

How to Send Emails Using Gmail

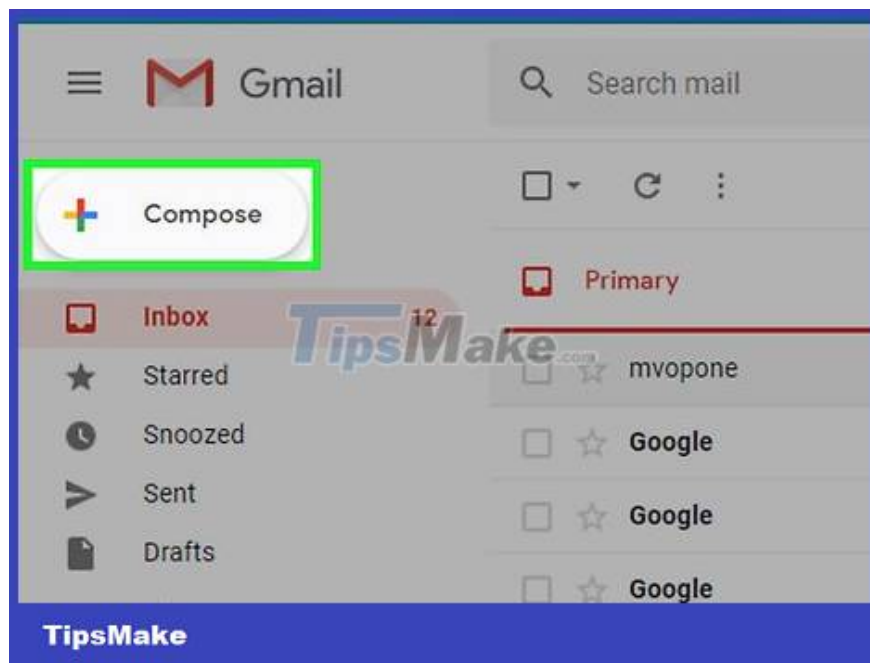
Today's TipsMake will show you how to send emails using Gmail. You can use the Gmail website to send emails from your computer or use the Gmail mobile app to send emails from your smartphone/tablet.

On the computer



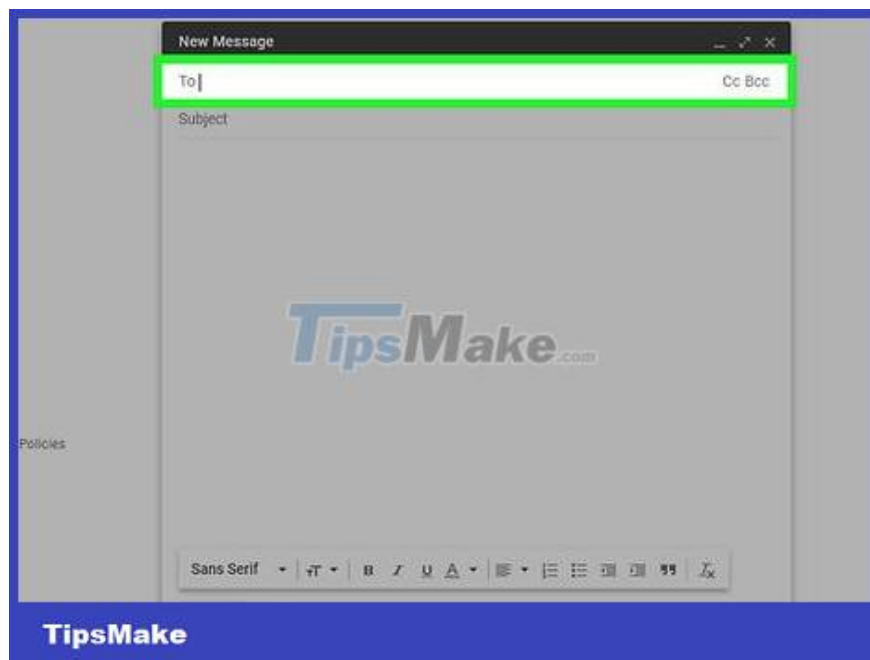
Open Gmail. Visit <https://www.gmail.com/> using your computer's web browser. Your Gmail inbox opens if you're signed in.

