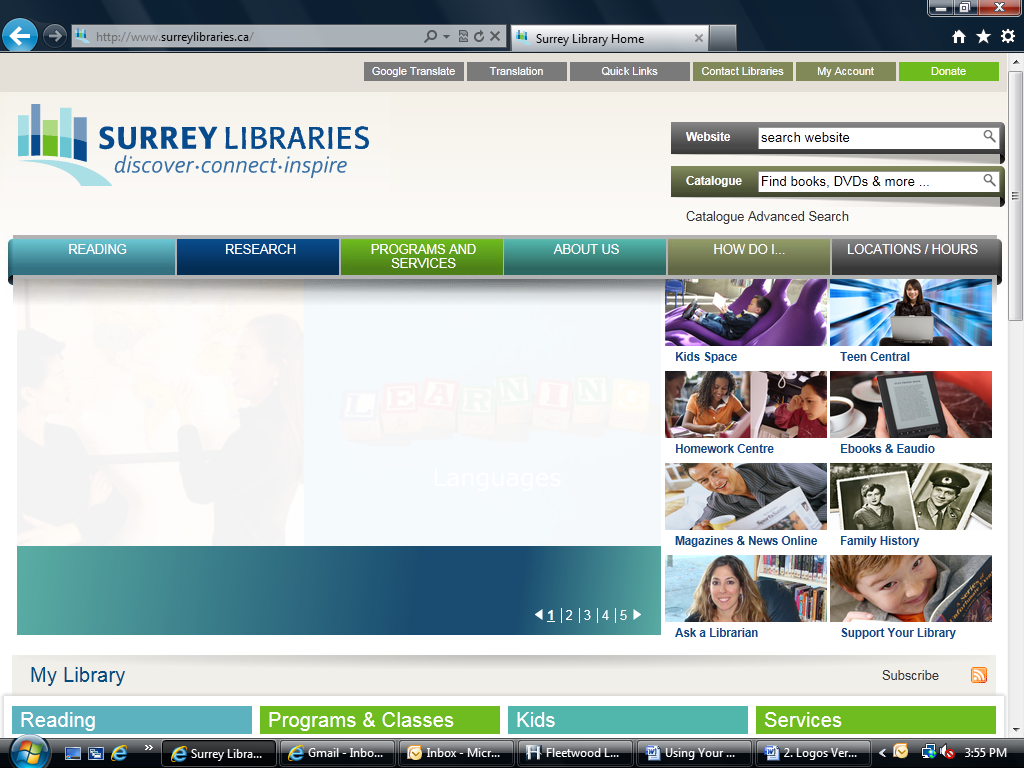
Gmail LogoHow to Use Your Account

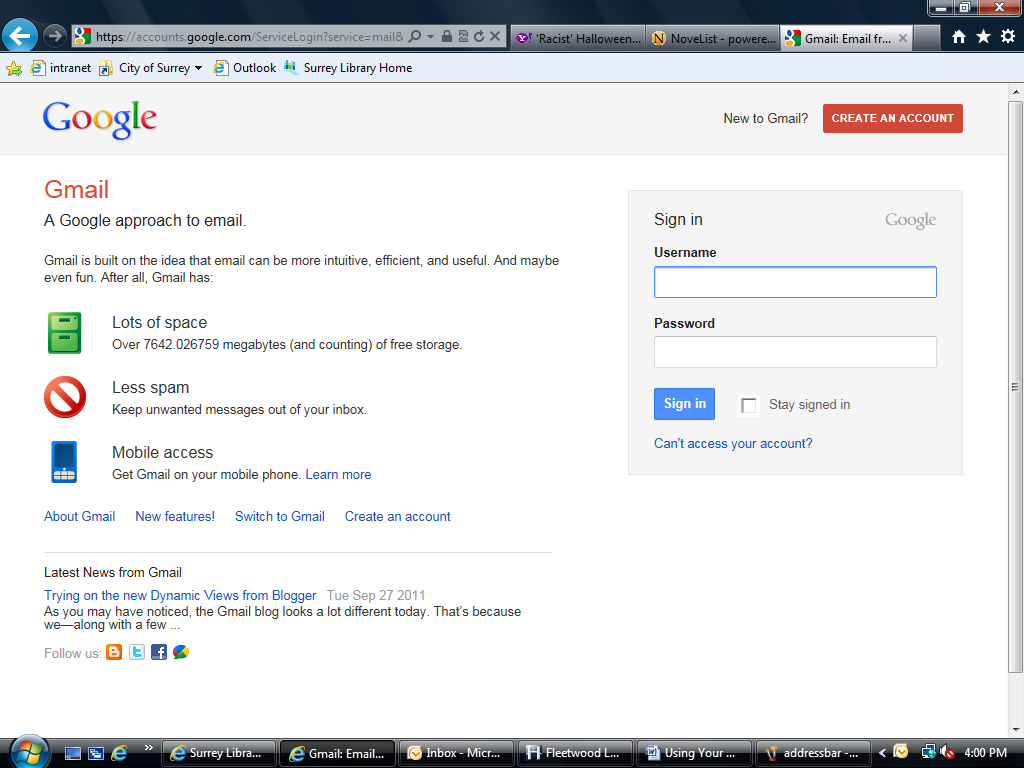
# **How to Get Into Your Account如何登入您的帐号:**

