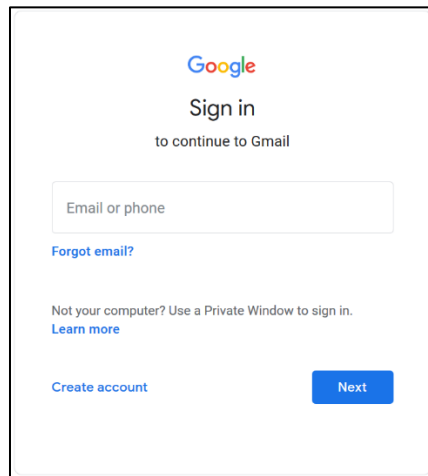




Google Mail (Gmail) Basics

Logging in to Gmail:

- 1) Navigate to gmail.com or gmail.montclair.edu
- 2) Enter your NetID@montclair.edu (omit "mail" from the address)



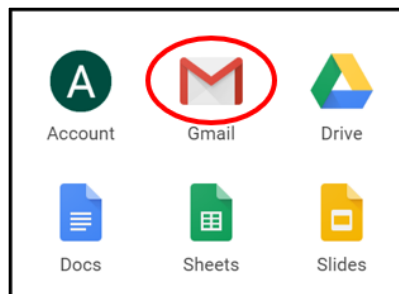
- 3) Click **Next**
- 4) Enter your NetID password
- 5) Click **Sign in**

NOTE: You can also access Gmail from your Google Calendar.

- 1) Within Google Calendar, click on the Google Apps "waffle" icon in the top right corner

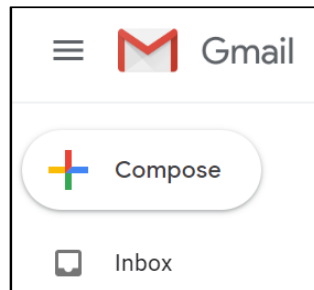


- 2) Click **Gmail**

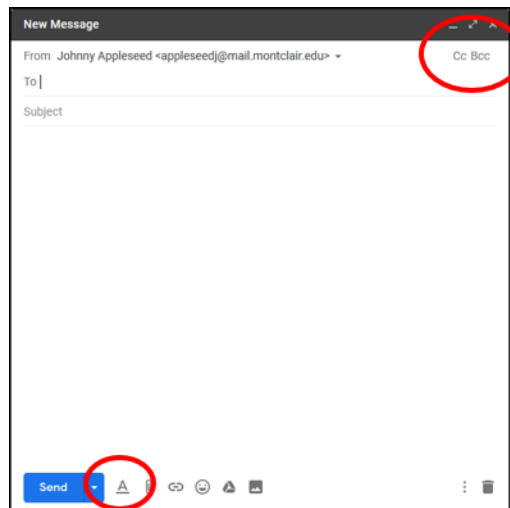


Composing a Message

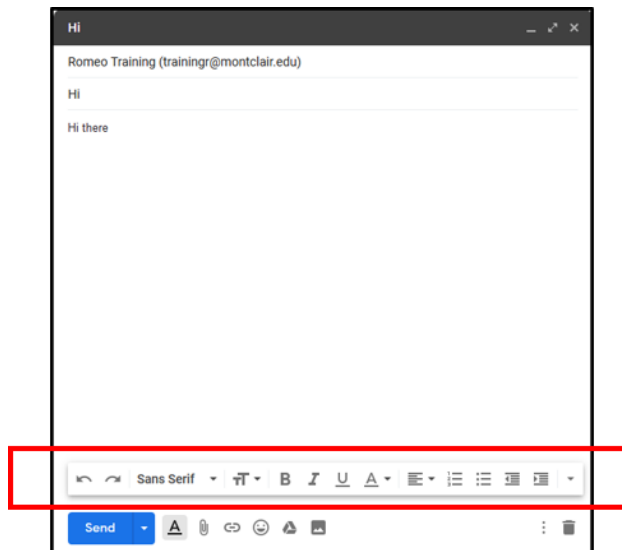
- 1) Click **Compose**



- 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



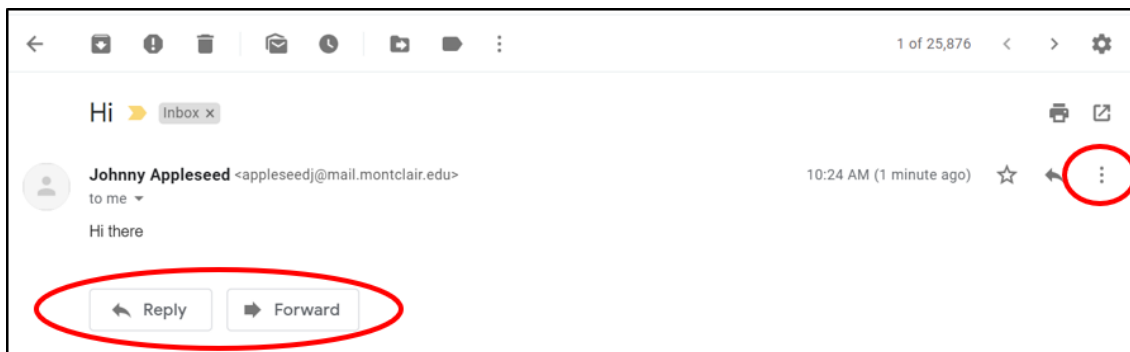
- 7) Click the paperclip icon at the bottom of the compose window to add an attachment



