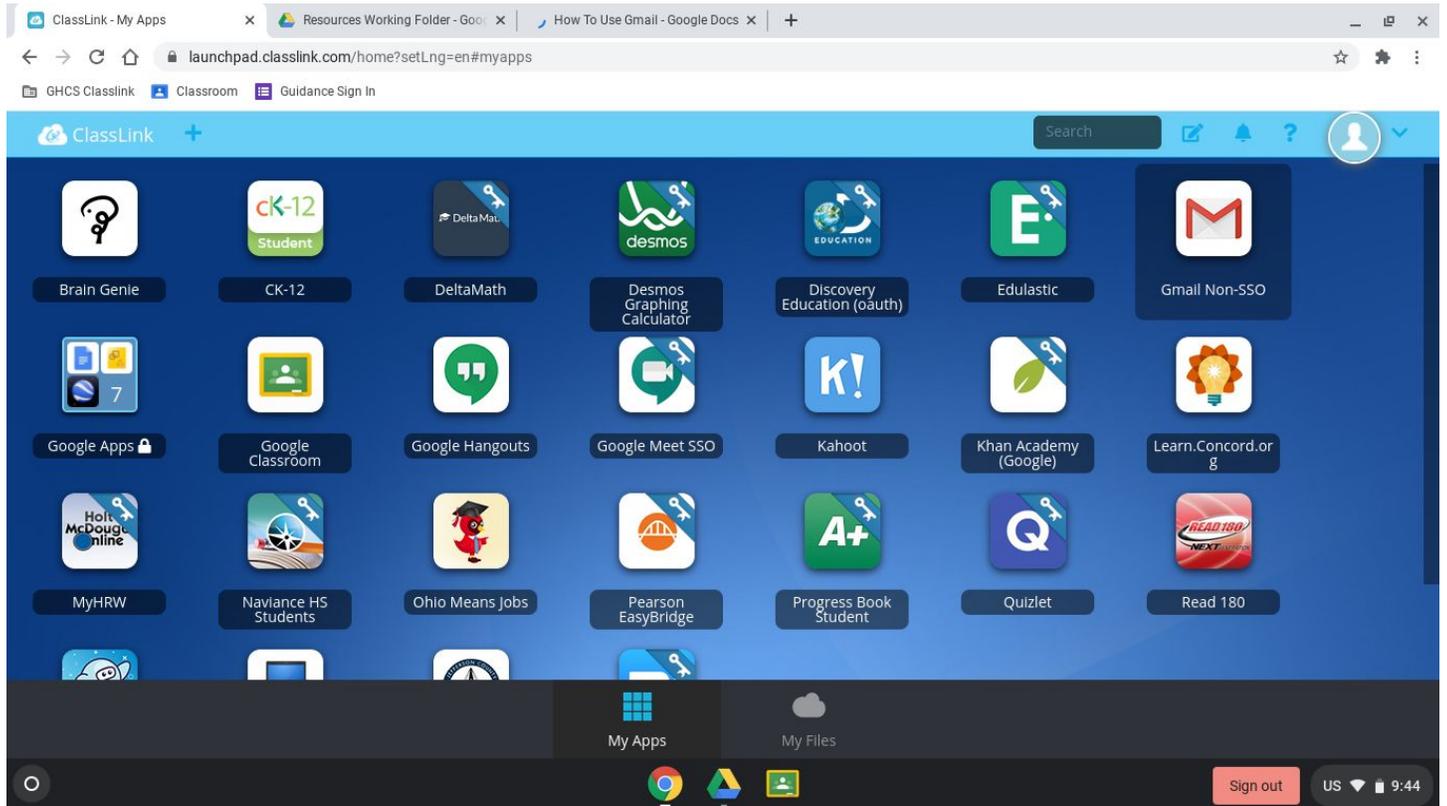
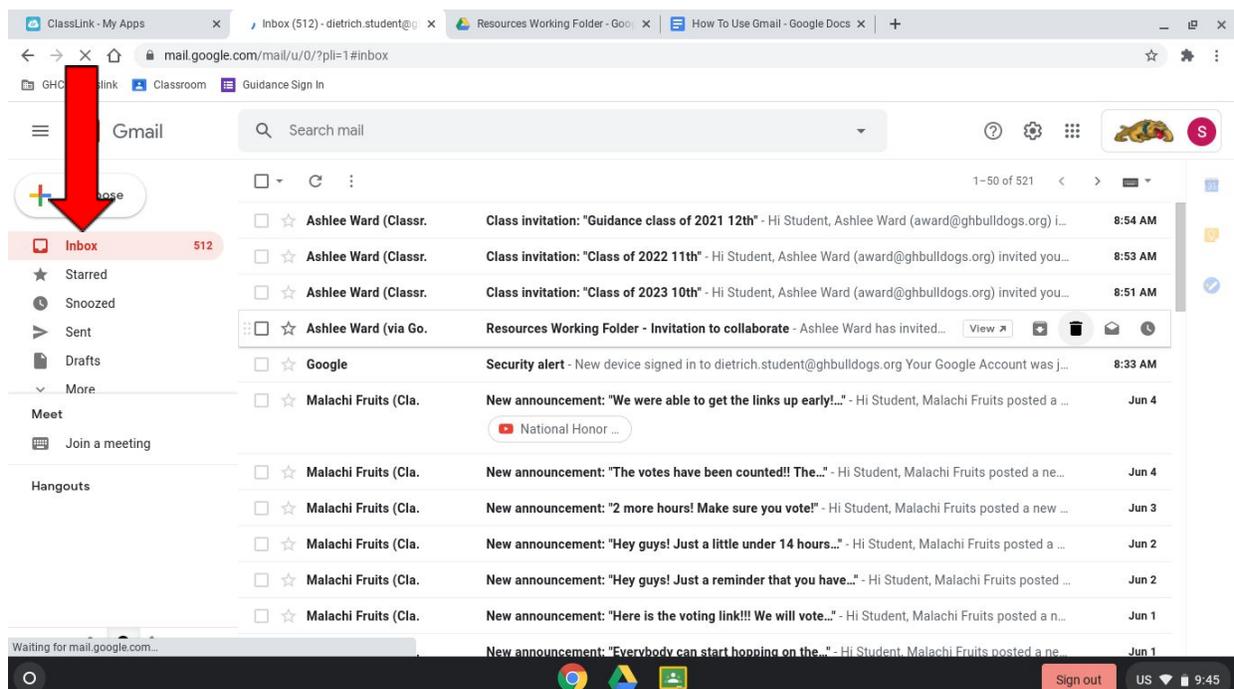


# How to Use Gmail

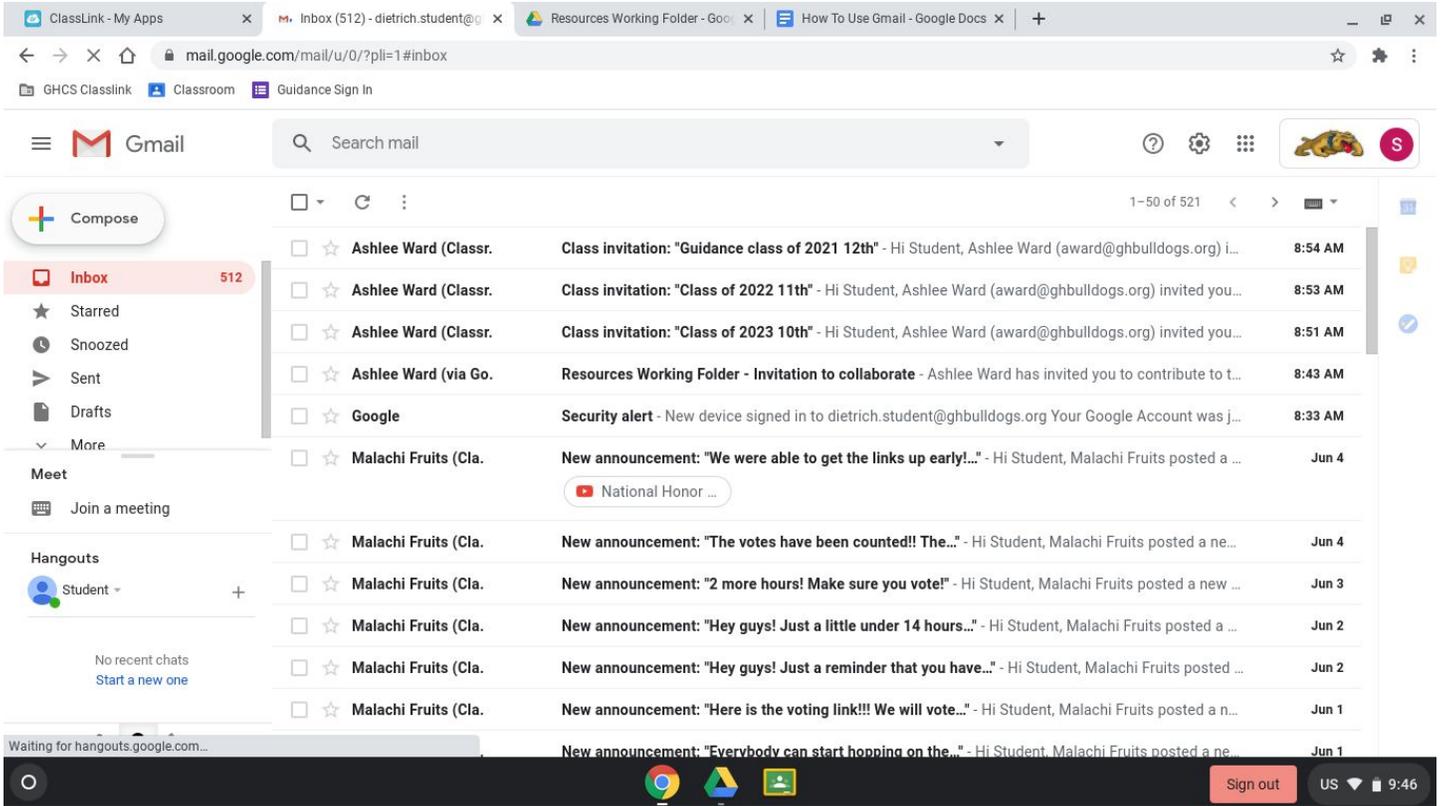
