

## Using Gmail

Gmail is a web-based email service provided by Google that allows you to send and receive emails, manage your contacts, and organize your inbox. Here are some basic steps on how to use Gmail:

1. **Sign in:** Go to the Gmail website and sign in using your Google account username and password. If you don't have a Google account, you can create one by following the instructions provided.
2. **Compose a new email:** To compose a new email, click on the "Compose" button in the top-left corner of the Gmail interface. Enter the recipient's email address, a subject line, and the message content.
3. **Send and receive emails:** Once you have composed your email, click on the "Send" button to send it. To view your received emails, click on the "Inbox" label in the left sidebar of the Gmail interface. You can also create and manage labels to categorize your emails.
4. **Manage contacts:** You can manage your contacts by clicking on the "Contacts" label in the left sidebar of the Gmail interface. Here, you can add, edit, and delete contacts, as well as import and export contacts.
5. **Customize settings:** You can customize your Gmail settings by clicking on the "Settings" icon (gear icon) in the top-right corner of the Gmail interface. Here, you can adjust various settings related to your Gmail account, such as your signature, email forwarding, filters, and themes.
6. **Use keyboard shortcuts:** Gmail offers a range of keyboard shortcuts to help you navigate your inbox and compose emails more efficiently. You can enable keyboard shortcuts by going to "Settings" > "General" > "Keyboard shortcuts" and selecting "Keyboard shortcuts on".

These are just some basic steps to get started with using Gmail. Gmail offers many more advanced features and options that you can explore and customize to fit your needs.



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