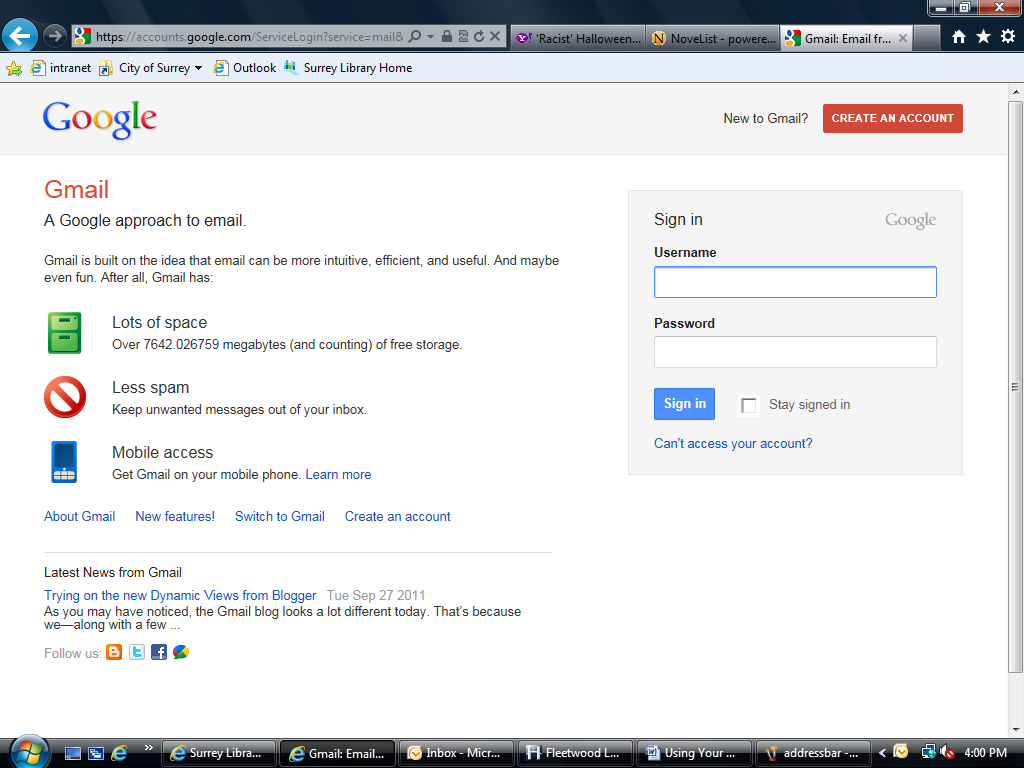
1. Open an internet browser by clicking on the internet explorer icon

按两下Internet Explorer的图标来开启网络浏览器。

1. Click on the address bar once, on top of the existing address  
   按一下网址栏（显示网址的地方）。



1. ****Type in [www.gmail.com](http://www.gmail.com) and hit **ENTER**输入gmail.com并且按**ENTER**。
2. Type in your username and password in the given space and click   
   书入您的帐号以及密码并且按登入。



If there is a checkmark in this box, you can remove it by clicking on it  
若框里有打勾，您按一下即可消除。

|  |
| --- |
| **You are now in your email account! 您现在已经进入您的信箱了！** |

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

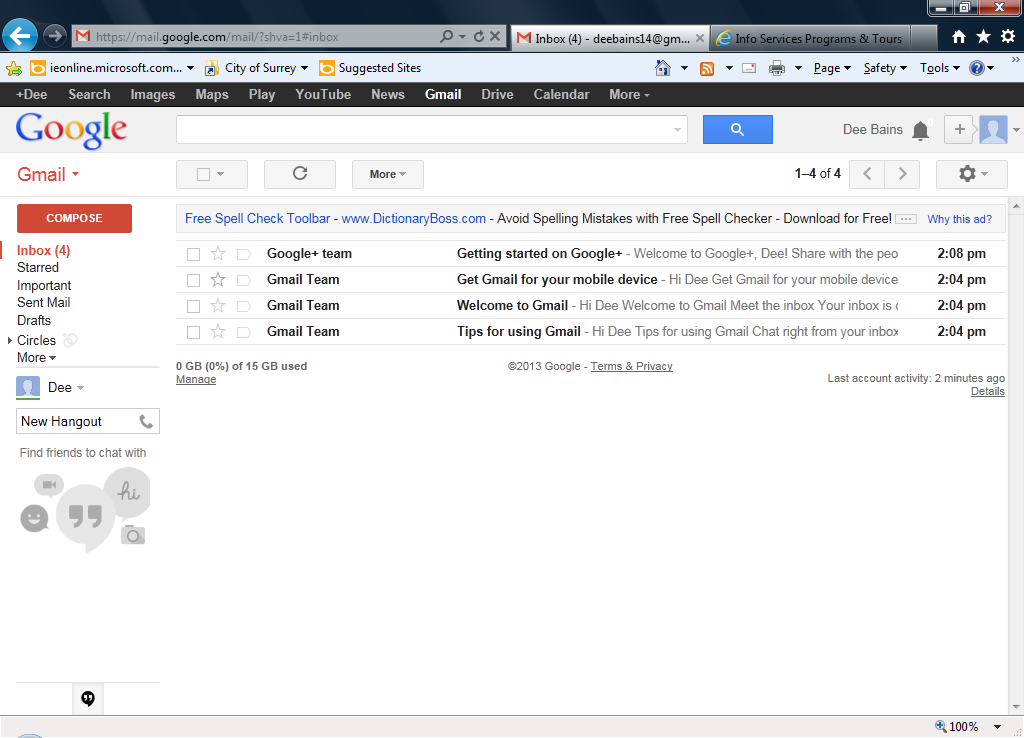
If you are on a public computer or on a shared computer and you don’t want anyone else to read your email, make sure the “*stay signed in*” box is empty, and always remember to *Sign Out* when you are done with your email.   
若您在公共场所使用电脑然后不希望其他人进入您的信箱，登入前先确认**Stay signed in /** 保持登入的方块并没有打勾，并且记得每次使用完信箱就要登出。

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.

若您保持登入状态，您只要打开gmail.com的网页，它就会自动开启您的信箱，不需要密码。若您是在自己的电脑并且只有您一个人用那台电脑，这是一个很方便的功能。

**Profile**: you can view your account details and privacy settings, can sign out of your email account and add new email accounts.   
您可以观看帐户，隐私设定，登出，以及新增帐户。

