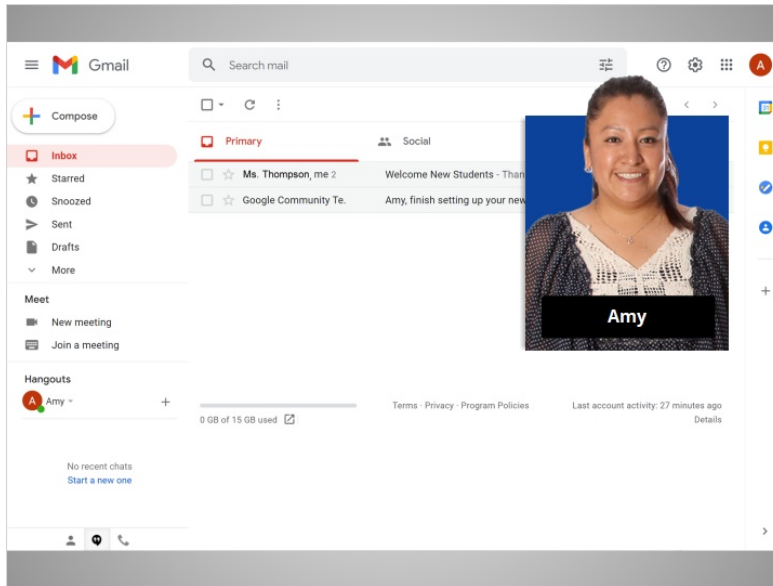


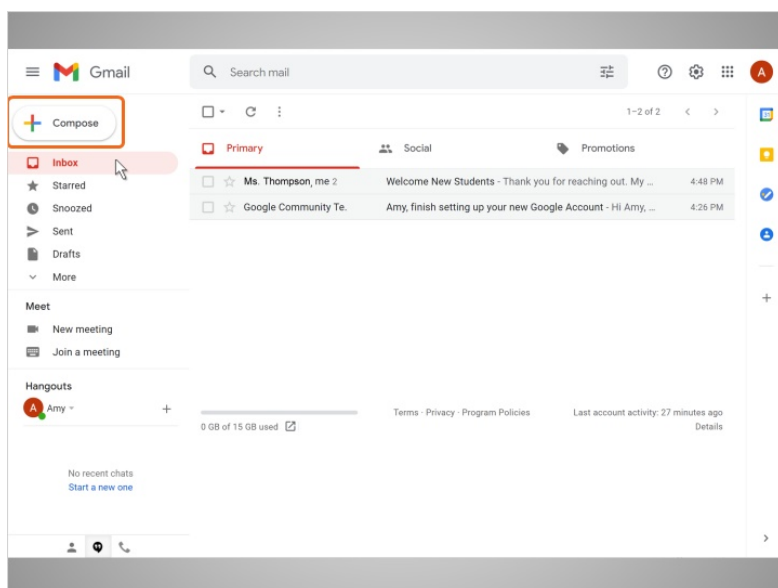
Intro to Email

Sending Messages

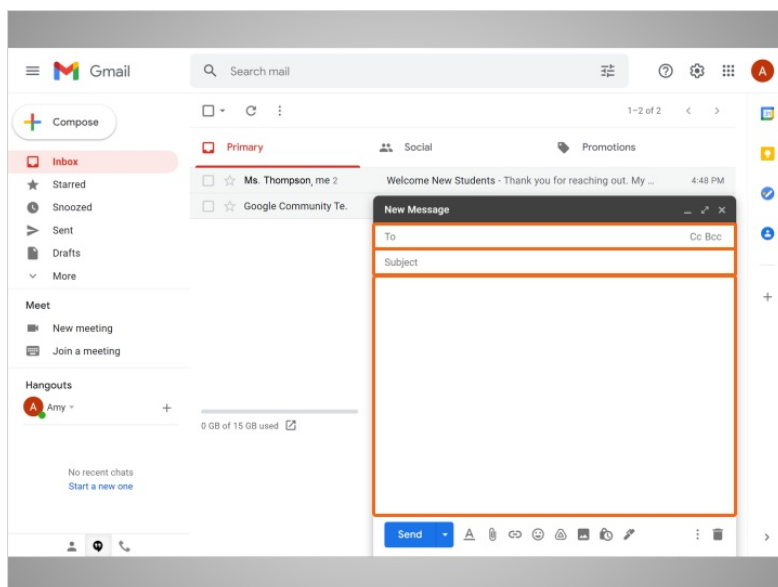


In the previous lesson, Amy read and responded to an email message sent to her by her child's teacher. In this lesson, Amy is going to write and send a message to her sister.

