



Section 8: How to send an email

In this section:

- **Write** an email.
- **Learn the steps** for sending an email.



Emails are a great way to **send** and **receive** information.

Emails are **fast**.

Emails are **free**.

You can **attach documents** and **photos** to your email.

You can include **emojis** in your messages.

Emojis are **small pictures** that show an **emotion** or an **idea**.

For **example** you could use a **smiling face** emoji to show you are happy. You could use an emoji of a cup of coffee to invite someone to visit.

You can have **bills** and **bank statements** by **email** instead of in the post.

You can **sign up for emails** from a charity you support.

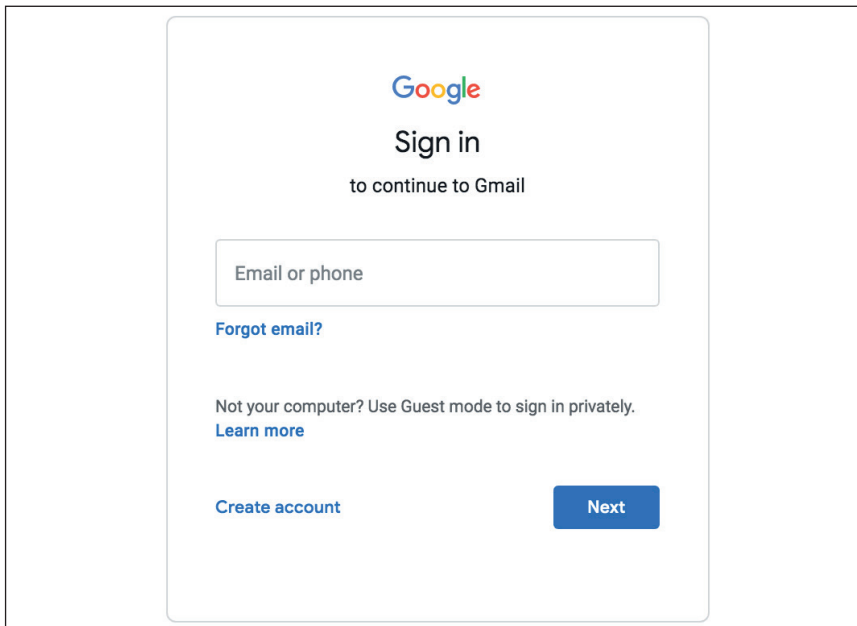


Steps to send an email

In **section 7** we **set up** an **email** account.

Step 1: Open your email account.

To **log in**, go to **gmail.com**

A screenshot of the Google Sign in page. At the top center is the Google logo. Below it, the text reads "Sign in" and "to continue to Gmail". There is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button with the text "Next".

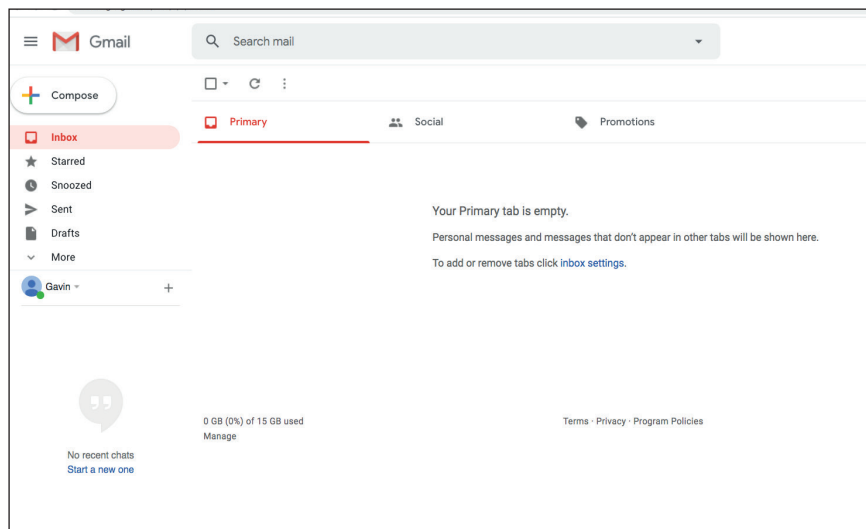
Fill in your email address.

This is your **username and @gmail.com** at the end.

Click the blue '**next**' button.

