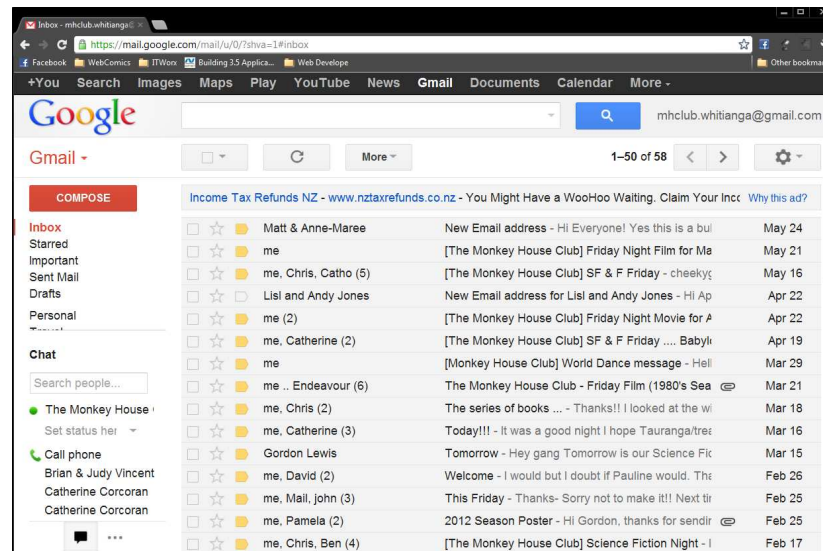


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 **51 Cholmondeley Cres
Whitianga, 3510**

GMail Basics & Chrome.



How to operate GMail Email and Chrome Browser?





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3	Definitions
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This document will give a very basic idea of running your email via gmail.

4	Starting Chrome
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The best lessons are ...

5	Chrome Overview
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- Take your time.
- Read the screen.
- and Float your mouse pointer over the various icons to see what they do.

6	GMail Basics
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Experiment! You can not break it!

7	Open an EMail
----------	----------------------

Enjoy :-)

8	EMail Overview
----------	-----------------------

9	Sending an EMail
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Definitions



Chrome is an Internet Browser. It is used to see the various websites that are available on the Internet.

Some example websites....

<http://www.google.co.nz>

<http://www.trademe.co.nz/>

http://en.wikipedia.org/wiki/Brazilian_Carnival

There are other Internet Browsers with which you may be familiar..

- Microsoft Internet Explorer
- Safari by Apple
- Firefox by Mozilla

Each of these programs provide the same function (to see the internet) in their own way. This document concerns itself with Chrome because it is written by Google and the main point is to discuss GMail by Google.



GMail is an online EMail program. It is used to manage your Google Mail Account.

You may have just been furnished with such an account (if not—have your friendly IT technician make one for you).

We are going to use the account that has been set up for the Monkey House Club in Whitianga for our examples. The account is called MHClub.Whitianga@Gmail.com



Starting up Chrome

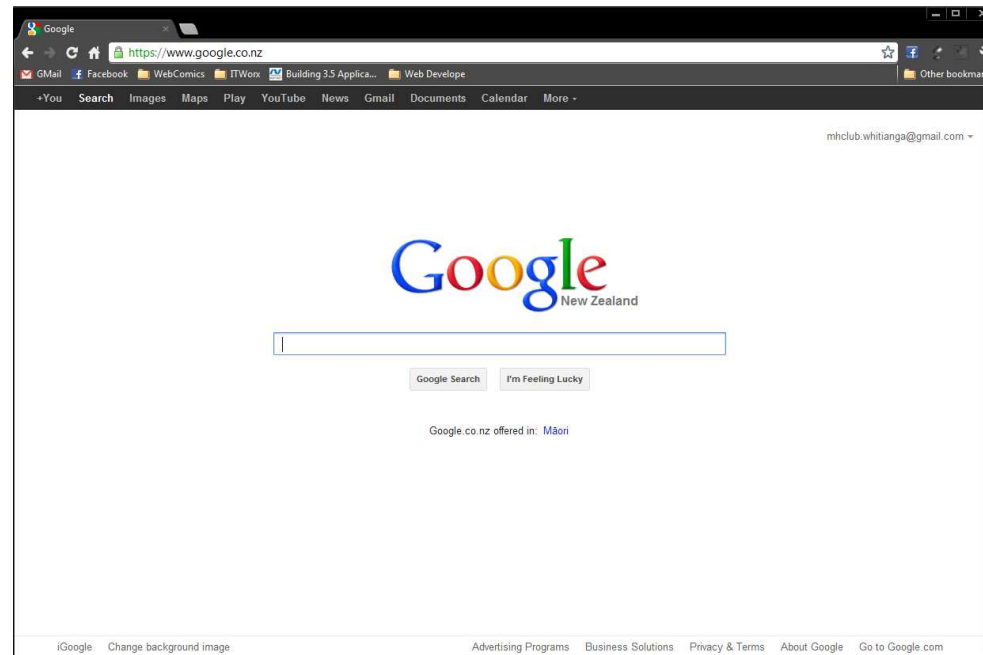


This is the Chrome Icon.

