



## RESOURCES

### Email Basics

The following resource demonstrates how to send an email from Outlook and Gmail on both a cell phone and computer (web view). Navigate to your preferred email provider instructions to begin.

Outlook begins on Page 1.

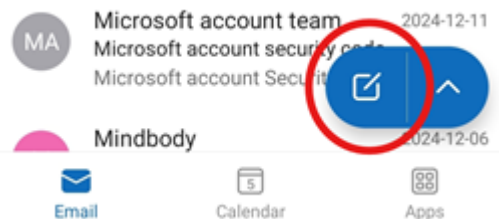
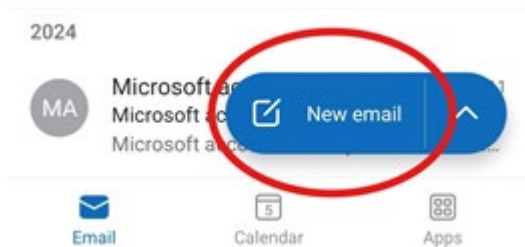
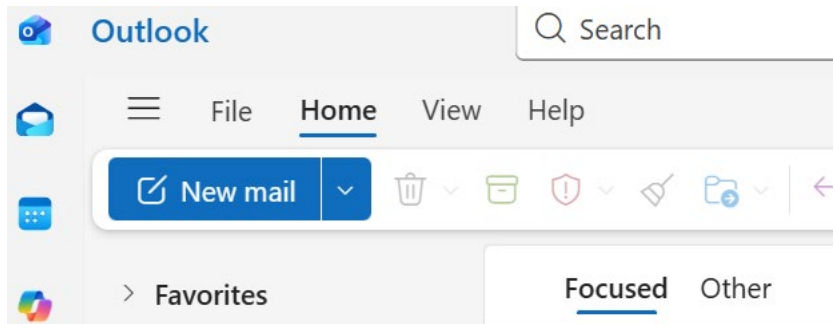
Gmail begins on Page 5.

## Outlook

### Sending an Email

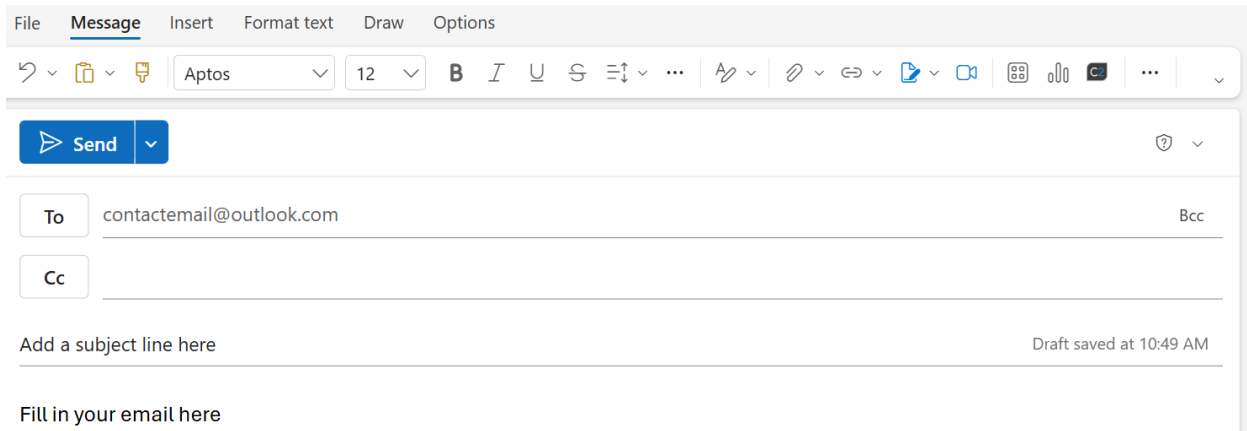
1. After logging in, create a new email by clicking the “New mail” button (often found in one of the corners). The button is sometimes only an icon, usually a pen or pencil icon – both icons you could see are shown below.

