

Introduction to Email

1. Create account
2. **Gmail Getting Started Guide**
 - a. Compose Mail
 - b. Inbox
 - c. Starred
 - d. Sent Mail
 - e. Drafts
 - f. Customized Labels
 - g. All Mail
 - h. Spam
 - i. Trash
 - j. Contacts
 - k. Tasks
3. **Sending Messages**
 - a. Compose Mail
 - b. Recipient's address
 - i. Type
 - ii. Contacts List
 - iii. Autocomplete
 - iv. Cc: vs. Bcc:
 - c. Type message and Send
 - d. Drafts/Save
4. Replying
5. Forwarding
6. Attachments
7. **Contact Manager**
8. **Managing Inbox**
 - a. Checkboxes
 - b. Deleting
 - c. Archiving
 - d. Labels
 - i. Manage Labels
 - ii. Apply to selected
9. Upper right>Settings
 - a. Signature
 - b. Vacation responder
10. Tasks
11. Calendar