

# Instructions on how to send mail with Gmail

Currently using email to communicate is a very common task, you can easily send test emails with Google Gmail with many features and very confidential. If you do not know how to send mail by Gmail, please refer to the instructions on how to send mail with Gmail.

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Here TipsMake.vn will guide in detail how to send mail by Gmail for those new to Gmail, invite you to follow along.

First to use gmail you need a Gmail account, if you do not have a Gmail account, you see how to register here.

Insert, please help me with the link to register for gmail

Once you have an account, start sending email using Gmail as follows:

**Step 1** : First, you access the website <https://gmail.com>, then you enter the Gmail account just created and select **Next**.

Google

## Đăng nhập

Tiếp tục tới Gmail

Email hoặc điện thoại  
thuthuatphanmem.vn@gmail.com

[Bạn quên địa chỉ email?](#)

Không phải máy tính của bạn? Hãy sử dụng chế độ Khách để đăng nhập một cách riêng tư. [Tìm hiểu thêm](#)

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Next enter the password and select **Next** to log in to your gmail account.

Google

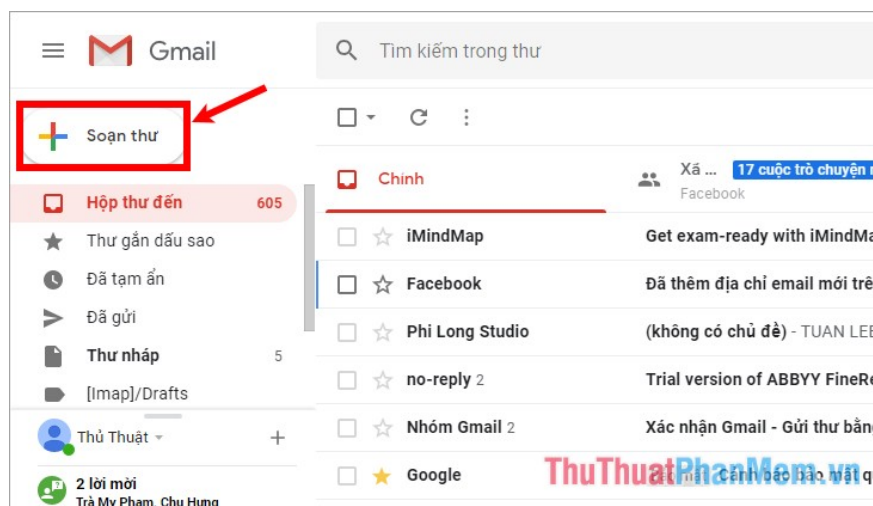
## Chào mừng

thuthuatphanmem.vn@gmail.com

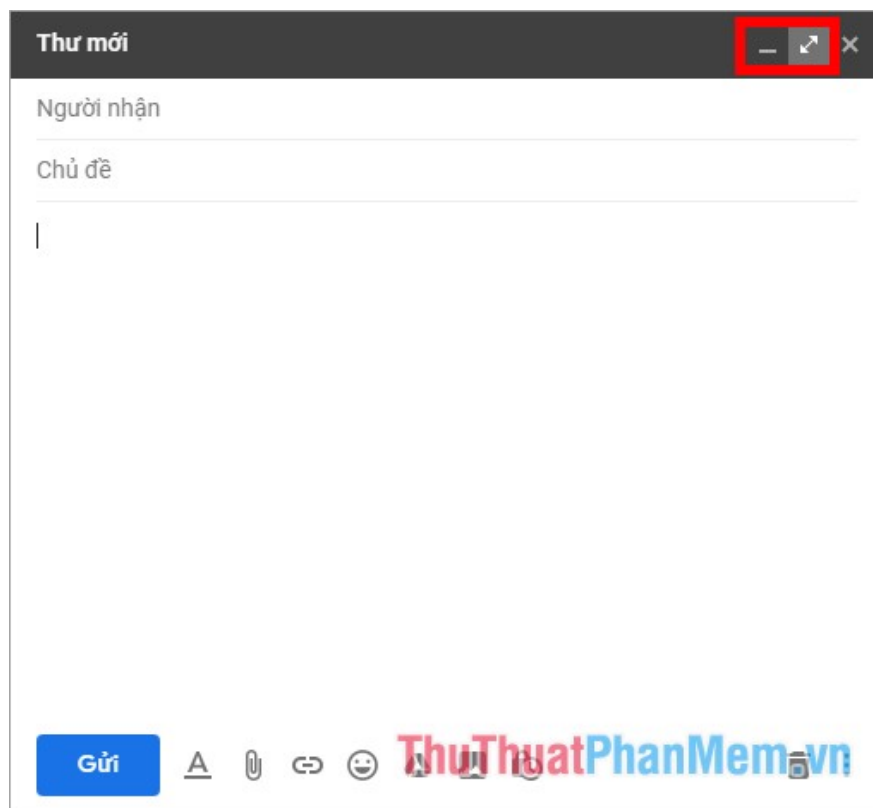
Nhập mật khẩu của bạn  
.....