If you're not signed into Gmail, enter your email address and password when prompted.



Click ? Compose in the upper left of your Gmail inbox. The "New Message" window will open in the lower right corner of the page.

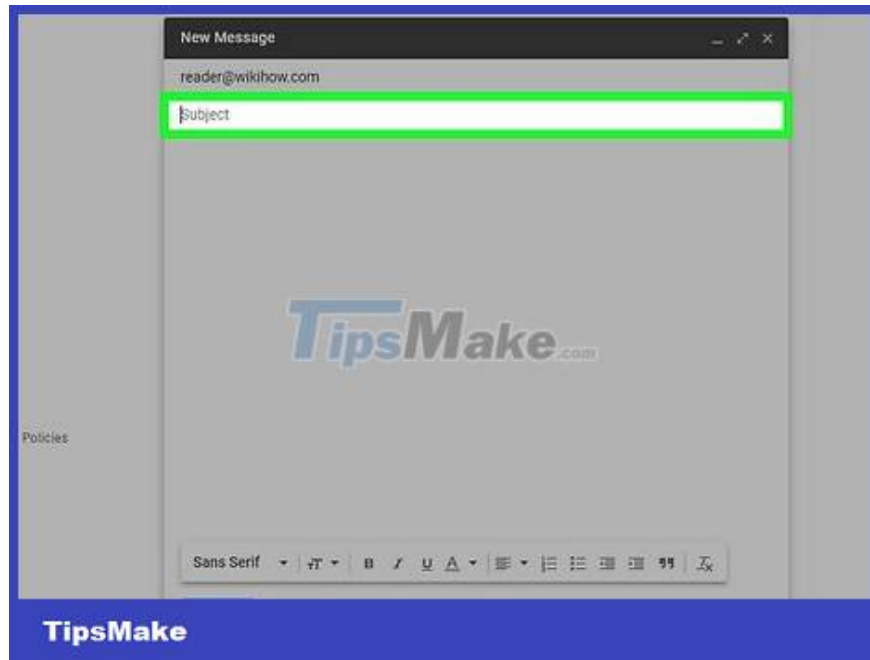
If you're using an older version of Gmail, you'll need to click **COMPOSE** here.



Enter the other person's email address. Click the "To" or "Recipients" text box at the top of the New Message window and enter the recipient's email address.

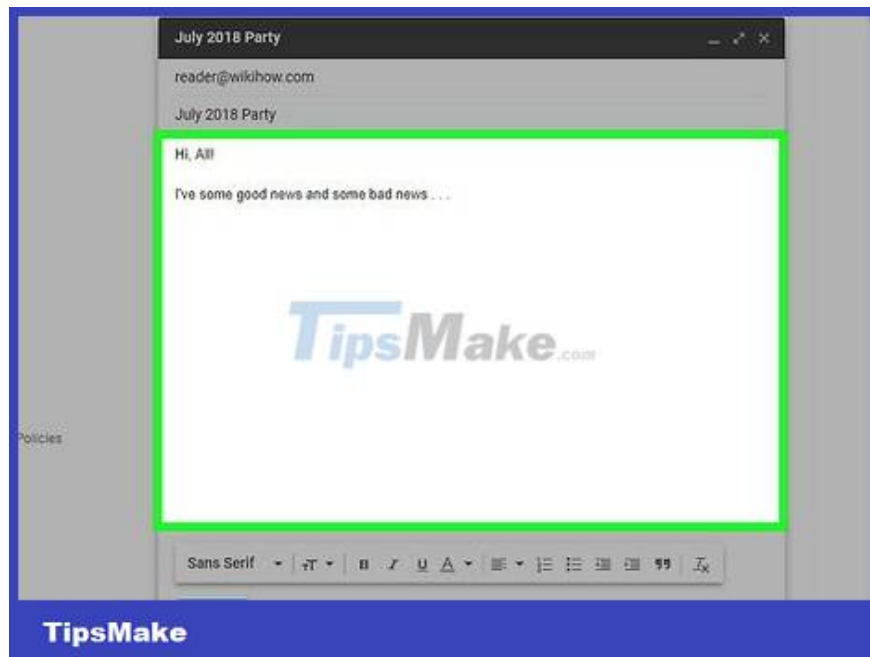
To add multiple email addresses, you can enter the first email address, press the key, Tab ? and repeat with the other email address.

