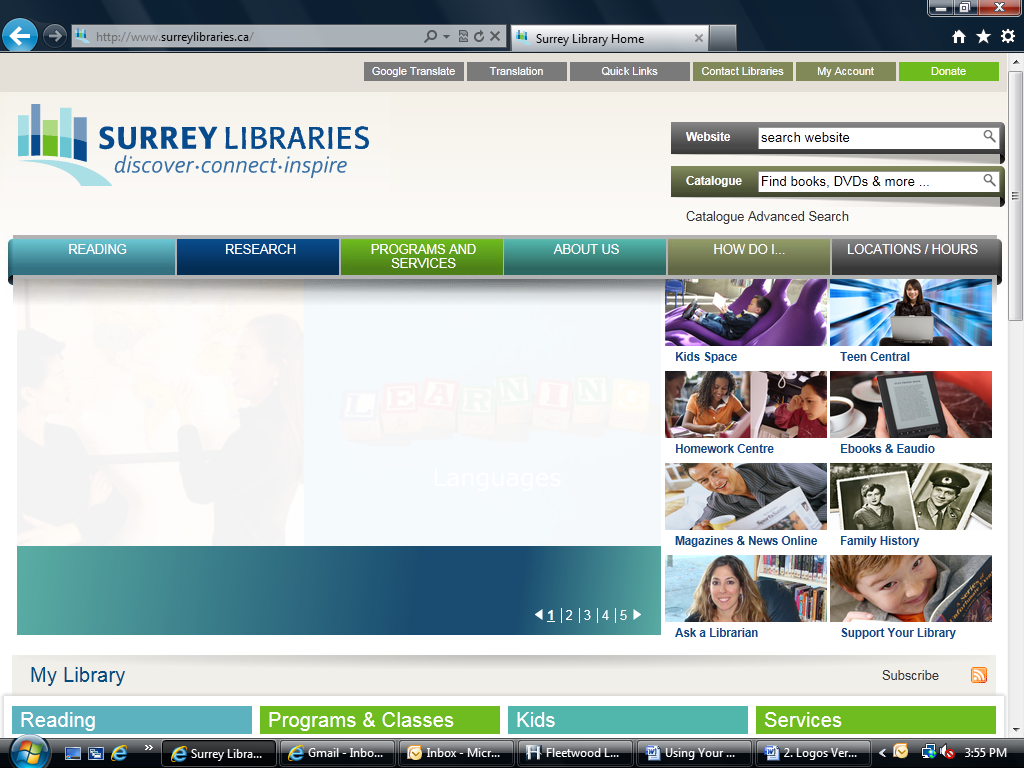
Gmail LogoHow to Use Your Account

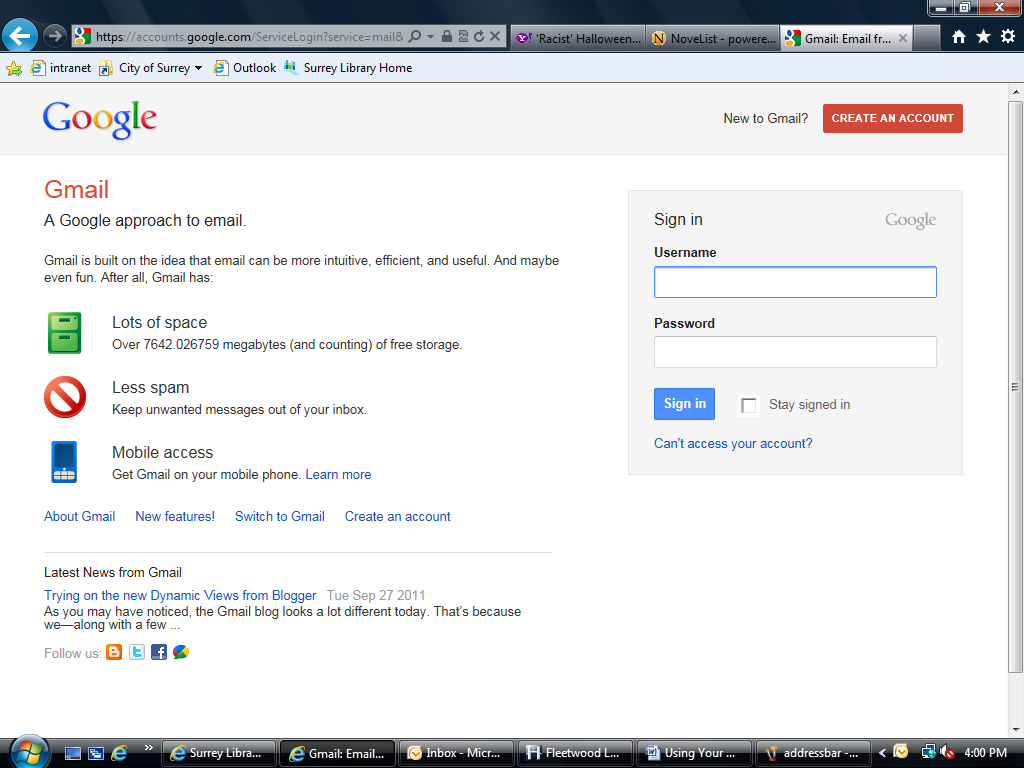
# **How to Get Into Your Account如何登入您的帳號:**

