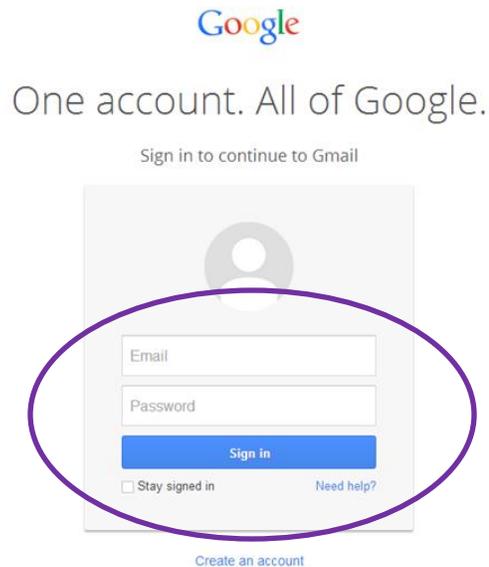


# Intro to Email

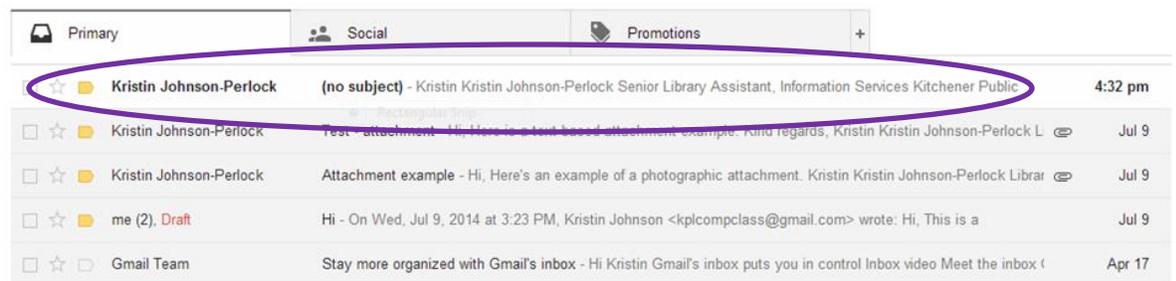
## Logging In

1. Open your browser – ie Internet Explorer, Google Chrome, Firefox, or Safari
2. Type [www.gmail.com](http://www.gmail.com) into the address bar and press Enter
3. Enter your username and password
4. Click the Sign In button



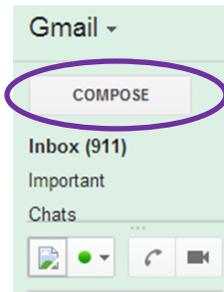
## Checking your email

1. Once you are signed in, you will see your emails.
2. New, unread emails appear in bold.
3. Click on the three tabs – primary, social, and promotions - to view emails under all three categories.
4. To open an email click on the sender's name or on the subject line.



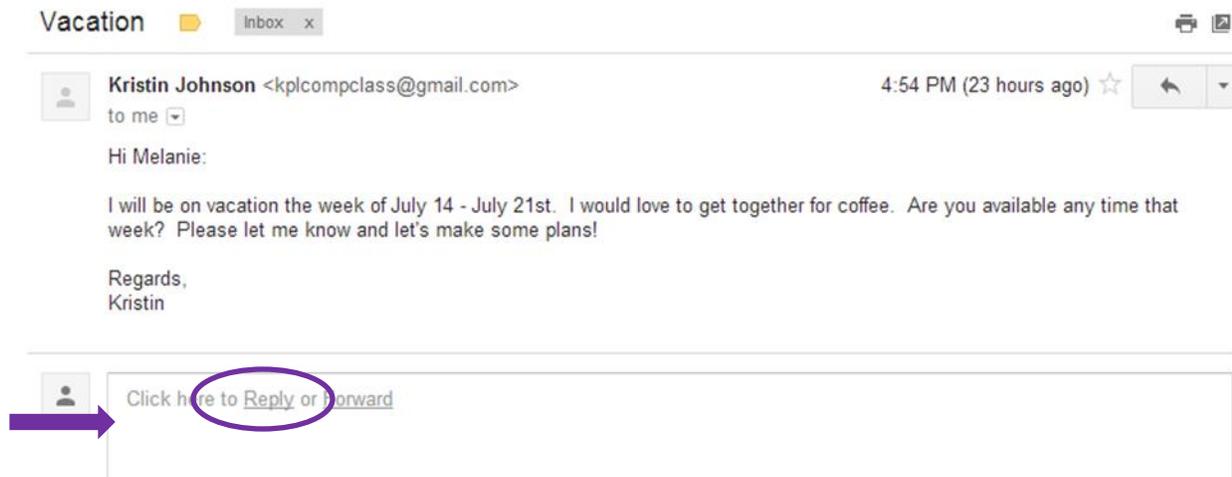
## Compose an email

1. Click on the Compose button.
2. In the To line, type in the recipient's email address. Remember email addresses have the following format: [askus@kpl.org](mailto:askus@kpl.org).
3. In the Subject line, type in the subject of your message.
4. In the white space, type in your message.
5. When you have completed your message, click on the Send button.