If you want to co-send to someone in an email, click the **Cc** or **Bcc** link to the right of the "To" text field and then enter the subject's email address in the "Cc" or "Bcc" text field, respectively.

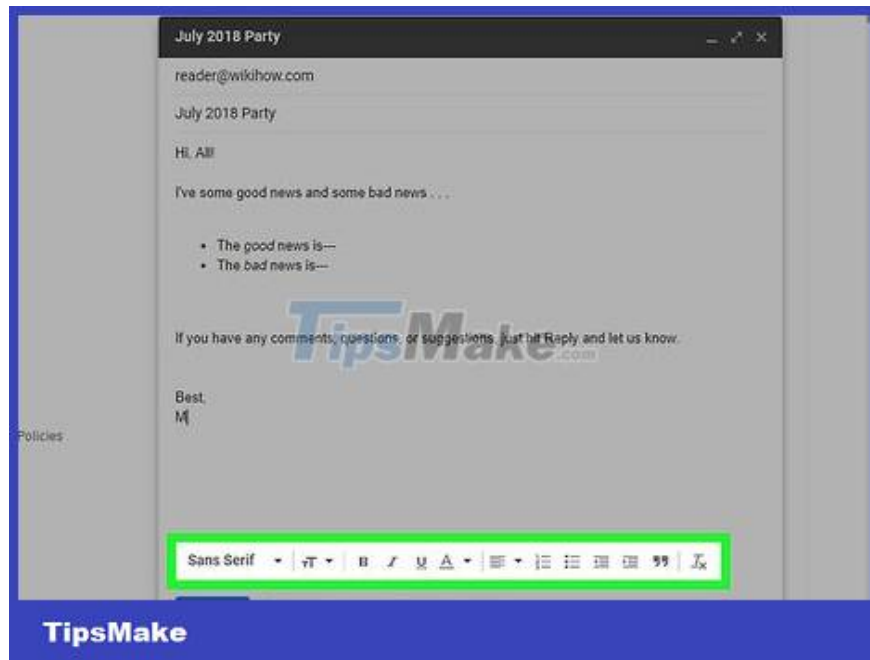


Add topic. Click the "Subject" text field and enter what you want as the email subject.

Typically, the email subject describes the main idea of the email content in a few words.

