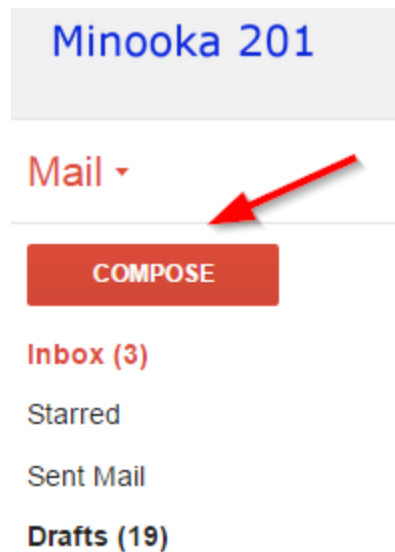


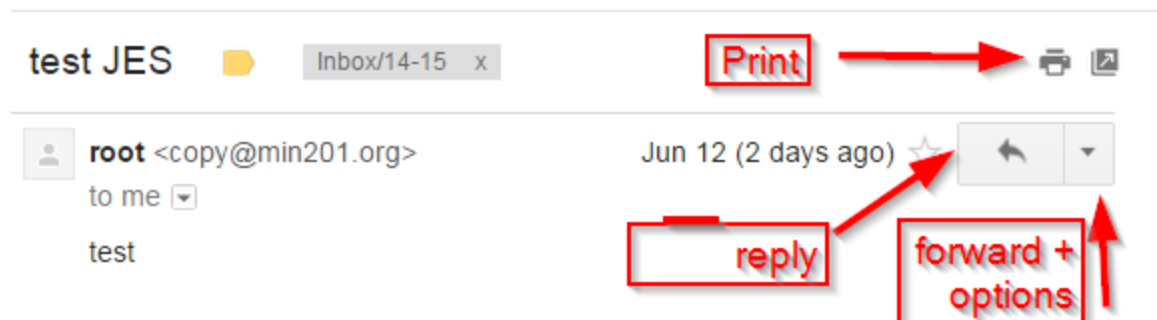
## Google Email Cheat Sheet: #1

#1. Don't use Outlook or 'Webmail'. Log into google email by going to [www.gmail.com](http://www.gmail.com)

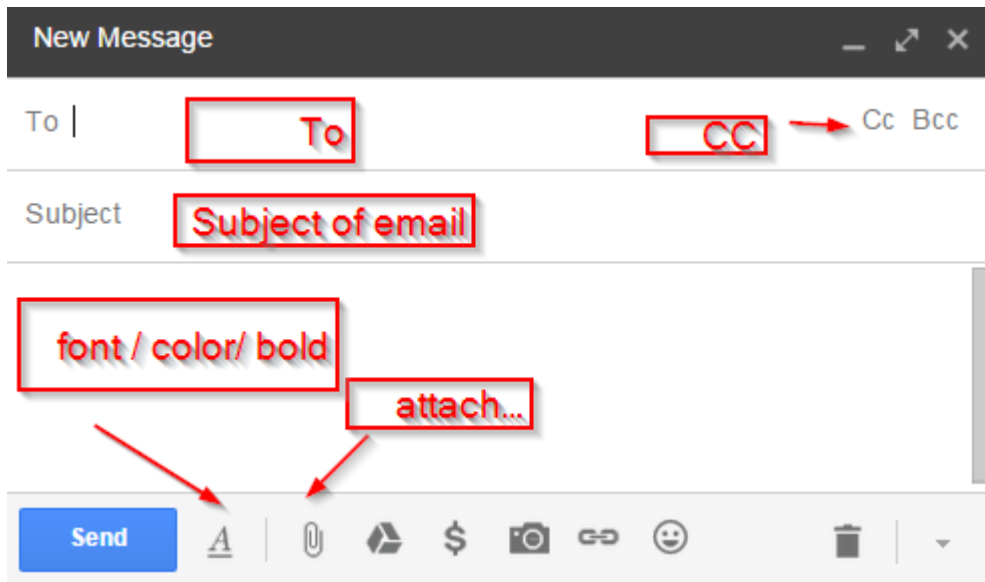
How to send an email, by clicking Compose.



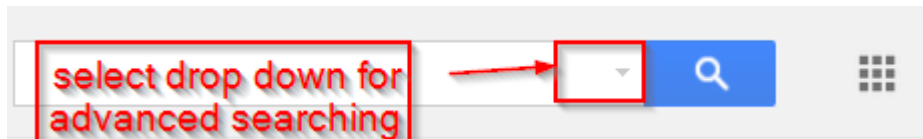
How to Print an email, Reply or Additional options (forwarding, marking as spam, etc)



### Sending an Email Tool bar Options:



**Searching for emails.** Select the drop down button at the 'search bar' for options such as from, to, date, and contains words.



### Email Search Options:

