Google Mail (Gmail) Basics

Logging in to Gmail:

1) Navigate to gmail.com or gmail.montclair.edu
2) Enter your NetID@montclair.edu (omit “mail” from the address)
3) Click Next
4) Enter your NetID password
5) Click Sign in

NOTE: You can also access Gmail from your Google Calendar.

1) Within Google Calendar, click on the waffle icon in the top right corner
2) Click Mail
Composing a Message

1) Click **Compose**

![Compose Button](image)

2) Enter the recipients email address in the **To** field
   - For recipients whose responses are welcome but not required, click **Cc** or **Bcc**

3) Enter the subject of the email in the **Subject** field

4) Click in the large field below the subject line and type your message

![Email Editor](image)

5) Click the **A** to bring up the formatting toolbar

6) Highlight the text to format and click on a formatting icon on the toolbar

![Formatting Toolbar](image)
7) Click the paperclip icon at the bottom of the compose window to add an attachment

8) Browse through your files and click the name of the file you'd like to attach
9) Click Open
10) Click Send to send the message

**Replying/Forwarding to a Message**

1) Open the message and click in the box below the message
2) Click Reply or Forward ~OR~ click the drop down arrow next to Reply in the top right corner of the message and choose Reply or Forward
3) Type your message

If there are multiple recipients of the message and you want to respond to all of them, Reply to all will be an option.

**Deleting Messages**

1) Select the Inbox or Folder (Label) from your mail list
2) Select the message
3) Click the Delete icon on the toolbar
Organizing Your Mail

Gmail does not use folders. To help you organize your mail more effectively, Gmail uses labels instead.

Creating a New Label

1) At the bottom of your mail list click More
2) Click Create New Label

3) Type the name of your new label
   • If creating a nest label (subfolder), select the label by clicking on the drop down arrow

4) Click Create
Moving a Message to a Label

1) Select the message
2) Click the **Move to** icon
3) Select an existing label or click **Create new** to create a new label

---

Out of Office Message

Adding a Signature to Gmail Messages