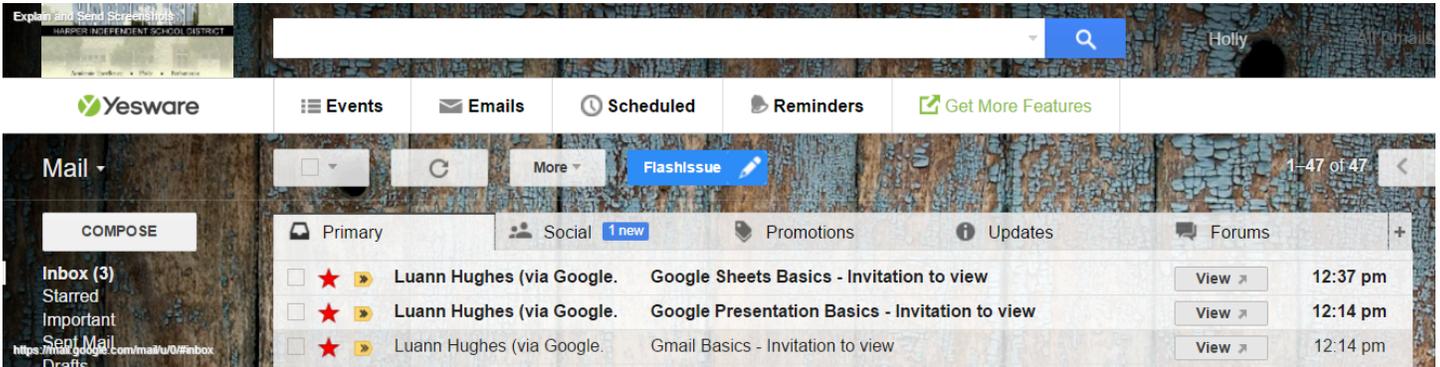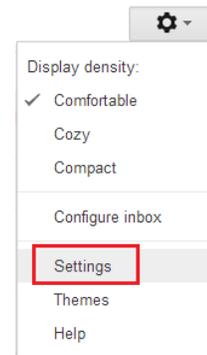# Gmail Basics

Your Inbox

When you sign in to Gmail, you'll see a list of any messages you've received in your Inbox. Messages in bold are unread.
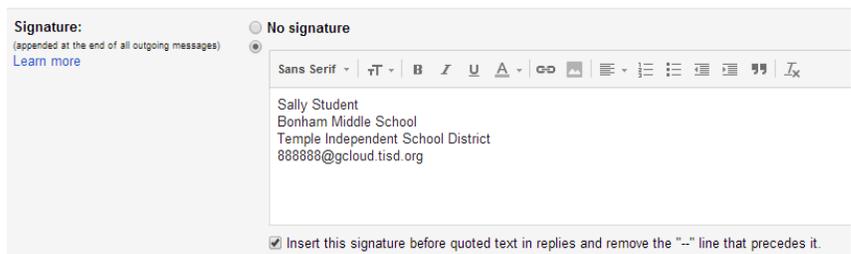

Managing Messages

Adding Your Signature

1. Click on the Settings icon (⚙) in the top right corner. Choose Settings.

2. On the General Tab, scroll down to **Signature**.

3. Add your signature. Students should use the following format:

First name, last name
School
Temple Independent School District
Your school email address

Do not add personal information (phone number, address, etc) to your school email signature.

Composing a New Message

1. In the pane on the left, click COMPOSE. **COMPOSE**

2. A new message opens near the lower-right of your Gmail window. To minimize the new message click ▬ . Hold the Shift key and click ⤢ to pop out the message into a new window. You can resize the message window and move it around the screen this way.

3. In the To field, type the first letter or letters of a recipient's name to look up their email address in your HISD directory. Select the recipient you want to receive the email.

4. To add a Cc or a Bcc, simply click Cc or Bcc which shows up when you're entering addresses. You can also drag and drop email addresses between To, Cc, and Bcc.

> **New Message** _ ⤢ ×
>
> To   Holly
>
> From   Walker, Holly <hwalker@harper.txed.net> ▾   Cc Bcc
>
> Subject
>
> https://mail.google.com/mail/u/0/#inbox?compose=152c2387048f12c2

5. Type your message in the message field. Remember, all student email is filtered and check for Student Code of Conduct violations.

6. To format the text of your message, click the A icon at the bottom of the message to expand your formatting options.

| Sans Serif ▾ | TT ▾ | **B** | *I* | U | A ▾ | ≡ ▾ | ⅓≡ | ≡ | �⇤ | ⇥≡ | ❞ | Tₓ |

| Send | A | 📎 | + |
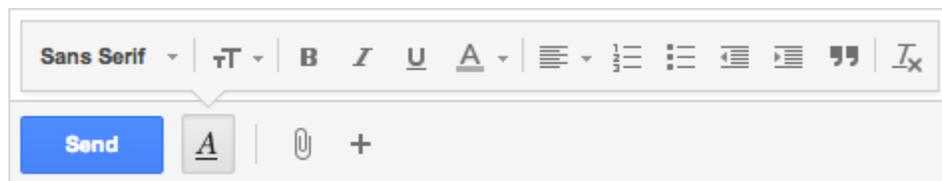
Adding file attachments, images, or links

1. Hover over the google drive icon on the bottom of the message to show options for attaching a file; inserting a picture, document, emoticon, or calendar invite; or creating a hyperlink.

