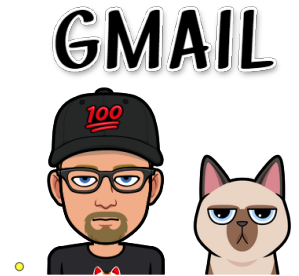


Gmail – Composing, Checking, and Replying

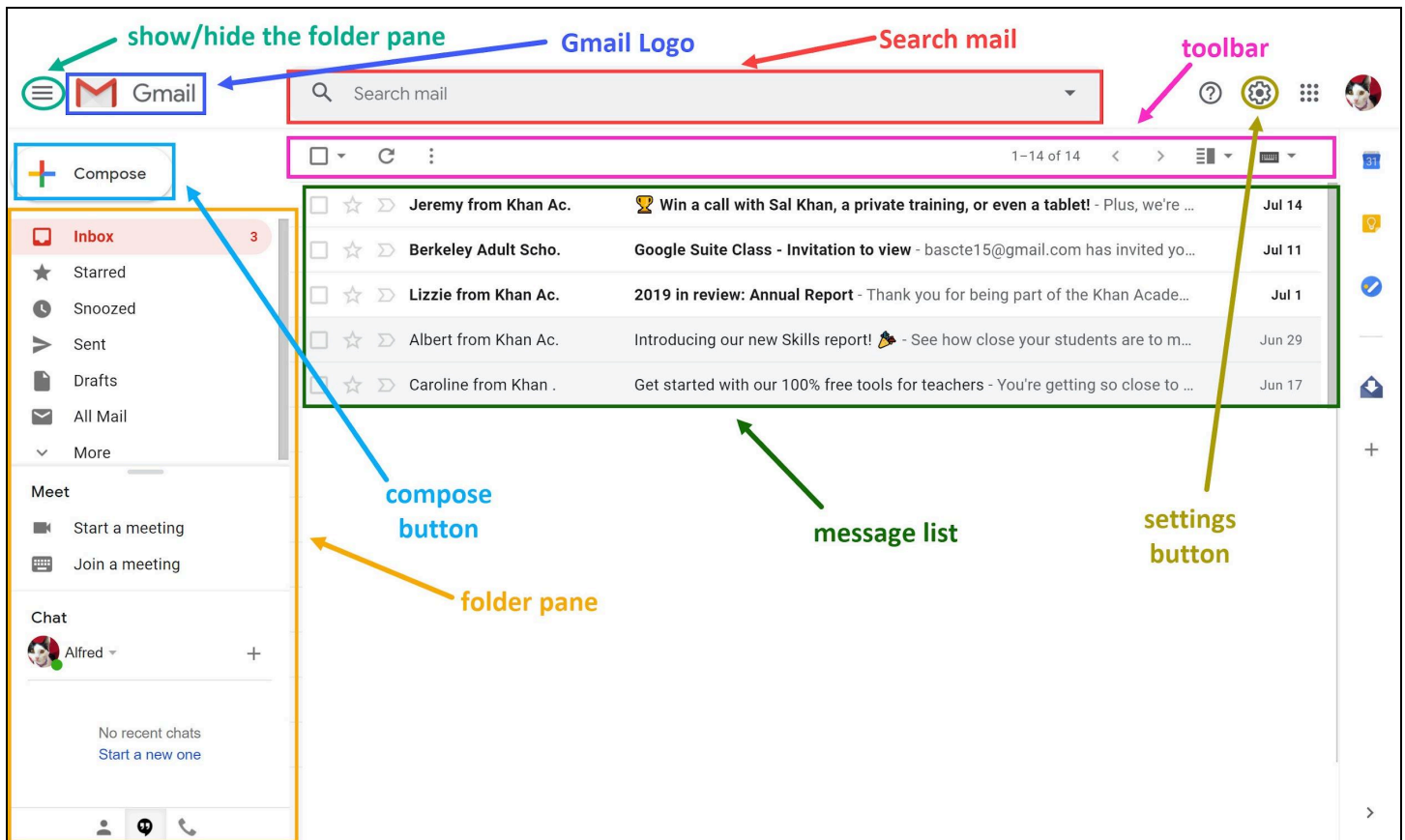
Overview of Gmail

Gmail is one of the most popular free email web services in the world. It can be accessed anywhere in the world via a web browser or email client like Outlook, Mac Mail, Thunderbird, etc. To get the most functionality, it is best used in the browser. It is one of the Apps in Google Suite. Gmail allows you to send and receive emails, start video conferencing with Google Hangouts, and chat. The awesome thing about Gmail is the connection to Google Drive. With Gmail, you can attach files from Google Drive or you can share files of any size that are in your Drive.



The Gmail Screen

It is important to recognize a few areas of the Gmail screen to better use the system. The major areas of the screen include the toolbar, folder pane, search box, and message area. For a detailed description of the Gmail screen (Inbox), view the [Gmail Inbox link](#). Below is a picture of the Gmail screen with a few of the areas labeled. A description of the items is below the picture.



- **Show/hide** - click the show/hide button to show or hide the left panel.
- **Gmail logo** - click the Gmail logo to return to your Inbox.

- **Search mail** - click the search mail area to help find email messages. If you click the arrow at the end of the search box, you can choose numerous search options like the sender, a date range, and/or if it has an attachment.
- **Toolbar** - The toolbar appears based on whether a message is selected or not. The toolbar has more options when an email is selected.
- **Settings button** - click the settings button to choose a theme as well as options to customize the way Gmail operates.
- **Compose button** - click the Compose button to send a new email message.
- **Folder pane** - the folder pane lists folders where messages might be located. It also contains a quick link to start a Google Hangout video conference or begin a chat.
- **Message list** - this area shows a list of messages for the folder you are viewing.

Composing New Messages