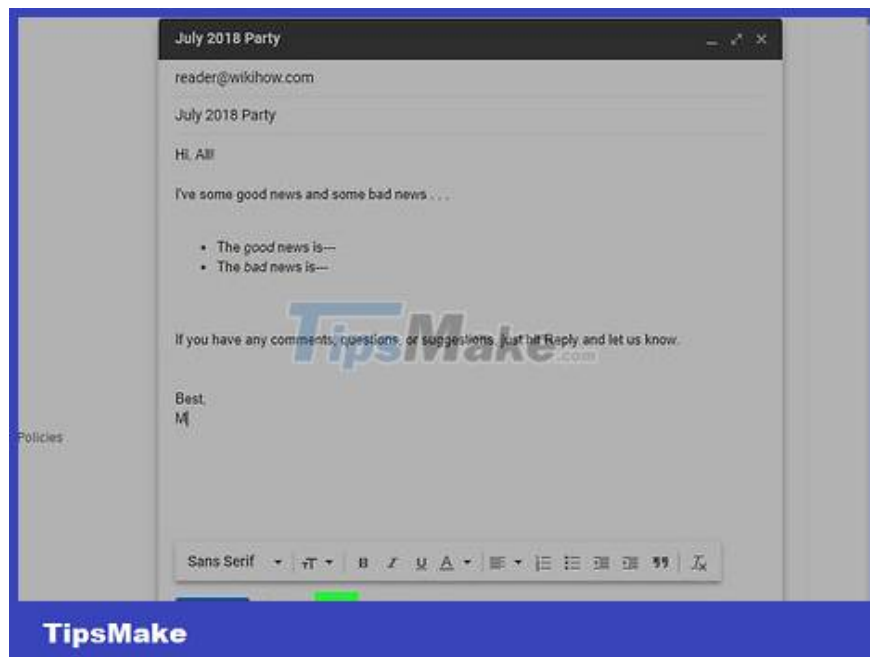


Enter email content. In the large text box below the "Subject" box, enter the content for the email.



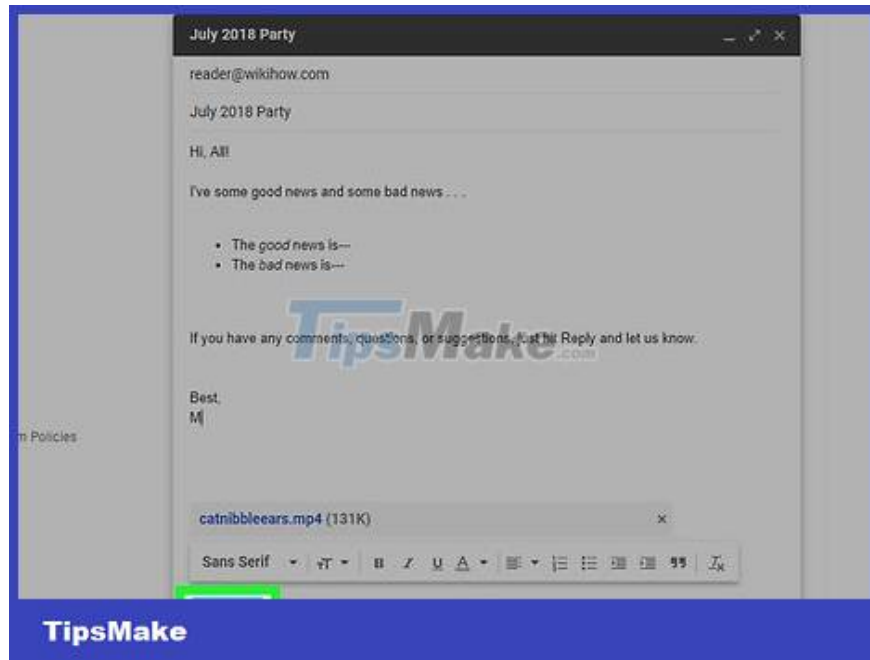
Format the email's text if necessary. If you want to apply formatting to text (for example, bold, italics, or bullets), highlight the text to which you want to apply formatting and then click one of the formatting options at the bottom of the window email book.

For example, to bold a piece of text, you need to highlight the text and click on the letter **B** option at the bottom of the email.



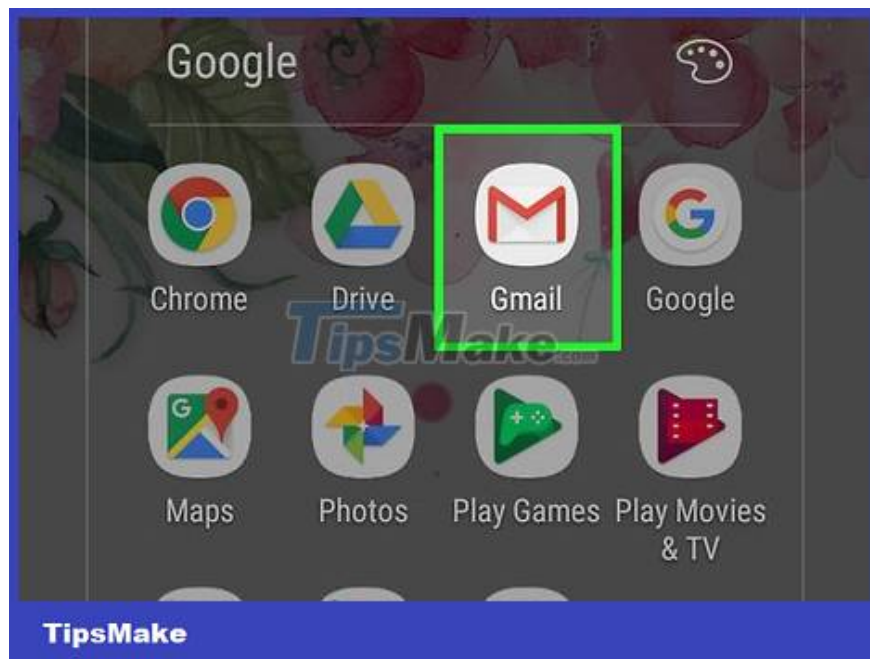
Attach files if desired. To add files from your computer, click the "Attachments" icon at the bottom of the window, then select the file you want to upload and click **Open** (or **Choose** on a Mac).