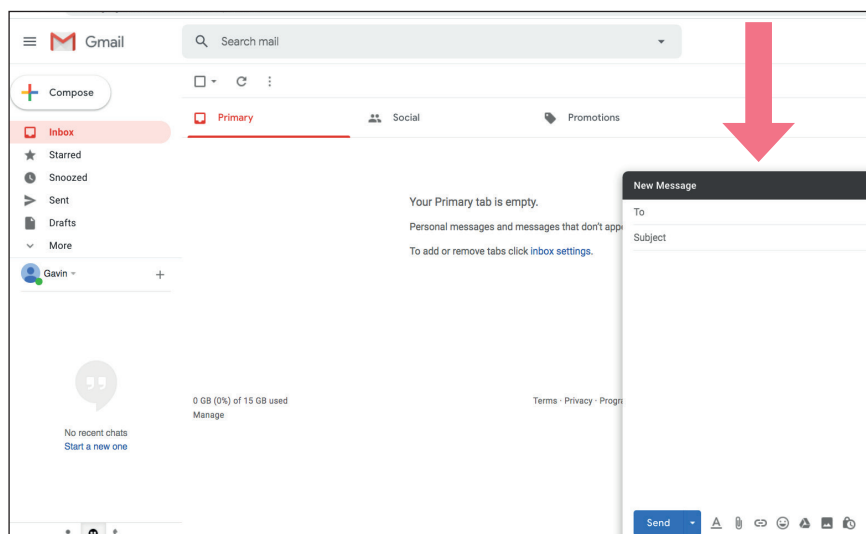
Then fill in your **password** and **click** the blue '**next**' button.

Step 2: You are in your Gmail account.



Click the 'compose' button in the top left of the screen.

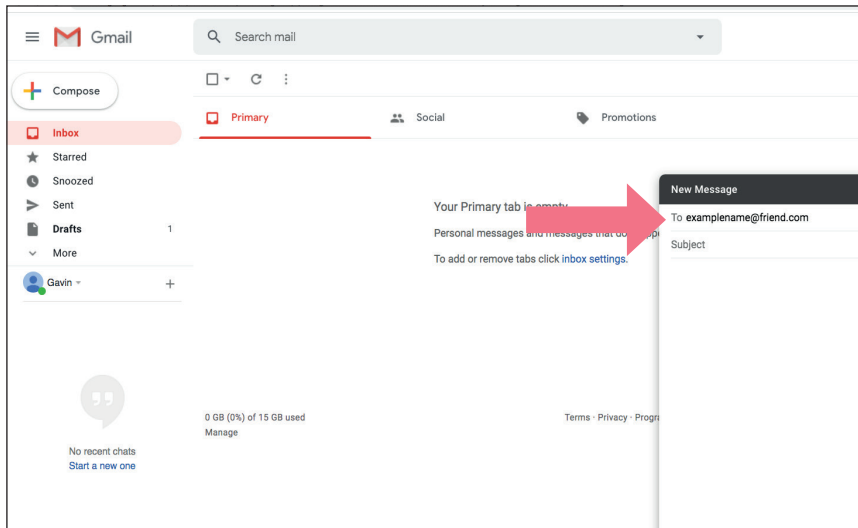
You will now see a **blank email pop up**.



Step 3: Add the other person's email address.

Put the **email address** in the 'to' space at the top.

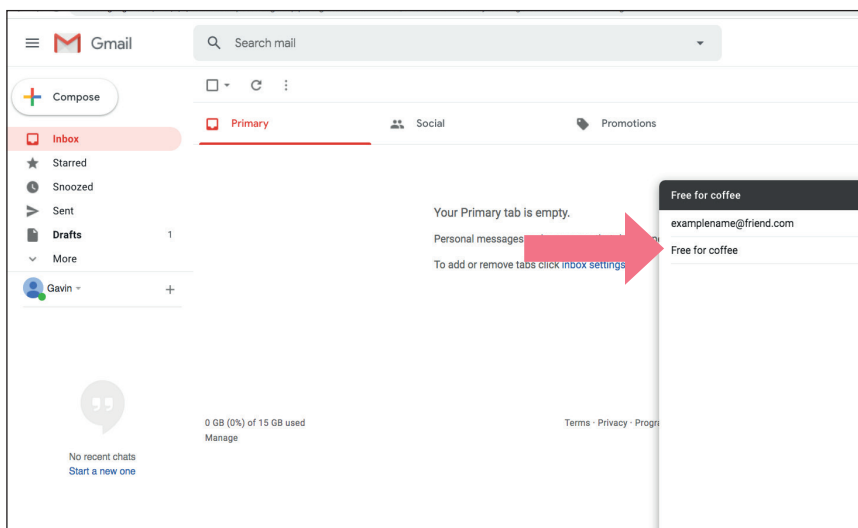
In this example we are writing to our friend to invite them for coffee.



