

GET STARTED WITH GMAIL:

SIGN UP: When you sign up for Gmail, you're signing up for a Google Account. You can use your new Google Account with other Google products like Google+, YouTube, Google Calendar, Docs and Google Drive. You must be 13 years of age or older to qualify for an account in the United States. Once you create a Google Account, you can use that same username and password to sign in to any Google product. Google accounts will work on the following browsers:

- Google Chrome for Windows, Mac, or Linux
- Internet Explorer 5.5+ for Windows and Microsoft Edge
- Netscape 7.1+ for Windows, Mac, or Linux
- Mozilla 1.4+ for Windows, Mac, or Linux
- Firefox 0.8+ for Windows, Mac, or Linux
- Safari 1.2.1+ for Mac

CREATE A GMAIL ADDRESS: To sign up for Gmail, create a Google Account. Signing up for a Google Account is free. You can use the username and password you create for your Google Account for Gmail and other Google products. To create a new account, go to <https://accounts.google.com/SignUp>

VERIFY YOUR GOOGLE ACCOUNT: When you create a Google Account, Google will send a verification link to the email address you used to create the account. If you don't verify your address, you may not be able to access certain Google products or features. To verify your account, all you have to do is click the link sent to you in the Google verification email. You'll get it shortly after you create your account.

SET UP A RECOVERY PHONE NUMBER OR EMAIL ADDRESS: Losing access to your emails, documents, and photos can be frustrating. To make sure you can get back into your account quickly, easily, and securely in the future, add password recovery options.

You don't have to provide a recovery email address or phone number, but having one makes it easier for you to regain access to your account if you forget your password or are locked out.

If you've lost access to your account, you can try to regain access through our [account recovery form](#).

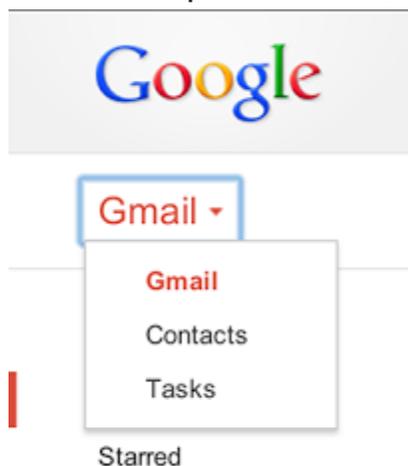
CHANGE YOUR USERNAME: When you create your Google account, your username is the full email address you used to create your account. It is not currently possible to change your Gmail username after you've registered. You can however create another Google account with a different Gmail username.

IMPORT CONTACTS: If you're switching to Gmail from another email provider, you can easily transfer your old contacts to Gmail.

Import contacts as a CSV file

To import contacts to Gmail:

1. Sign in to your **other email account**. Click on Export. Export the address book from your other webmail provider or email client as a CSV file. Save that file to your desktop.
2. Sign in to Gmail.
3. At the top-left corner, click **Gmail > Contacts**.



4. Above the contacts list, click **More > Import....**
5. Click **Choose File**.
6. Select the file you'd like to upload from your desktop or wherever you saved it.
7. Click **Import**.

When it's done, Gmail will display the number of contacts imported.

NOTIFY OTHERS OF YOUR NEW EMAIL ADDRESS: The easiest way to notify your friends of your new email address is to send them an email from your **new** Gmail address and advise them that all future emails should be sent to that address. If you are signed up for newsletters, you should sign up again with your new email address or if their website allows, change your email address at their website. This is especially important to do for banking or brokerage accounts. If you are moving from a Cox account you can sign into your Cox web account, go into settings and forwarding and

provide your new Gmail account address and your emails will be automatically forwarded. You can also do that with some other accounts.