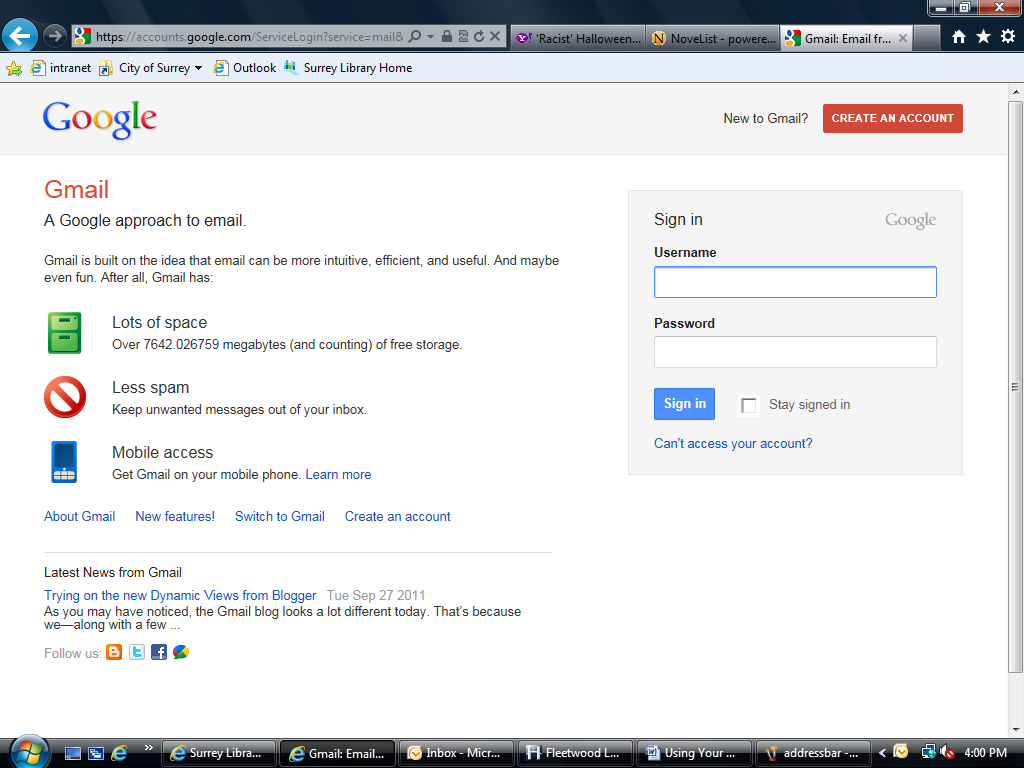
1. Open an internet browser by clicking on the internet explorer icon

按兩下Internet Explorer的圖標來開啟網絡瀏覽器。

1. Click on the address bar once, on top of the existing address  
   按一下網址欄 (顯示網址的地方)。



1. ****Type in [www.gmail.com](http://www.gmail.com) and hit **ENTER**輸入gmail.com 並且按**ENTER**。
2. Type in your username and password in the given space and click   
   輸入您的帳號以及密碼並且按登入。



If there is a checkmark in this box, you can remove it by clicking on it  
若框裡有打勾，您按一下並可消除。

|  |
| --- |
| **You are now in your email account! 您現在已進入您的信箱了!** |

***A bit about “Stay signed in”　關於＂保持登入＂***

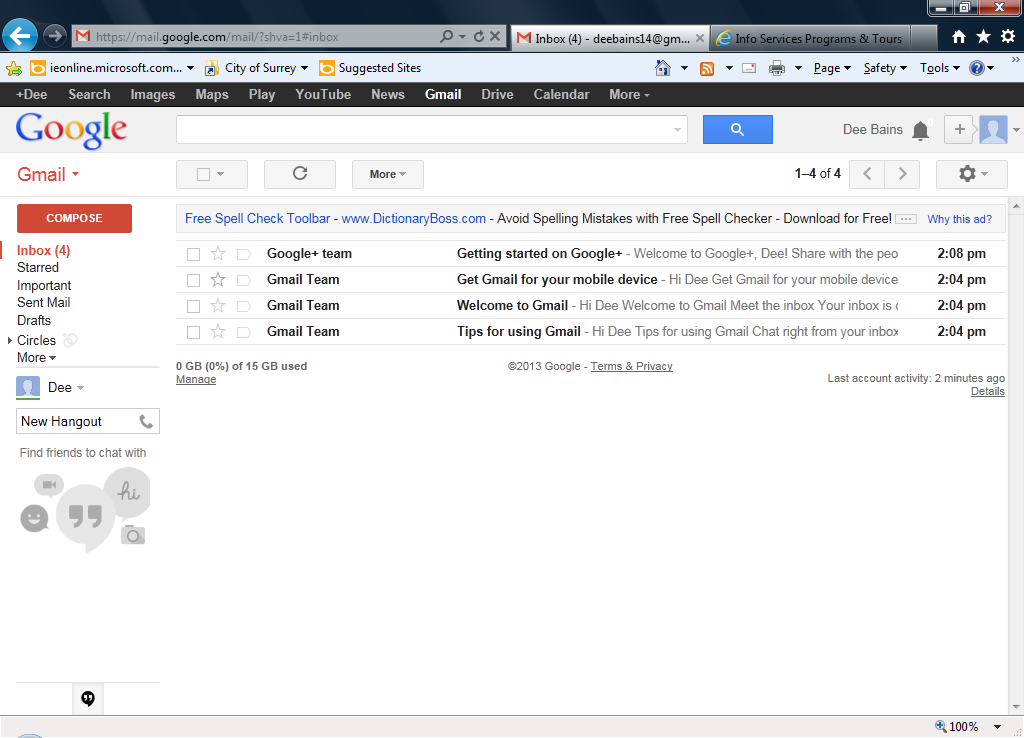
If you are on a public computer or on a shared computer and you don’t want anyone else to read your email, make sure the “*stay signed in*” box is empty, and always remember to *Sign Out* when you are done with your email.   
若您在公共場所使用電腦然後不希望其他人進入您的信箱，登入前先確認**Stay signed in / 保持登入**的方塊並沒有打勾，並且記得每次使用完信箱就要登出。

If you “stay signed in”, any time you enter [www.gmail.com](http://www.gmail.com) your email account will open without needing its password. This is handy when you are the only person using your computer, and if you check your email often.

若您保持登入狀態，您只要打開gmail.com的網頁，它就會自動開起您的信箱，不需要密碼。若您是在用自己的電腦並且家裡只有您一個人用那台電腦，這是一個很方便的工能。

**Profile**: you can view your account details and privacy settings, can sign out of your email account and add new email accounts.   
您可以觀看帳號，隱私設定，登出，以及新增帳號。