### Outlook on Desktop




### Outlook on Mobile

2. Write your email. Enter the email address(es) you want to send your email to, fill out the subject line, then write your email in the body. See picture below.



3. To attach files or pictures saved on your computer, click on the “Attach Files” button and select the file or image you want to attach to the email (Button is usually found at the top or bottom with a paperclip icon – shown below).

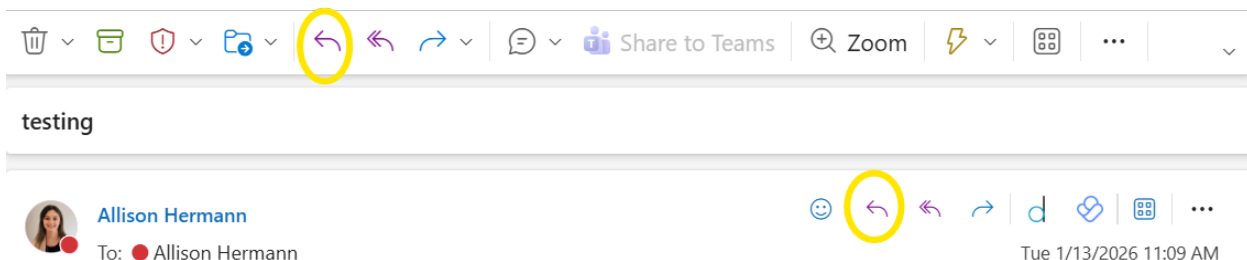


4. Once finished, click the “Send” button to send your email. This button is usually in one of the corners and sometimes has a paper airplane icon. 

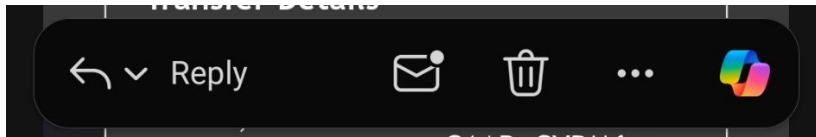
## Replying to an Email

1. Open the email you'd like to reply to
2. Click the “Reply” button that's often found in the top-right corner with an arrow icon pointing left – circled in the image below.