When Chrome is installed on your computer , the Icon is place on your Desktop and on your Task Bar. All you have to do is click the icon to run Chrome...

Once you have clicked on the Chrome icon then it will appear on your desktop.

Next : We'll get a quick rundown on Chrome...





Overview of Chrome



Control Buttons

- Back
- Forward
- Reload
- Home

Address / Search Field

For typing in website Addresses or Search Phrases
(Questions that you have for the Internet at large)

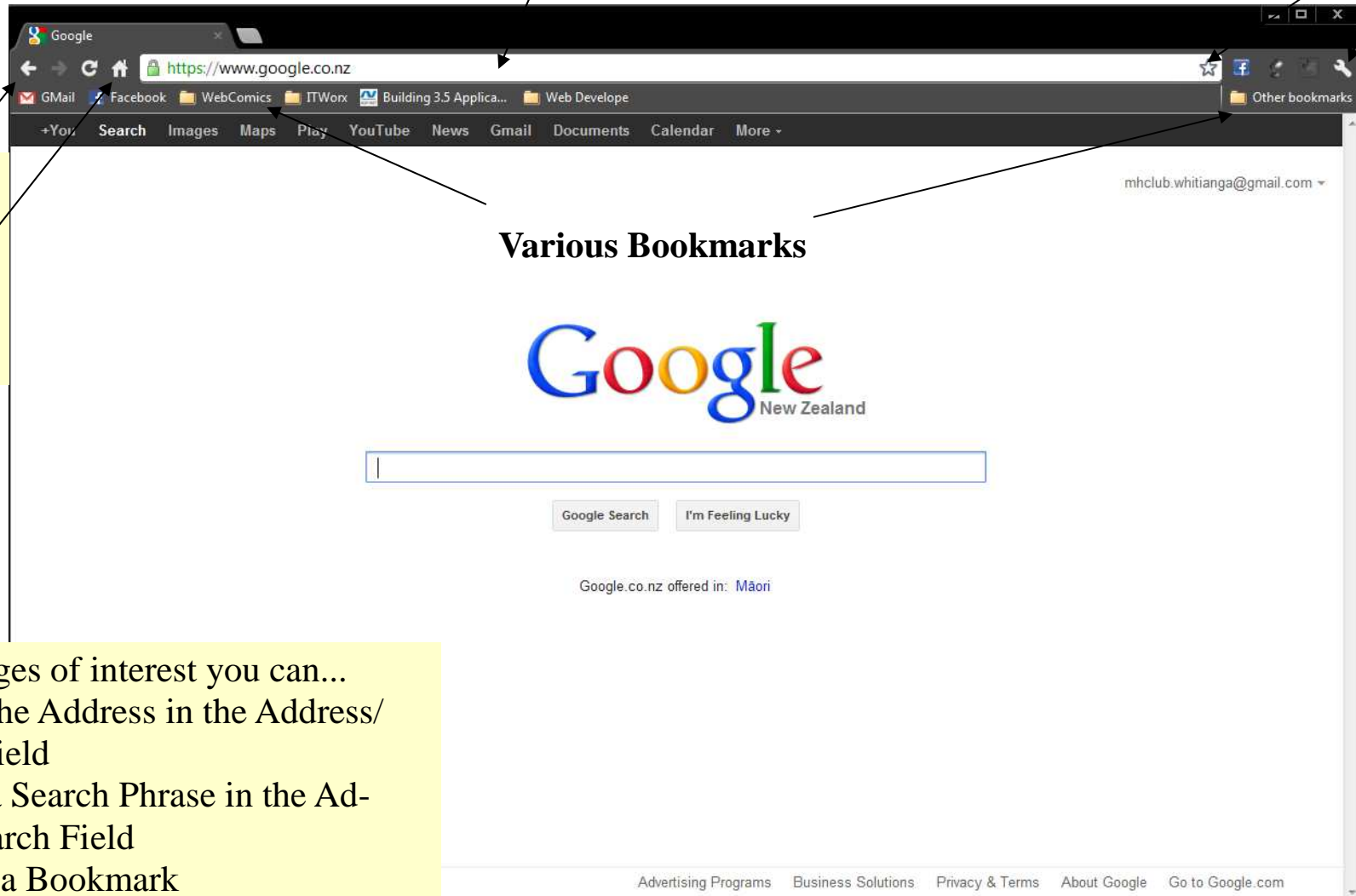
More Buttons

Bookmark
Settings

Various Bookmarks

To see the pages of interest you can...