[Quên mật khẩu?](#) [Tiếp theo](#)

**Step 2** : After logging in successfully, you will have access to your email address, to compose an email, select **Compose** to open the compose interface.



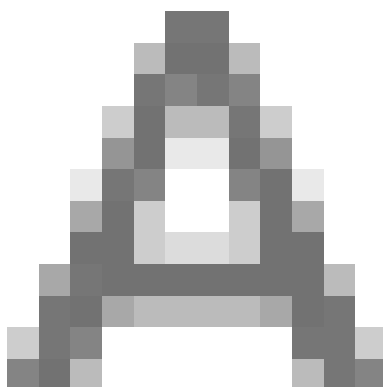
**Step 3:** Compose interface is the small frame on the lower right of the Gmail interface, you can expand the compose interface by clicking the 2-way cross arrow icon, to minimize the compose interface, you Click the minus icon as shown below.



**Step 4 :** Components on the mailing interface.

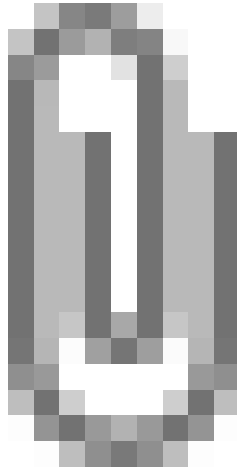


1. **To:** here you enter the email address of the person you want to send mail, you can enter as many recipient addresses as you like.
2. **Cc, Bcc:** this is also part of the email address you enter the recipient but it is different from part **to** these you can learn here <http://TipsMake.vn/cc-va-bcc-trong-gmail-la-gi/>
3. **Subject:** enter the subject of the email you want to send.
4. **Frame editor:** is the largest white frame on the interface, where you enter the email content that you need to send to the recipient.
5. **Format email content:** click on the icon



will appear a format bar you can choose the font, font size, font style, font color, list formats for your email content.

6. **Attachment (**



): if you want to attach a file to an email, click on this attachment icon. If the file is > 25Mb, the attachment will be automatically saved to Google Drive.

7. **Insert link (**



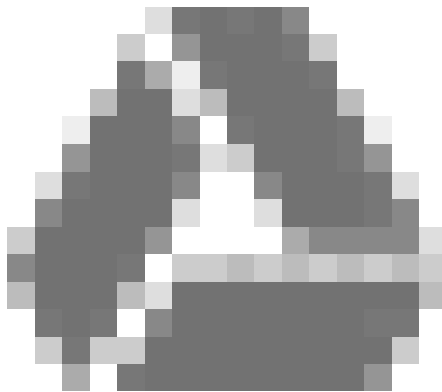
): select the link insert icon if you want to insert the web address or email address into the body of the email.

8. **Emoticons (**



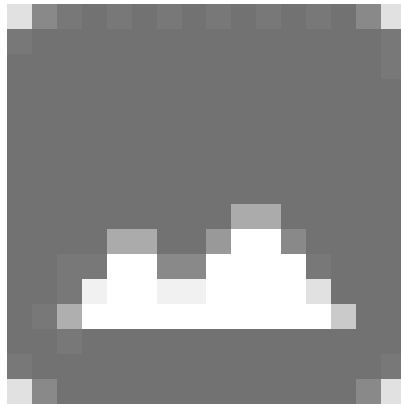
): insert smileys and a lot of other symbols into the email content.

9. **Insert file saved in Google Drive (**



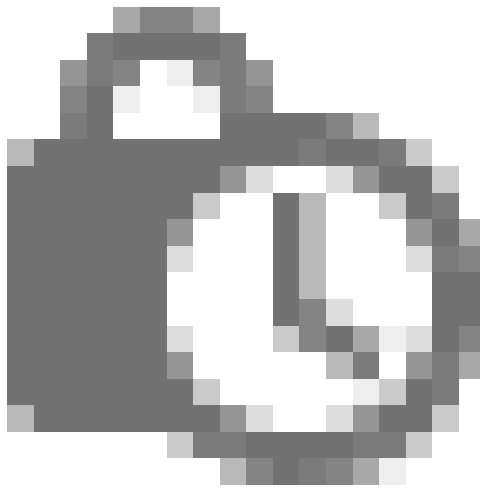
): if you want to send the file in Google Drive, then select the Google Drive icon and select the folder to insert.

10. **Insert photos (**



): if you want to insert photos, then you select the image insert icon, where you can choose photos in Google Photos, on your computer or web address (URL).

#### 11. **Privacy mode** (



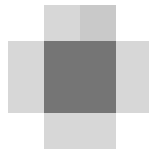
): here you can send mail and attachments using security mode to protect important information. You can set limits on what the recipient can do with the email you send, such as the option to forward email content, copy / paste, download and print. When you send an email, the recipient will receive a notification about the limits you have chosen.