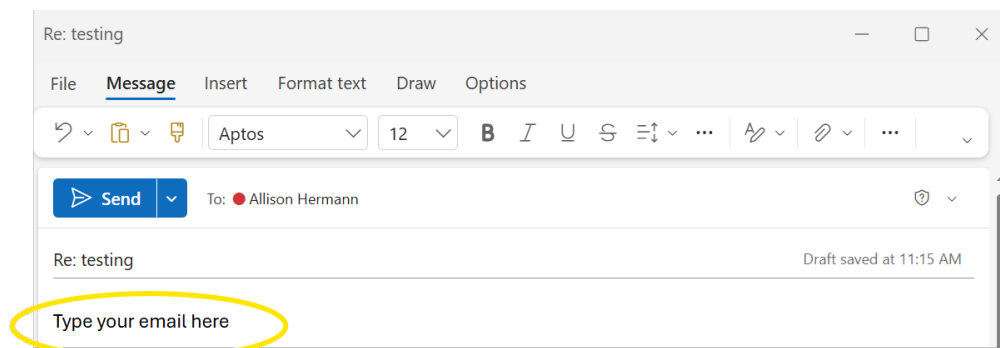
### **Web view reply symbol:**



### **Mobile reply symbol:**

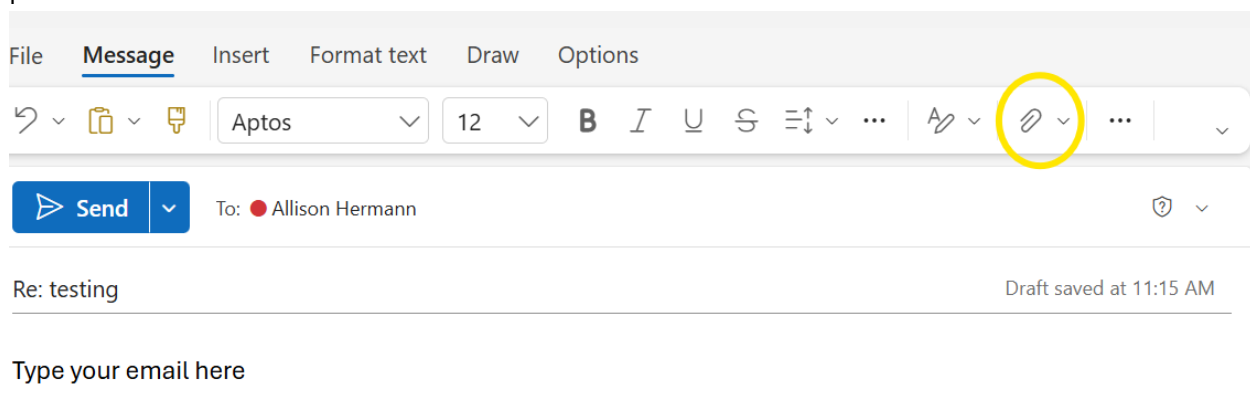


3. The screen should now show space for you to write an email in response. The line for you to enter the email address(es) to send to should already be filled, the subject will be the same as the initial email received. Type your email reply and press send. The picture below circles where to type your email after pressing reply.

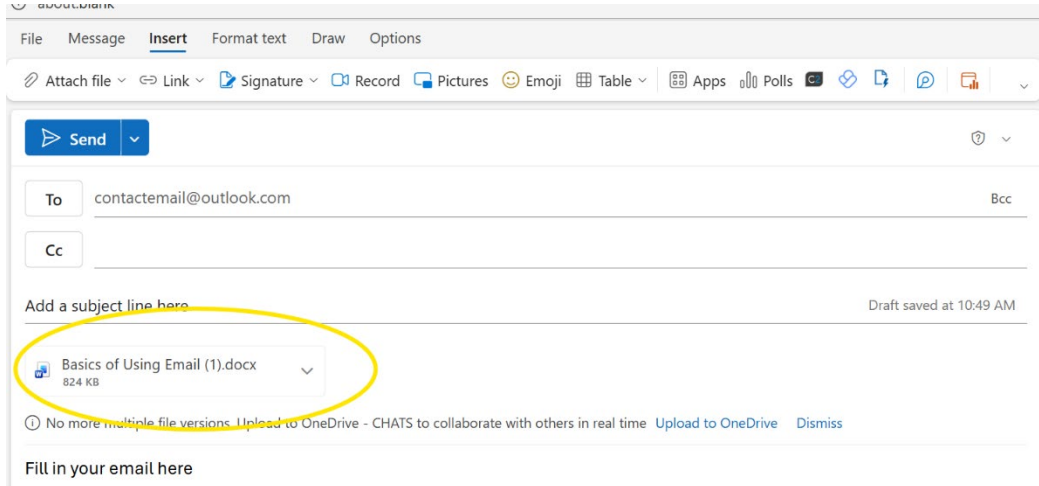


## Add an Attachment to Your Email

1. Open the email you want to attach a file or photo to
2. To attach files or pictures saved on your computer or phone, click on the "Attach Files" button (usually found at the top or bottom with a paperclip icon). Icon circled in the photo below.



3. Once attached, you should see it at the top of your email as shown here:



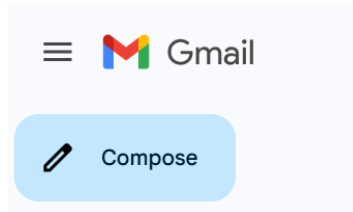
4. Once your message and attachment are included, you can press send.

# Gmail

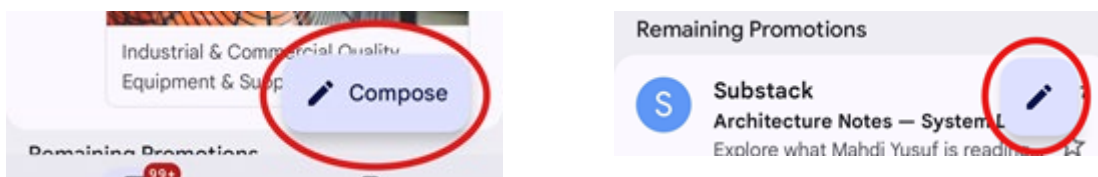
## Sending an Email

1. After logging in, create a new email by clicking the “Compose” button (often found in one of the corners). The button is sometimes only an icon, usually a pen or pencil icon.  
– both icons you could see are shown below.

