

Beginner's Guide to Sending and Replying to Emails Using Gmail, Outlook, and Yahoo Mail

What You Need First:

- **An email account with one of these:**
 - **Gmail:** `yourname@gmail.com`
 - **Outlook:** `yourname@outlook.com` or `yourname@hotmail.com`
 - **Yahoo Mail:** `yourname@yahoo.com`
- **Internet access**
- **A computer, smartphone, or tablet**

What Does It Mean to Send an Email?

You're writing and sending a digital letter to someone using their email address.

1. If you have a Gmail account (`yourname@gmail.com`)

1. Go to <https://mail.google.com> and log in.
2. Click the "Compose" button (on the left).
3. Fill out the new message:
 - **To:** `recipient@example.com` (e.g., `alex@yahoo.com`)
 - **Subject:** A short line like "Meeting Reminder"
 - **Message:** Your full message
4. (Optional) Click the paperclip icon to add a file.
5. Click "Send".

2. Outlook (`yourname@outlook.com` or `@hotmail.com`)

1. Go to <https://outlook.live.com> and sign in.
2. Click "New mail" in the upper-left corner.
3. Fill in:
 - **To:** `emma@gmail.com`
 - **Subject:** "Weekly Report"
 - **Message:** Type your full email
4. Click "Send".

3. Yahoo Mail (yourname@yahoo.com)

1. Go to <https://mail.yahoo.com> and log in.
2. Click "Compose" in the top-left. Enter:
3. To: john@outlook.com
 - a. Subject: "Event Invitation"
 - b. Message: Write your email
 - c. Click "Send"

Replying to an Email

Why Reply?

When someone emails you, you can respond using the Reply button instead of starting a new message.

1. Gmail

1. Open the email.
2. Click the "Reply" button (bottom left of the message).
3. Type your message.
4. Click "Send."

2. Outlook

1. Open the email.
2. Click "Reply" (at the top or near the message).
3. Type your reply.
4. Click "Send."

3. Yahoo Mail

1. Open the email.
2. Click the Reply arrow (left-pointing).
3. Type your reply.
4. Click Send.