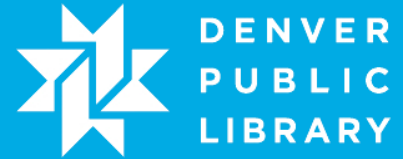


Computer Basics: Email II



Delete an Email

Your email can hold a lot of messages. You never have to delete emails, but it can be nice to get rid of clutter.

1 Click in the checkbox beside the email you want to delete.

2 Click on the **trashcan** in the toolbar.

NOTICE:
You can select multiple emails to delete at once!

Or click here to select all your emails!

The screenshot shows the Gmail interface with a list of emails. A red callout box labeled '1' points to the checkbox next to an email from YouTube. A blue callout box labeled '2' points to the trash can icon in the toolbar. A red callout box labeled 'NOTICE' points to the checkboxes, stating that multiple emails can be selected. Another red callout box points to the 'Select all' link in the toolbar.

Search Your Inbox

Search all emails you've sent or received to quickly find important messages. Search by email address, subject or keyword.

1 Click in the **Search Field** and type in what you are looking for- search by email address, subject, or keyword. Then press **enter**.

2 Because this search is for "resume", each of these emails contains the word "resume" in it somewhere. Click on the subject to open the email.

3 Click on **Inbox** to get back to your inbox.

NOTICE:
Look for a paperclip if the email you seek has an attachment!

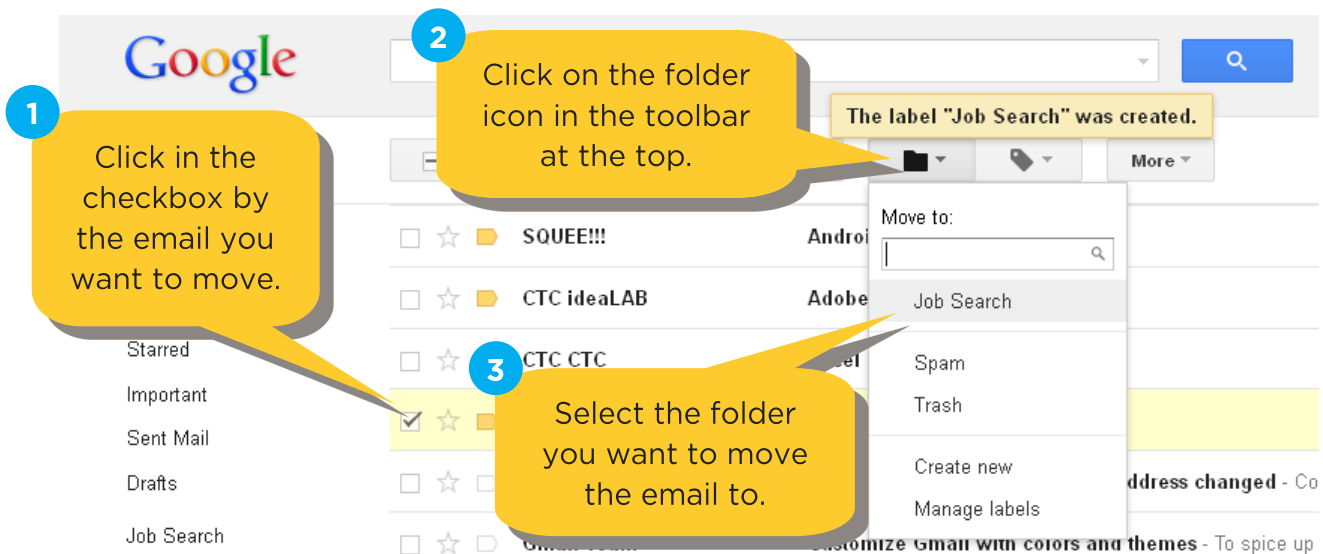
The screenshot shows the Gmail search results for the keyword "resume". A yellow callout box labeled '1' points to the search bar at the top. A yellow callout box labeled '2' points to the subject line of an email titled "template functional resume". A yellow callout box labeled '3' points to the "Inbox" link in the left sidebar. A red callout box labeled 'NOTICE' points to a paperclip icon in the email list, indicating an attachment.

Create Folders

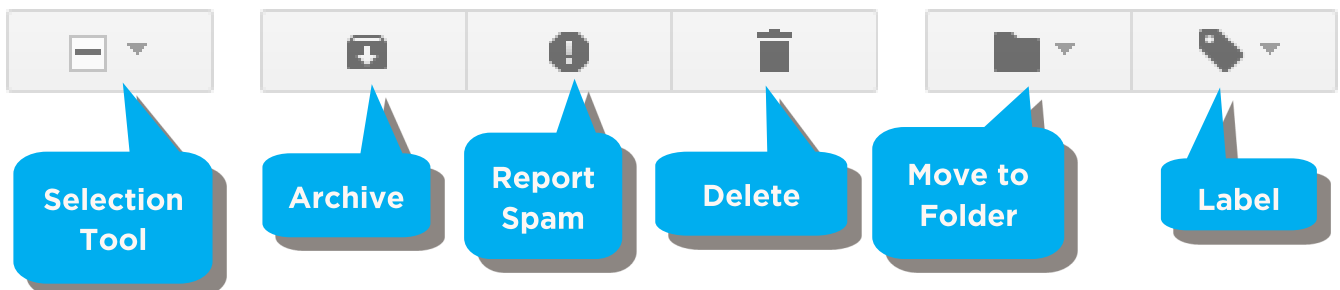
The easiest way to organize your email is to put your messages into folders.



Move Email to Folders



Gmail Toolbar Buttons



Attaching a File

These instructions are specific to Gmail, but if you have a different email provider (like Outlook or Yahoo) the procedure will be almost identical.

1 Click on **Compose**.

2 Click on the **paperclip** icon.

3 Use the sidebar navigation to find your file.

4 Select your file.

5 Click on **Open**.

NOTICE:
Your file will take a few seconds to a few minutes to upload, depending on the size. Use the time it takes to attach the file to complete your message and type in the recipients address in the To: field.

NOTICE:
If you are looking for a flashdrive, use the left hand sidebar navigation in step 3 and look for an (E:) drive on your computer.

WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

Email Help: Click on the gear icon in the upper right corner of the page (next to your name) and select "Help". Type "attach" in the search field. You will get instructions to walk you through the process from here.