Open Classlink and click on the Gmail icon



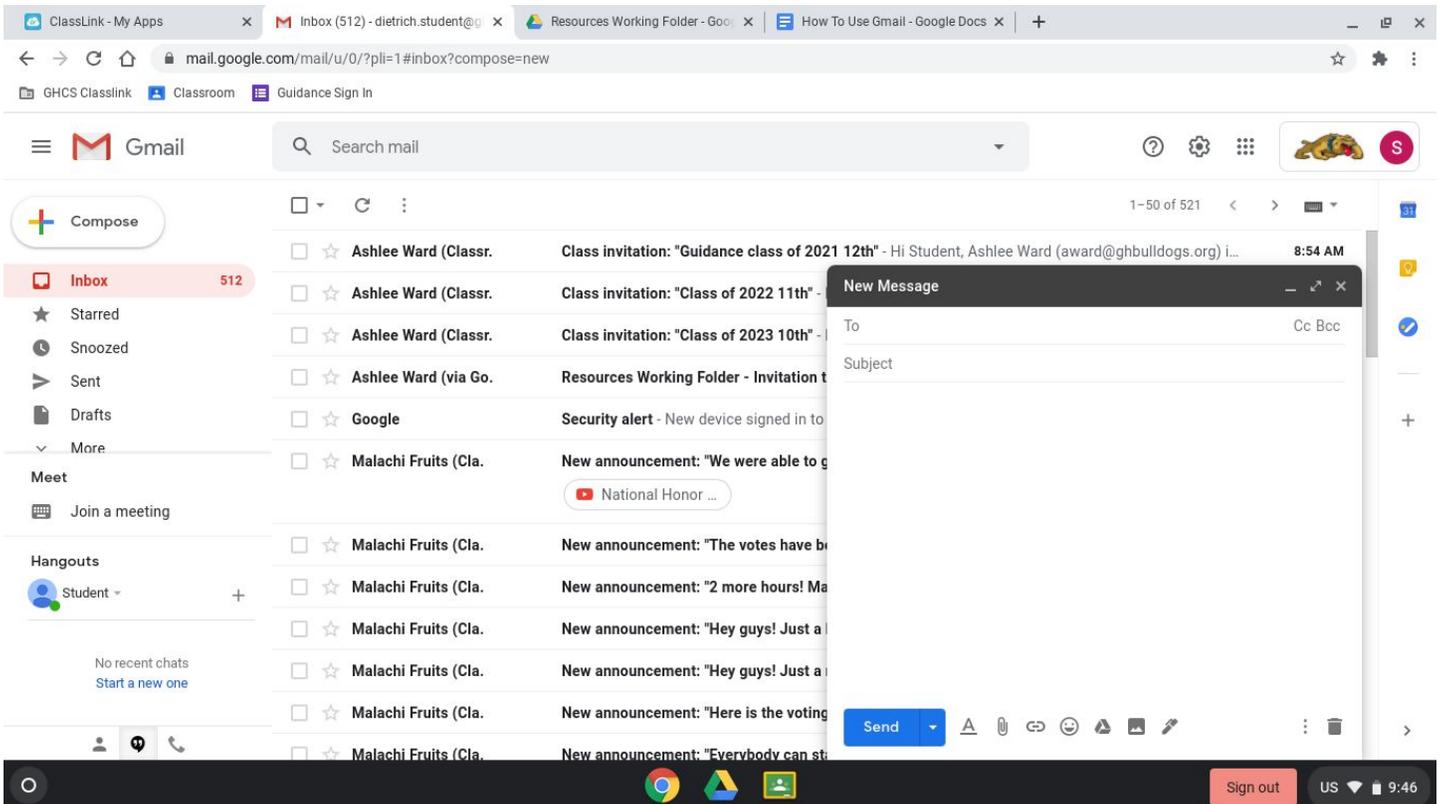
From your inbox, you can read your messages



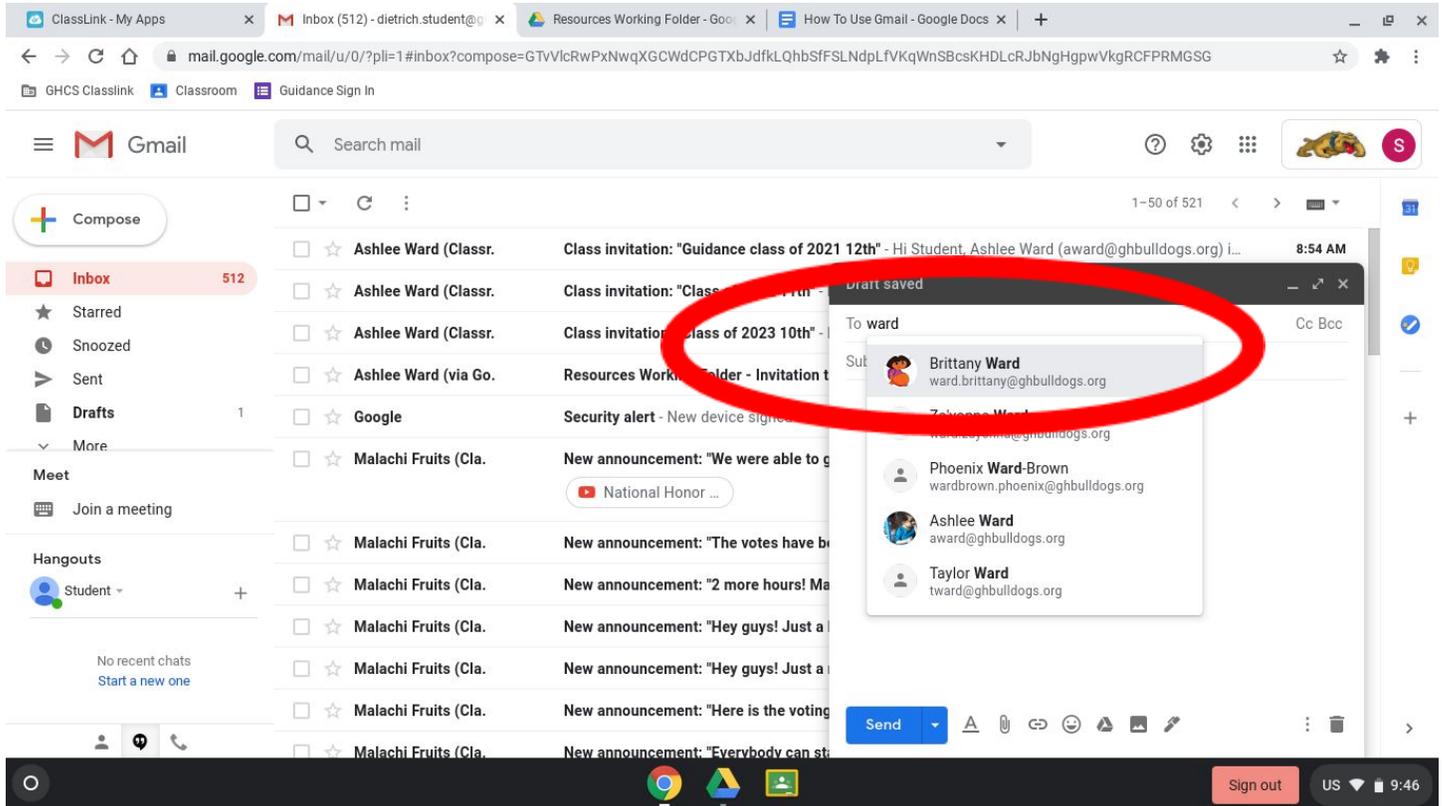