- 8) Browse through your files and click the name of the file you'd like to attach
- 9) Click **Open**
- 10) Click **Send** to send the message

Replying/Forwarding to a Message

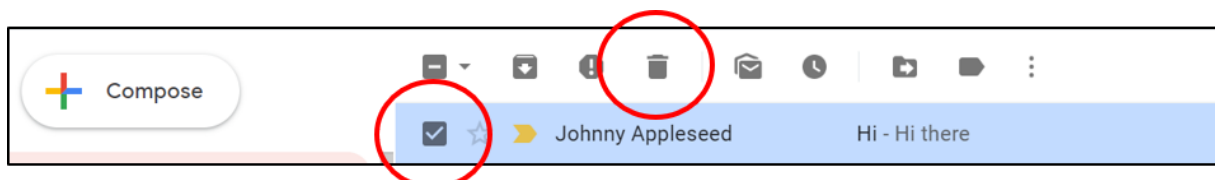
- 1) Open the message and click in the box below the message
- 2) Click **Reply** or **Forward** ~OR~ click the  three dots next to the **Reply** icon in the top right corner of the message and choose **Reply** or **Forward**
- 3) Type your message



If there are multiple recipients of the message and you want to respond to all of them, **Reply to all** will be an option.

Deleting Messages

- 1) Select the Inbox or Folder (Label) from your mail list
- 2) **Select** the message
- 3) Click the **Delete** icon on the toolbar

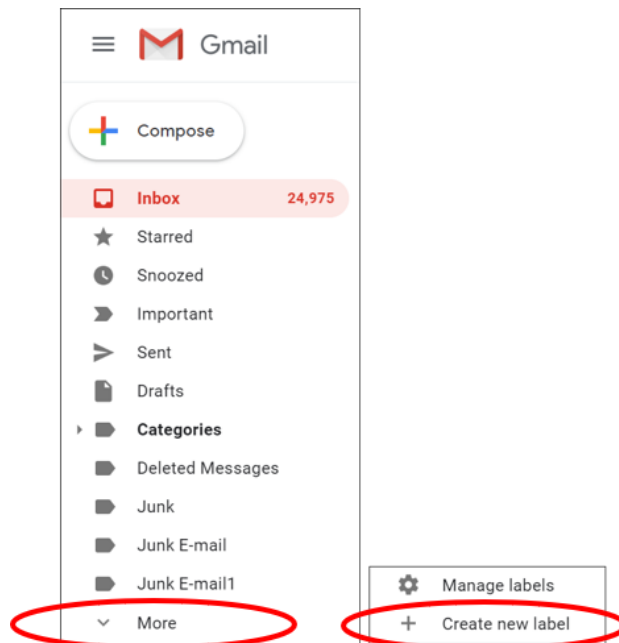


Organizing Your Mail

Gmail does not use folders. To help you organize your mail more effectively, Gmail uses labels instead.

Creating a New Label

- 1) At the bottom of your mail list click **More**
- 2) Click **Create New Label**



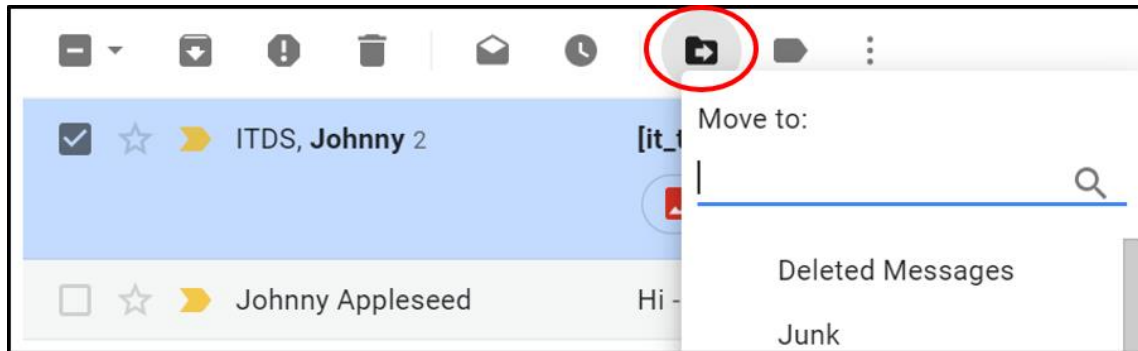
- 3) Type the name of your new label
 - If creating a nest label (subfolder), select the label by clicking on the drop down arrow

A screenshot of the 'New label' dialog box in Gmail. It has a title bar with a close button (X). The main text says 'Please enter a new label name:' followed by a text input field. Below that, there is a checkbox labeled 'Nest label under:' followed by a dropdown menu. The dropdown arrow is circled in red. At the bottom right, there are 'Cancel' and 'Create' buttons.

- 4) Click **Create**

Moving a Message to a Label

- 1) Select the message
- 2) Click the **Move to** icon
- 3) Select an existing label or click **Create new** to create a new label



[Out of Office Message](#)

[Adding a Signature to Gmail Messages](#)