

# Instructions on how to send email by Gmail details for new users

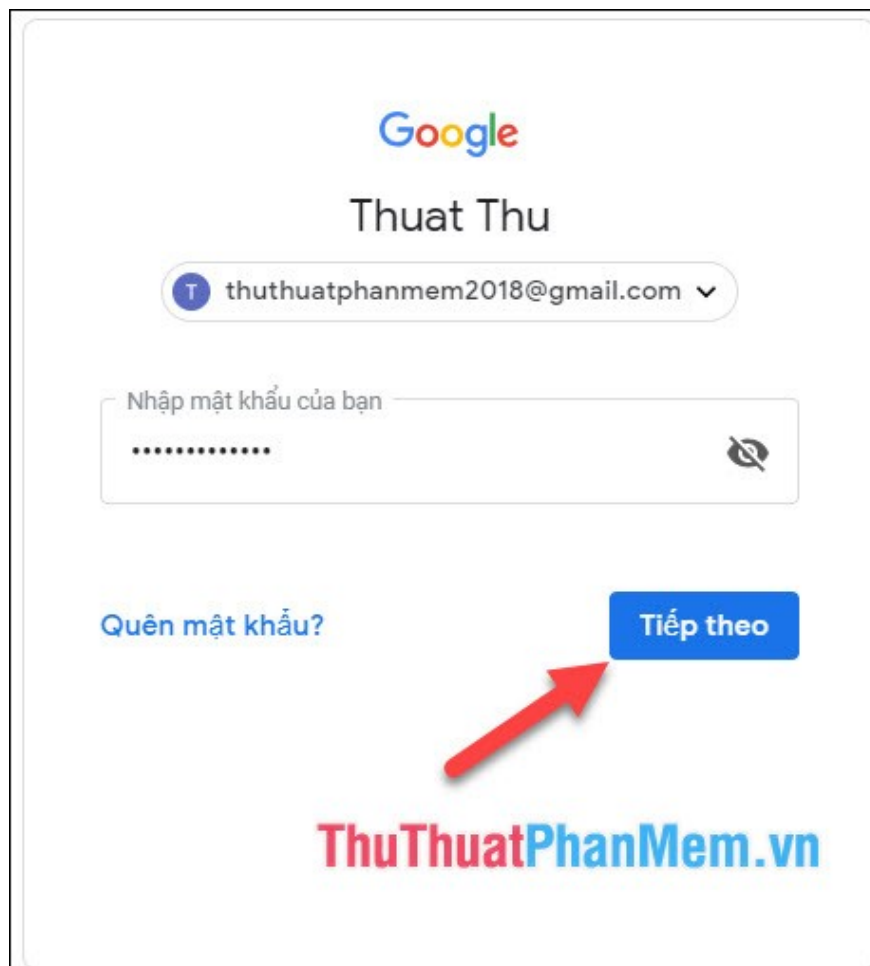
Instructions on how to send email by Gmail details for new users. You just started using Gmail and are still unfamiliar with their functions. You want to Email a friend, partner or service for your work but do not know what to do

You just started using Gmail and are still unfamiliar with their functions. You want to Email a friend, partner or service for your work but do not know how. Today's article, I will guide you **how to send email by Gmail in the most detailed way** for you to just start using, please follow along.

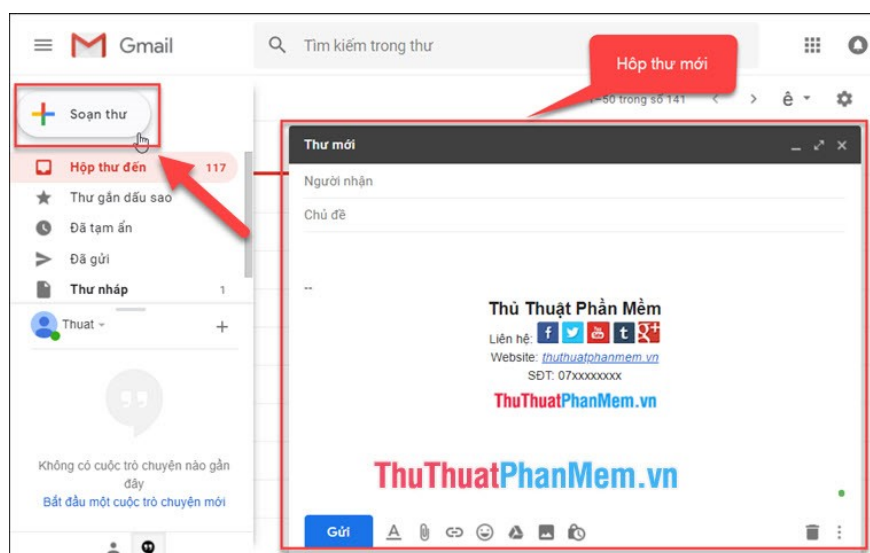


## Steps to send Email by Gmail details

**Step 1** : Log in to your Gmail at <http://gmail.com>, fill in your Gmail account information and password, then click **Sign in** button .



**Step 2 :** To start composing your email you need to click the **Compose / Compose** button on the left corner of the Gmail screen and then a **new Message** window will appear.