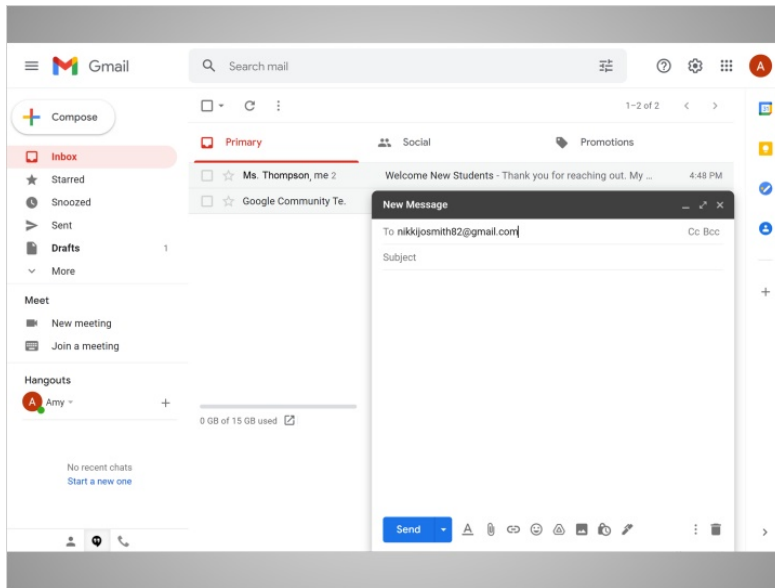
In today's example, Amy is using Gmail.



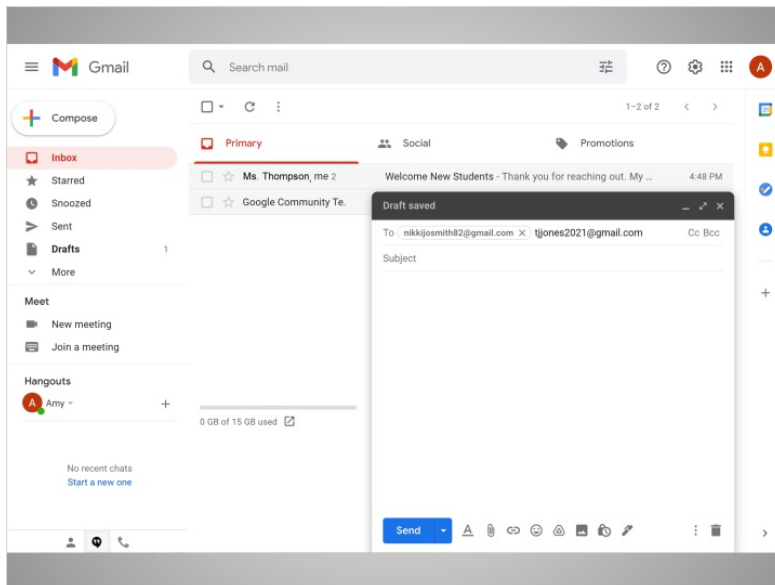
To send a new email, Amy clicks on the Compose button on the top left.