1. Type in the Address in the Address/ Search Field
2. Type in a Search Phrase in the Address/Search Field
3. Click on a Bookmark





GMail Basics

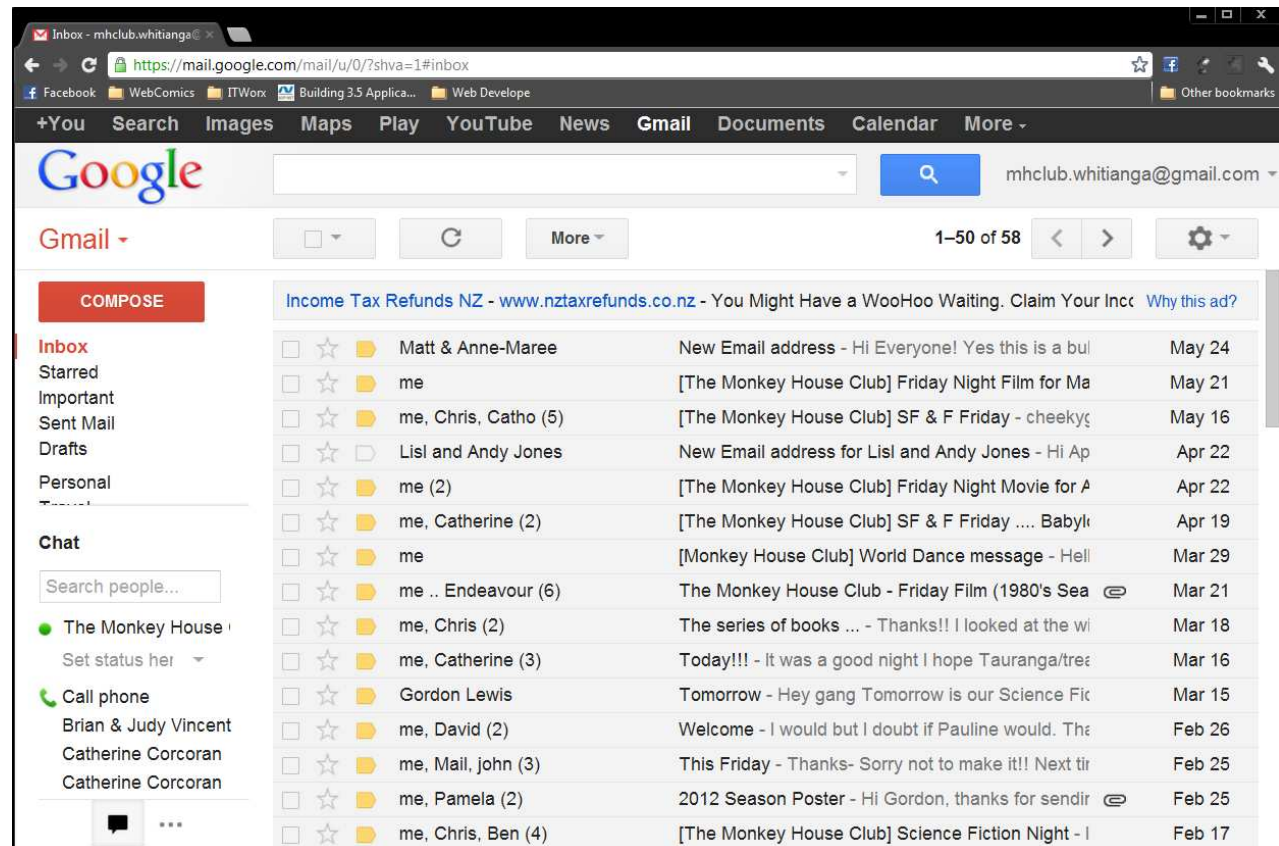
We'll learn ...