**What the Inbox looks like 收件匣的样子:**



Notifications 通知

When each email was sent

发件时间

A preview of your email appears in grey letters

信件预览是灰色的

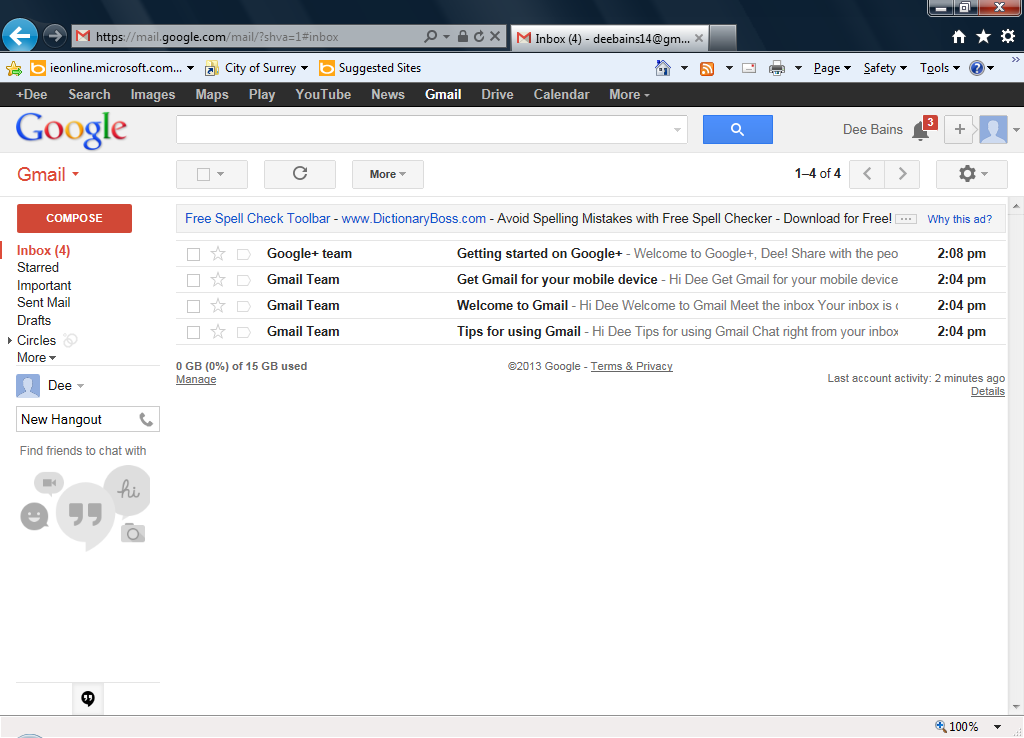
The subject of each email appears in black letters

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  
  黑色粗体的信件代表未阅读/开启。

**How to read emails that you have received 如何阅读您收到的信件:**

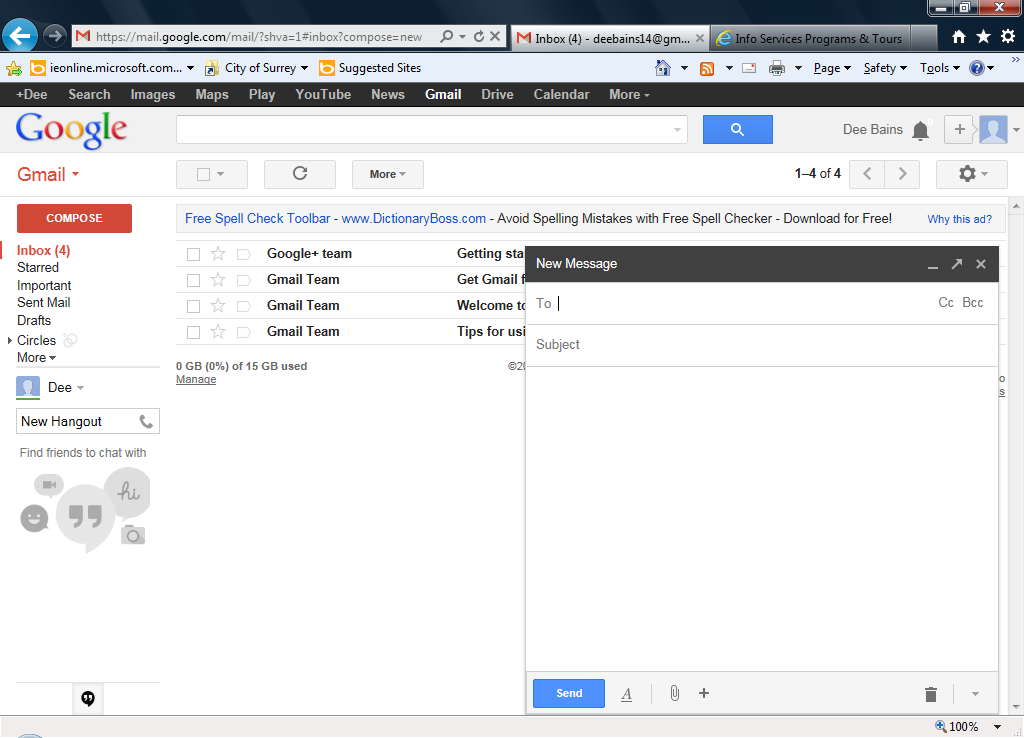
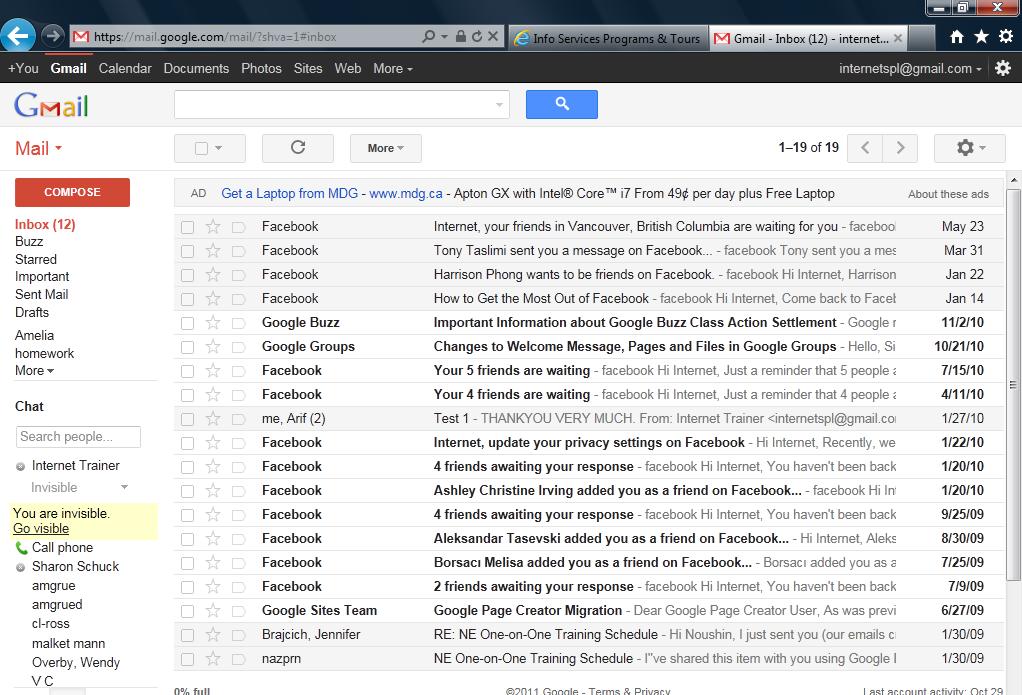
 1. Click on **Inbox** located to the top left (below the Gmail logo)  
 按一下收件匣（在左上角）

