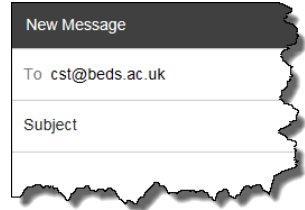
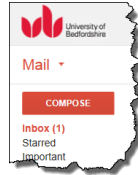




Sending a mail message

The essentials

1. Click on **Compose Mail**.
2. Enter the recipients email address into the **To** box.
3. Enter a subject into the **Subject** box.
4. Enter your message into the message box.



Note: Gmail automatically saves a draft of your message as you type. To see a draft message, click **Drafts**, located on the left of your screen.

5. When you have finished your message, click the **Send** button located at the bottom of the message window.

Add Cc

Cc stands for carbon copy.

Click **Add Cc** if you want to include additional recipients whose responses are welcome but not required

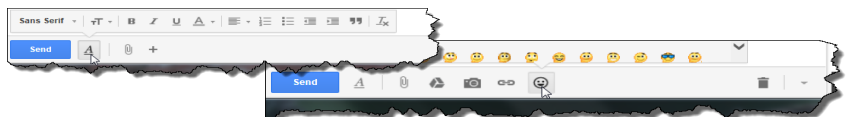
Add Bcc

Bcc stands for blind carbon copy.

Click **Add Bcc** if you want to include additional recipients, but hide recipients' addresses and names from one another.

Note: You will see a confirmation at the top of the window that your message was sent.

Extras



You can change the formatting, font and colour of your text using the buttons located above message window. You can also add **Emoticons**.

You can attach files to a mail message, known as attachments. Attachments can be any file you have saved, such as Word documents, PowerPoint presentations, Excel worksheets, graphics and photographs.