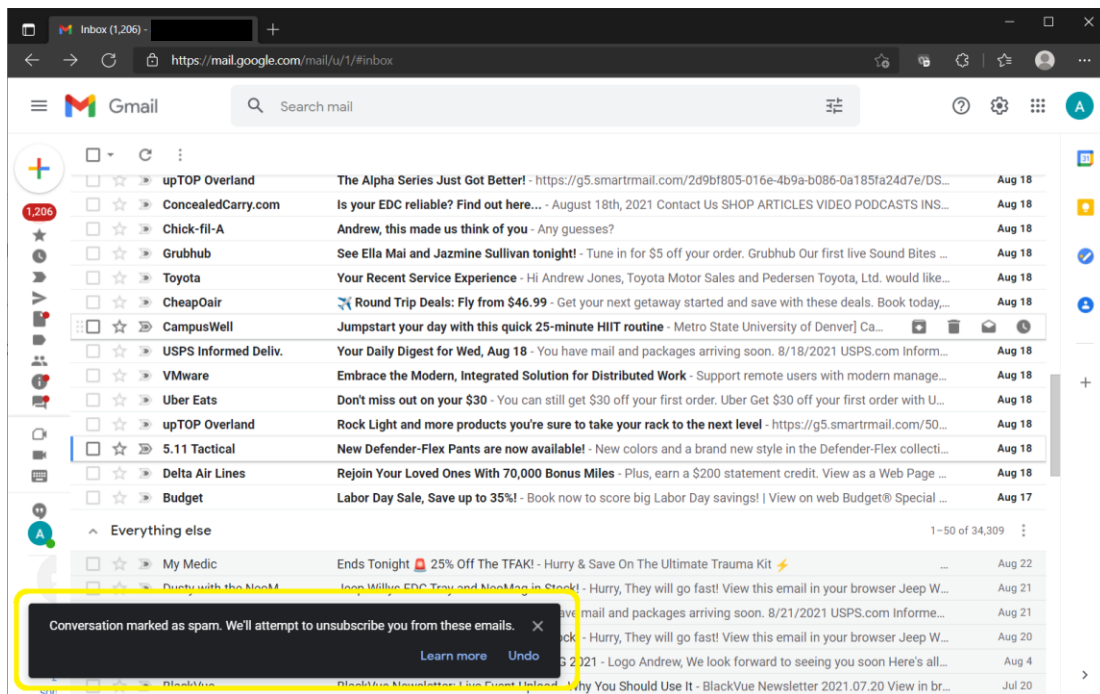a. **NOTE: Use this method to reduce unwanted and unsolicited (meaning "I didn't ask for this") spam e-mails. Gmail typically does a good job of filtering out the spam, but sometimes messages will come through. Using this method not only helps you, but helps Gmail improve their filtering.**
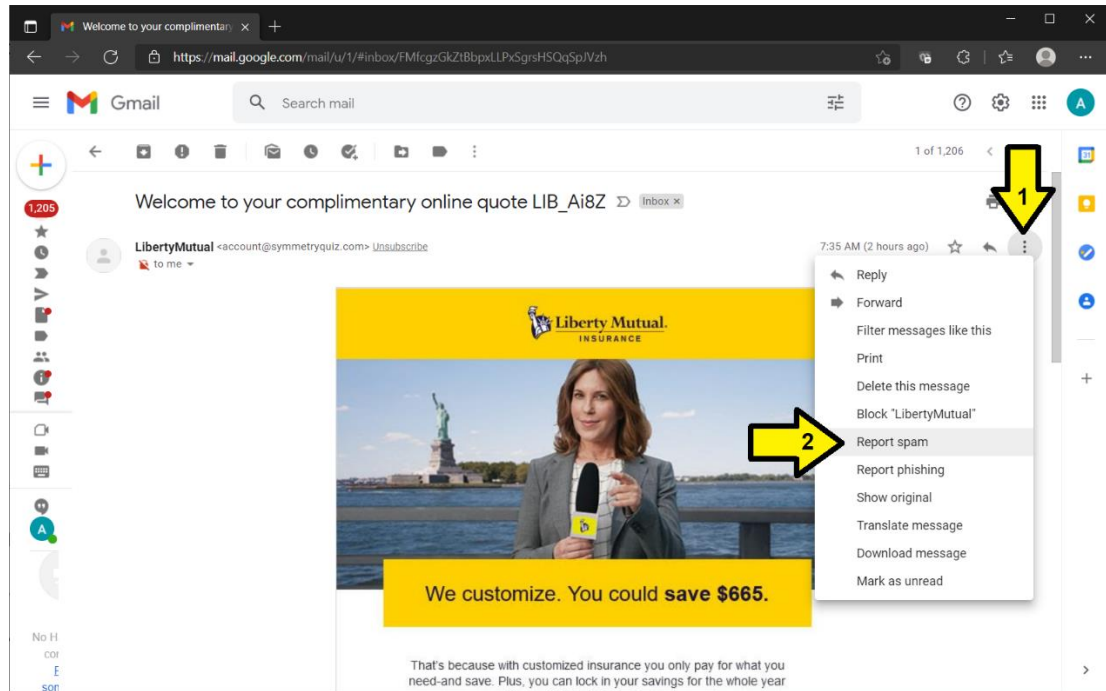
2. Click "Report spam and unsubscribe" in the pop-up box.

3. Check in the lower-left to confirm.

4. If you've already opened the e-mail, that's ok, you can either go back to your Inbox and use the above steps, or: Click the three dots in the top-right of the message and select "Report Spam."

This concludes our Lunch and Learn Technology Workshop for today! Please feel free to use any free space to make whatever notes you may need.

For further Technology learning opportunities, be sure to join us again over the next two weeks as we discuss Microsoft Windows and Microsoft Office Word, as well as telehealth and reordering prescriptions online. Also visit our Tech Coaching website for more information and instructional videos: www.arcweldcounty.org/inclusive-technology-access and https://connectionscolorado.org/technology-services

Extra page for your notes