**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：**收件匣旁边的数字代表收件匣内有多少未阅读的信件。

2. Click the **Subject** of any particular email you want to open   
　 若想阅读任何信件，按一下信件主旨即可开启信件。

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.  
 信件打开后，您可以在阅读后回复，转寄，或删除那封信件。

**How to send an email 如何寄出信件:**

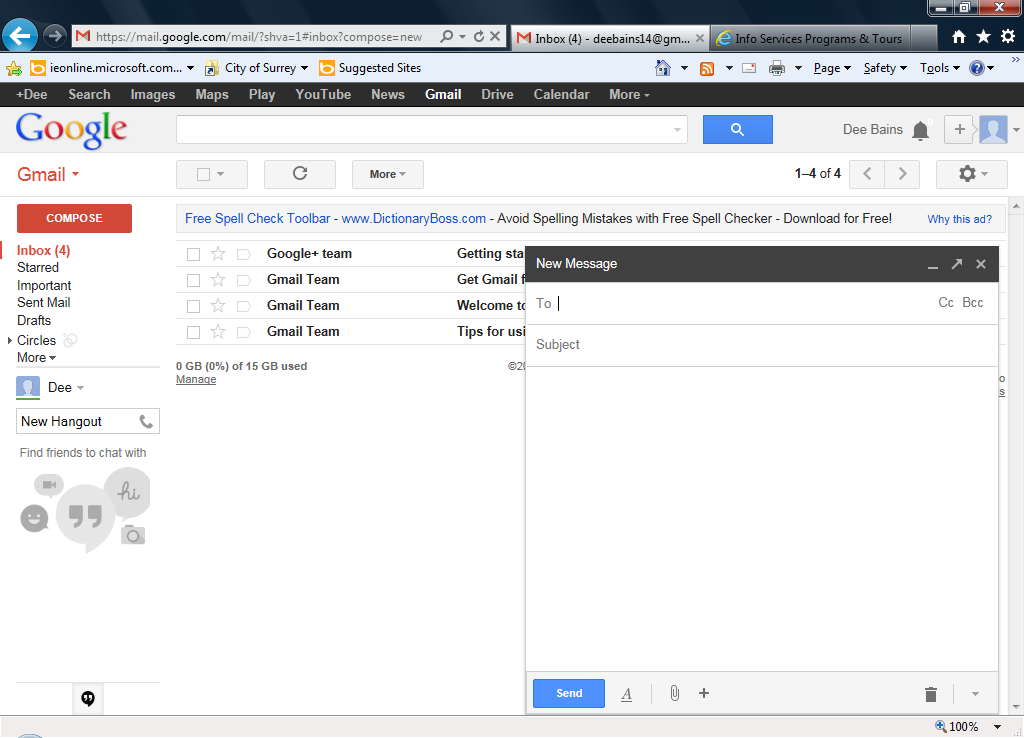
1. Click on the button at the top left of your screen. An email template in the bottom right of the screen will appear as shown below.   
   在左上角按一下［撰写］，右下角就会出现一个新邮件。
2. Click in the box labeled “**To**”

and type in the **email address** of the person to whom you would like to send the message  
在［收件者］栏里输入对方的电子邮件地址。

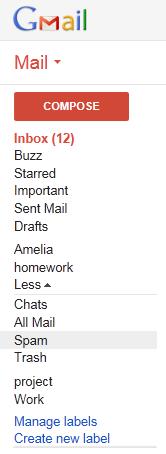
1. Click in the box labeled “**Subject**” to type a short description of what your email is about

