Co-funded by the
Erasmus+ Programme
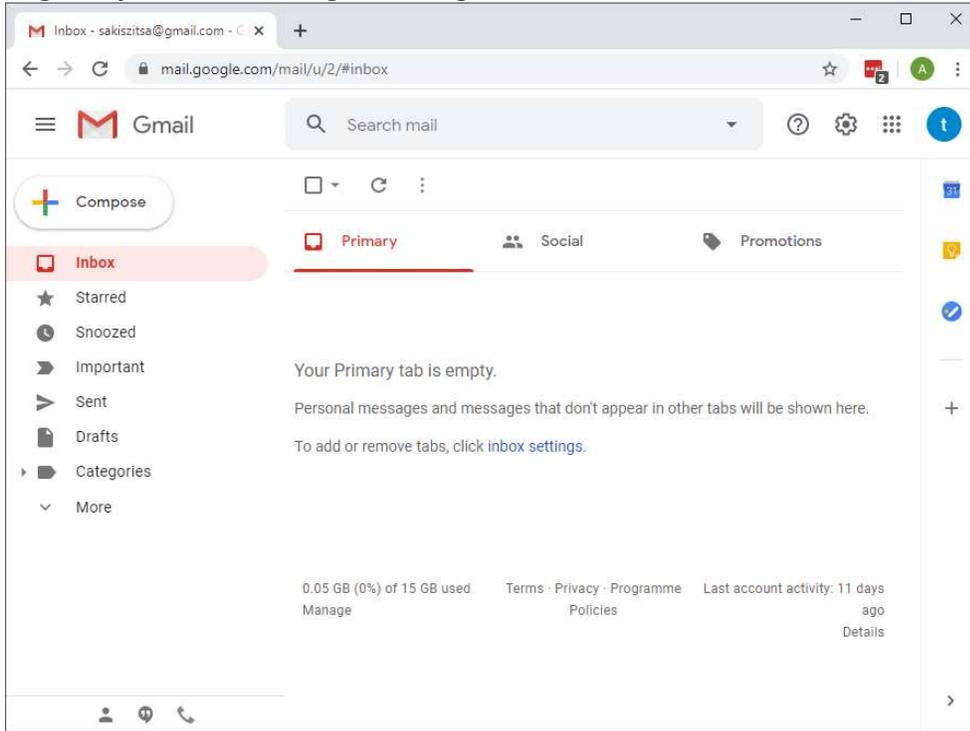of the European Union

Be om

Sending an e-mail

For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account. Here are the basic steps you need to take in order to: send an email message using your G-mail web-based client.
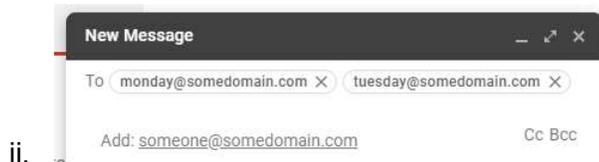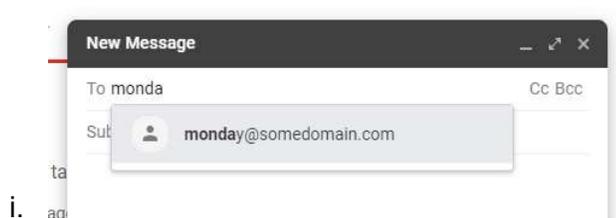
1. Login to your account to get to the g-mail home screen