**What the Inbox looks like 收件匣的樣子:**



Notifications 通知

When each email was sent

發件時間

A preview of your email appears in grey letters

信件預覽是灰色的。

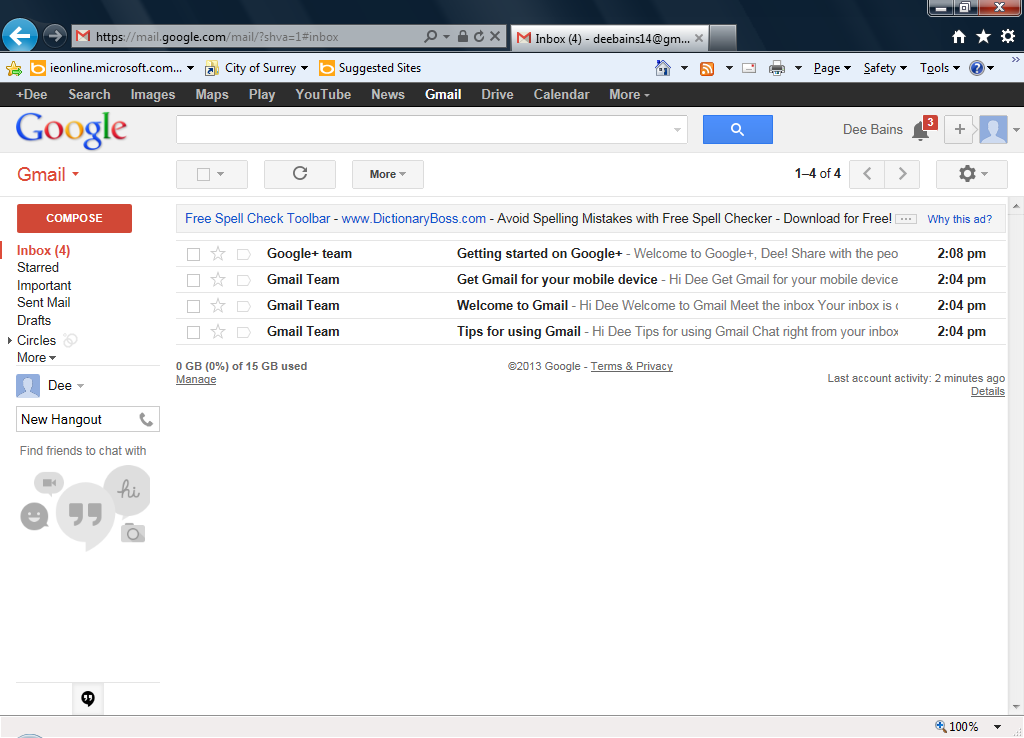
The subject of each email appears in black letters

信件主旨是**黑色**的。

Who sent each email  
寄件者

* Emails in **black bold text** are the ones that have not been read (or “opened”) yet  
  **黑色粗體**的信件代表未閱讀／開啟。

**How to read emails that you have received 如何閱讀您收到的信件:**

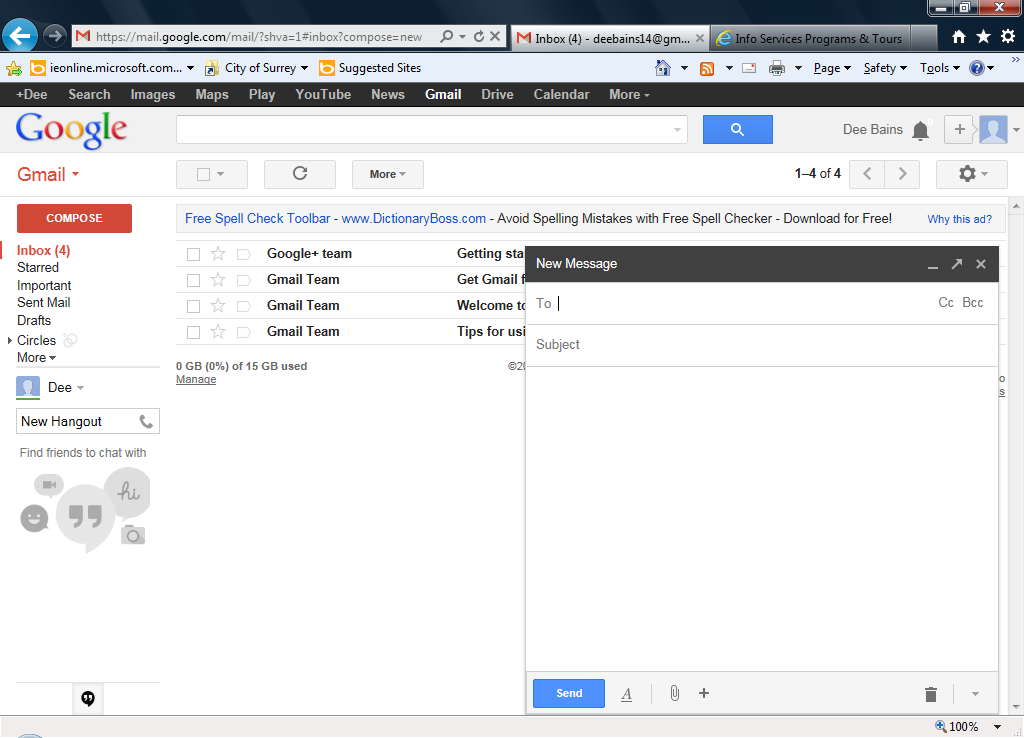
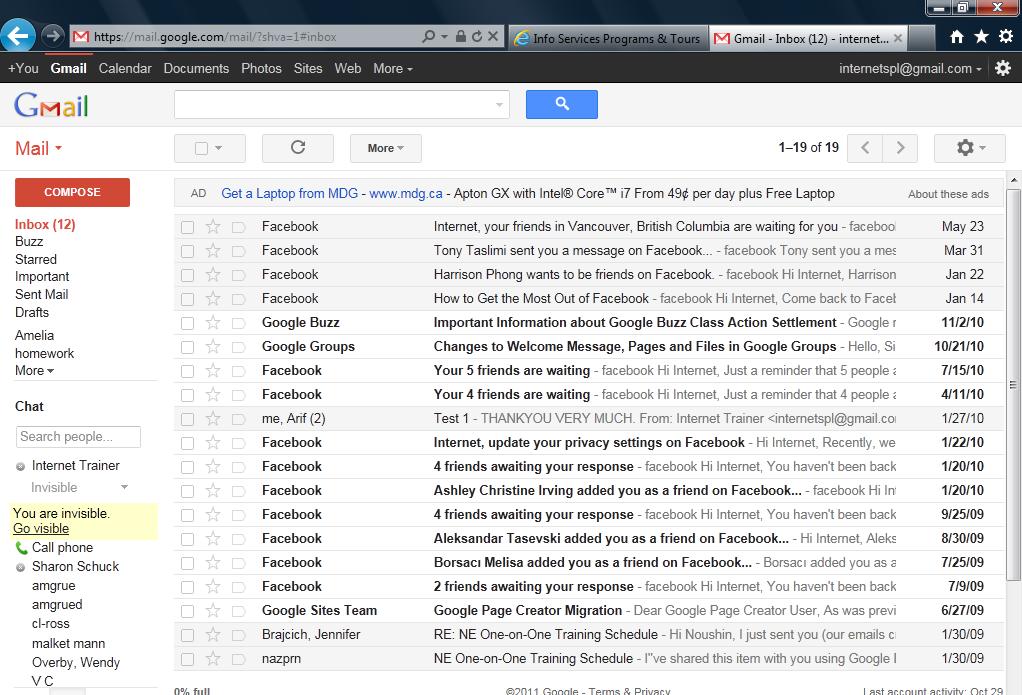
 1. Click on **Inbox** located to the top left (below the Gmail logo)  
 按一下收件匣（在左上角）