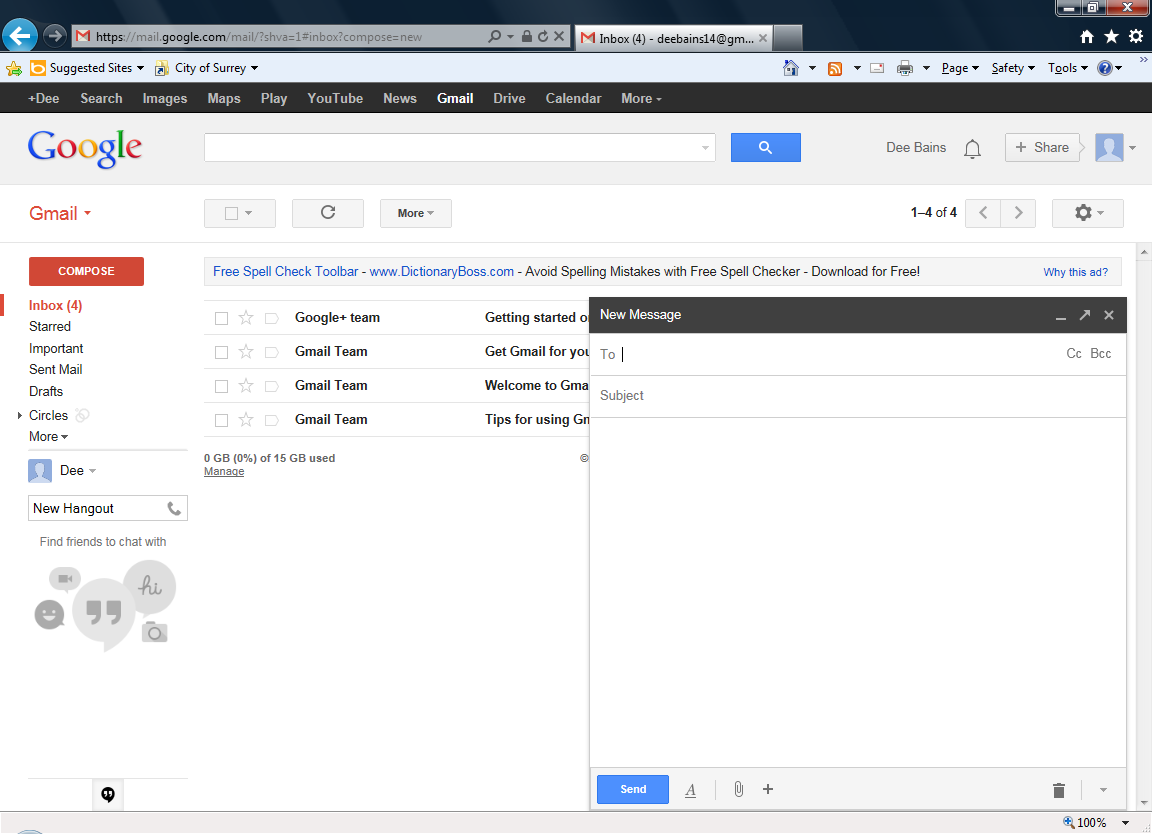
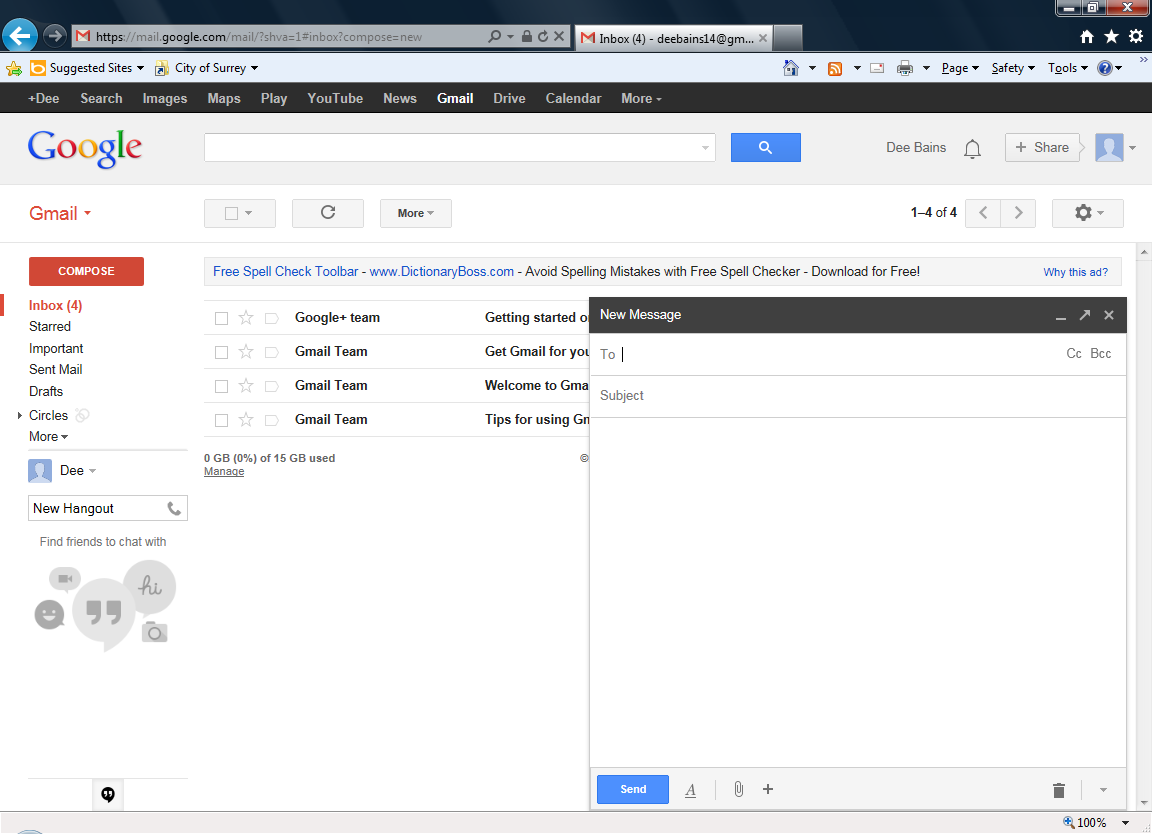
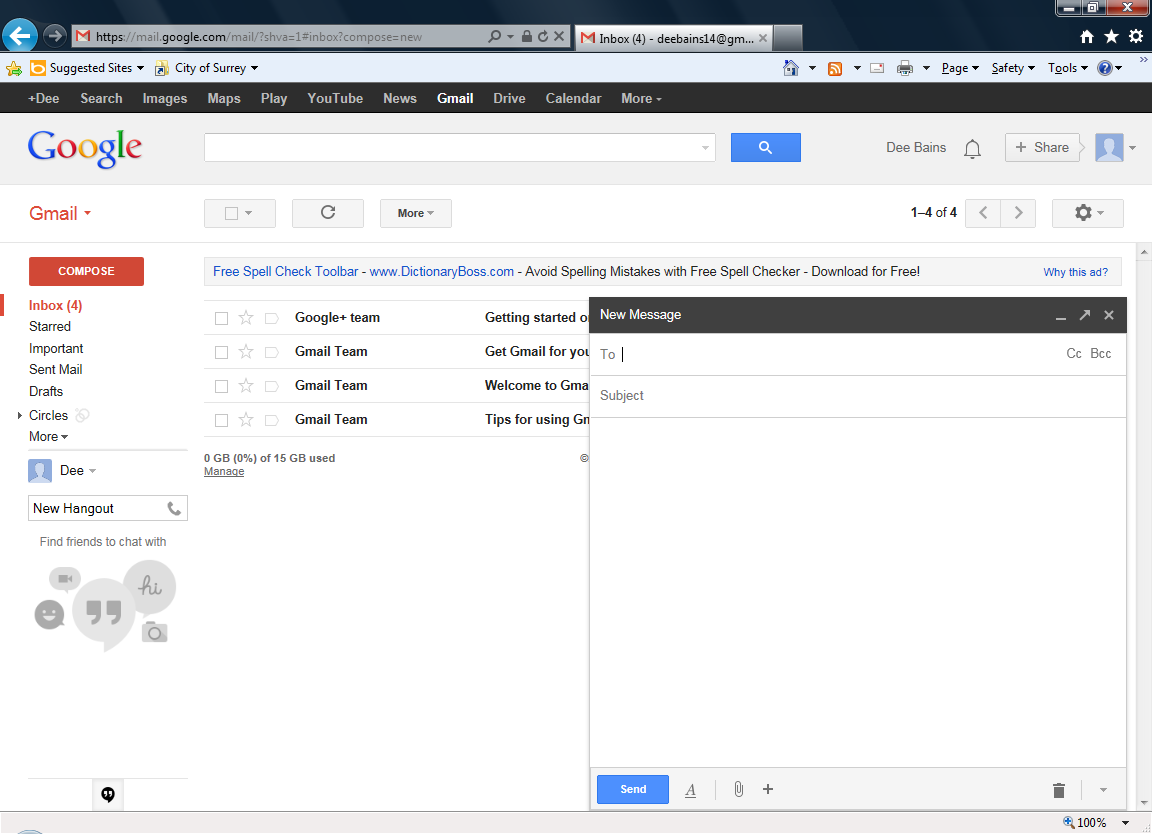
Ex, Meeting Monday, Vacation Photos

