



Gmail

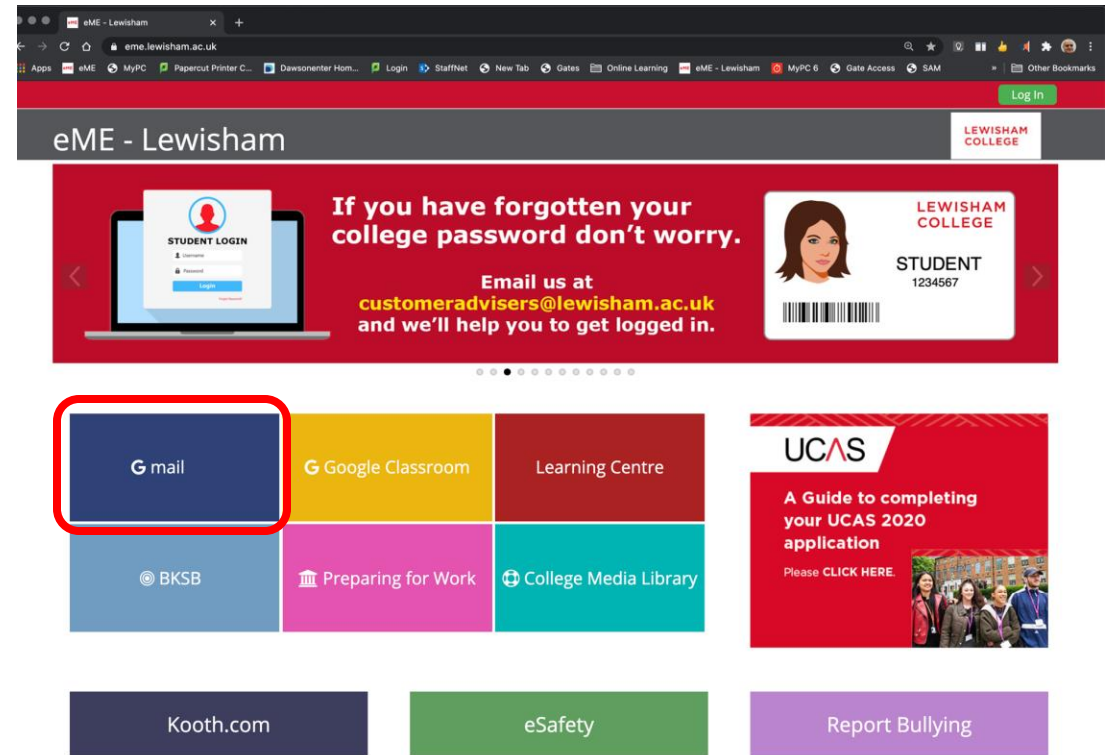
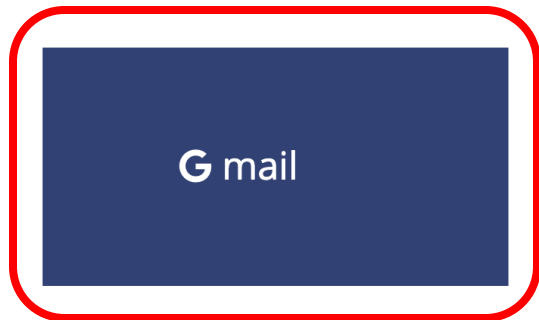
# College Gmail

Open email, reply and attach files



# Open Chrome or a web browser

- Open [eme.lewisham.ac.uk](http://eme.lewisham.ac.uk) in your web browser.
- Scroll down the page to view the link grid.
- Click on the Gmail link in blue.