**Note:** The number in brackets next to the word **Inbox** indicates how many *unread emails* are in your inbox (here, it’s 4)  
**注意：**收件匣旁邊的數字代表收件匣內有多少*未閱讀* 的信件。

2. Click the **Subject** of any particular email you want to open   
　 若想閱讀任何信件，按一下**信件主旨**即可開啟信件。

3. That email will appear, and from there you can read it. You will also be able to reply, forward, or delete that particular email.  
 信件打開後，您可以閱讀，並回復，轉寄，或刪除那封信件。

**How to send an email 如何寄出信件:**

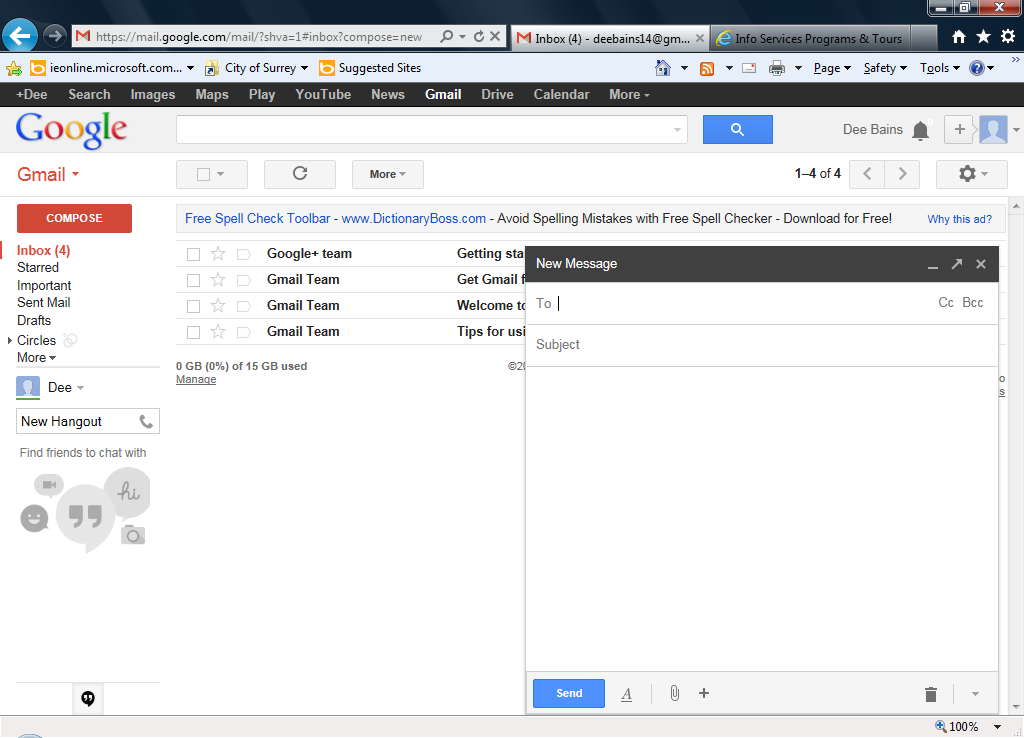
1. Click on the button at the top left of your screen. An email template in the bottom right of the screen will appear as shown below.   
   在左上角按一下［撰寫］，右下角就會出現一個新郵件。
2. Click in the box labeled “**To**”

and type in the **email address** of the person to whom you would like to send the message  
在［收件者］欄裡輸入對方的電子郵件地址。

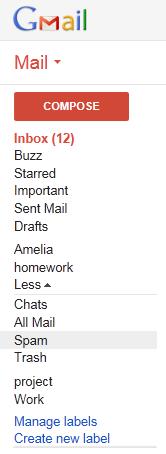
1. Click in the box labeled “**Subject**” to type a short description of what your email is about