You can add photos this way, or upload photos directly into the email body by clicking the "Photos" icon at the bottom of the window, selecting Upload, clicking Choose photos to upload, **and** selecting **photos** by wish.



Click Send . This blue button is in the lower right corner of the email window. The email will be sent to the specified email address.

On the phone

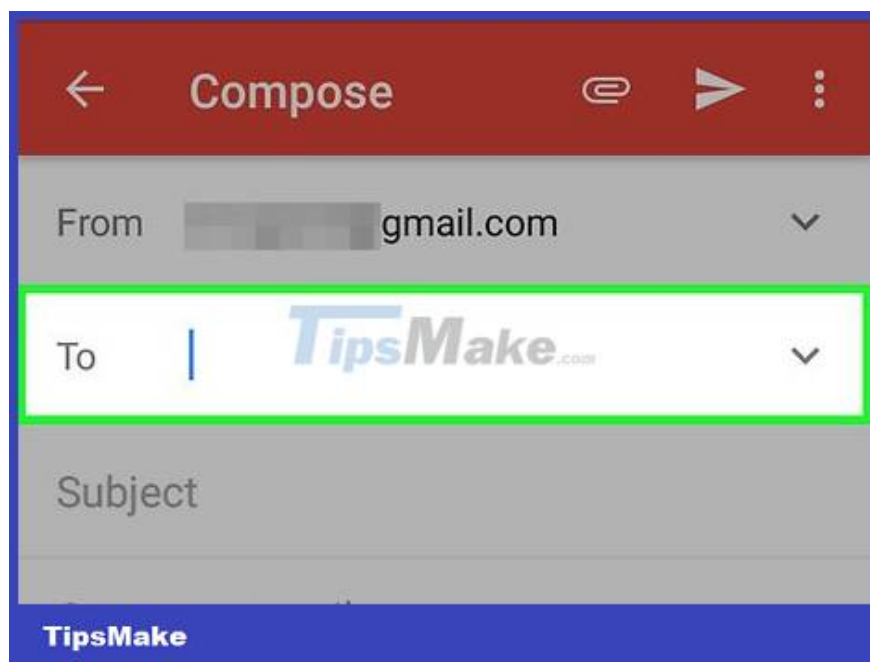


Open Gmail. Tap the Gmail app icon shaped like a red "M" on a white background. Your Gmail inbox opens if you're signed in.

If you're not signed in, select an account or enter your email address and password to sign in.

