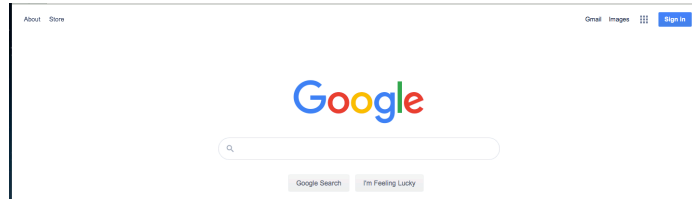


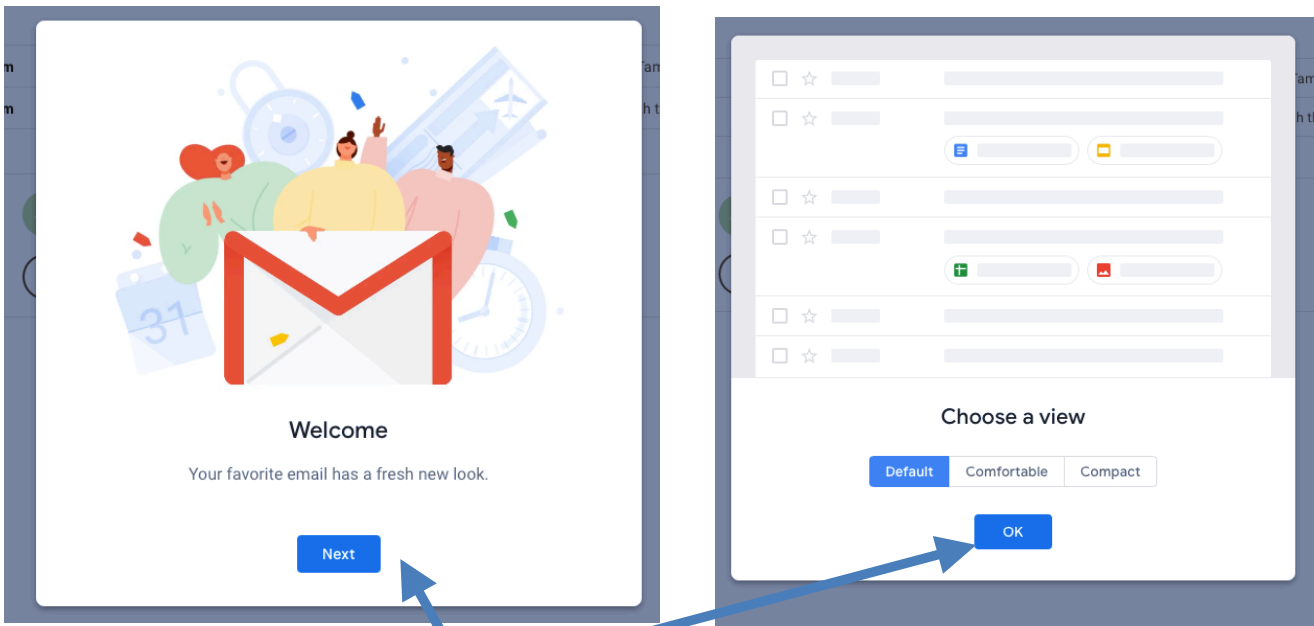
New Google Account

Open up you web browser and navigate to Google.com



On the top right-hand side of the Google's home page sign in to Google you're your Username and password.

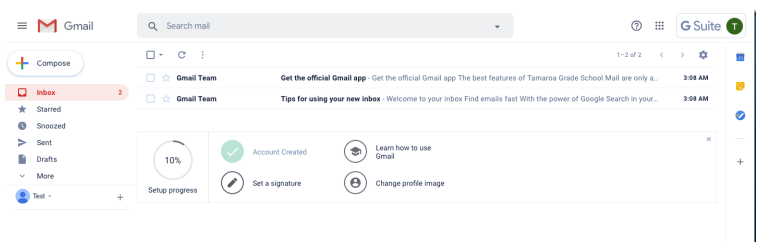
You will go to a **welcome to your new account page** and click on the **Accept** button.



Click Next and OK

Send An Email

Click on the Compose button



In the new window that pops up...
Send an email to Mr. O.

Select **To** and Type:

mr_o@tgs5.com

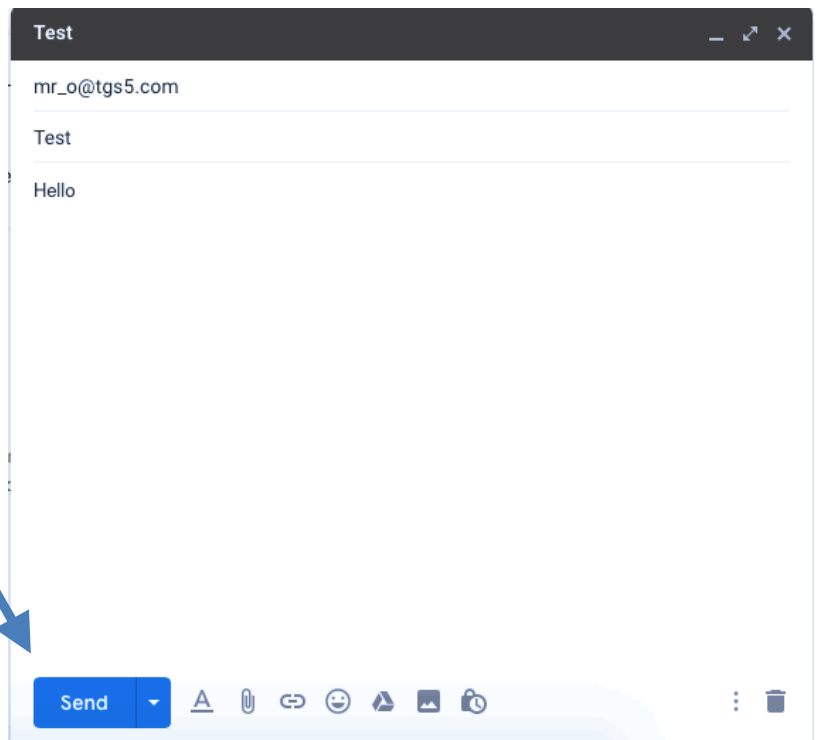
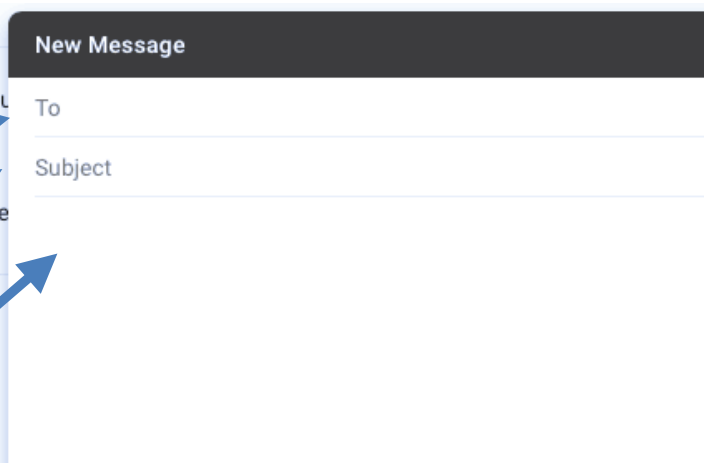
select **Subject** and Type:

Test

Select the space below and type:

Hello

Click on the send button



Now try to send an email to
Mr. Plumlee & Mrs. Hicks.

cplumlee@tgs5.com

ehicks@tgs5.com

To receive emails click on inbox

To delete emails select the box(s)
and select delete (the garbage can)