A new email message is a message that you want to write to someone on a new subject. When writing a new email message there are 3 major areas to complete. The first area is the recipient area. The recipient area is at the top of the new email box and involves inputting email addresses into one of three boxes; the To, CC, or BCC boxes. The To box is the box for the recipient(s) who you expect to receive a reply. The CC box means carbon copy and the recipient(s) in this box should receive the message but a reply is optional and not necessarily expected. The BCC box is used to hide the recipient(s) from each other. It is a handy way to send an email to many people who should not know each other's email addresses or send a message to someone without other people knowing. Each of the three boxes can have one or many email addresses in it.

The second area to complete before sending an email is the subject line. Writing an effective subject line is important because it tells the recipient what the email is about. It will make them want to read the email message. The subject line should be concise and a recommendation is approximately 5 words long or less.

The third area to complete is the message area. It is important to know who you are sending it to determine the proper tone and level of professionalism for the message. In a general sense, email messages should be concise and have the following characteristics: a greeting, a clear topic, an introduction, good background information about the topic or situation to avoid confusion, a conclusion to give a summary of main points, no spelling or grammar mistakes, and a closing.

Grow Your Skills 6.1 - Compose a New Message to Yourself

1. Open your web browser and go to gmail.com.
2. Sign in to your Gmail account.
3. Click **Compose** on the left.
4. You should have a new message screen. To learn about the new message screen, please go to <http://bit.ly/composegmail>.

5. Click in the **To** box and type your email address.
6. Click in the **Subject** box and type First Email.
7. Click in the **message** area and type the message below. Only use the ENTER key to create new paragraphs. Your words may line up differently. Replace [Your Name] with your actual name.

Hi [Your Name],

I am composing and sending my first email in the Google Suite Class. I am excited to learn email because it is a popular way for people to communicate. I am sending it to myself for practice. Also, by sending it to myself, it will appear in my Inbox and I can learn how to reply to a message I received. This is fun.


Thanks,

[Your Name]

8. Check to make sure your full email address is in the To box, the subject box has First Email, and the message area has the message in step 6.
9. Click **Send**.
10. Keep your Gmail open.