2. Click the "Compose" button (top left of window) to open up the message editor
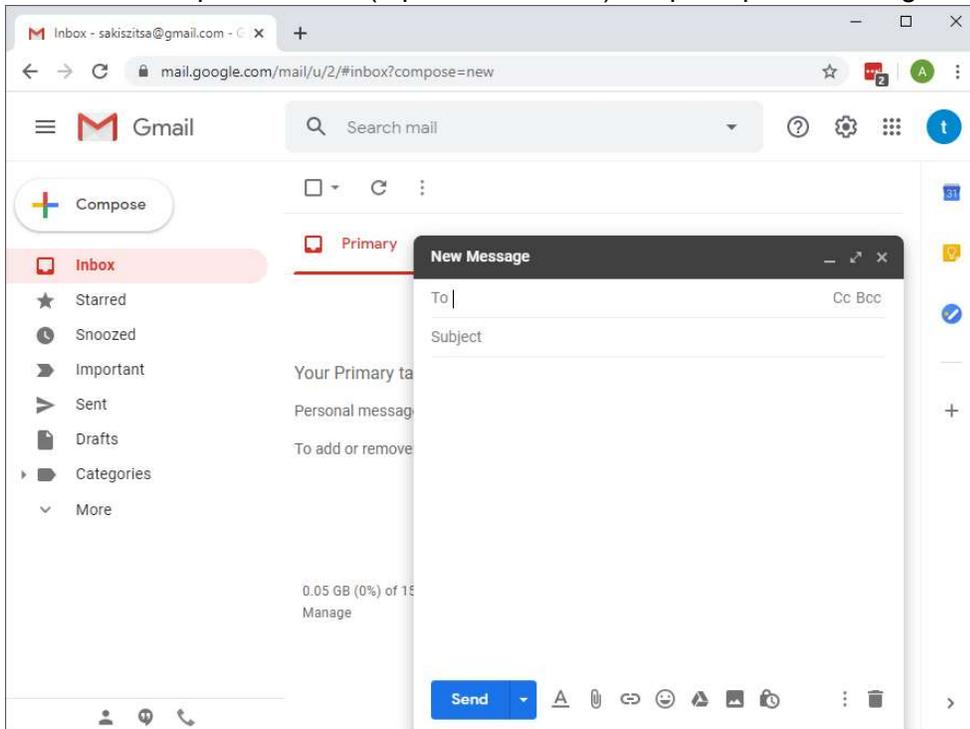
3. Insert recipients

    a. Insert the main recipient(s) of your message in the "To:" field. The application might suggest recent or existing contacts as you type, if you see a recipient you want to include simply click on it with your mouse

        i.

        ii.

    b. Insert any carbon copy (cc) recipients. Click the "Cc" link on the top right of the editor to open up the field. Carbon copy refers to extra people to get the email who are visible to other recipients.
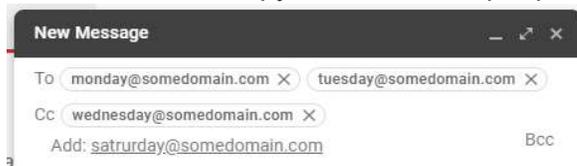
    c. Insert any blank carbon copy (bcc) recipients. Click the "Bcc" link on the top right of the editor and type (or select) recipients. Blank carbon copy refers to extra people that will get the email and are NOT visible to other recipients of the message
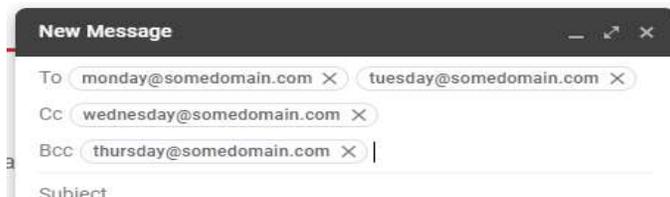
4. Insert the subject. It is wise to always insert a clear and meaningful subject. Emails with no subject are flagged (by mail servers) as SPAM and are usually discarded (by the mail servers)
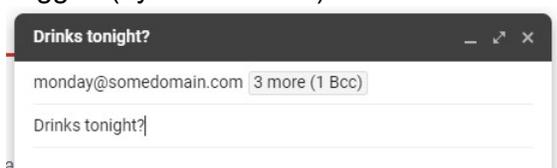
5. Insert the body of your message. Always ensure that you have a greeting to your recipients, then the body of the message and finally some sort of goodbye at the end.
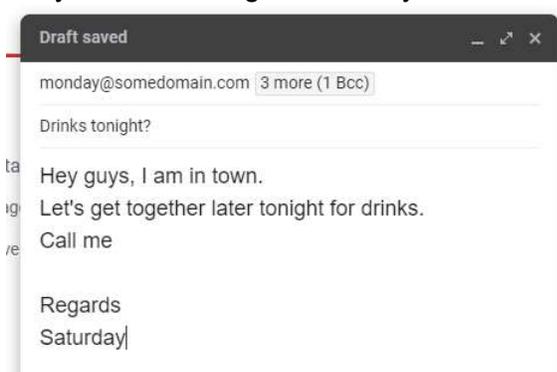
6. Click the "Send" button (at the bottom left of the editor) to send your message.
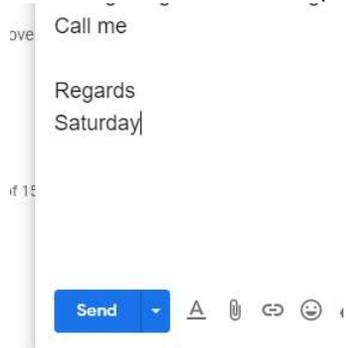
7. G-mail confirms the dispatch of the message with a message that briefly pops-up.;