To create an email message, click on the Compose button near the top left corner



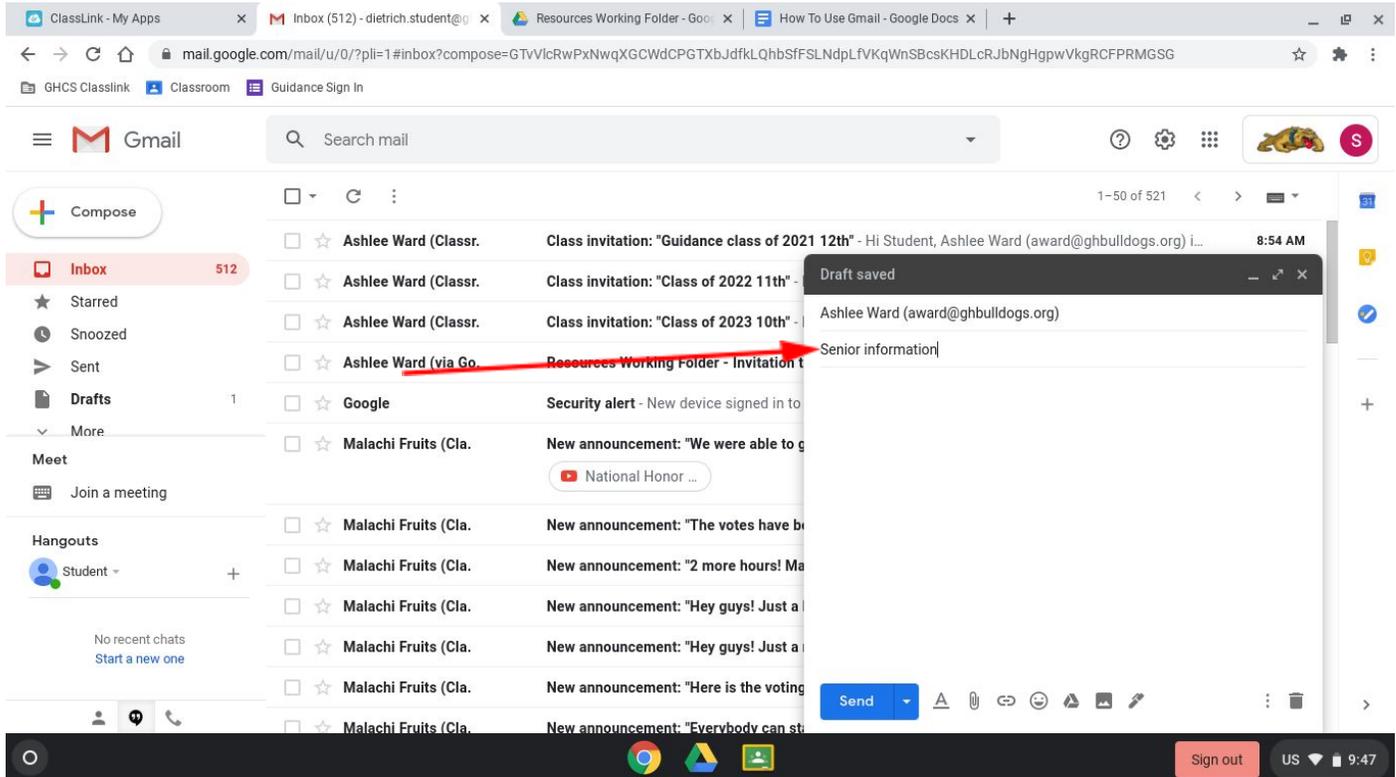