在［主旨］里输入信件的重点。

1. Click in the large white box to begin typing   
   按一下空白方块并开始打出您的信件。
2. Click on  when you are done   
   好了就按一下［传送］即可寄出信件。

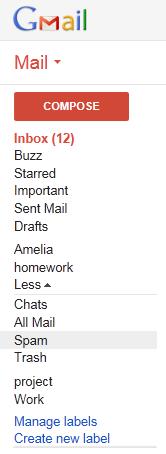
## **How to Attach A File 如何附加档案:**



1. Click on the button to start a new email  
   在左上角按一下［撰写］，右下角就会出现一个新邮件。
2. Click **Attach a File icon** , located just beside the **Send** button  
   在［传送］旁边，按一下［夹带档案］。
3. Choose the place where your file was saved  
   找出您储存档案的地点。
   * If it was saved on your USB key, choose Removable Disk. If it was saved on your computer, choose Local Disk (C:)  
     若您的档案储存USB里，选择［抽取式磁碟］。若储存在您的电脑里，选择［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  
     按进去后会列出那位置所储存的档案和资料夹。选择您想要夹带的档案。
4. Click **Open**按**开启**。
   * You’re Done!! Your file has been attached.   
     您完成了！您的档案已被夹带在信件上。
   * The attachment should be displayed below the Subject box.   
     您所夹带的档案应显示在［主旨］栏下。
5. Complete the rest of the email as you normally would then click  .  
   完成信件其余的内容并且按［传送］。
   * 1. Top of Form

# **Your Folders 您的邮件夹:**

* Folders are the different places where your emails are kept  
  邮件夹是整理和保存您的邮件的地方。
* In *Gmail* the folders you are likely to use most often are: Inbox, Starred, Sent Mail, Drafts, Spam, and Trash  
  在Gmail里您最常使用的邮件夹会是：收件匣，已加星号，寄件备份，草稿，垃圾邮件，垃圾桶。



**Inbox:** the main email area. The number in bold shows your *unread* email count  
收件匣：电子邮件箱的主要区域。旁边的粗体数字告诉您有多少未阅读的邮件。

|  |
| --- |
|  |
|

**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  
寄件备份： 您所寄出的邮件

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：您开始写，但未寄出的邮件会自动储存到这里。

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  
垃圾邮件：任何Gmail觉得没用或有可能有病毒的邮件会被自动移到这邮件夹。若您认得寄件者即可开启，不然请勿阅读。

**Trash:** deleted messages are kept in this folder for a limited time  
垃圾桶：被删除的邮件会被暂时保存，数天后自动永久删除。

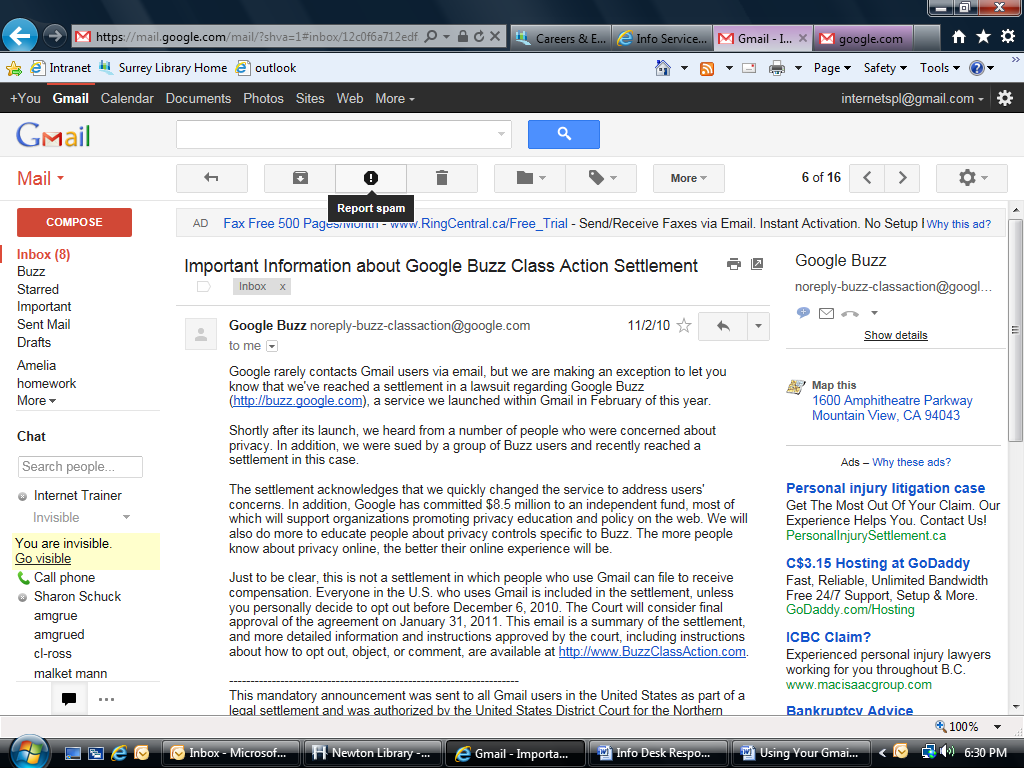
**Starred emails:** You can “star” emails from the Inbox, or when you have a particular email open. This function allows you to organize your Inbox so you can easily spot important emails.   
已加星號：您可以在邮件上“加星号”，让您比较容易整理收件匣以及看到有那些邮件是重要的。