# Sign in to Gmail

Google

Sign in

Use your Google Account

Email or phone

1234567@student.lewisham.ac.uk

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

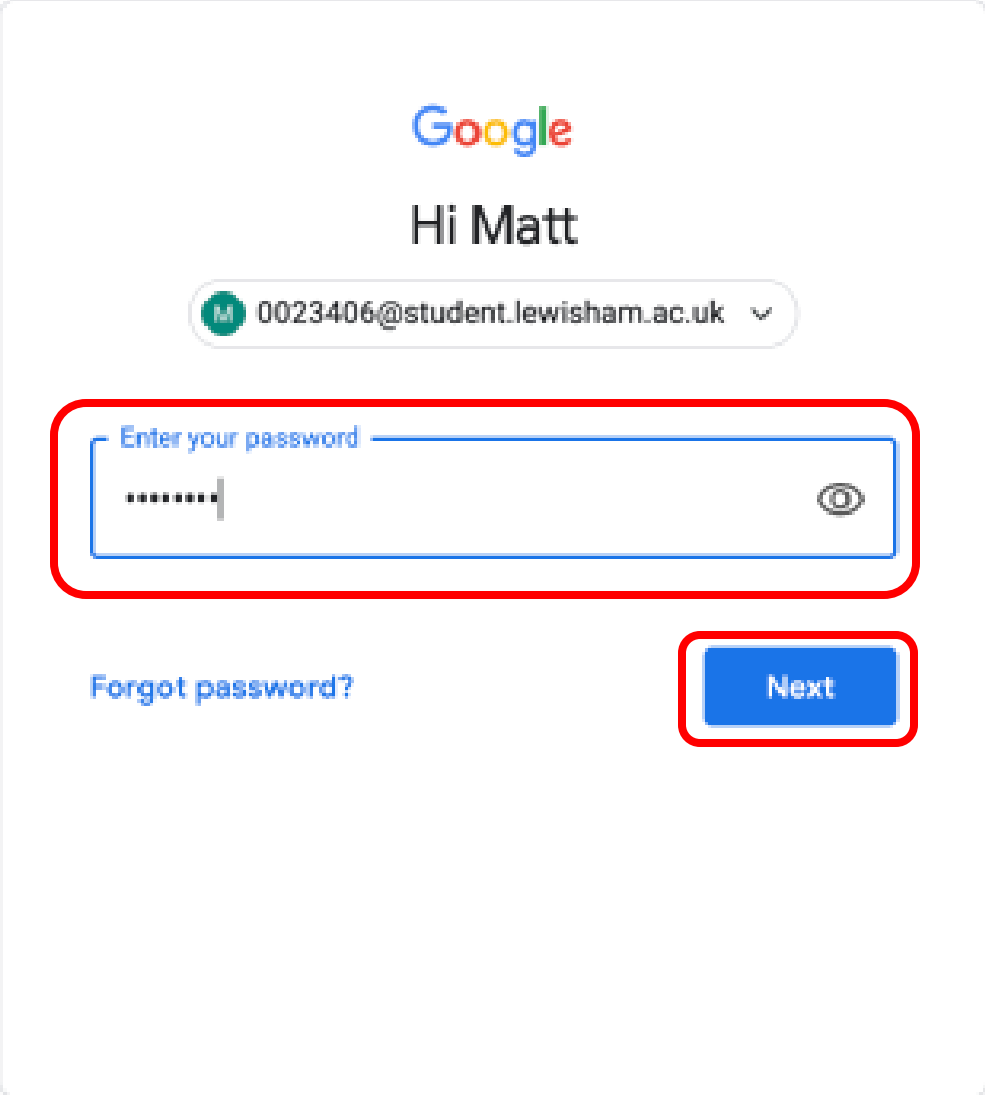
[Create account](#)

Next

- Enter your student email address.
- [1234567@student.lewisham.ac.uk](mailto:1234567@student.lewisham.ac.uk)
- Click on **Next**.

# Password

- Enter your college password.
- Click on **Next**.



Google

Hi Matt

M 0023406@student.lewisham.ac.uk

Enter your password

.....

Forgot password?

Next

# You are signed in to Google

About Store

Gmail Images



- You should see your profile picture in the top right corner.
- Click on the 9 dots (or Google Waffle).

