Email User Manual

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Getting Start with Puthisastra email

First time sign in to Puthisastra account

After received a username and password from the .......... you can sign in to your email by going to https://mail.google.com website. Follow the instruction below to sign into your email:

1. Enter your https://mail.google.com address in your web browser bar then press enter to go to mail.google.com site.

2. After the sign page appeared, enter your username and password into the require box then click on Sign in button.
3. After successful log in to your account, the agreement page will appear, scroll down to the bottom to agree with term of using your email. Fill in the security number in the box and click on **I accept, Continue to my account** button.

4. After accepted the agreement, the dashboard of your account page appear, then click on your **Mail tab** to start using your email.
5. You will see your email dialog box with some emails from google team. You are complete the first step of using Puthisastra email account.

Change your password

1. Click the 🛠 gear in the top right.

2. Select Settings.

3. If you're on a mobile device, switch to desktop view for the full list of settings.

4. Open the Accounts tab.

5. In the 'Change account settings' section, click Change password.
6. In the new window, enter your current password and your new password. Make sure you create a unique password to help keep someone from breaking in to your account.

Change Display Name

1. Click the gear in the top right.
2. Select Settings.
3. Click the Accounts tab.
4. In the “Send mail as:” section, locate the email address you'd like to edit.
5. Click edit info next to the address.
6. In the “Name:” section, specify what you’d like your name to be and click Save changes.

Using signature

A signature is a bit of text (such as your contact information or a favorite quote) that’s automatically inserted at the bottom of every message you send. Here's a sample signature:

Happy Birthday Dad!!

Elena Montevista <elena.montevista@gmail.com> 10:18 PM (0 minutes ago)  
See you tonight!

Elena Montevista  
University of California, Berkeley
Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the Show trimmed content button at the bottom of the message.

Create signatures

1. Open Gmail.
2. Click the gear in the top right.
3. Select Settings.
4. Scroll down to the “Signature” section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.

5. Click Save Changes at the bottom of the page.
Send Messages

Compose your 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.
3. As you type a recipient's address, Gmail will suggest addresses from your Contacts list using auto-complete.
4. 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.
5. 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.
6. Enter a subject for your message in the “Subject” field.
7. Write your message! Just click in the large field below the subject line and type away.
8. When you're done composing, click the **Send** button at the bottom of your compose window.
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.

If you'd like "Reply to all" to be your default option, click the gear icon and choose Settings. Locate the Default reply behavior setting to change the option. Click Save Changes at the bottom of the page. You can still choose to reply to just one person in each message, but Reply to all will be the first option.

When you reply, the previous text from the rest of the conversation can be seen by clicking the Show trimmed content icon.

Forward Messages

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.
3. 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.
4. Add the new recipient(s) and any additional text to your message.
5. 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.
6. 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.
7. 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.
Contacts

Creating Contacts

To add a new contact, follow these steps:

1. Open your Contacts list by clicking Gmail in the top-left corner of your Gmail page, then choose Contacts. If you are a Google Apps user, click Mail and then Contacts. Contacts are also available at www.google.com/contacts.

2. Click the New Contact button in the top-left corner.

3. Enter your contact's information in the appropriate fields. Any information you add will save automatically.

Note: These instructions only work with the standard view of Gmail. If they don't match what you see, upgrade to a supported browser or go to the standard view by clicking standard at the bottom of your Gmail page.

Automatically added contacts

Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send mail to addresses that don't already
exist in your Contacts list. Each time you mark a message as 'Not Spam,' your Contacts list is also automatically updated so that future messages from that sender are received in your inbox. Also, if you use Google+, adding a person to your circle will also add them to your Contacts list in Gmail. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in.

Look for automatically added contacts in the Other Contacts group on the left side.

If you don't want contacts to be automatically added, follow these steps:

1. Click the gear in the top right.
2. Select Settings.
3. In the General tab, find the “Create contacts for auto-complete” setting and choose I'll add contacts myself.

Editing Contact

To edit or delete contacts, you'll need to open your Contacts list.

Open your Contacts list

Click Gmail at the top-left corner of your Gmail page, then choose Contacts. If you are a Google Apps user, click Mail and then Contacts.

Contacts are also available at www.google.com/contacts.
Edit contact information

1. Find and click the name of the contact in the Contacts list.
2. Make any changes you’d like to make.
3. Exit the editing field to save automatically or click Save now in the upper right hand corner.

Add contact to contact groups

1. Select the contact in the Contacts list.
2. Click the Groups button.
3. Select the group you’d like to add the contact to, or select Create new to create a new group.

Remove contact from contact groups

1. Select the contact in the Contacts list.
2. Click the Groups button.
3. Select the group you’d like to remove the contact from (boxes will be checked next to the groups that contact is already in).

Delete contact

1. Select the contact in the Contacts list.
2. Click More, then click Delete contact.

To remove a Google+ contact, open Google+ and remove the person from all circles.

Learn more about circles on Google+.

If you change your mind or mistakenly delete a contact, you’ll be able to recover deleted contacts for 30 days. But 30 days after you delete a contact, it will be removed permanently.

Note: These instructions work only with the standard view of Gmail. If they don't match what you see in your Contact Manager, we suggest that you upgrade to
a supported browser or go to the standard view by clicking standard at the bottom of your Gmail page.

Reference

GMAIL Support (User Manual)
https://support.google.com/mail/?hl=en#topic=3394152