

Instructions on how to send and receive email with Gmail

When you have successfully registered a Gmail account, how to use send and receive it? The following article, TipsMake will guide you to read details on how to send and receive email offline!

Gmail is an email service used by many people for its convenience and speed. However, not everyone knows how to use it effectively. Here's how to send and receive Gmail!

1. How to send Gmail email

Step 1:

You login to Gmail at the address you registered at Gmail.com or mail.google.com.

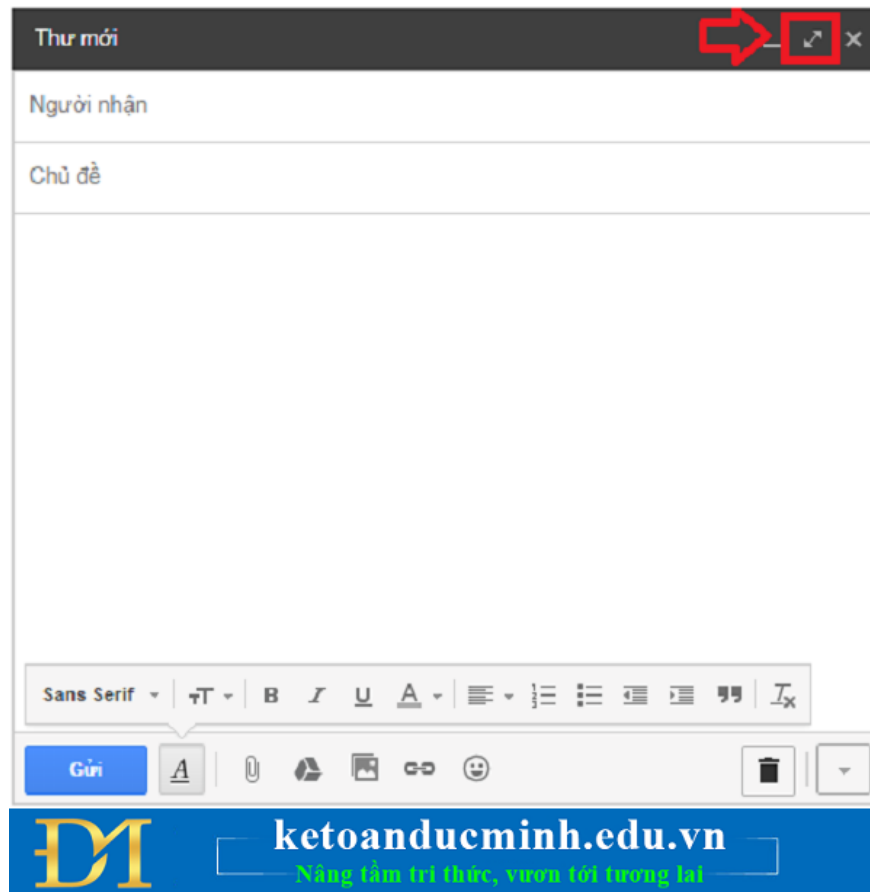
Step 2:

Click the Compose button in the left menu.



Step 3:

The Compose window for sending Gmail is displayed. However, this is a quick compose tool, you click the two-way arrow button as shown below to switch to a larger window, compose more comfortable messages.



Step 4:

The window for composing outgoing letters of Gmail is larger (If you want to minimize it as in step 3, then click the two-way arrow button).

2. Instructions for using the new Gmail compose frame

Position 1: Enter the email address of the recipient and the subject of the message.

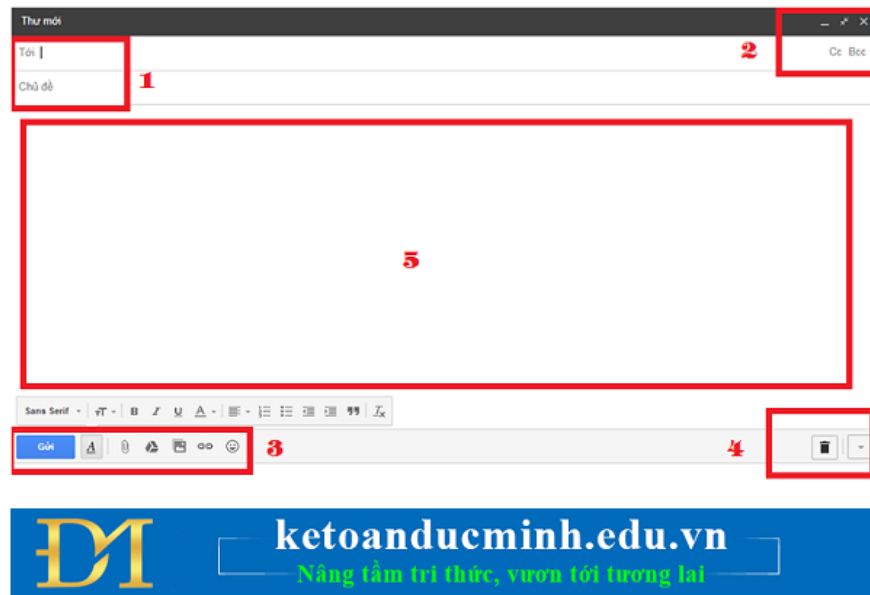
Position 2: Zoom out (-), zoom in (?), close (x) the compose window. Cc: Add email recipients. Bcc: Add email recipients.

Position 3: Tools for drafting. Which in turn are: Editing tools, attach files under 25MB, attach files larger than 25MB, insert pictures, insert links, insert smileys.

Position 4: Trash image: Delete the email you are composing. Figure dropdown arrow: Add advanced options such as print, spell check.

Number 5: Gmail's drafting frame.

Note: While composing a message, your message will be automatically saved in Drafts until sent.



After composing, press the Send button to send the message. Notice of successful mailing. You can review messages in the Sent section in the left menu of Gmail.

3. Instructions to receive email (Email) with Gmail

You can view messages that others have sent to you in the Inbox section, if not, you should see in the Spam section as well.



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