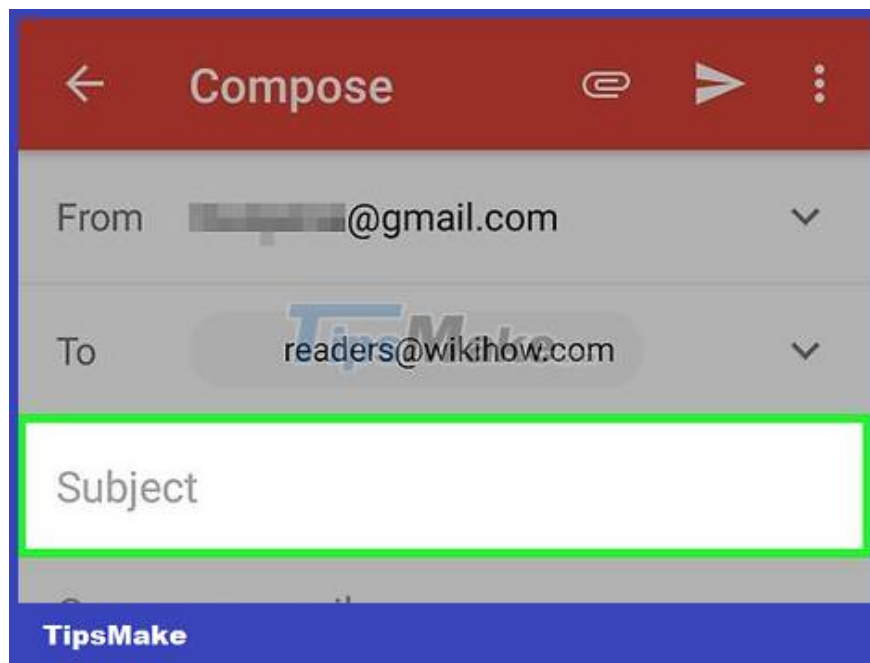


Tap the "Compose" icon in the lower right corner of the screen. A new mail window will appear.



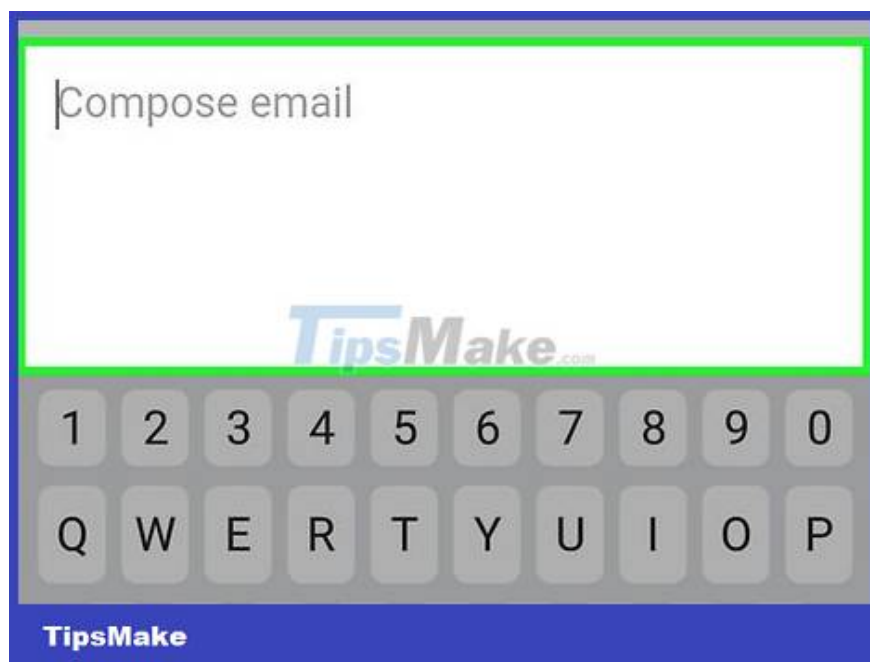
Enter your email address. Tap the "To" text box and then enter the email address of the person you want to email.

If you want to CC or BCC someone in an email, you can click the mark to the right of the "To" box, select **Cc** or **Bcc** , and then enter the email address you want to use.



Enter subject. Click on the "Subject" box and enter the subject you want to use.

Usually, the subject will summarize the email content in a few words.



Enter email content. Click on the "Compose email" box and then compose the content you want to send.



Add files or photos if necessary. If you want to insert a file or image into an email, please:

Click the icon at the top of the screen.

Tap **Camera roll** (iPhone) or **Attach file** (Android).

Select the photo or file you want to use.



Click the "Send" button with the paper airplane icon in the upper right corner of the screen. Email will be sent.

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