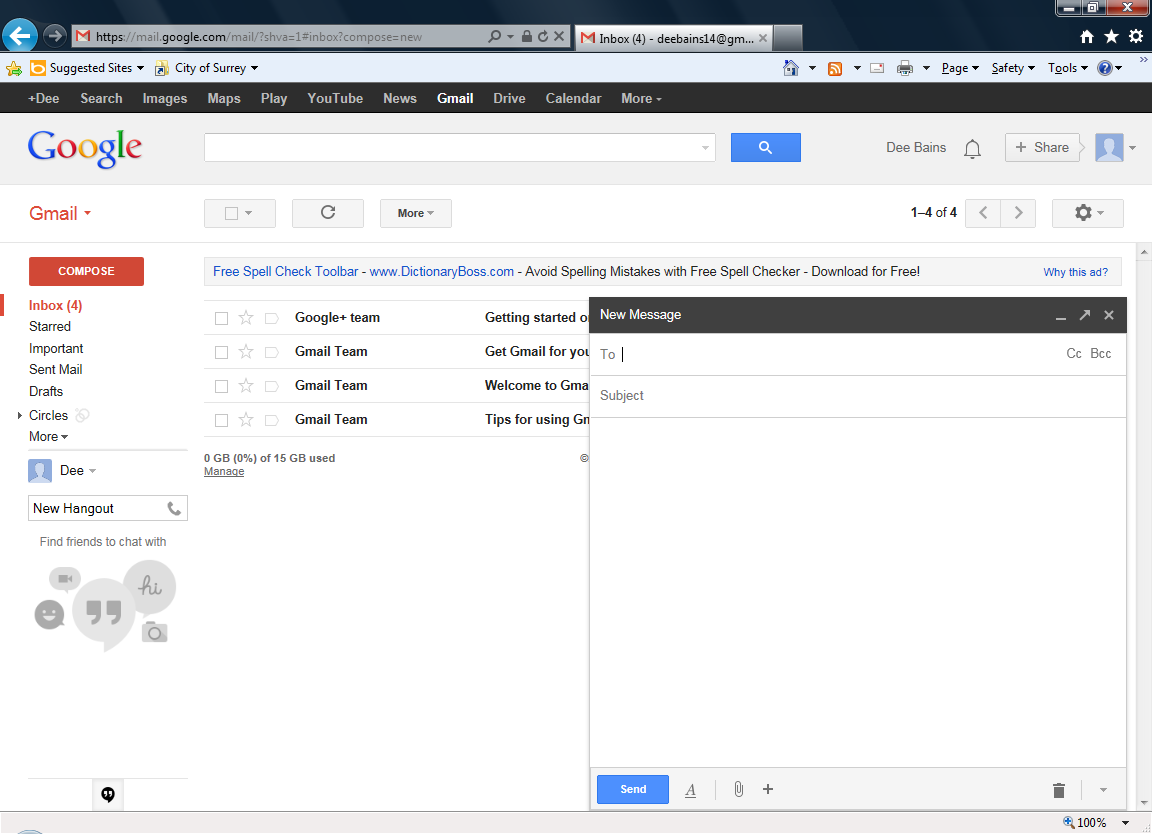
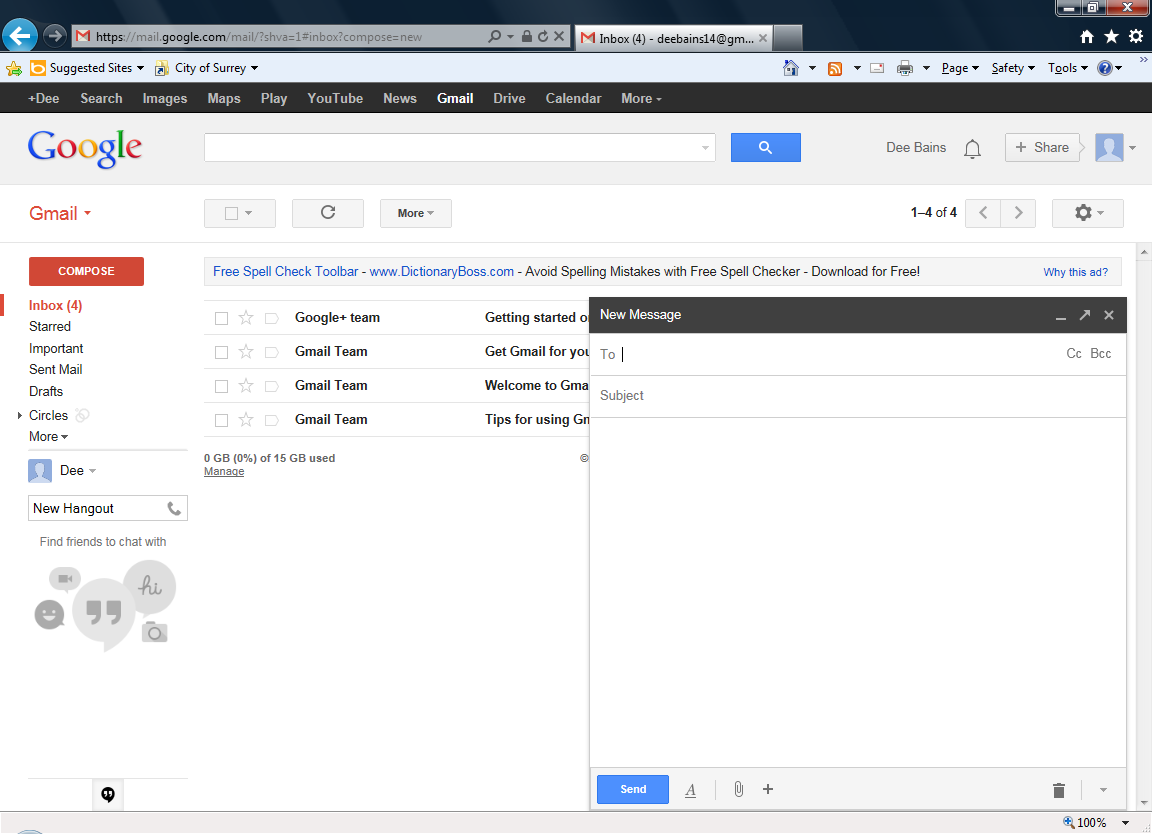
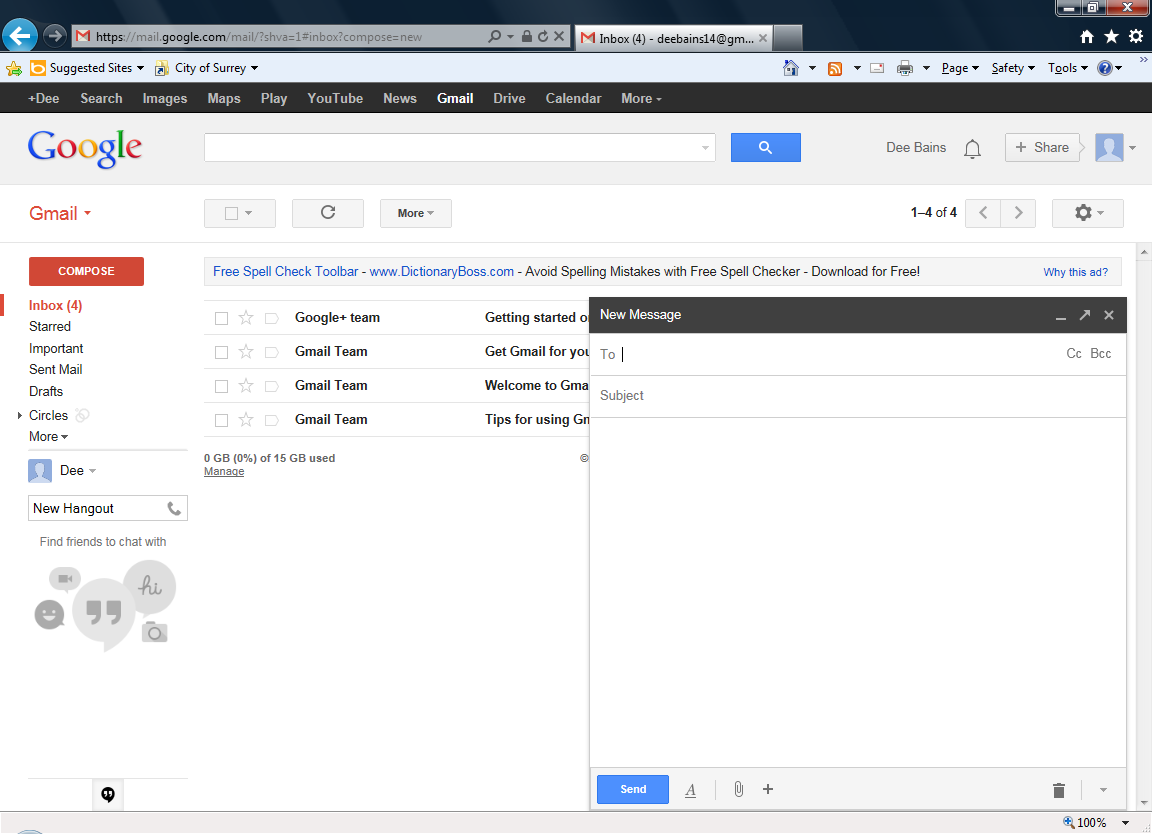
Ex, Meeting Monday, Vacation Photos

