

# Gmail Exercise

Once you have your Gmail account setup, try the following exercises:

1. Click on the **Compose** button
  - a. In the **To** line, type : [kplcompclass@gmail.com](mailto:kplcompclass@gmail.com)
  - b. In the **subject** line, type : *Hello*
  - c. In the **body** type the following :

*Hello,*

*I am writing to let you know that I have a new email address. I look forward to hearing from you.*

*Regards,*

*(Insert your name)*
  - d. Click send
  
2. From the **Inbox**, find the left pane area (below the compose button)
  - a. Click on **Sent** Mail
  - b. Find the email you just sent to [kplcompclass@gmail.com](mailto:kplcompclass@gmail.com)
  - c. Click on email - on the sender name or subject line - to open the email
  - d. Once the email is open click on **Forward**
  - e. Type your new email address in the **To** line
  - f. Type the following:

*I am forwarding this email to myself. Any practice is good practice!*
  - g. Press Send
  
3. Go to your **Inbox**
  - a. Find the email you just sent yourself
  - b. Notice that it is displayed in different colour since it's a new email
  - c. Click on email - on the sender name or subject line - to open the email
  - d. Click on the **garbage can** to delete the email
  
4. From the **Inbox**, find the left pane area (below the compose button)
  - a. Click on **More**
  - b. Find the **Trash** folder and click on it
  - c. Click on email you deleted in Step 3- on the sender name or subject line - to open the email
  - d. Click on the **little folder** icon and then click on Inbox