### Gmail on Desktop



### Gmail on Mobile



2. Write your email. Enter the email address(es) you want to send your email to, fill out the subject line, then write your email in the body. See picture below.



3. To attach files or pictures saved on your computer, click on the “Attach Files” button (usually found at the top or bottom with a paperclip icon – shown below).



4. Once finished, click the “Send” button to send your email. This button is usually in one of the corners and will say “send” or appear as an arrow shown below:



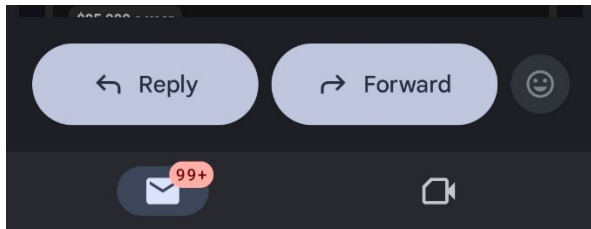
## Replying to an Email

1. Open the email you'd like to reply to
2. Click the "Reply" button that's often found in the top-right corner with an arrow icon pointing left.

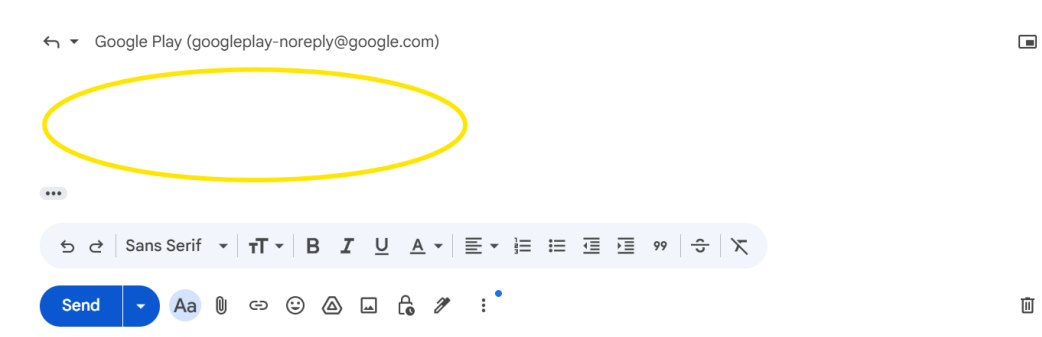
### **Web view reply button at the top:**



### **Mobile view reply button on bottom:**



3. The screen should now show space for you to write an email in response. The line for you to enter the email address(es) to send to should already be filled, the subject will be the same as the initial email received. Type your email reply and press send. The picture below circles where to type your email.

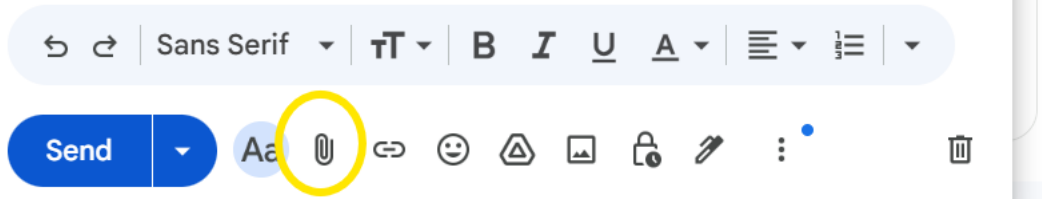


## Add an Attachment to Your Email

1. Open the email you want to attach a photo or file to

- To attach files or pictures saved on your computer or phone, click on the “Attach Files” button (usually found at the top or bottom with a paperclip icon). Icon circled in the

photo below.



- Once attached, you should see it at the bottom of your email as shown here:

- Once your message and attachment are included, you can press send.