在［主旨］欄裡輸入信件的重點。

1. Click in the large white box to begin typing   
   按一下空白格並開始打出您的信件。
2. Click on  when you are done   
   好了就按一下［傳送］即可寄出信件。

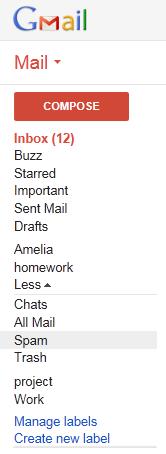
## **How to Attach A File 如何附加檔案:**



1. Click on the button to start a new email  
   在左上角按一下［撰寫］，右下角就會出現一個新郵件。
2. Click **Attach a File icon** , located just beside the **Send** button  
   在［傳送］旁邊，按一下［夾帶檔案］。
3. Choose the place where your file was saved  
   找出您儲存檔案的地點。
   * If it was saved on your USB key, choose Removable Disk. If it was saved on your computer, choose Local Disk (C:)  
     若您的檔案儲存在USB裡，選擇［抽取式磁碟］。若儲存在您的電腦裡，選擇［磁碟C:］。
   * The list of the files and file folders stored in that area will show up. Click on the particular file you wish to attach  
     按進去後會列出那位置所儲存的檔案和資料夾。選擇您想要夾帶的檔案。
4. Click **Open**按開啟。
   * You’re Done!! Your file has been attached.   
     您完成了！您的檔案已被夾帶在信件上。
   * The attachment should be displayed below the Subject box.   
     您所夾帶的檔案應顯示在［主旨］欄下。
5. Complete the rest of the email as you normally would then click  .  
   完成信件其餘的內容並且按［傳送］。
   * 1. Top of Form

# **Your Folders 您的郵件夾:**

* Folders are the different places where your emails are kept  
  郵件夾是整理和保存您的郵件的地方。
* In *Gmail* the folders you are likely to use most often are: Inbox, Starred, Sent Mail, Drafts, Spam, and Trash  
  在Gmail裡您最常使用的郵件夾會是：收件匣，已加星號，寄件備份，草稿，垃圾郵件，垃圾桶。



**Inbox:** the main email area. The number in bold shows your *unread* email count  
收件匣：電子郵件箱的主要區域。旁邊的粗體數字告訴您有多少未閱讀的郵件。

|  |
| --- |
|  |
|

**Compose Mail**

|  |
| --- |
| **Inbox** |

Starred http://mail.google.com/mail/images/star_on_sm_2.gif

**Sent Mail:** click here to see messages you have sent  
寄件備份：您所寄出的郵件

Chats http://mail.google.com/mail/images/chat_bubble_nav.gif

**Drafts:** emails you have started but did not send are automatically kept in this folder  
草稿：您已開始寫但未寄出的郵件會自動儲存到這裡。

Sent Mail

Drafts

All Mail

Spam

Trash

**Spam:** messages that might give you a virus are automatically sent to this folder instead of being sent to your Inbox. If you can recognize who sent the email, it is okay to open it. Otherwise, DO NOT open any spam, as it may give you a virus  
垃圾郵件：任何Gmail覺得沒用或有可能有病毒的郵件會被自動移到這郵件夾。若您認得寄件者即可開啟，不然請勿閱讀。

**Trash:** deleted messages are kept in this folder for a limited time  
垃圾桶：被刪除的郵件會被暫時保存，數天後自動永久刪除。

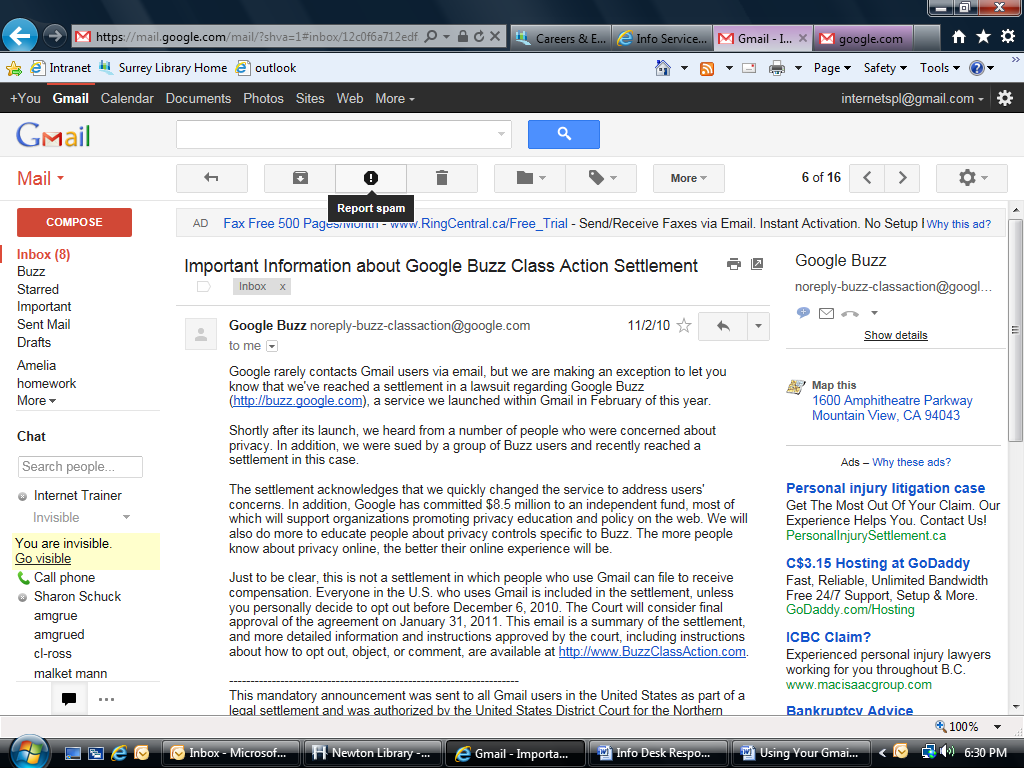
**Starred emails:** You can “star” emails from the Inbox, or when you have a particular email open. This function allows you to organize your Inbox so you can easily spot important emails.   
已加星號：您可以在郵件上“加星號”，讓您比較容易整理收件匣以及看到有那些郵件是重要的。