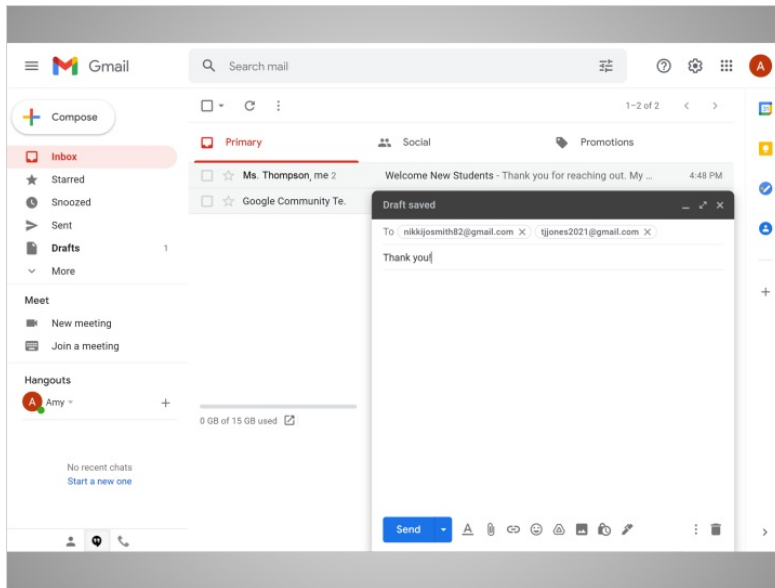
A message box appears. Amy will fill in in who the message is to, the subject of the message, and then what she wants to say.



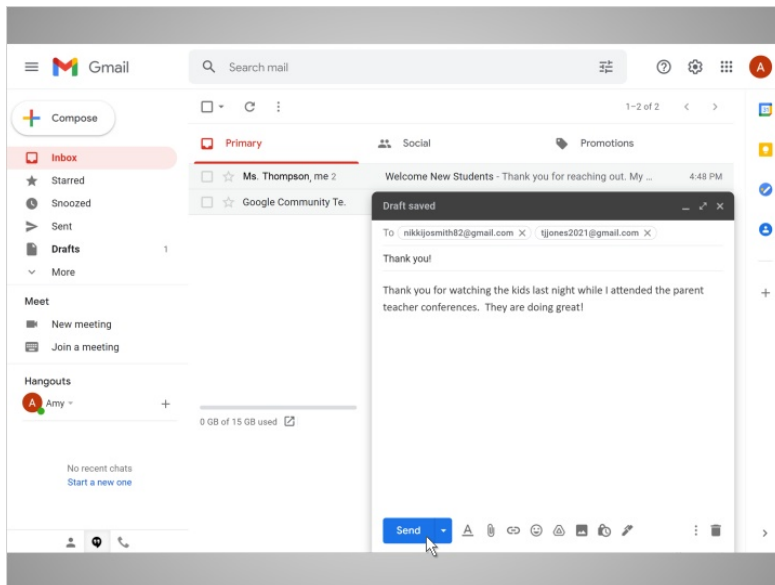
In the To field, Amy types in the email address of her sister Nikki.



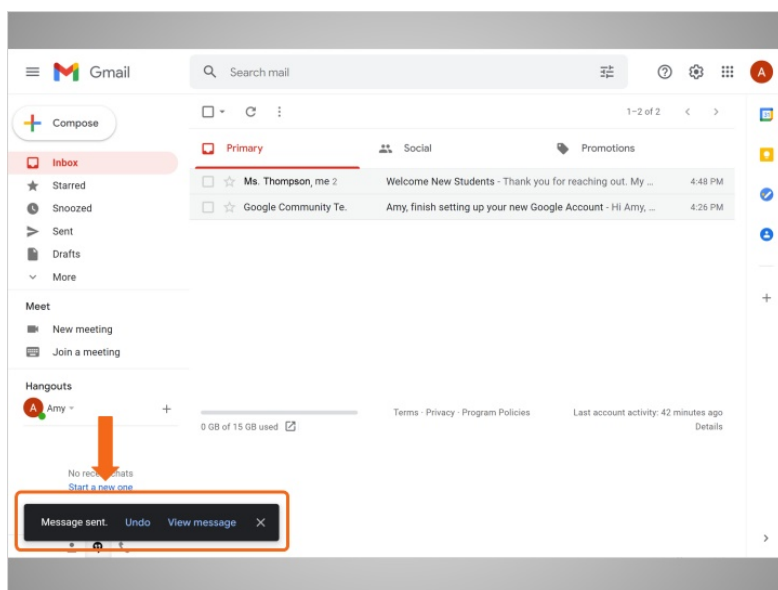
But if Amy wanted to send this message to more than one person, she can type several email addresses, separated by commas.