#### 12. **Discard the message** (



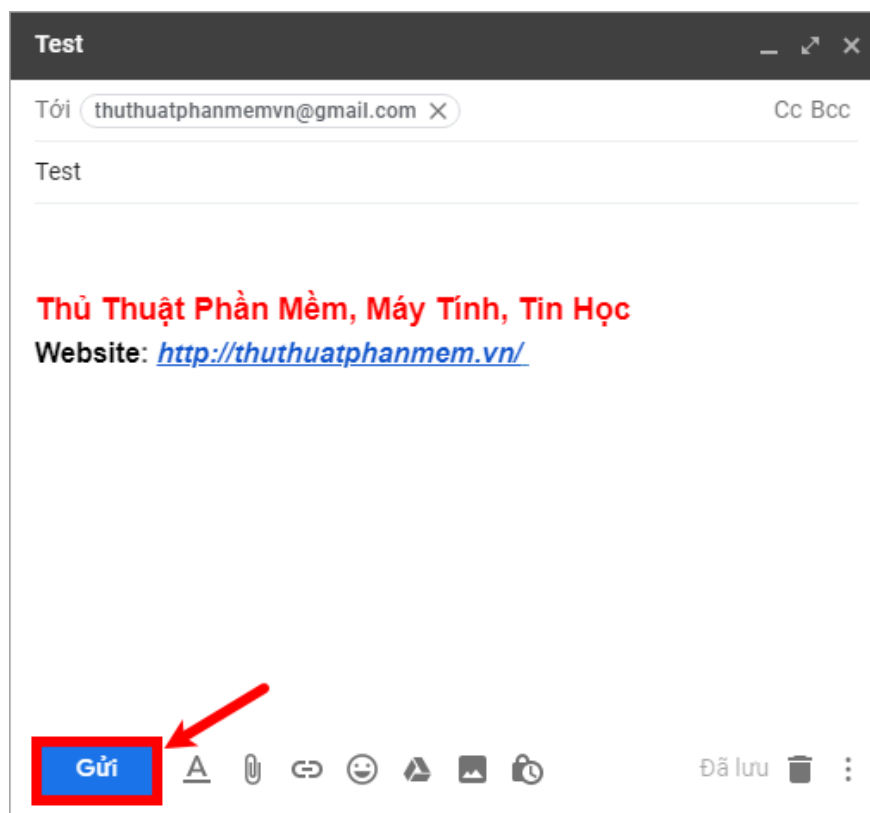
): click the trash icon if you want to discard the message, if you just turn off the message you are composing, the message will be stored in the Draft section.

### 13. Other options (



): here you can set the default text editor to full screen, assign labels or add asterisks for emails, print emails, or spell check.

**Step 5** : After you have finished composing, then select **Send** to send email.

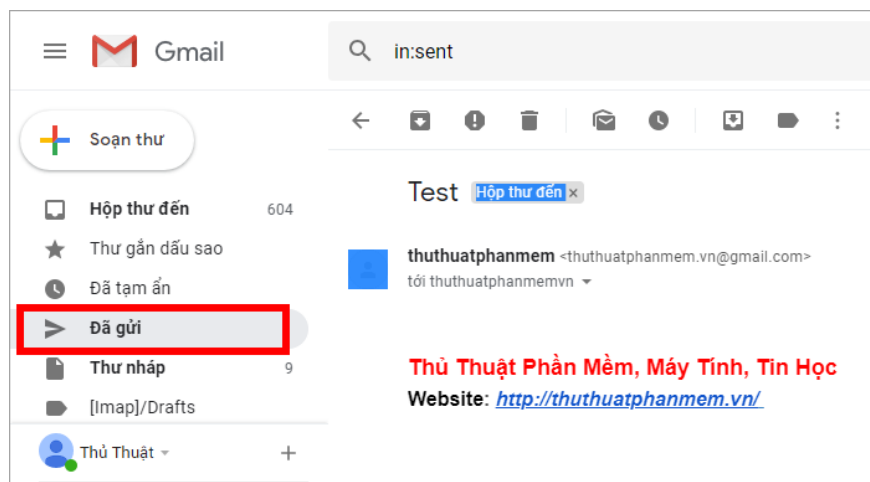


## Revoke sent email

To recover email after sending, you can find out here <http://TipsMake.vn/cach-huy-thu-da-gui-trong-gmail/>

## Review sent email

Once you've sent the email, you can review the email sent by selecting the Sent part in the menu on the left. On the right, a list of sent emails appears.



The article above has instructed you how to send mail by Gmail for those new to Gmail, you can see more gmail tips here <http://TipsMake.vn/tag/gmail/>. Hope you can use Gmail most effectively. Good luck!

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