The "New Message" box will appear in the lower right corner



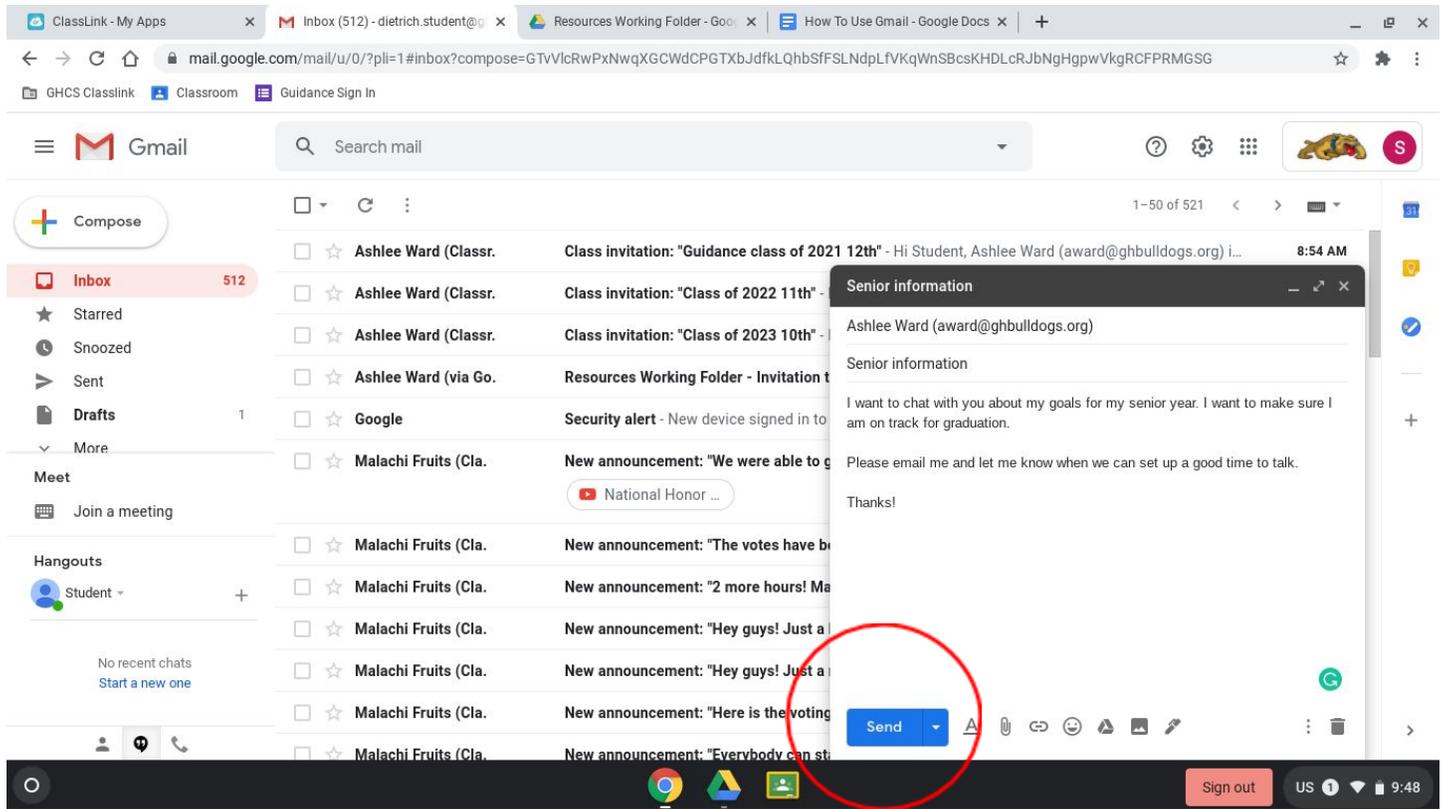
From here, you can enter the first few letters of the recipient's name. Names from the GH system should automatically populate



Enter a subject for your message



From here, create your message and click the blue Send button



Emailing your teachers is a great way to communicate.

Familiarize yourself with email to prepare yourself for college and/or careers.