

## Gmail

Gmail is a web based email client. Meaning that you need to login with your email username and password at gmail.com. Since it's early beginnings in 2004, Gmail has offered it's users a wide range of extra features. Such as: labels, chat, video chat, ample storage space, filters, google docs etc....

When it first came out, Gmail was by invitation only. This is a feature they have kept, in the way of being able to invite your friends to get a Gmail account from your Gmail account. Gmail (often abbreviated from Googlemail) has a storage space which is ALWAYS increasing. Therefore you don't ever need to delete emails.

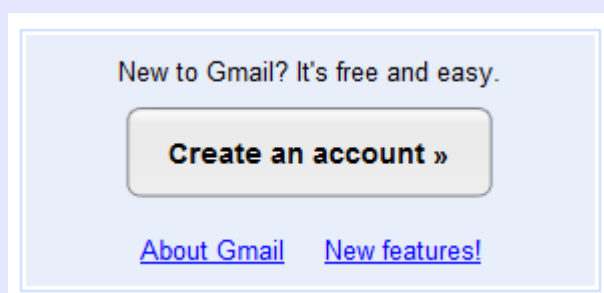


### **Lots of space**

Over 7543.847581 megabytes (and counting) of free storage.

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Getting started with Gmail is simple, start by creating an account. Go to: gmail.com and click on 'Create an account'. Fill in all the appropriate details.



Then you are ready to start playing around with the settings/features/sending emails etc....

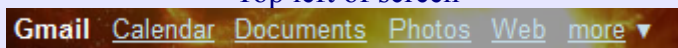
With other web based email clients such as Yahoo Mail you have folders. Gmail however has improved on this by creating labels. Some people complained about having no folders in Gmail. Gmail and it's labels are actually a lot easier and better. When you view an email, you can apply a label, which is a lot like moving it to a folder. Only it's more powerful because the emails don't actually move. You can still see them listed in your inbox.

There are simply sooo many features currently available and always coming out, that it would be near impossible to cover all of them in this short handout/guide. It's just sooo much easier to sign up for an account, if interested and then play with the settings/filters/labels/chat & video chat/priority inbox/adding contacts/adding groups/changing themes/setting signature etc....

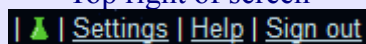
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Once you've logged in to your Gmail account you will notice:

Top left of screen



Top right of screen



Click on appropriate for your settings/other features etc.