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How to open an email

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You've got mail! What are we waiting for, let's open it up and see what's inside...

Read on to understand how to open an email using Gmail.

This guide uses the example of opening an email with a Gmail account — one of the most popular email account providers, although other email applications will follow very similar steps.

You'll need:

- · a computer connected to the internet
- a Gmail account ready to send and receive emails.

Follow these step-by-step instructions to open an email

Step one: Log into your Gmail account so that you are on the dashboard (main page) of your account.

Step two: Go to your inbox.

Google		*
Gmail •	• C More •	
COMPOSE	Primary	🚨 Social 🔍 Promotion
nbox (6) 👞 💿	🗌 🚖 🕞 Gmail Team	Welcome to the new Gmail inbox - Hi William Meet
Starred	Genes Reunited	Information from Genes Reunited - To ensure Genes
mportant Sent Mail	Genes Reunited	We've had a makeover! - To ensure Genes Reunited
Drafts (12)	Genes Reunited	W, grow your tree - To ensure Genes Reunited emails
Personal	🗌 📩 🕞 Genes Reunited	Registration with Genes Reunited - To ensure Genes Re
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Step three: The inbox shows a list of emails received, arranged in columns. The one towards the left shows who the email is from, the one in the centre gives the subject of each email, and you'll find the time and date when each one was received in the right-hand column.

If you haven't opened and read an email, this information will appear as bold text in the list. Once you've opened and read the email and then returned to the inbox, the read email will be displayed in normal, non-bold text.

Gmail now categorises your emails into 'Primary' (what it deems to be important), 'Social' (updates from your social media accounts) and 'Promotions' (promotional emails from brands and companies). If you are expecting an email and it doesn't appear in your primary tab, do check the other tabs in case it has been

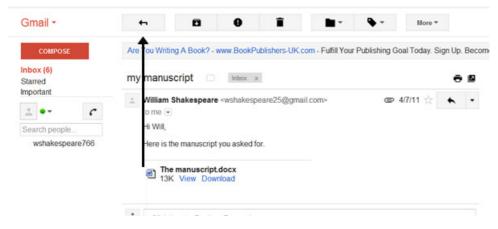
Step four: Once you've identified an email you wish to open, click on the line that shows the information about that email.

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Primary		12 Social	Promotions	+		
	Gmail Team	Welcome to the new Gmail inbox	- Hi William Meet the new inbox In	box tabs put you back in c	ontrol with simple organizatio	Dec 3
	Genes Reunited	Information from Genes Reunited	To ensure Genes Reunited email	s get to your lnbox, please	add info@genesreunited.co.)	11/24/12
	Genes Reunited	We've had a makeover! - To ensure	Genes Reunited emails get to yo	ur Inbox, please add info@	genesreunited.co.uk to your	8/14/12
	Genes Reunited	W, grow your tree - To ensure Gene	s Reunited emails get to your inbo	ox, please add info@genesi	eunited.co.uk to your	12/23/11
	Genes Reunited	Registration with Genes Reunited - To	ensure Genes Reunited emails g	et to your inbox, please ad	f info@genesreunited.co.uk I	12/13/1
	me	my manuscript - Hi Will, Here is the n	nanuscript you asked for.		a	p 4/7/1
	Gal Team	Import your contacts and old email - 1	You can import your contacts and	mail from Yahool, Hotmail,	AOL, and many other web m	4/7/1
	Gr ail Team	Customize Gmail with colors and t	hemes - To spice up your inbox w	with colors and themes, che	ck out the Themes tab under	4/7/1
	Grail Team	Get Gmail on your mobile phone -	Access Gmail on your mobile pho	one The days of needing yo	ur computer to get to your in	4/7/1

Step five: You can now read the content of the email and reply if you wish by clicking on the arrow at the top right hand of the email for reply or by clicking **Reply** underneath the message.

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Primary		🎿 Social	Promotions	+		
	Gmail Team	Welcome to the new 0	Gmail Inbox - Hi William Meet the new inbox I	nbox tabs put you back in o	control with simple organizatic	Dec
	Genes Reunited	Information from Gene	es Reunited - To ensure Genes Reunited email	Is get to your Inbox, please	add info@genesreunited.co.)	11/24/1
	Genes Reunited	We've had a makeove	et - To ensure Genes Reunited emails get to yo	our Inbox, please add info@	genesreunited.co.uk to your	8/14/1
	Genes Reunited	W, grow your tree - To	ensure Genes Reunited emails get to your Inb	ox, please add info@genes	reunited.co.uk to your	12/23/1
	Genes Reunited	Registration with Genes	Reunited - To ensure Genes Reunited emails g	et to your inbox, please ad	Id info@genesreunited.co.uk1	12/13/1
	me	my manuscript - Hi Will,	. Here is the manuscript you asked for		a	p 4/7/1
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	Gr ail Team	Customize Gmail with	colors and themes - To spice up your inbox w	with colors and themes, che	eck out the Themes tab under	4/7/1
	Grail Team	Get Gmail on your mo	bile phone - Access Gmail on your mobile ph	one The days of needing yo	our computer to get to your in	4/7/1
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Step six: When you've finished reading your email, click **back to inbox** icon to close the email and go back to the list of emails in your inbox.





See how it all works, below...

		Click here to enable desktop notifications for Gmail. Learn more Hide	
Smail -	· · C More ·	1-5 of 5 < > 🗃 -	¢-
COMPOSE	Primary	📩 Social 📎 Promotions +	
nbox (3) itamed	□ ☆ adsense-noneply	Google AdSense has reviewed your application - Welcome to AdSense Your application has been successfully reviewed. Now you need to create 3	5 Jul
ient Mail	Notalsográ	Your password changed - Your password changed Hi Joseph, The password for your Google Account josephdigitalunite@gmail.com	🖘 3 May
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	🗌 📩 Gmail Team	Three tips to get the most out of Gmail - Hi Joseph Tips to get the most out of Gmail Bring your contacts and emails into Gmail On your	3 May
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No recent chats Start a new one			

Email safety

Most online attacks and viruses come through fraudulent emails, so before opening any emails or attachments, consider the potential risks involved.

Fake emails may look like they have come from an untrusted source, this may be in the form of the sender's details. Have a look at the email address that it has come from. Does it look genuine? Are there spelling mistakes and unusual characters?

Most email providers will have the option to block and delete spam from your inbox.

Here are our top tips:

- Look out for words like 'urgent' and poor grammar
- Look out for words that are spelt (slightly) wrong e.g. Instagrm instead of the correct Instagram
- If you receive an attachment from someone you don't know, do not open it and delete it immediately
- Hover your mouse over the links to view the URL
- Don't click the unsubscribe link on a suspicious email, as this will let the scammer know your email is legitimate
- Block unwanted and suspicious emails from your inbox
- Do not reply to spam

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Next steps

 Email safety tips

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