**Step 3 :** When a new window appears, fill in the following information:

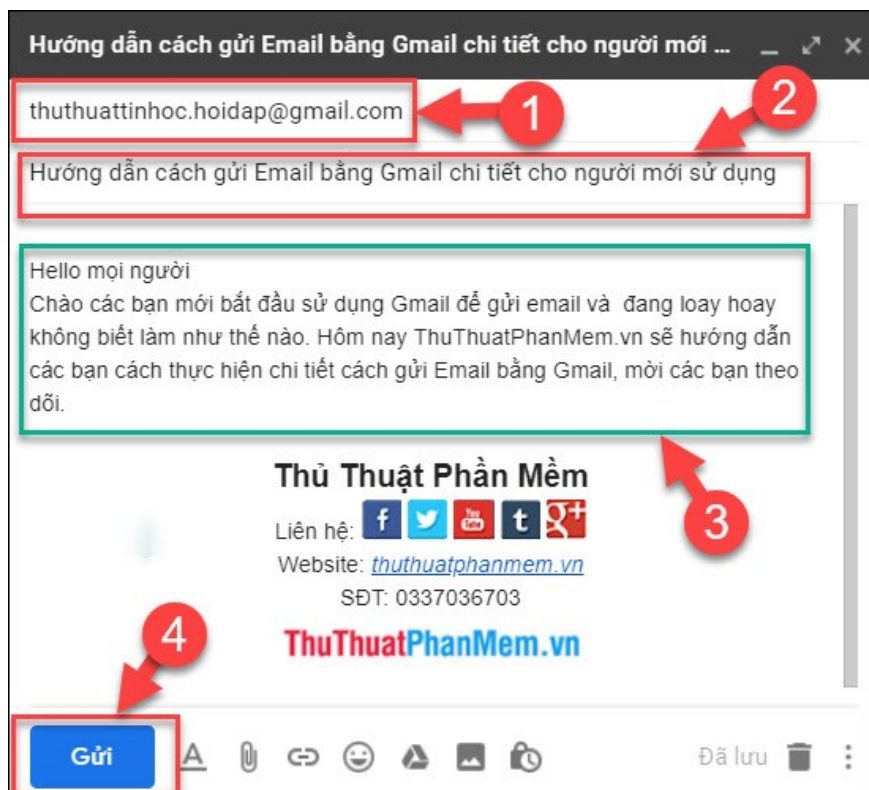
**Recipients:** Enter the address of the mail recipient, you can send a message to many people by entering the Gmail addresses you want to send in 2 ways: BCC and CC. Learn more [How to send email by BCC and CC](#).

**Subject:** Enter the main subject of the email.

**Message content:** Enter the content of the message must be complete and scientific layout. See more [How to write email standards professionally](#).

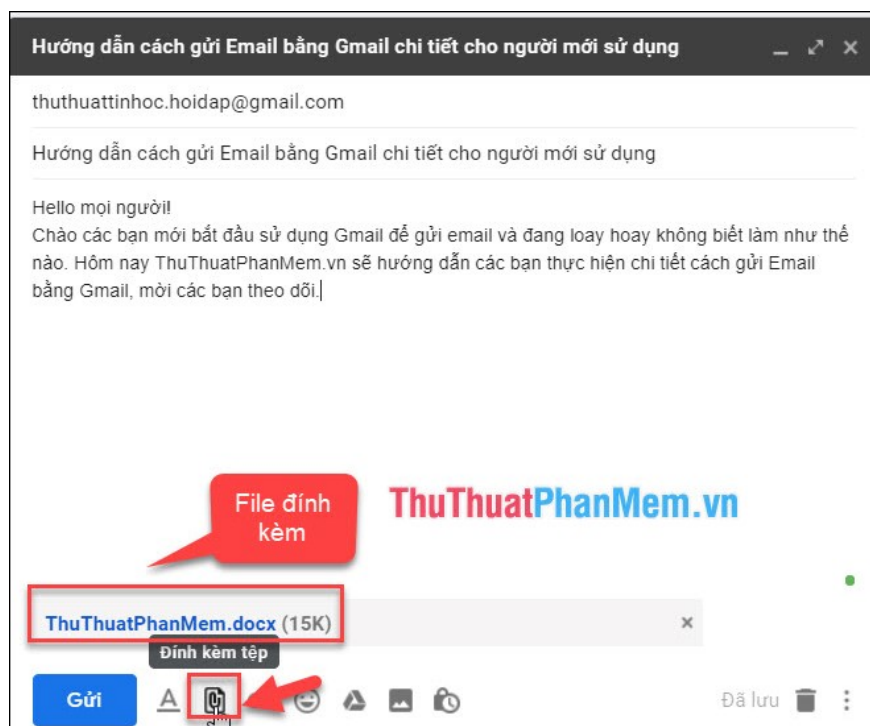
Also you can attach texts, images, audio if any.

Then click the **Send** button to send the email.



**Step 4 :** In case you want to send additional text attachments, Gmail has 2 attachment features.

1. Attach file: Help you attach files in any file type, the size of the attachment must not exceed 25MB.
2. Attach with Google drive: Help you attach files through Google drive tool in case the attachment is larger than 25MB.



### Tools in the drafting section need to know:

1. (Format): Tool to help you edit the text content, font, font size, italic, italic, .)
2. (Insert Link): Insert the link to the website.
3. (Emoticon): Insert emoticon in the body of the email.
4. (Insert picture): Helps insert pictures into email content
5. (Trash): Use to delete emails, but if you want to discard the email you just wrote without deleting it, it will default to store your Email.

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