

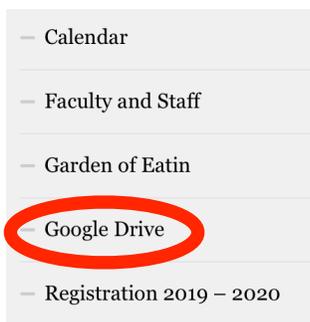
# Gmail Basics

## Logging into Google Account

1. There is a link for Google Drive on all Brunswick School websites.

## 2. Enter Brunswick Username and Password

Remember your username will be followed by:  
**@brunswick.k12.me.us**



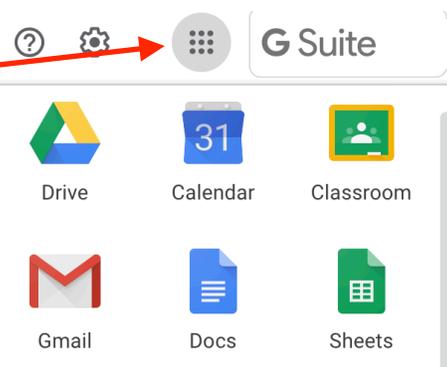
Sign in

Use your Google Account

Email or phone

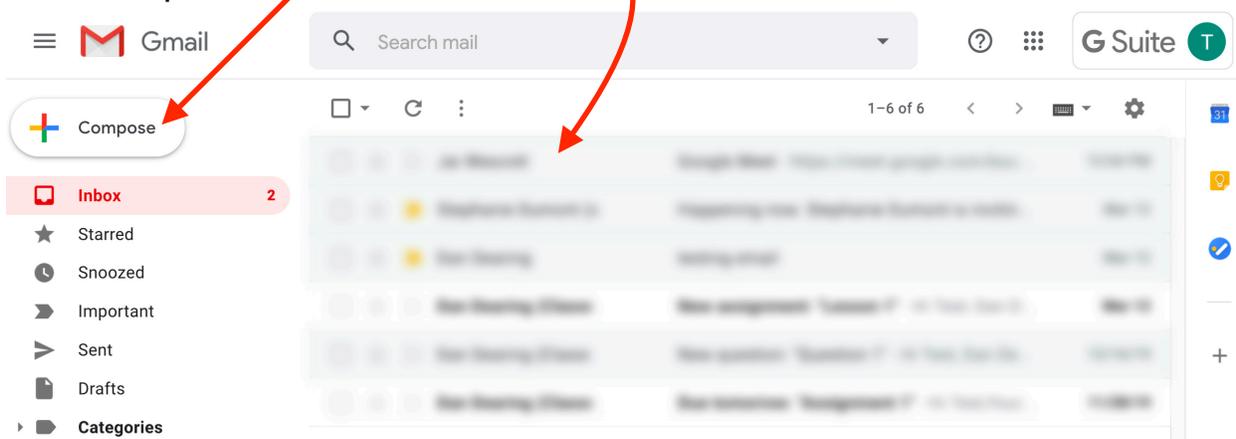
Username@brunswick.k12.me.us

## 3. Click the Google Application Launcher to select Gmail



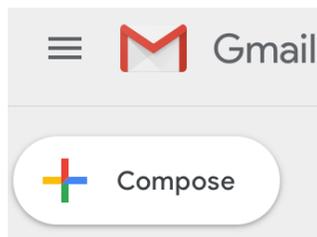
## Email Interface:

1. Current Emails appear when the Inbox is highlighted.
2. Click an email to Read.
3. Click Compose to create an email.



## Composing a Message

1. Click Compose



2. Enter the recipients email address in the "To" field.

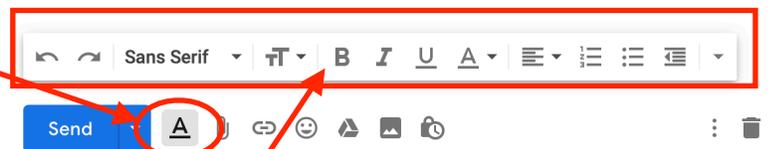
- For recipients whose responses are welcome but not required, click **Cc** or **Bcc**



3. Enter the subject of the email in the **Subject** field

4. Click in the large field below the subject line and type your message

5. Click the **A** to bring up the formatting toolbar



6. Highlight the text to format and click on a formatting icon on the toolbar

7. **Attachments:** Click the paperclip icon at the bottom of window to add an attachment