**Frequently Asked Questions　常見問題**

## How can I save emails that I am still working on? 如何儲存還未寄出的郵件?

* Gmail automatically saves your email to the **Drafts** folder as you work on it.   
  Gmail 會自動儲存您的郵件在**［草稿］**夾裡。

# I keep getting spam/junk mail. How can I stop it from coming? 我一直收到垃圾信件。如何防止再寄來？

* Open the email you think is spam/junk mail and click on the **Report Spam** button   
  開啟您認為是垃圾郵件的信件並按**回報為垃圾郵件**。
* Any email you mark as Spam will be stored in your Spam folder for 30 days  
  任何被您回報為垃圾郵件的信件會被移到**垃圾郵件夾**，在保存後30天被自動刪除。

## How can I change my password? 如何更改我的密碼？

1. Click on your email address at the very top right side of the page, and select **Account Settings**按一下您的電子郵件址（在右上方），並按**［Account Settings］**。
2. Select **Changing your password**按**［Changing your password］**。
3. In the new window, enter your current password and your new password  
   在新的視窗裡，輸入您現有的密碼和您想要的新密碼。

## What should I use for my password? 我的密碼裡應該使用什麼？

• Avoid using your name, phone number, birth date or anything that can be easily guessed; try to use a combination of letters and numbers.   
 盡量防止在密碼裡使用您的名字，生日，或任何容易猜的文字。試著用一個不好猜的字母組合。

• For a Gmail account, you must use at least eight characters.   
 Gmail帳號的密碼必須至少八個字母。

• When you are in the process of signing up, Gmail will tell you how strong your password is:   
 當您在註冊時，Gmail會告訴您您的密碼有多保守。

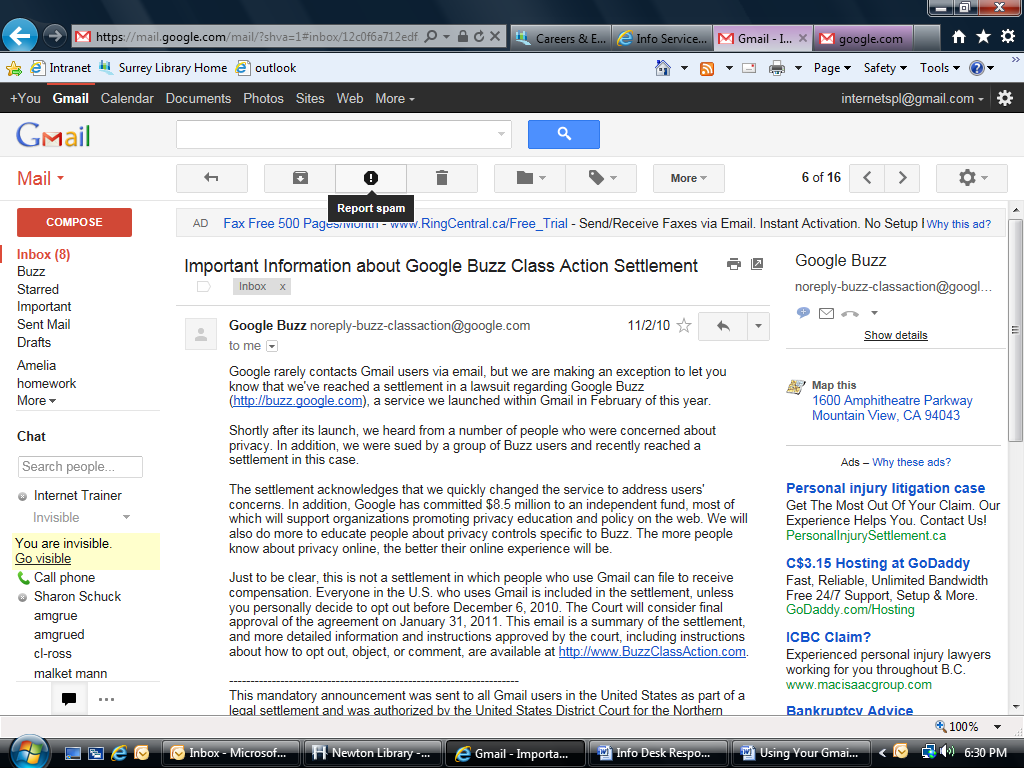
o Too short? Add more characters (letters, numbers, symbols).   
 太短？加更多字母（英文字母，數字，符號）。

o The more characters you use (letters, numbers, symbols), the stronger your password will be.   
 字母越多，密碼越保守。