**Frequently Asked Questions 常见问题**

## How can I save emails that I am still working on? 如何储存还未寄出的邮件？

* Gmail automatically saves your email to the **Drafts** folder as you work on it.  
  Gmail会自动储存您的邮件在[草稿]夹里。

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

* Open the email you think is spam/junk mail and click on the **Report Spam** button   
  开启您认为是垃圾邮件的信件并按**回报为垃圾邮件**。
* Any email you mark as Spam will be stored in your Spam folder for 30 days  
  任何被您回报为垃圾邮件的信件会被移到**垃圾邮件夹**，在保存后30天被自动删除。

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

1. Click on your email address at the very top right side of the page, and select **Account Settings**按一下您的电子邮件址（在右上方），并按**[Account Settings]**
2. Select **Changing your password**按 **[Changing your password]**
3. In the new window, enter your current password and your new password  
   在新的视窗里，输入您现有的密码和您想要的新密码。

*What should I use for my password?   
我的密码里应该使用什麽字码？*

• Avoid using your name, phone number, birth date or anything that can be easily guessed; try to use a combination of letters and numbers.   
尽量防止在密码里使用您的名字，生日，或任何容易猜的文字。试着用一个不好猜的字母组合。

• For a Gmail account, you must use at least eight characters.   
 Gmail帐户的密码必须至少八个字母。

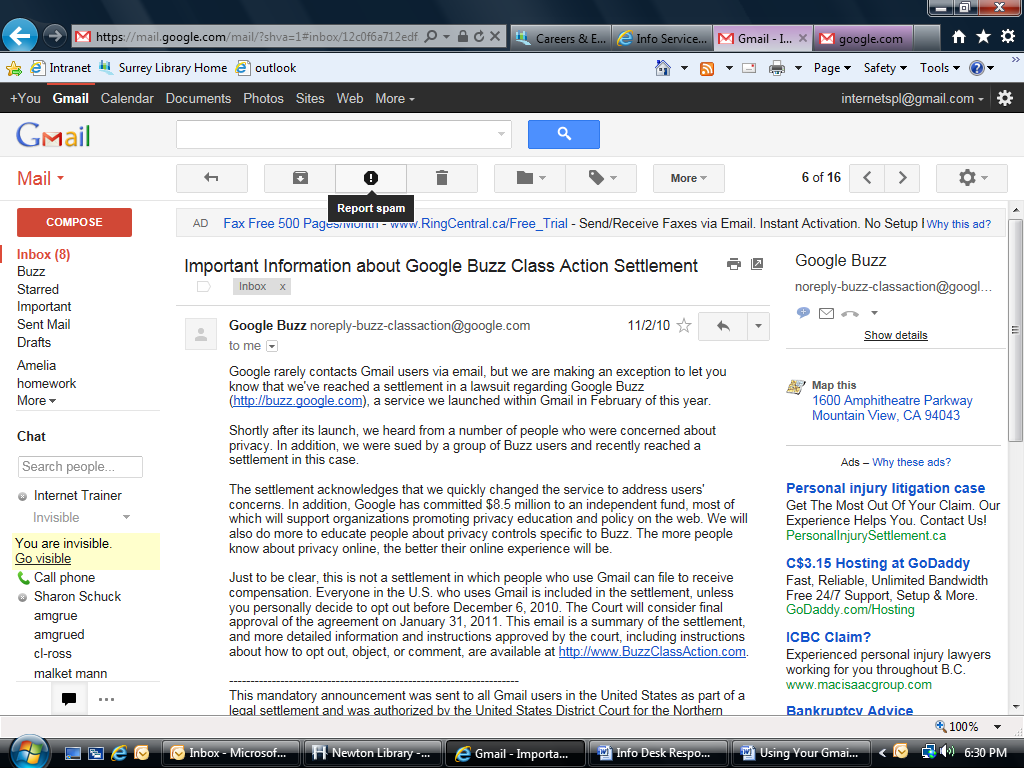
• When you are in the process of signing up, Gmail will tell you how strong your password is:   
 当您在注册时，Gmail会告诉您您的密码有多保守。  
o Too short? Add more characters (letters, numbers, symbols).   
 太短？加更多字母（英文字母，数字，符号）。