Checking for Messages

Now that you have a Gmail account you need to learn how to send, check, read, reply, and forward messages. These are the most common actions performed in email. By default, any email you receive will go to your **Inbox**. To learn about the Inbox screen go to <http://bit.ly/inbox4gmail>. Unread emails will be bold and a small number appears next to a folder indicating the number of unread messages (new) in that folder. The Inbox will show the name of the sender, the subject of the email, attachment(s), and the first few words of the email body. This means that even before reading an email, you can determine what the email is about.

When you select or read a message a toolbar  shows above the message. The toolbar has many buttons to manage the message. The toolbar allows you to return to the Inbox, archive the message, mark the message as spam, delete it, mark it as unread, snooze the message, add it to tasks, move it to a folder, label it, and much more. To learn about the Message view please visit <http://bit.ly/gmailmessageview>.

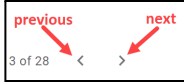
Grow Your Skills 6.2 - Checking and Reading Messages

1. You should still be in your email, but if not sign-in at gmail.com. Click **Inbox** on the left.

2. One of the first messages on the list should be the one with the subject **First Email**. That is the message you sent yourself. Click on the message with the **First Email** subject line to read it.

3. Click the **back arrow** on the message toolbar  or click **Inbox** on the left to return to the message list.

4. Click a different message to read it.

5. To the right of the toolbar, click the previous (<) and next (>) buttons  to move between messages without returning to the Inbox.

6. Click a different message to read it.

7. Click the **back arrow** on the message toolbar  or click **Inbox** on the left to return to the message list.

8. Keep your Gmail open.

Replying to Messages

Sending a message to someone who sent you a message is called a **reply**. The message will automatically be addressed to the sender and the subject will be the same but include a Re: in the subject line. Re means replying or regarding the original subject of the original message. Once you reply to an email, the message includes a second message that Gmail groups with the original message. Gmail calls the group of messages a conversation and many conversations are called a thread.

Grow Your Skills 6.3 - Replying to Messages and Viewing Threads

9. In your Inbox, click the message with the subject **First Email**.

10. Click the  button.

11. With your cursor in the **message** area, type the text below using the wraparound and the ENTER key for new paragraphs.

Hey [Your Name],

I received the message I sent to myself. When I receive a message I can send an email directly back to the sender. This is called replying to a message. It is a common task that people perform when working in email. It is like texting with longer messages. Way to cool!

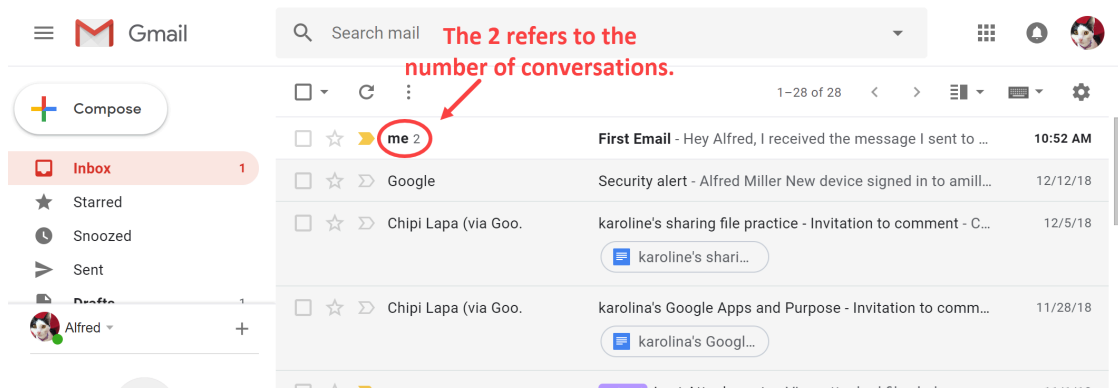
Thanks again,

[Your Name]

