



What is an inbox?

An inbox is like a virtual mailbox. It has an address, and you need a key (the password) to open it. **My email address is free to use and personalized** (I only give it out when I want to).

Accessing Your Inbox

- 1 Open a web browser.



- 2 Type the name of your email service in the search bar.



- 3 Log in with your personal address and password.

Google
Sign in
to continue to Gmail

3

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
[Learn more](#)

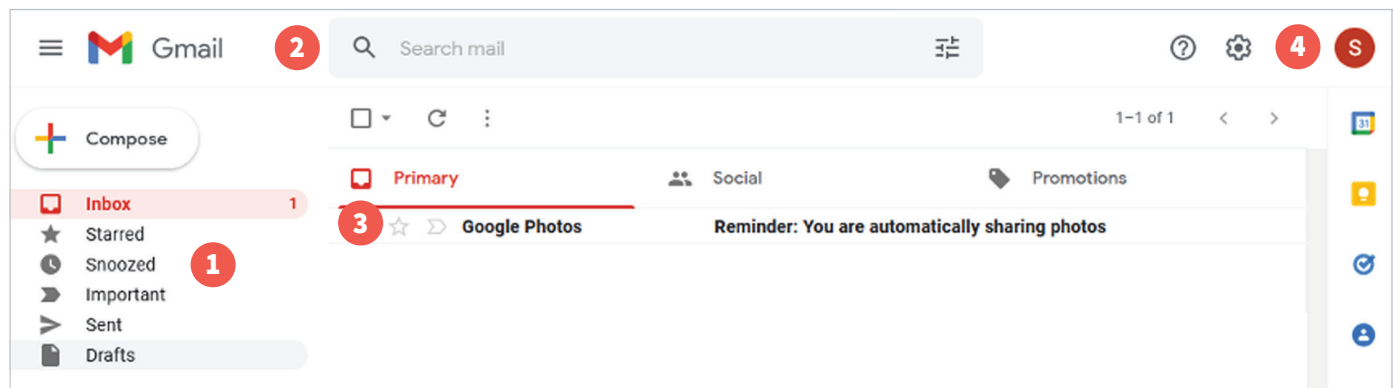
[Create account](#) [Next](#)



On a smartphone or tablet, you can either use a web browser or download and install the email application. You can then log in by entering your email address and password.

Your Email Service's Home Page

- 1 Main Menu
- 2 Search Bar
- 3 Message List
- 4 Log Out Button



Sending an Email

EMAIL ADDRESS

An email address is divided into three parts:

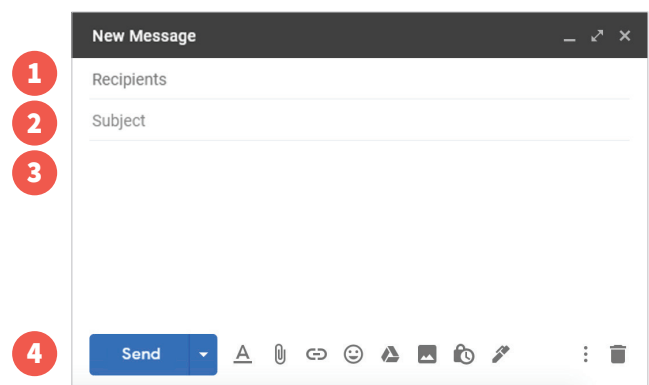
1 2 3
username@emailservice.com

- 1 A username or identifier (chosen by the person who created the address)
- 2 The “at” sign (@)
- 3 The address of the email service

WRITING AN EMAIL

To send an email, complete these three fields:

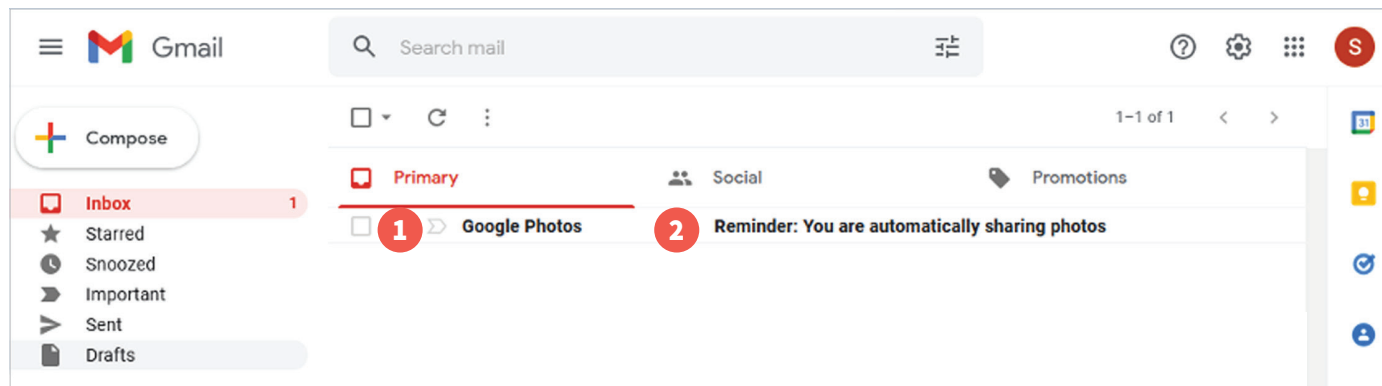
- 1 The recipient's email address.
- 2 The email's subject. Add a few words on what the email is about.
- 3 The main text. Provide all the information the recipient needs to know. Use polite forms of address where appropriate.
- 4 Finally, don't forget to send your email!



READING AN EMAIL

Look for the same information when you receive an email:

- 1 Sender
- 2 Subject



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