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

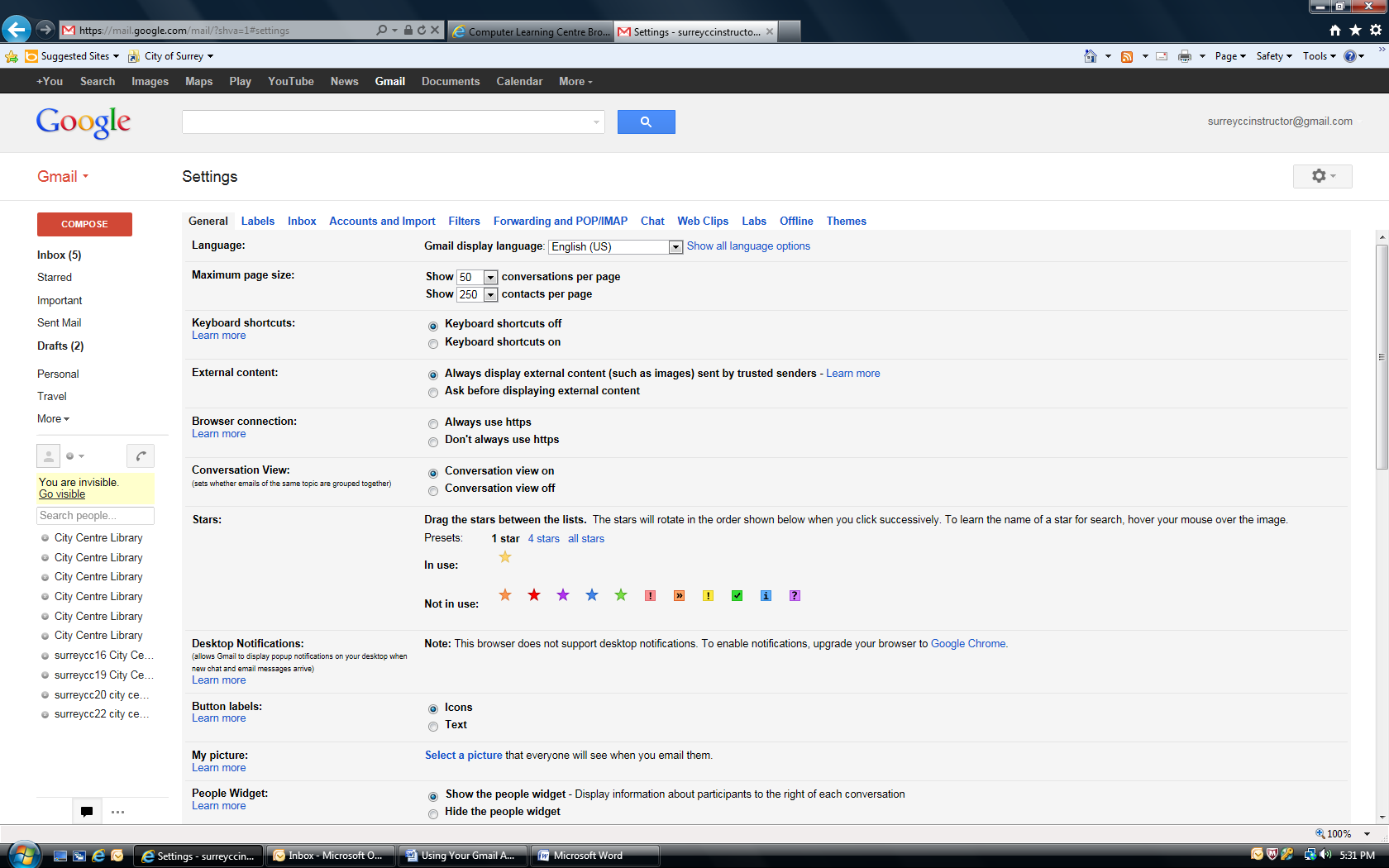
o Try to make your password memorable, but not easy to guess.   
 尽量选一个好记却不好猜的密码。

**Important:** Do not share your password with others!  
**重要：**请勿与其他人分享您的密码！

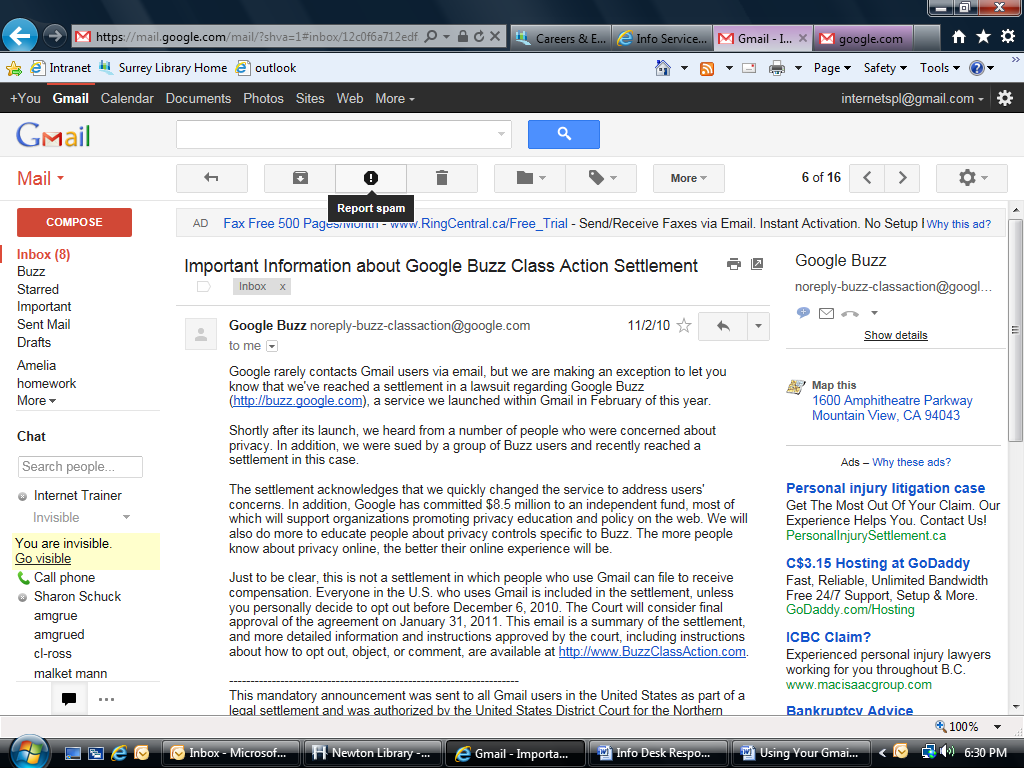
*How can I tinker with my settings?  
如何更改我的设定值？*

* **Click on the button that looks like a gear and select **Settings**按一下右上方的齿轮，并按**[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   
您的总设定置会出来，因为太多所以分成很多部分。按任何标题查看相应的选项。



*I need more help! What can I do? Where do I go?  
我还有更多问题！我需要帮助！怎么办？*

Google has created its own Gmail help service, which you can browse or search by keyword  
  
Google有建立一个Gmail的帮助服务， 您可以使用关键字来翻阅或搜查。

* Click on the gear button on the top right and click on **Help**按一下右上方的齿轮，并按 **[Help]**

**Don’t forget: library information staff are here to help too! Just ask.  
别忘了：图书馆人员也非常乐意帮助您！**