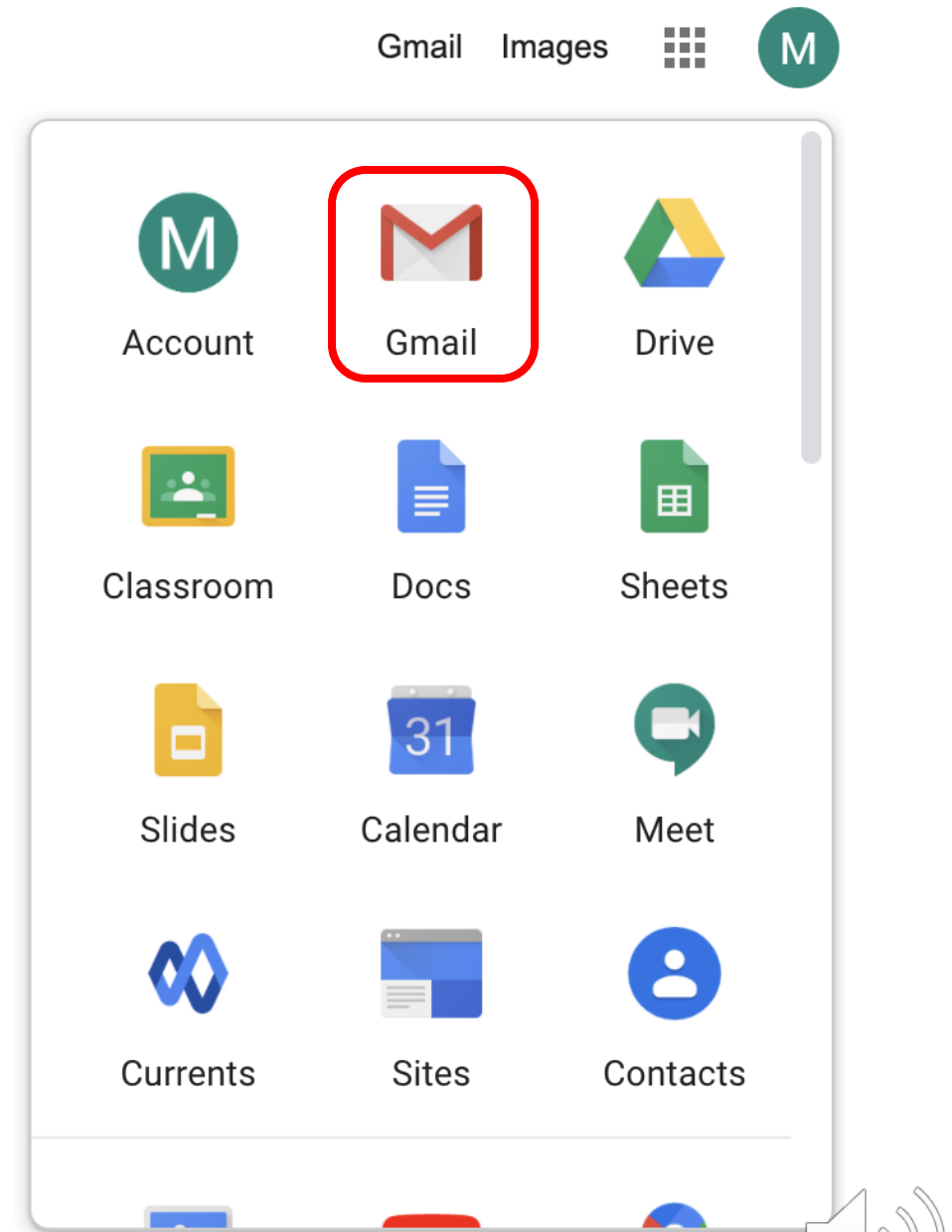
Google

Google Search

I'm Feeling Lucky

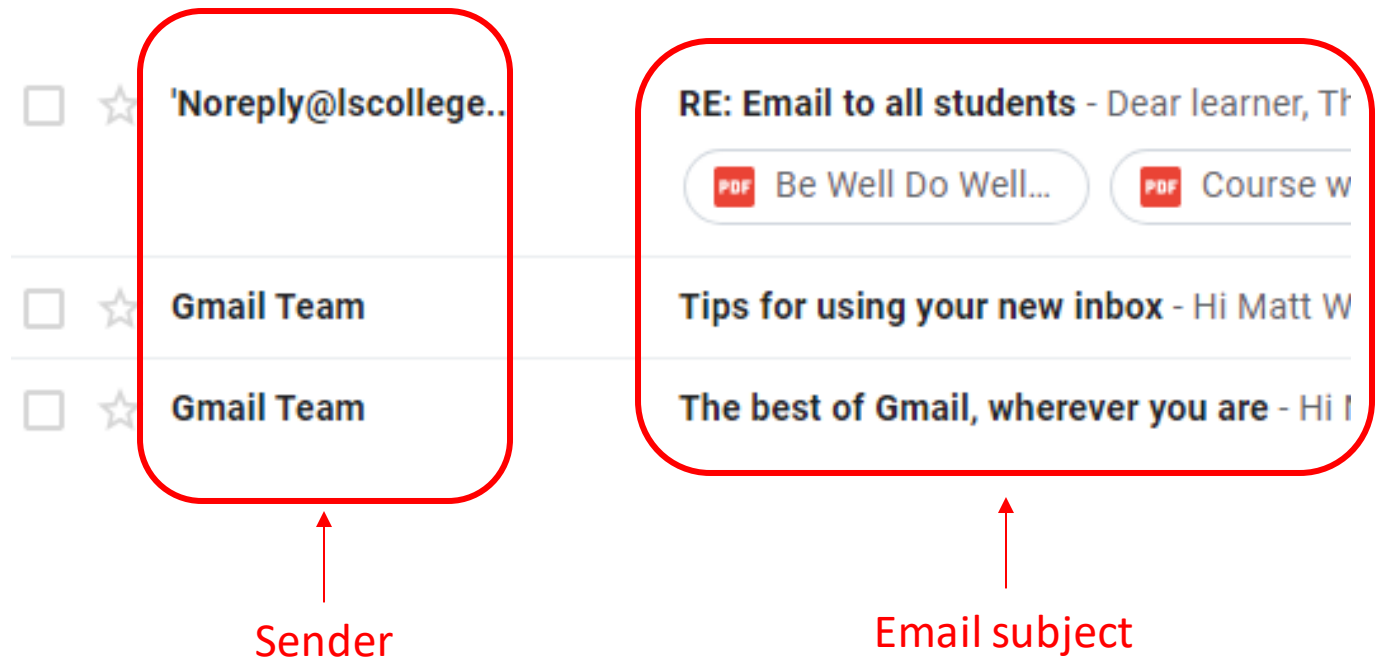
# Open Gmail

- Click on the Gmail icon to open it.



# Opening your email

- To open an email click on either the sender or the email subject.



# Replying and forwarding

To reply to an email, go to the bottom of the email and you will see the following options:



↑  
Use this button to reply



↑  
Use this button to reply to everyone

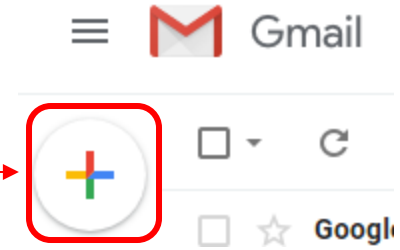


↑  
Use this button to forward to other people



# Writing an email

- Click on the this button to start an email.




- The email window will then open.



# Writing an email

- Put the address of where you want to send the email to here.
- Give your email a “subject” (like a title).
- Write your email here.



learning.centre@lscollege.ac.uk

Renewing a book

Dear Learning Centre,

Please can I renew my book, English Grammar in Use?

Regards  
Matt Edwards 0023406|

- When you are ready, click on **Send**.



Send

Activate Windows  
Go to Settings to activate Windows

# Attaching a file to an email

To attach a file, go to the icons at the bottom of the email window.



To find a file from your computer or a USB stick you need to click on the paper clip. This will open your drives.

To find a file from Google Drive, you need to click on the Drive icon.

# Learning more about Gmail

To find out more about using Gmail this website from GCF LearnFree has lots of helpful information and videos:

<https://edu.gcfglobal.org/en/gmail/>



Thank you