What is GMail?

GMail can be used for email, calendaring, storing documents, upload photos and chat using audio and video messaging.

How will this help me with my learning?

You’ll be able to send and receive emails to other learners and teacher. You should be able to store documents and keep track of when assessments are due (by using the calendar) and use the document storage facility to store files (these make them accessible from any computer).

What resources do I need?

- A computer
- Internet connection along with a compatible internet browser.

Where can I find out more?

Try this link as it gives you everything you need to set up and use Gmail. http://mail.google.com/support/?ctx=gmail&hl=en-GB&labs=1&safe=on

How do I set up an account?

If you do not already have a GMail account go to http://www.google.com.au/ and select GMail.

Next click on Create an Account and follow the instructions to set up an account.
How do I use the features in GMail?

Once you log on you have access to Calendar, Document, Web, Chat, compose and read emails.

**Compose and read emails**
Allows you to start compose, send and read emails. This link gives you all you need to know to use the chat.
http://mail.google.com/support/bin/topic.py?hl=en&topic=12870

**Calendar**
Calendar opens to a new window and you are able to enter appointments and key dates. This link gives you all you need to know to create events, delete events and much more
http://www.google.com/support/calendar/bin/topic.py?topic=15270

**Chat**
Clicking on Chat allows you to start a conversation by text or audio with another person. You can also use video if you have a web cam. This link gives you all you need to know to use the chat
http://mail.google.com/support/bin/topic.py?hl=en&topic=12870

**Document**
You can upload files that you can access from any computer. These files can also be shared with other users. Click on Upload, browse to where your files are stored and upload!