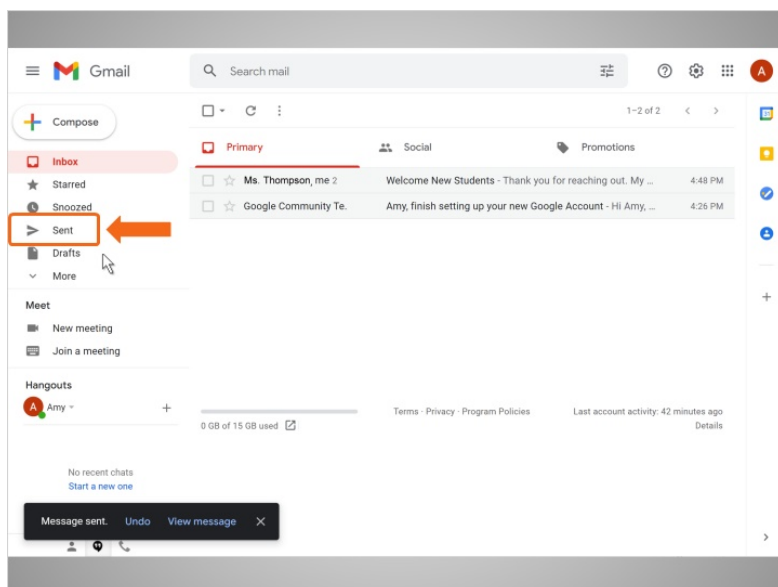
Amy types in a subject to let her sister know what the message is about.



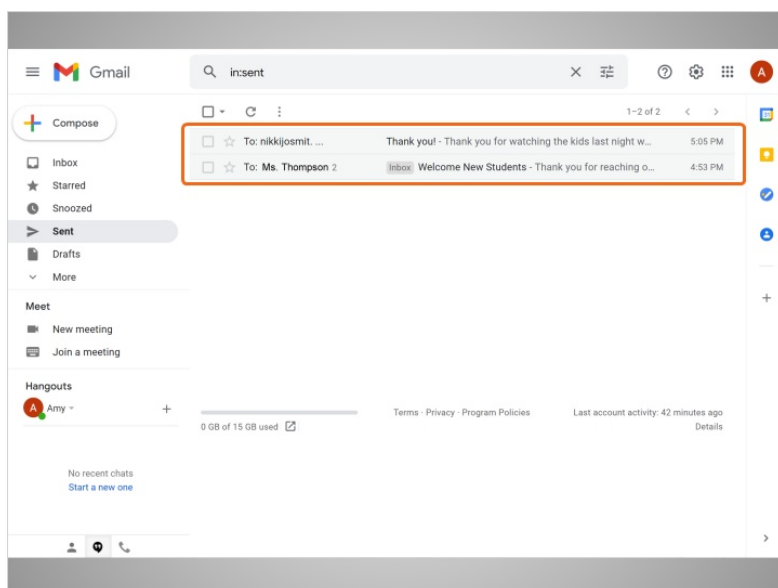
Next, she types in the body of the message. Finally, Amy clicks the Send button to send the email.