> 📎   △   📷   ⊂⊃   ☺   31

2. To attach a file, click the google drive icon and then browse for the file in your google docs. Once attached, the file appears at the bottom of the message. To remove an attachment, just click the **X**.

> Solarmora Company Logo.png (21K)   ×
>
> Send   A   📎   +

3. You can also attach files by dragging and dropping them into the body of the email. The files will attach at the bottom of the email.

Sending a Message

1. At the bottom of the message window, click **Send**. A message appears at the top of the mail window, confirming that your message was sent.
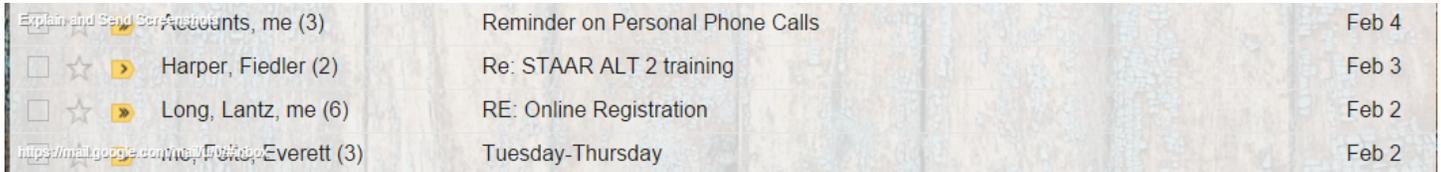
> **Your message has been sent.**

2. When you exit the message without sending, a draft is automatically saved to your Drafts folder If you decide to discard your message instead of sending it at a later time, click the trash can to delete it.

Conversations

1. By default, replies to messages are grouped into conversations. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces Inbox clutter. Here's how a conversation appears in your Inbox:
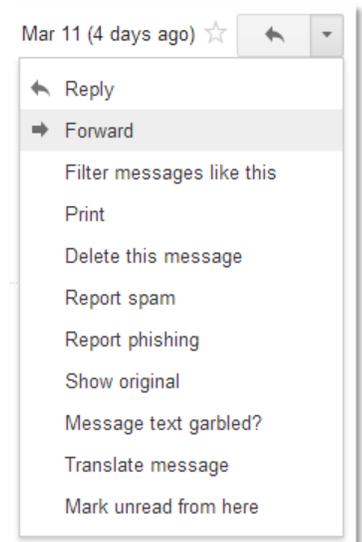
Explain and Send Ser Accounts, me (3)	Reminder on Personal Phone Calls	Feb 4
Harper, Fiedler (2)	Re: STAAR ALT 2 training	Feb 3
Long, Lantz, me (6)	RE: Online Registration	Feb 2
https://mail.google.com Everett (3)	Tuesday-Thursday	Feb 2

2. Note: You can control whether messages are grouped into conversations: Click the Settings icon (⚙) and then **Settings** in the upper-right corner of your Inbox and, General tab, and scroll to **Conversation View**.
   a. If Conversation View is off, new messages won't be grouped into conversations, and any existing conversations are ungrouped into separate messages.
   b. If Conversation View is on (see the picture on the right), you can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

To Reply to a Single Message or the Last Message in a Conversation

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.

   Explain and Send Screenshots

   Click here to Reply Reply to all, or Forward

   https://mail.google.com/mail/u/0/#inbox/152b27d73dab0e36

2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients). The Reply to all option won't appear if the email was only sent to you.

   Mar 11 (4 days ago) ☆ ↩ ▾

   ↩ Reply
   ➡ Forward
   Filter messages like this
   Print
   Delete this message
   Report spam
   Report phishing
   Show original
   Message text garbled?
   Translate message
   Mark unread from here

3. Enter your reply in the message field.

4. At the bottom of the message, click **Send**.

To Reply to an Earlier Message in a Conversation

1. Open the conversation and select the message you want to reply to.

2. To reply to just the sender, click the **Reply** button. If you'd rather reply to all recipients, click the down arrow next to the **Reply** button, and then click **Reply to all**.

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To Forward a Message or a Single Message in a Conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.

2. At the bottom of the message, click **Forward**.

3. If you have a conversation open, the **Forward** link sends the last (most recent) message. If you'd rather forward an earlier message in the conversation, select the message, click the down arrow next to the message's **Reply** button, and then click Forward:

4. Enter the email addresses to which to forward the message, and add any notes in the message field.

5. If the message has an attachment that you don't want to forward, uncheck the box next to the attachment's file name, below the **Subject** field.

6. At the bottom of the message, click **Send**.