

A comprehensive range of guides to help you set up and use a Gmail account

How to create a Gmail account

The step-by-step guide to getting this free Google email account.

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How to open an email

A guide to opening and reading the contents of an email message.

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How to delete an email

A quick guide to deleting unwanted messages from your email inbox.

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How to send an email

A simple step-by-step guide to help you create and send an email.

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How to send an email to multiple people

A step-by-step guide to sending one email to several different email addresses at once.

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How to open an attachment

How to open a file that has been sent via email.

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How to email a document

A simple guide to attaching and sending a document from your computer via email.

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How to email a picture

Simple instructions for emailing a photo or picture.

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How to change your Gmail password

It's wise to change your Gmail password regularly and luckily, it's very easy to do!

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How to use chat in Gmail to talk with friends and family

Besides sending and receiving email, Gmail users have access to a range of additional features that can be quite useful. One of the most popular features is Gmail Chat.

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How to set up a Google Alert

If you want to stay up-to-date with a topic, a great way is to set up a Google Alert so that you get sent an email with the latest webpages and news items and other new content about that topic.

You'll need:

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How to use the Gmail mobile app

Gmail is one of the most popular online email providers. If you have a Gmail account, having it set up on your mobile makes it easy for you to read and reply to your email at any time without needing to sit down in front of a computer.

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Remote Digital Championing!

Guides covering some tips and techniques for providing remote support to learners, an increasingly important service in times of social isolation.

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