

## Navigate School Email Account

**Step 1:** Make sure you are logged into the student's Google Account. If you are, you will see a profile circle in the top right of the screen with the student's initial or profile picture.

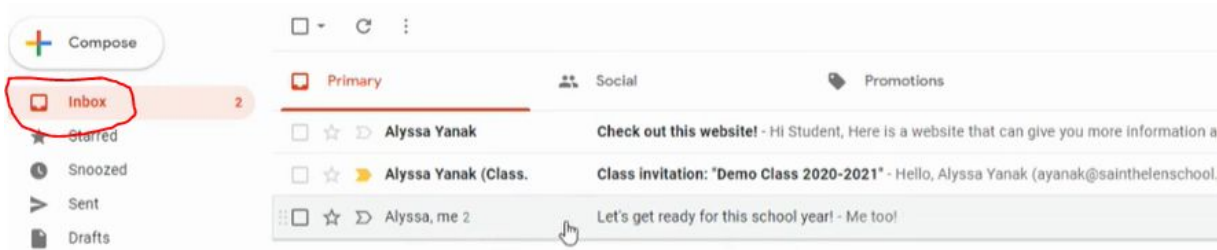
**Step 2:** Click "Google Apps" to the left of the profile circle and select "Gmail" from the drop down menu.



*Because this is a school email account, students can only receive emails from teachers and students within St. Helen. They cannot receive emails from personal accounts outside of St. Helen.*

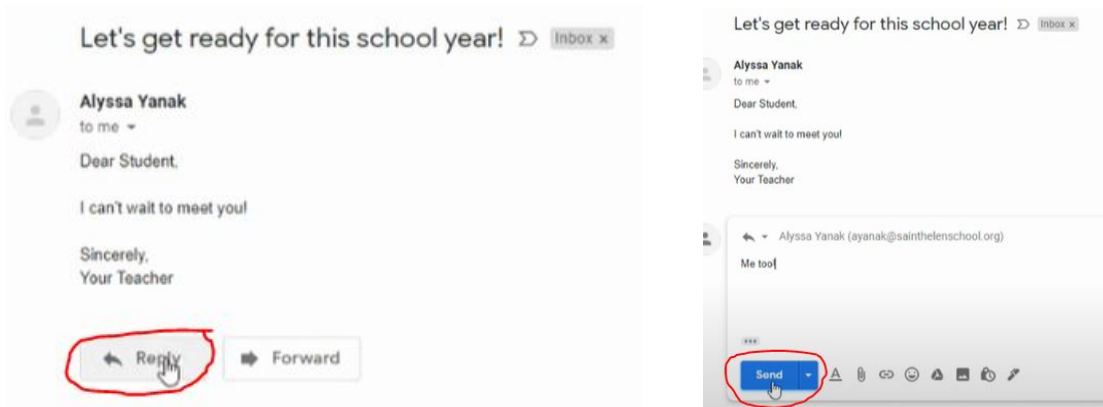
## The Email Inbox

When you open the "Gmail" app, it directs you to your email inbox. Any new emails will appear in bold and any previously read emails will not be bold. Click on the email you would like to read. Anytime you would like to return to the inbox, select "Inbox" on the left side of the screen.



## Replying to an Email

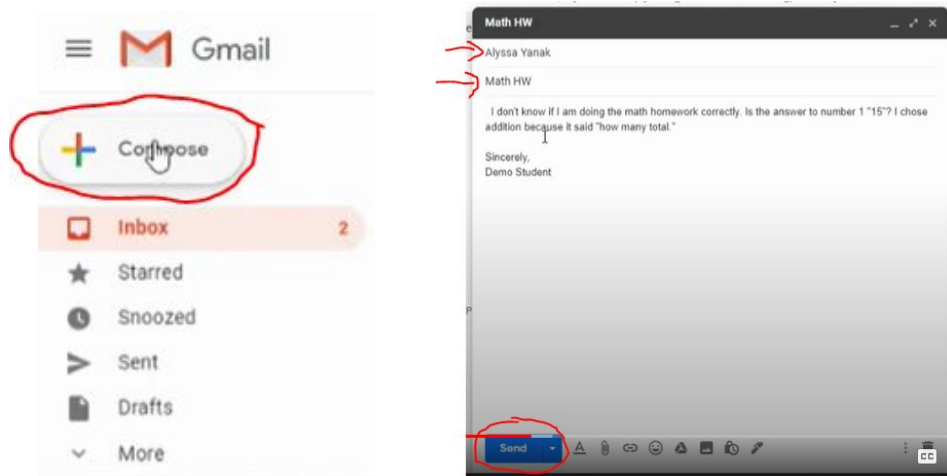
To reply to an email, click "Reply" at the bottom of an opened email. Type the body of your email and then click the blue "Send" button.



## Composing a New Email

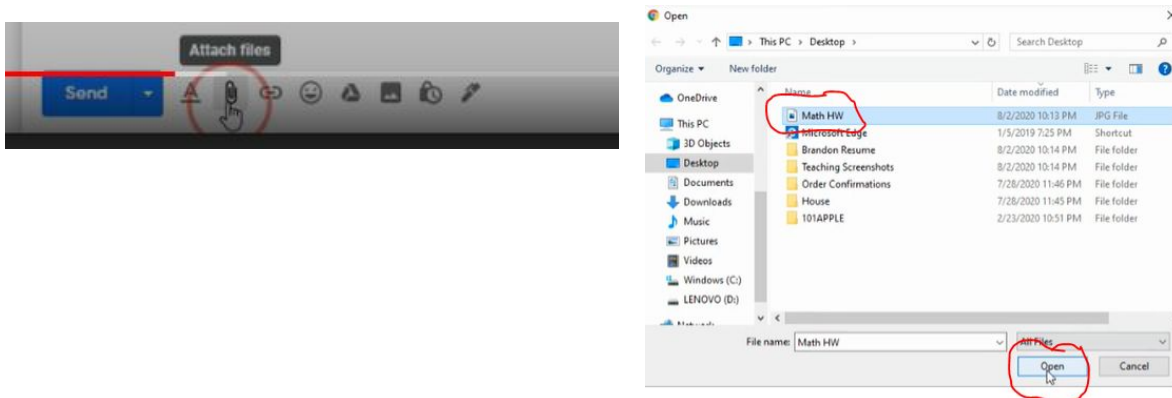
To compose a new email, click "Compose" at the top left of the screen. A box will appear in which you can write your email. Make sure to enter the email address of the person to whom you would like to send the

email. Also, include a subject that tells the topic of your email. Click the blue “Send” button when you are ready to send the email.



## Adding an Attachment

Within an email, you can attach files for the person receiving the email. Files can include pictures, documents, PDFs, etc. To add an attachment, click the “Attachment” button (that looks like a paperclip). Find the file on your computer that you would like to attach, click on it, then hit “Open.” You will see that the file has been attached if it appears at the bottom of your email.



## Saving a Draft

Sometimes you may not be ready to send an email right after you have written it. You can save a draft of your email by clicking the “X” button at the top right of the email box. To find your draft, click on the “Draft” section on the left of the screen. You can open your draft to finalize it and send it, or you can permanently delete your draft by clicking the “Discard draft” button at the top of the screen.

