

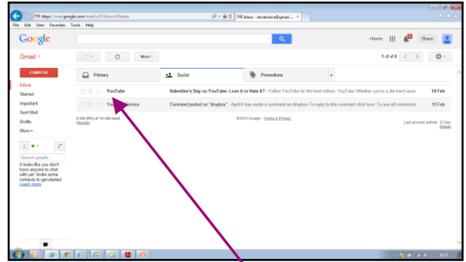
Before You Start: You need a Gmail Account – See Card “Setting Up Online Email (A2G)”

There are many different online email accounts you can choose, all of which are fairly similar.



This card shows you how to use Gmail. The process is similar for accounts from other providers. Follow the QR Code

and log in to your Gmail account.



The screen (shown on the right) will look similar to this. Your emails are listed in the middle, the darker ones being the ones you’ve not read yet.

- ✓ Try reading one of the emails by clicking on its subject title.
- ✓ Next, think about how you might **Compose** an email (use the arrow as a hint)
- ✓ Try sending an email to yourself. If you can’t remember your email address, you can see it by clicking on the face in the top right corner.
- ✓ Explore what you can do when sending an email (see guide to the right)
- ✓ Once you’ve done this, read your own email by clicking on the subject title after it appears in your inbox. See if you can work out how you could reply, or send it on to someone else.