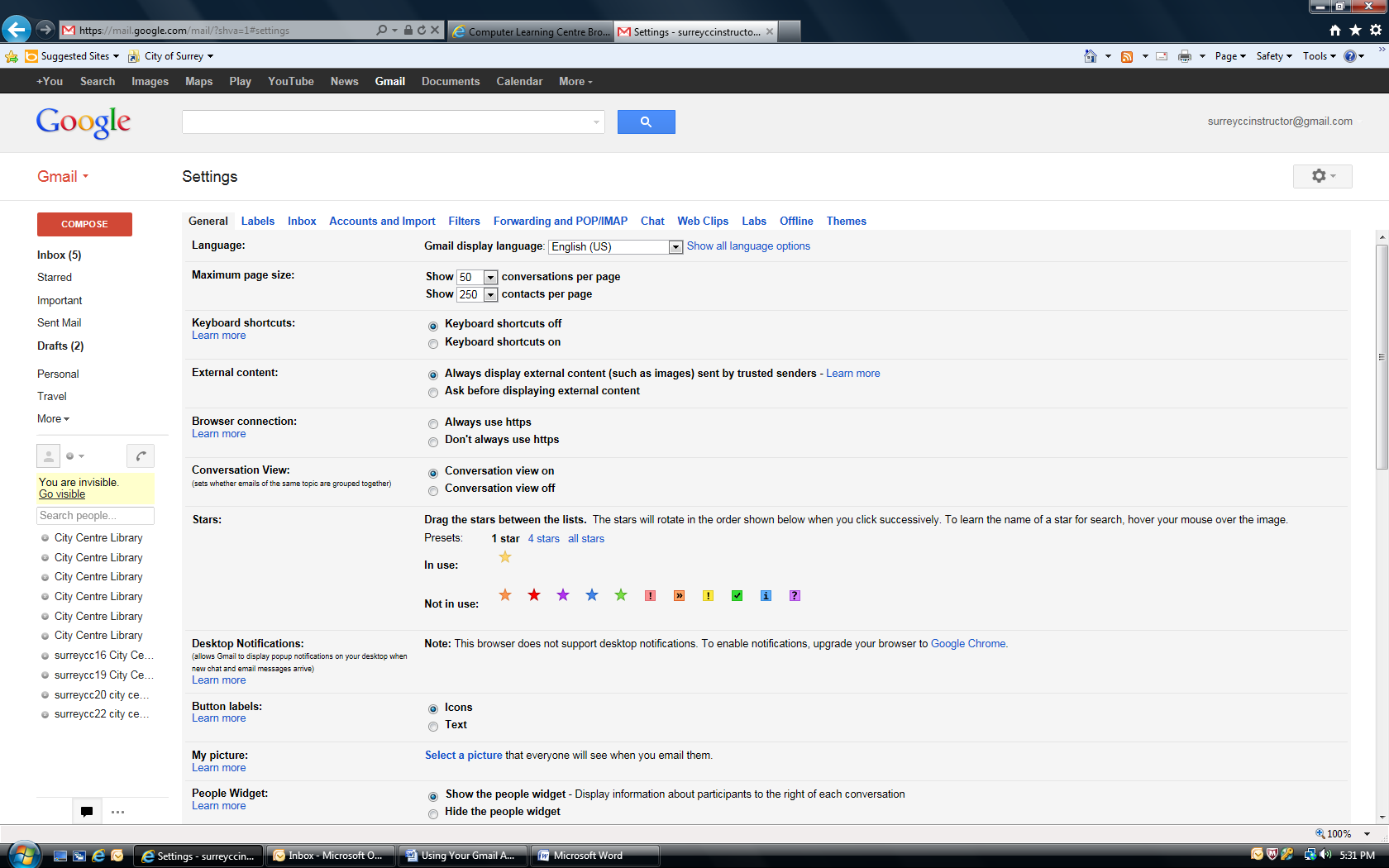
o Try to make your password memorable, but not easy to guess.   
 盡量選一個好記卻不好猜的密碼。

**Important:** Do not share your password with others!  
**重要：**請勿與其他人分享您的密碼！

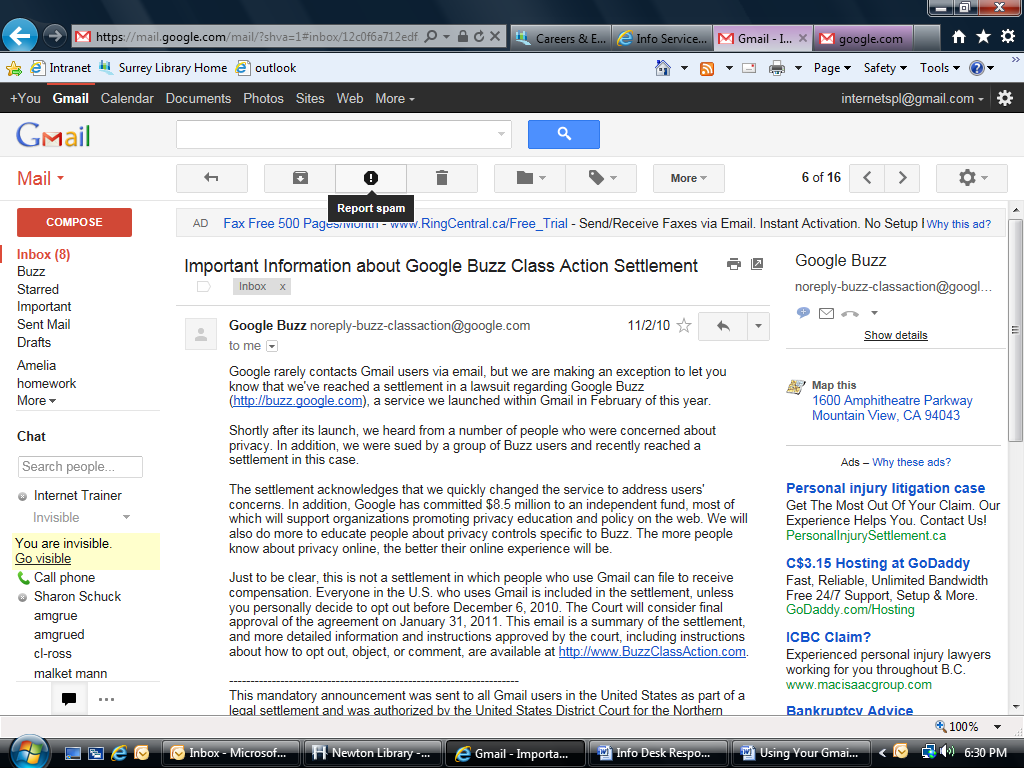
*How can I tinker with my settings?  
如何更改我的設定值？*

* **Click on the button that looks like a gear and select **Settings**按一下右上方的齒輪，並按 **［Settings］**

Your total settings options appear below. There are too many to fit on one page at once, so they are separated into different sections. Click on any section in blue to view the correspondingoptions   
您的總設定值會出來，因為太多所以分成很多部分。按任何標題查看相應的選項。



*I need more help! What can I do? Where do I go?  
我還有更多問題！我需要幫助！怎麼辦？*

Google has created its own Gmail help service, which you can browse or search by keyword  
  
Google有建立一個Gmail的幫助服務，您可以使用關鍵詞來翻閱或搜查。

* Click on the gear button on the top right and click on **Help**按一下右上方的齒輪，並按**［Help］**。

**Don’t forget: library information staff are here to help too! Just ask.  
別忘了：圖書館人員也非常樂意幫助您！**