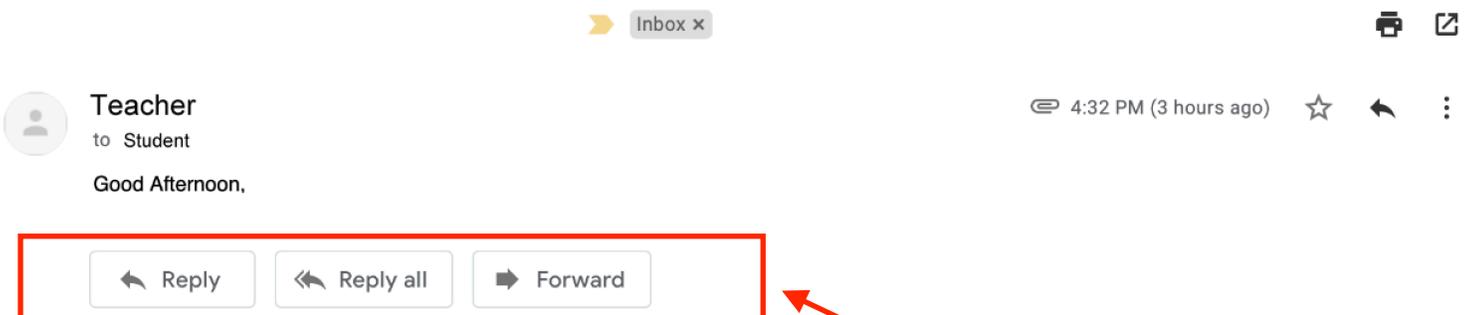


8. Browse through your files and click the name of the file you would like to attach

9. Click Open

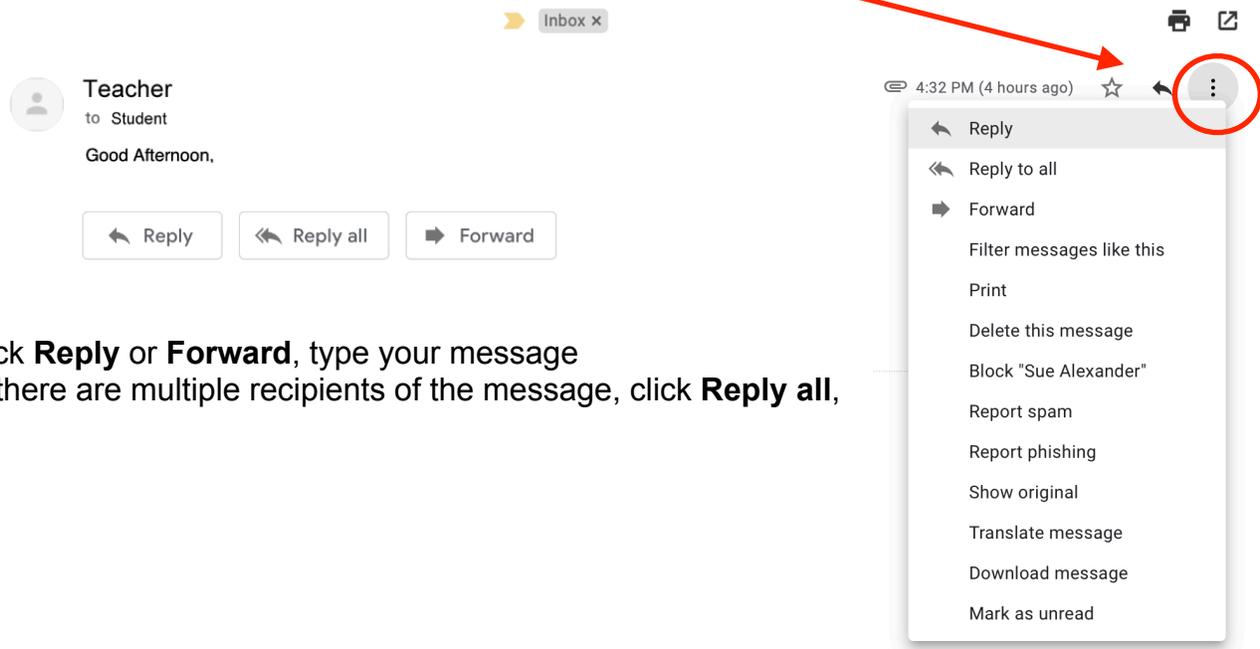
10. Click **Send** to send the message

## Replying/Forwarding a Message



1. Open the message and select from choices at bottom of email: Reply, Reply all, or Forward

2. Options are also found under the 3 vertical dots.



3. Click **Reply** or **Forward**, type your message

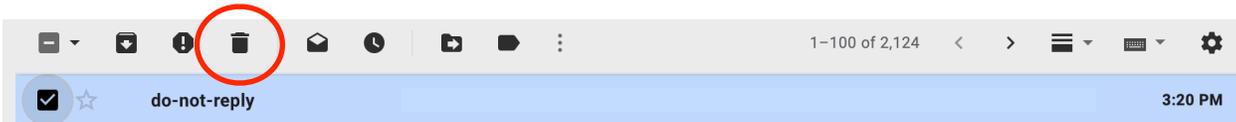
- If there are multiple recipients of the message, click **Reply all**,
- 

## Deleting Messages

1. When hovering on a message, a **Trash** icon appears, click the **Trash** icon to delete.



2. Check the box to the left of the message, click the **Trash** icon on the menu bar.



3. While a message is open, a Trash icon will appear on the menu bar above the message.