Step 4: Add a subject.

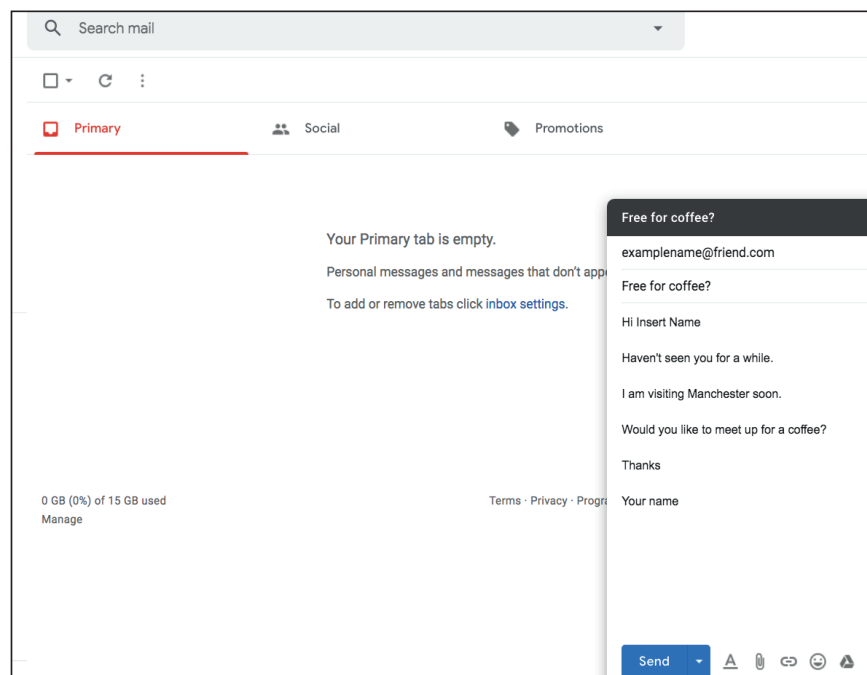
A **subject** is the email **title**.

It **gives information** about your email.



Step 5: Write your message

You can **write** as little or as much as you like.



Gmail has a feature called '**smart compose**'.

A **pop up** might ask you if you want to use it.

As you write it will **suggest words** and **sentences**.

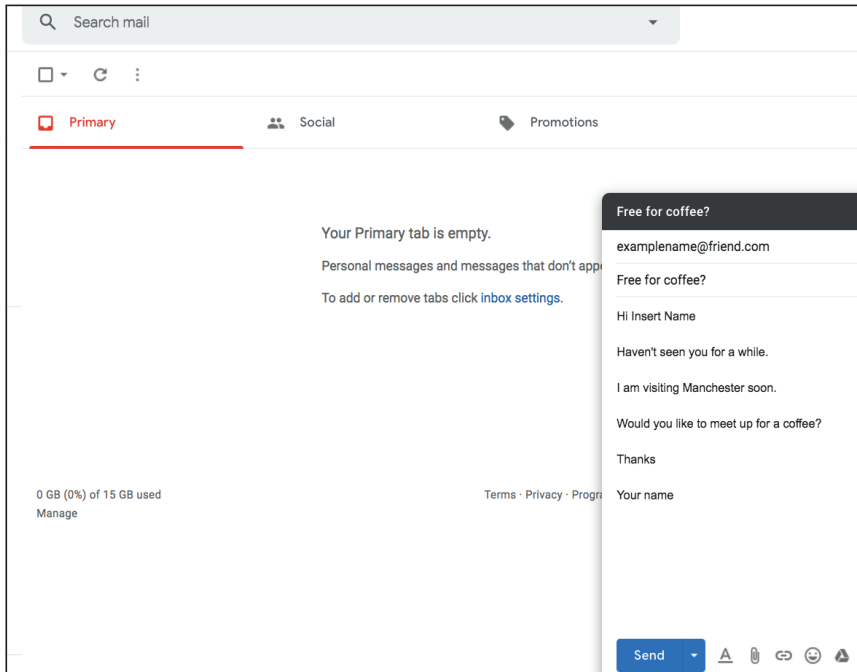
If this is helpful then **click 'OK'**.

If it does not help you then **click 'turn off'**.

Step 6: Send your email.

To send your email, **click** the blue 'send' button.

You can find this button at the **bottom** of the page.



Challenge yourself:

Send an **email** to **friend**.