- **Starting GMail**
- Opening Emails
- Replying
- Composing / Sending

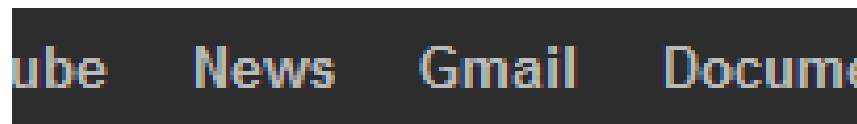
On Chrome...

There are 2 ways that you can start GMail

1. By clicking the Bookmark Bar Shortcut (given that it has been set up)
2. Use the Gmail link from the Google homepage.



Bookmark bar shortcut



Links on the Google Homepage (www.google.co.nz)



Opening an Email

Google

Your message has been sent. [View message](#)

Gmail

mhclub.whitianga@gmail.com

1-50 of 59

COMPOSE

Inbox (1)

Starred

Important

Sent Mail

Drafts

Personal

Chat

Search people...

The Monkey House

Set status her

Call phone

Brian & Judy Vincent

Catherine Corcoran

Catherine Corcoran

Select

moodle AU 2012 - moodlemoot.org.au - Come and get your Moodle insights. Participate. Engag

Using GMail is Easy and Fun - Hello Everyone T 2:26 pm

Matt & Anne-Maree New Email address - Hi Everyone! Yes this is a bul May 24

me [The Monkey House Club] Friday Night Film for Ma May 21

me, Chris, Catho (5) [The Monkey House Club] SF & F Friday - cheeky May 16

Lisl and Andy Jones New Email address for Lisl and Andy Jones - Hi Ap Apr 22

me (2) [The Monkey House Club] Friday Night Movie for A Apr 22

me, Catherine (2) [The Monkey House Club] SF & F Friday Babyk Apr 19

me [Monkey House Club] World Dance message - Hell Mar 29

me .. Endeavour (6) The Monkey House Club - Friday Film (1980's Sea Mar 21

me, Chris (2) The series of books ... - Thanks!! I looked at the wi Mar 18

me, Catherine (3) Today!!! - It was a good night I hope Tauranga/tre Mar 16

Gordon Lewis Tomorrow - Hey gang Tomorrow is our Science Fic Mar 15

me, David (2) Welcome - I would but I doubt if Pauline would. The Feb 26

me, Mail, john (3) This Friday - Thanks- Sorry not to make it!! Next tir Feb 25

me, Pamela (2) 2012 Season Poster - Hi Gordon, thanks for sendir Feb 25

To Open an Email...

Click on the **Subject**.



Control Icons (float your mouse over them for descriptions)

Reading an EMAIL

Subject courses - www.optimism.co.nz - Get up to pace and start creating eLearning! [Why this ad?](#)

Sender The Monkey House Club 2:26 PM (2 minutes ago) ☆

to me ▾

Hello Everyone
This is an Email for Learning with ITWorx Whitianga

Click here to [Reply](#) or [Forward](#)

Reply Icon

Links for Reply / Forward

Adverts...

Early Childhood Centres
Designs for 15 or 150 children
Free initial consult - 0800 527 337
www.las.co.nz

Learn Chinese Online
Practise Speaking Now!
Lessons with native tutors
mychinesetutor.org

How To Sing - Really Sing
Breakthrough Method Releases Your Unique Voice! Watch Video
www.thesingingzone.com

More about...
[Email Gmail »](#)
[Gmail Email »](#)

This is an Email
It is much the same as any other email layout you will have seen.

To Reply : Click the Grey Link or the Reply Icon...

Adverts...
This is the price for free email. No ... You can't get rid of them.



New Emails and Sending

Start your New Email
with the Compose
Button

COMPOSE

Fill in the form...

To : { the list of people you are emailing }

Subject : { The title of the Email }

Then write the email in the big box :-)

SEND Save Now Discard Labels ▾ Draft

To "Me" <mhclub.whitianga@gmail.com>,

[Add Cc](#) [Add Bcc](#)

Subject Using GMail is Easy and Fun

[Attach a file](#) Insert: [Invitation](#)

B *I* U T ▾ T ▾ A ▾ T ▾ ☺ [Check Spelling ▾](#)

« Plain Text

Hello Everyone
This is an Email for Learning with [ITWorx Whitianga](#)

--

The Monkey House Club
Call Noel & Nicky on 866 5115
Contact Gordon on 869 5451
Contact Athena on 869 5529
MHClub.Whitianga@gmail.com
See our [Facebook](#) Page

Use the SEND button to ... Send
the Emails.

SEND

Notes :-

My Gmail address is ... _____

The Password ... _____ (be careful about who sees this)
