

TECH SERVE TO

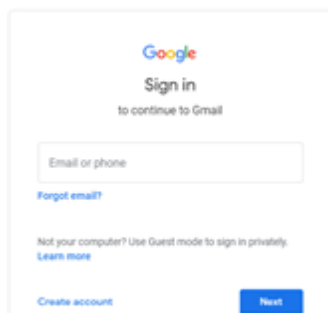
How to compose and send an email using Gmail



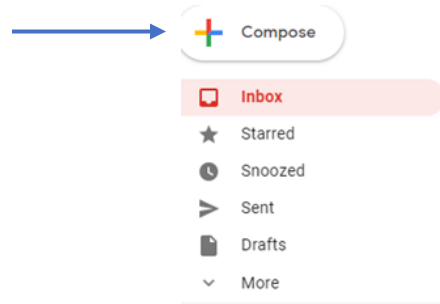
Gmail is one of the largest free email service providers used nowadays. It is easy to use and within simple steps you can send an email to a family member, a friend or any company around the world.

You can access Gmail through your favourite web browser. In the address bar type www.gmail.com

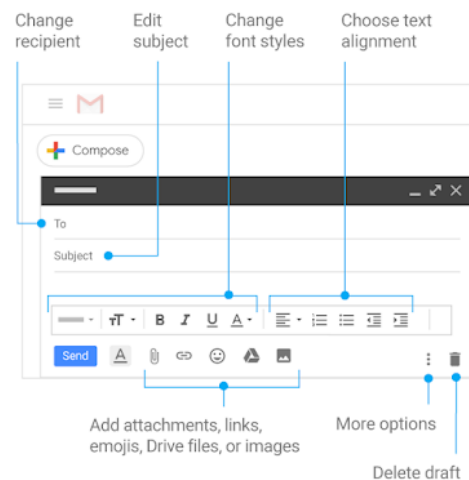
You will need to create an account. Sign into your account to compose an email using your self-created email address and your password.



Click on Compose (on the top left corner) to write your first email

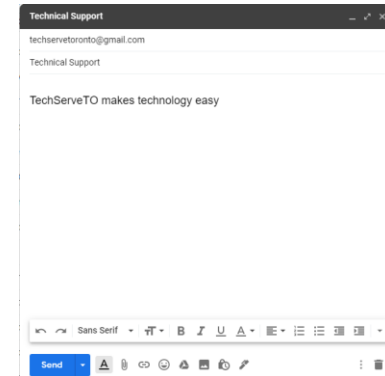


The email textbox will appear in the bottom-right corner. Fill out all necessary components.



Then you will need to type an email address usually followed by the @ symbol and the domain (e.g. techservetoronto@gmail.com)

When you are done typing your message you can click on the send button on the bottom left corner



You are done! You have sent your first email using Gmail! All your sent emails can be viewed in the Sent folder located on the left panel as shown in one of the previous images.

Here are more tips for using this platform!