## Replying to emails

1. Open the email you wish to reply to.
2. At the bottom of the email, click on Reply.
3. Begin typing your message in the white space.
4. Click on the Send button.



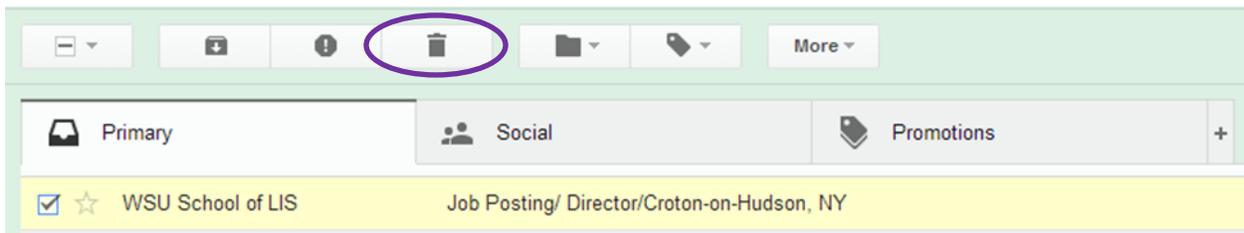
## Deleting an email

Option A:

1. Open the email to be deleted.
2. Click on the garbage can icon.

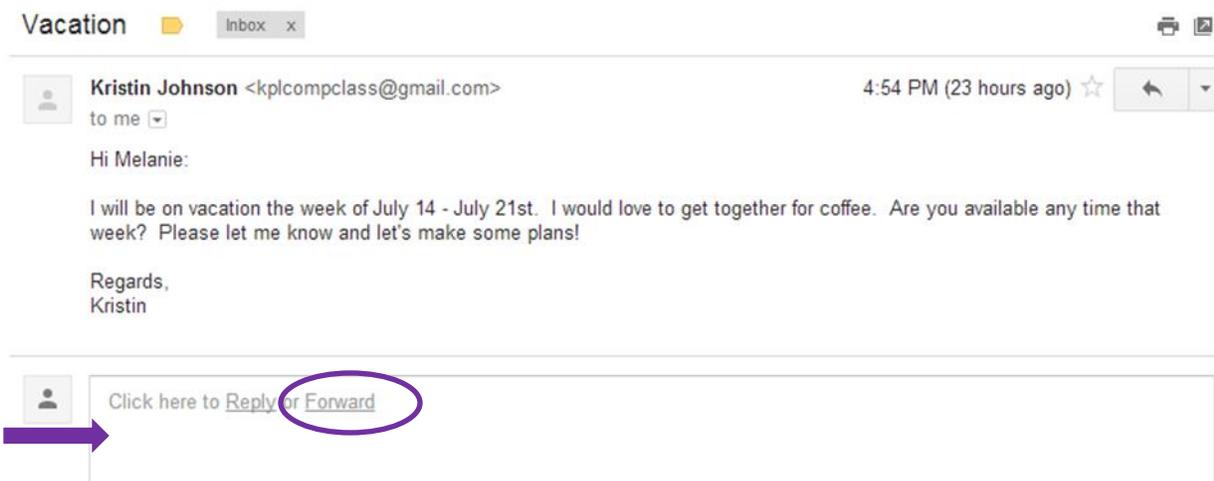
Option B:

1. From your Inbox, locate the email to be deleted.
2. Click on the box located to the left of the sender's name. A checkmark will appear.
3. Click on the garbage can icon.



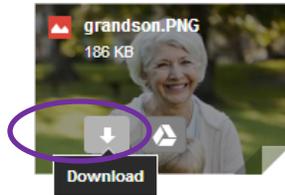
## Forwarding emails

1. Open the email you wish to forward.
2. At the bottom of the email, click on Forward.
3. Type in the recipient's email address in the To line.
4. Type a message in the white space if desired.
5. Click on the Send button.



## Opening an attachment

1. Open the email.
2. At the bottom of the email, click on the attachment. The attachment will open up and be previewed.
3. If you want to download the attachment, click on the Download button. This button looks like an arrow pointing downward.



## Questions?

1. Email us at [askus@kpl.org](mailto:askus@kpl.org)
2. Call InfoLink, the Library's telephone reference line at 743-7502.

**My Gmail username is:**

**My Gmail password is:**



**Central Library**  
85 Queen Street North  
519-743-0271 ext. 285



**Country Hills Library**  
1500 Block Line Road  
519-743-3558



**Grand River  
Stanley Park Library**  
175 Indian Road  
519-896-1736



**Kitchener Market**  
300 King St. East  
519-743-0271 ext. 285



**Pioneer Park Library**  
150 Pioneer Drive  
519-748-2740



**Forest Heights Library**  
251 Fischer-Hallman Road  
519-743-0644