HOW TO SEND MESSAGES: Here's a step-by-step guide on composing and sending messages:

1. Click the **Compose** button on the left side of your Gmail page.
2. Type your recipient's email address in the "To" field.
 - As you type a recipient's address, Gmail will suggest addresses from your Contacts list using auto-complete.
 - Once you've entered a contact in the "To" field, hover over the contact's name to see the email address and other information associated with it. Double-click a contact's name to edit the email address or name.
 - We suggest using the carbon copy feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **cc**. The blind carbon copy field (click **Bcc** to display) lets you hide recipients' addresses and names from one another.
3. Enter a subject for your message in the "Subject" field.
4. Write your message! Just click in the large field below the subject line and type away.
5. When you're done composing, click the **Send** button at the bottom of your compose window.

These are just the basics of composing mail, but there's a lot more you can do, like change the color or size of your text.

REPLY TO MESSAGES:

To reply to a message, just click in the box below the message and type away! Or, you can click the arrow icon in the top right corner of the message you received. 

If there are multiple recipients of the message and you want to respond to all of them, click **Reply to all** in the box below the message and begin typing.

You can also click the down arrow next to the Reply button and select **Reply to**

all. 

FORWARD AN INDIVIDUAL MESSAGE: Forwarding lets you easily resend a message to other people, whether it's a special recipe from your mom or an important work email. You can forward an individual message or an entire conversation.

Forward an individual message

1. Open the message you want to forward.
2. Click the **Forward** link in the box below the message.
 - If you don't see the **Forward** link, click the down arrow next to Reply in the top-right corner of the message and select **Forward**.



3. Add the new recipient(s) and any additional text to your message.
 - If the message has attachments, you can choose not to forward them by scrolling to the bottom of the message text and clicking the **x** where the attachment is listed.
 - Older messages in the conversation may also be included in the text. You can simply delete the text if you don't want to forward it.
4. Click **Send**.

Forward an entire conversation

1. Open the conversation.
2. Click the **More** button in the toolbar above your messages and select **Forward all**.



When you forward an entire conversation, all messages from the conversation are put into a single message. Each message is clearly marked and listed in chronological order, from oldest to most recent, so that the conversation is easy to read.

SAVE DRAFTS: As you write a message, Gmail automatically saves a draft of it. This way, you can always step away from your inbox and finish a message later.

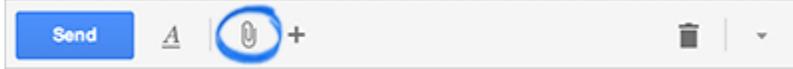
If you want to find a draft of a message you were in the middle of writing, click **Drafts** along the left side of any Gmail page. (Don't see Drafts? Go to the Labels tab in your Settings, and then click the **show** link next to the Drafts label.)

If you no longer need your draft, just click the **Discard draft** icon at the bottom of your compose window icon.  You can also discard any old drafts by clicking your **Drafts** label, checking the box next to the messages you'd like to delete, and clicking **Discard drafts** near the top of the page. Your draft will be permanently removed.

ADD ATTACHMENTS: To attach a file to a message you're composing, follow the steps below:

1. In Gmail, click the **Compose** button.

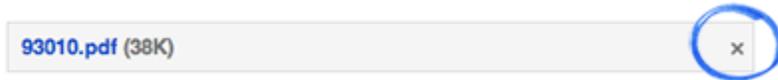
2. Click the paperclip icon at the bottom of the compose window.



3. Browse through your files and click the name of the file you'd like to attach.

REMOVE ATTACHMENTS:

If you'd like to remove a file you've attached to a message, click the **x** to the right of the file name at the bottom of the message.



ATTACHMENT SIZE LIMITS: You can send messages up to 25 megabytes (MB) in size

You may not be able to send larger attachments to contacts that use other email services with smaller attachment limits

As a security measure to prevent potential viruses, Gmail doesn't allow you to send or receive executable files (such as files ending in .exe).

USING SPELL CHECK: It is easy to check your spelling while composing Gmail messages. Here's how:

1. Click the **down arrow**  next to the "Discard draft" icon  at the bottom of your compose window.
2. Click **Check spelling**.
3. If there's a misspelled word, it will be highlighted in yellow. Click the misspelled word to see Gmail's suggestions for similar words.
4. Select a suggested word from the list to replace the misspelled word.

Gmail's spellchecker operates in the same language you've selected to display your Gmail account.