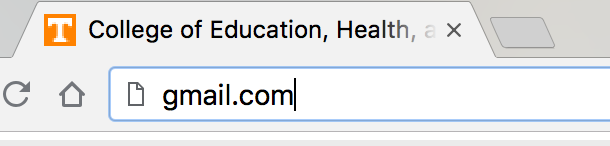
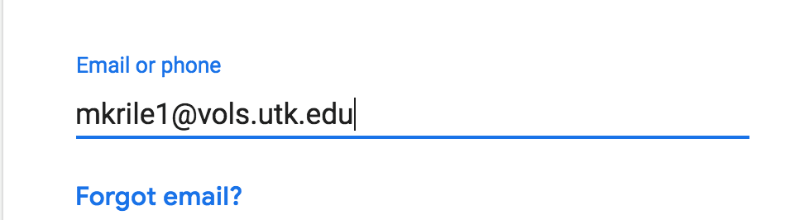
**Logging into Email**



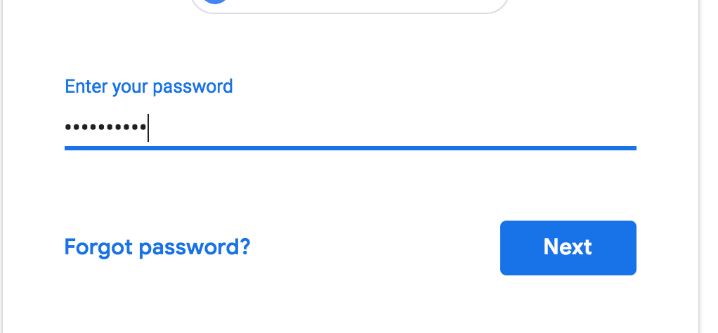
\_\_\_\_\_\_\_\_\_ Type into address bar: gmail.com