12. Click **Send** to send the reply to the sender.

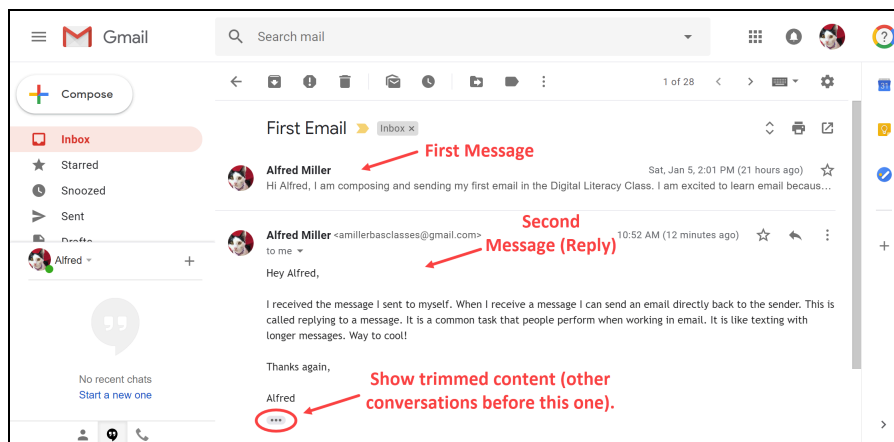
Work with Conversations and Threads


13. Click **Inbox** on the left. Your screen should look similar to the one below. Notice the email with the subject line **First Email** has a 2 in it. The 2 is the number of conversations (messages) sent related to the subject.



14. Click on the message with the subject line **First Email** to view the reply.

15. Your screen should look similar to the one below. The reply is open and the original conversation (message) is above it. Look at the picture below for details.



16. Click the Show Trimmed Content button  to show (view) all of the conversations on the subject in one message window.

17. Click the Hide Expanded Content button  to hide all of the conversations on the subject.

18. Click the first message above the one you are reading. Notice it only shows the original (first) message you sent.
19. Click the first message again and it will collapse the message to a smaller size where you cannot read the entire message.

Reply to the Reply

20. Click on the second conversation of the First Email message.
21. Click the **Reply** button.
22. Type the following text using wraparound and the ENTER key for new paragraphs.

[Your Name]

Thanks for sending a reply to my email reply. I am starting to understand how this email stuff works.

[Your Name]

23. Click **Send** to send the reply to the reply.

Take Screenshots

24. To submit your work, you need to take screenshots or pictures of folders that you will paste into a document. To take a screenshot in **Windows** just press **Print Screen** while viewing your Google Drive screen or use the snipping tool. On **MAC** hold COMMAND + CONTROL + SHIFT then press 3. Next, open Word or WordPad and paste it. For help with screenshots, open the [Taking a Screenshot](#) or watch this [snipping tool video](#). Below is a list of folders that you should have screenshots or pictures for:

- **Gmail Inbox**
- **First Email** (message)

25. **Save** the file with all of the screenshots with the name **Gmail - Checking and Sending** to your **Documents** or **Pictures** folder.

Submit your work

CANVAS ONLINE COURSE USERS

1. Make sure you **downloaded** the file(s) in the earlier exercises.
2. Return to the **Canvas Google Suite Course** website (<https://berkeleyas.instructure.com>) or tab.
3. Return to the **Gmail Assignment 6.4 - Composing, Checking, and Replying** assignment.
4. Follow the instructions in the Assignment to submit your work in Canvas.

NOT IN A CANVAS ONLINE COURSE

1. Upload the files using the [Student Exercise \(Assignment\) Upload Form](#).

2. Click and type your **first name** in the first name box.
3. Click and type your **last name** in the last name box.
4. Click your **class**.
5. Click in the exercise name box and type **Gmail - Composing, Checking, and Replying**.
6. Click the **add file** button.
7. Click **Browse files** or use the **drag** option.
8. Navigate to the Documents or Pictures folder where you saved it.
9. Click the **Gmail - Checking and Sending** file.
10. Click **Open**.
11. Click **Submit**.

If you are having challenges contact me or email the file(s) as an attachment(s) to alfredmiller@berkeley.net.