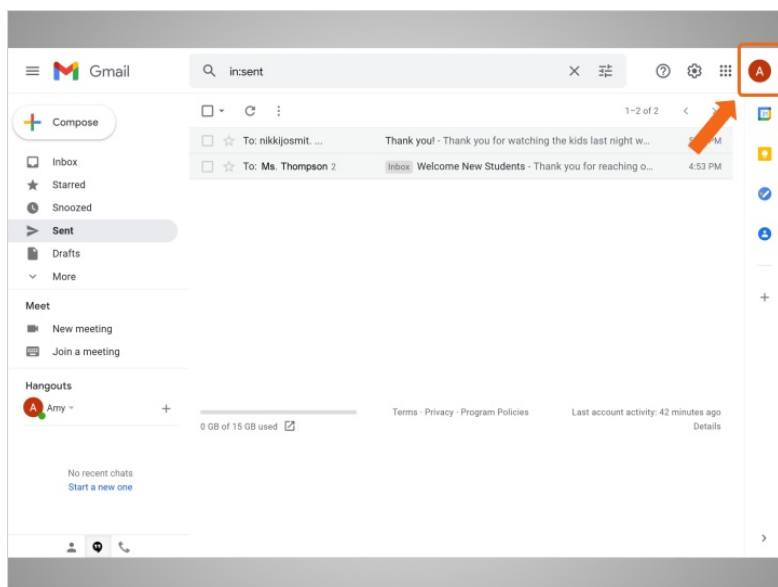
Once the message is sent, a notification appears at the bottom of the screen.



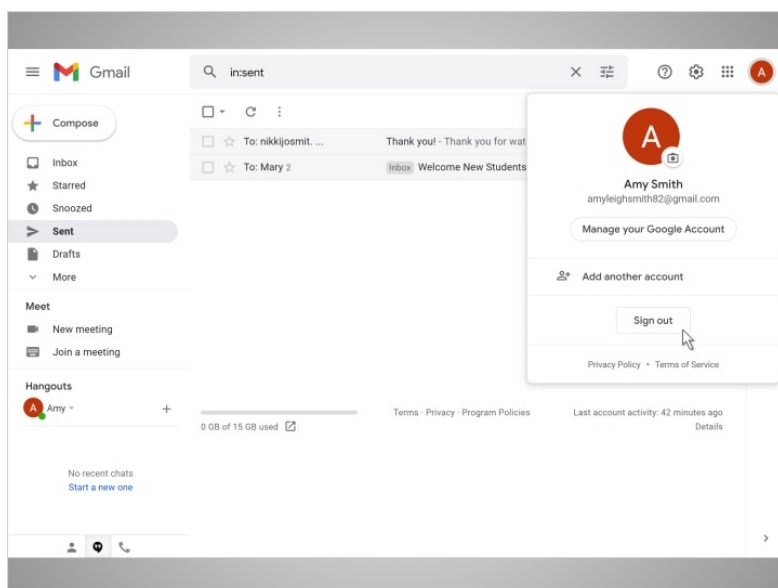
Amy can open her sent folder...



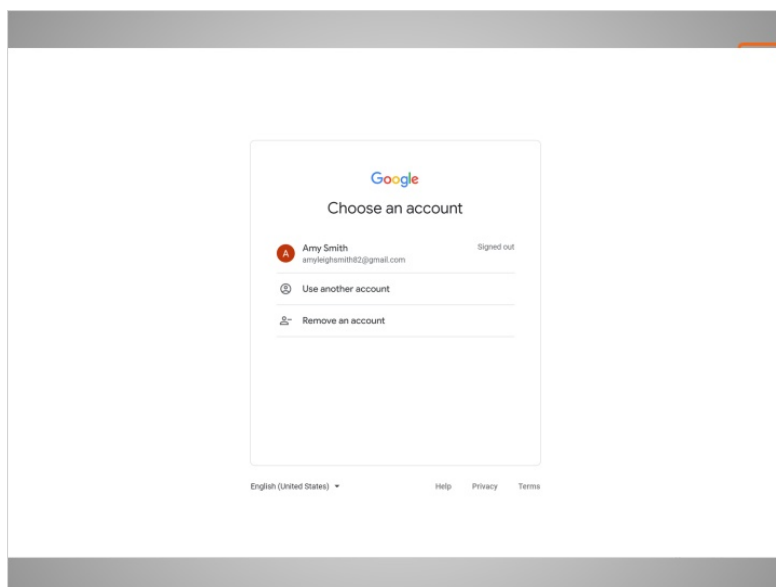
...if she needs to find email messages that she has already sent.



When Amy is finished using her email, she signs out by clicking her account button at the top right corner.



She then clicks Sign Out.



This safely exits her email account, so her messages will not be seen by the next person using the computer.