# How to open Gmail (Google mail) and send/reply to a message

1. Go into Google and sign in (as you would for Google classroom). If the blue sign in button is not in the top right hand corner then search using the words 'Google sign in' and you will be able to click on the sign in link and find the blue button that way.
2. Once signed in click on the 9 dots in the top right hand corner. You will find them next to your initial (once you have signed in)
3. After clicking on the 9 dots you will be able to see a selection of apps such as those shown in the picture below.
4. Then click on the red and white Gmail envelope.
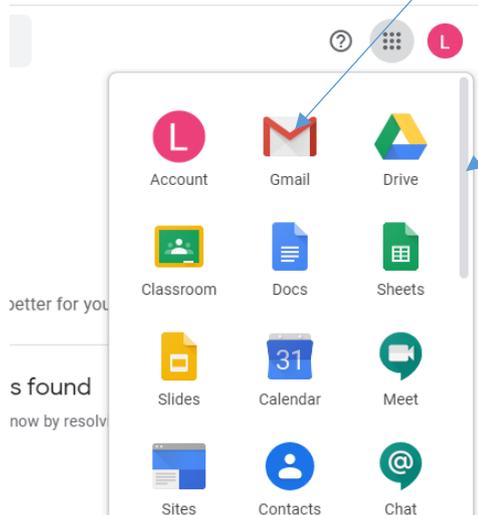
5. Once in the Gmail inbox you will see emails you have received. If you click on the message you want to read. It will open and you will be able to see the contents. You are also able to reply from this section.
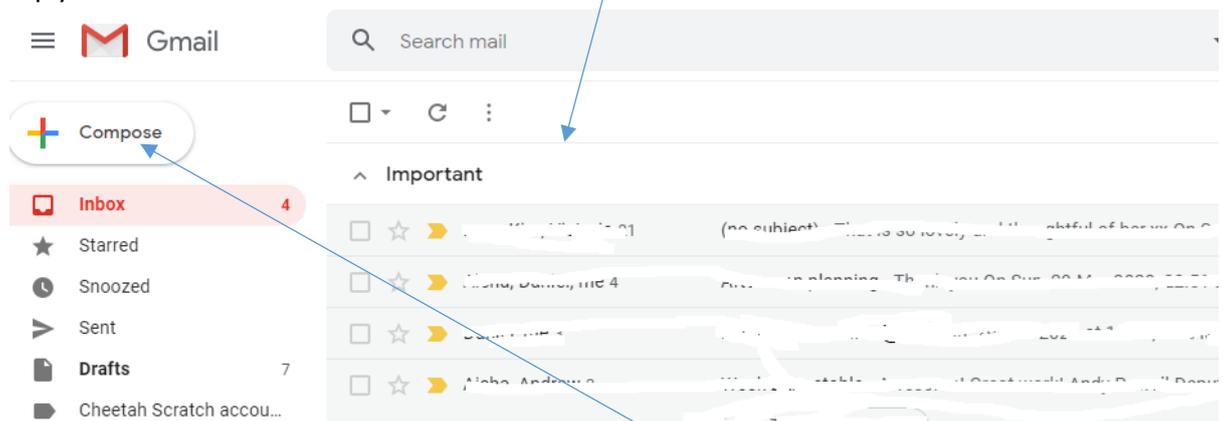
6. If you want to compose a message click the compose button. You can then type the message to the person using their full email address or you can start typing their surname and their Tweeddale.org account will appear. Please note that pupils are only able to email other Tweeddale.org accounts and cannot email outside accounts.
7. If you want to attach a file from the device you are using, click the paper clip at the bottom of the message box. Locate the file you want to send and click it to attach. Once attached you will see the file at the bottom of the email.
8. When ready click send. You will be able to view your email in the sent section on the left hand side of the Gmail app.