

## 06 Create + Send Email

### Introduction

Now that you've created a Gmail account, you can start sending email messages. Writing an email can be as simple as typing a message. In this lesson, we'll show how to **compose an email**.

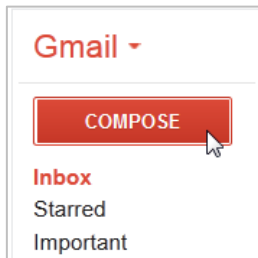
Click the link below to view Video

 **Link:** [Sending Email](#)

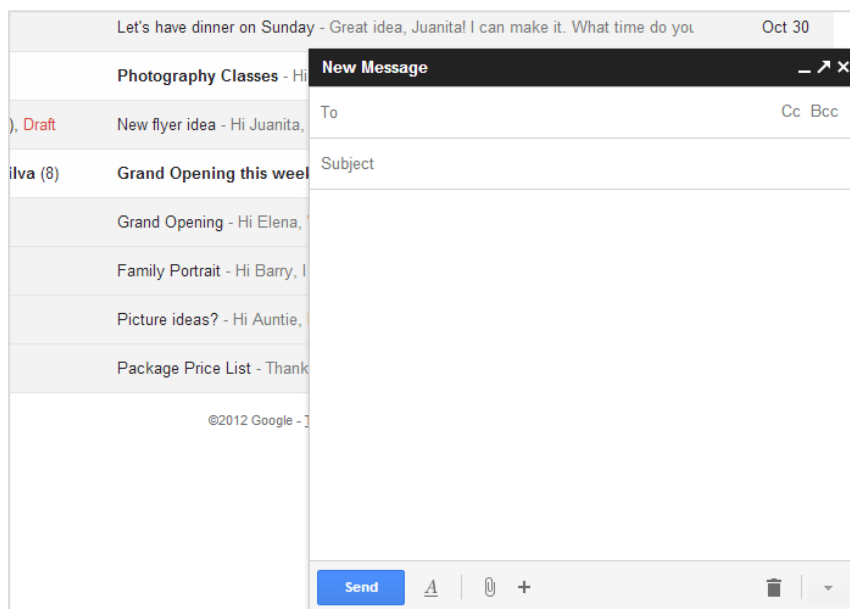
When you write an email, you'll be using the **compose window**. This is where you'll add the **email address of the recipient(s)**, the **subject**, and the **body** of the email, which is the message itself.

You'll also be able to add various types of **text formatting**, as well as one or more **attachments**. If you want, you can even create a **signature** that will be added to the end of every email you send.

- In the **left menu pane**, click the **Compose** button.

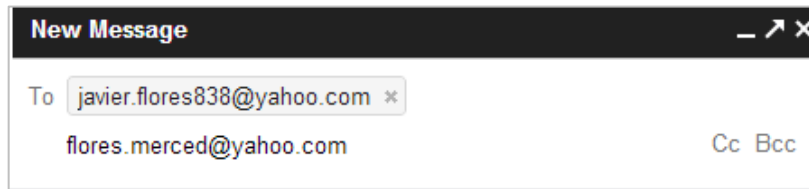


- The **Compose** window will appear on the lower right corner of the page.

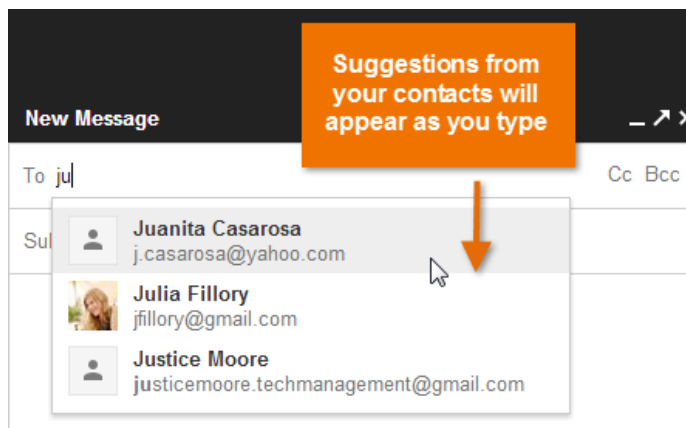


- ❑ You'll need to enter one or more recipients to the **To: Field**  
There are two ways to do this:

- ❑ Type one or more email addresses separated by commas.

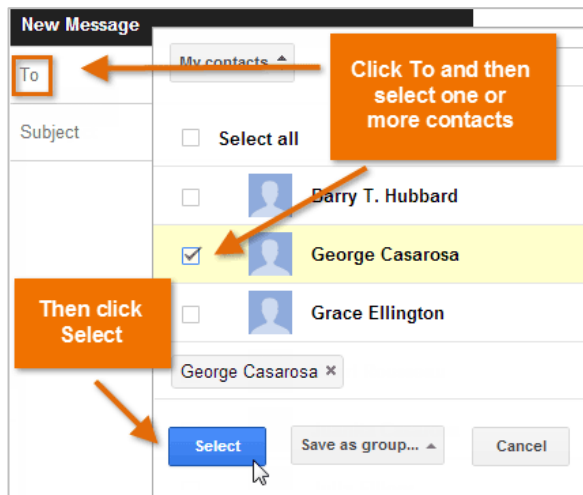


- ❑ If the person you are emailing is already one of your contacts, you can start typing that person's **first name**, **last name**, or **email address**, and Gmail will display the contact below the **To: field**. You can then press the **Enter** key to add the person to the **To** field.

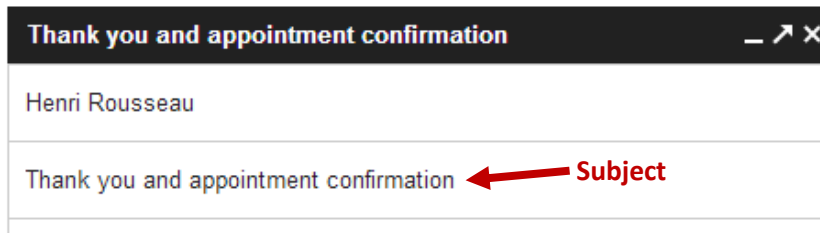


**OR**

- ❑ Click **To** to select recipients from your **Contact** list, then click **Select**.

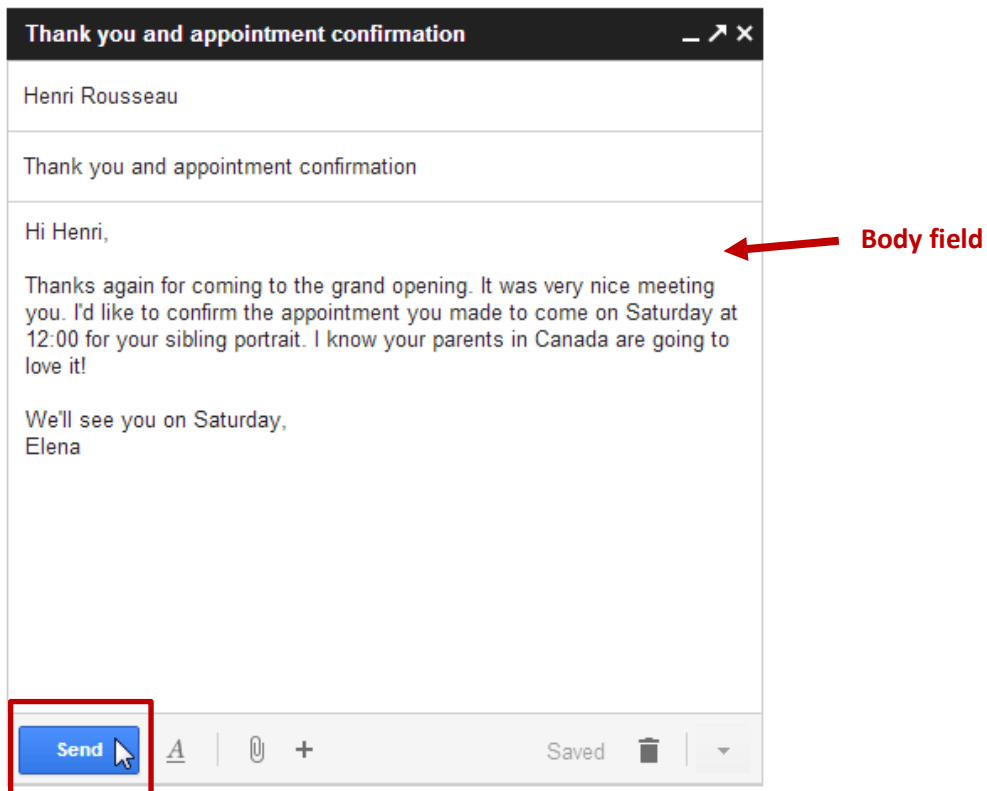


- Type a Subject for the message



The screenshot shows an email composition window with a dark header bar containing the text "Thank you and appointment confirmation" and window control icons. Below the header, the name "Henri Rousseau" is entered. The subject field contains the text "Thank you and appointment confirmation", which is highlighted by a red arrow pointing to it from the word "Subject" written in red.

- In the **Body** field, type your message and end with a sign-off. When you are done, click **Send**.



The screenshot shows the same email composition window as above, but now with a message body. The body text reads: "Hi Henri, Thanks again for coming to the grand opening. It was very nice meeting you. I'd like to confirm the appointment you made to come on Saturday at 12:00 for your sibling portrait. I know your parents in Canada are going to love it! We'll see you on Saturday, Elena". A red arrow points from the text "Body field" to the body text area. At the bottom left, the "Send" button is highlighted with a red box. The bottom toolbar includes icons for text formatting, attachments, and a "Saved" status indicator.