\_\_\_\_\_\_\_\_\_ Type in your volmail address: Your username **@vols.utk.edu**



\_\_\_\_\_\_\_\_\_ Press Enter or Click on Next

\_\_\_\_\_\_\_\_\_ Enter your NetID Password



\_\_\_\_\_\_\_\_\_ Press Enter or Left Click on Next

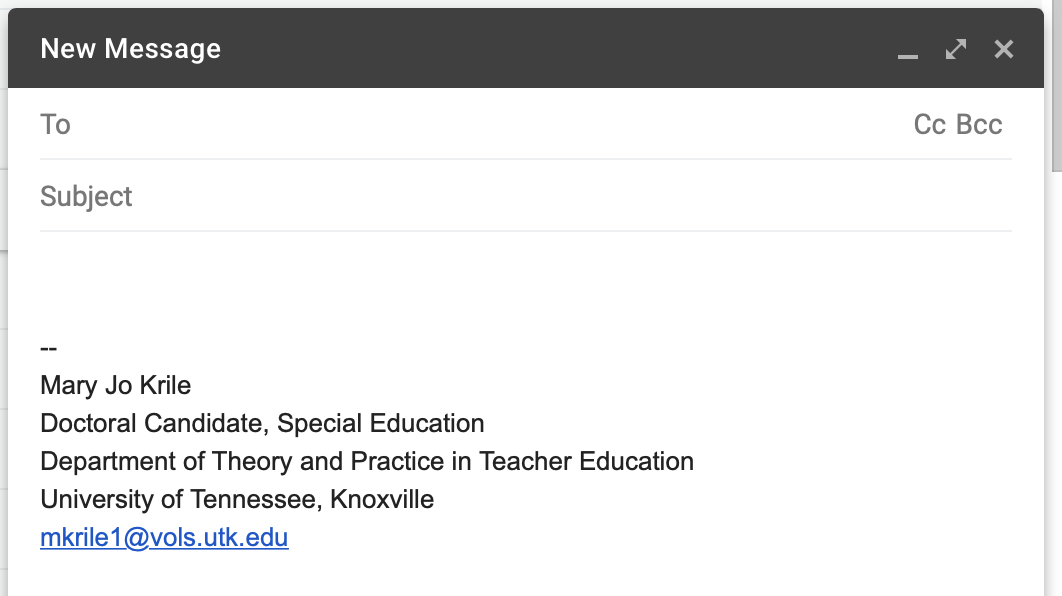
**You have logged into your email!**

**Sending Emails**

\_\_\_\_\_\_\_\_\_ Left click on Compose

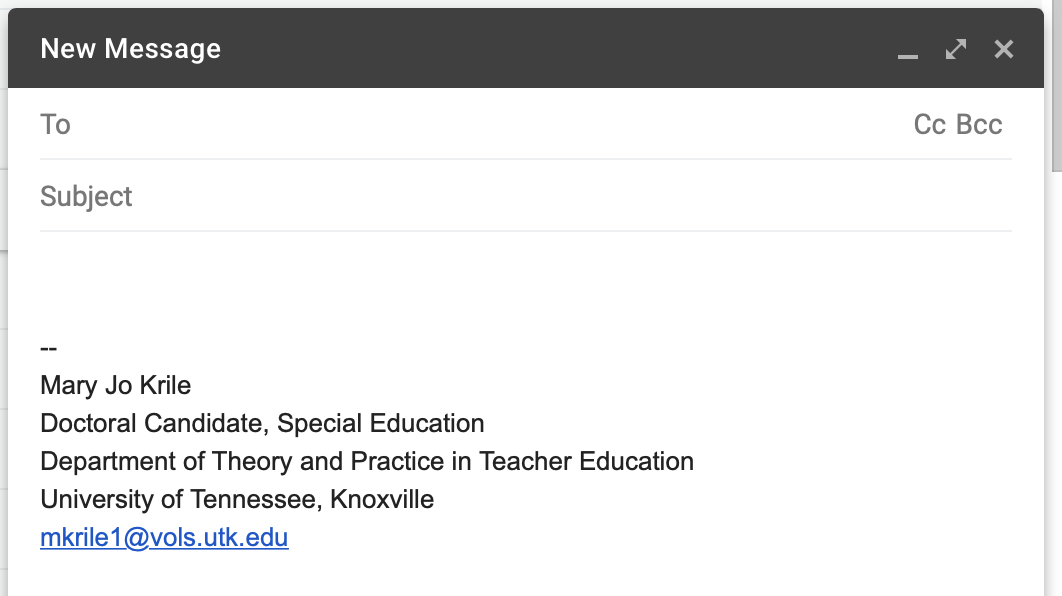


\_\_\_\_\_\_\_\_\_ Type in [mkrile1@vols.utk.edu](mailto:mkrile1@vols.utk.edu) in the **To** line



mkrile1@vols.utk.edu

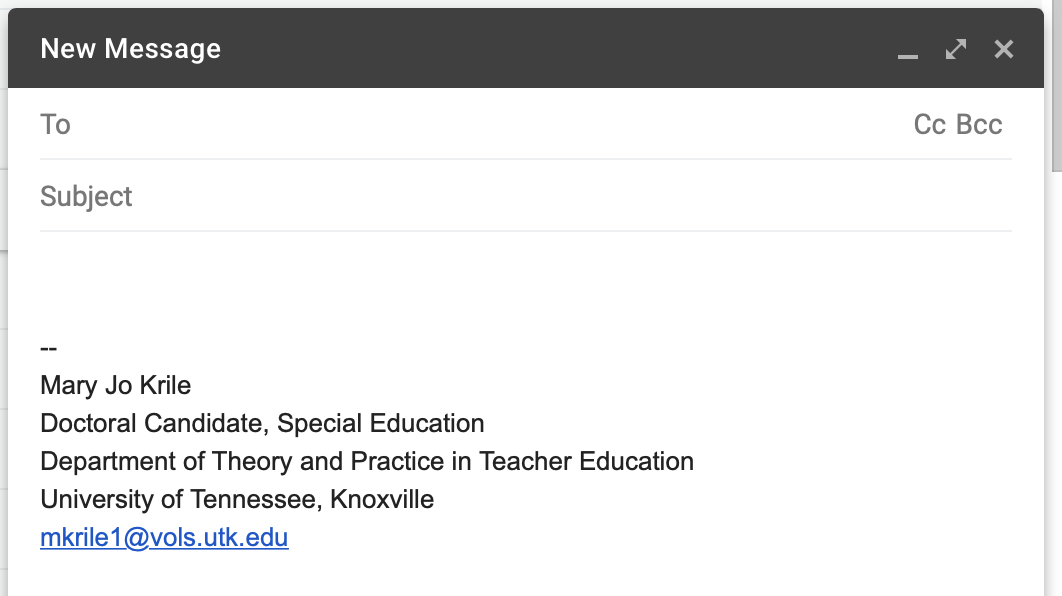
\_\_\_\_\_\_\_\_\_ Type your name in the **Subject** line



Your Name

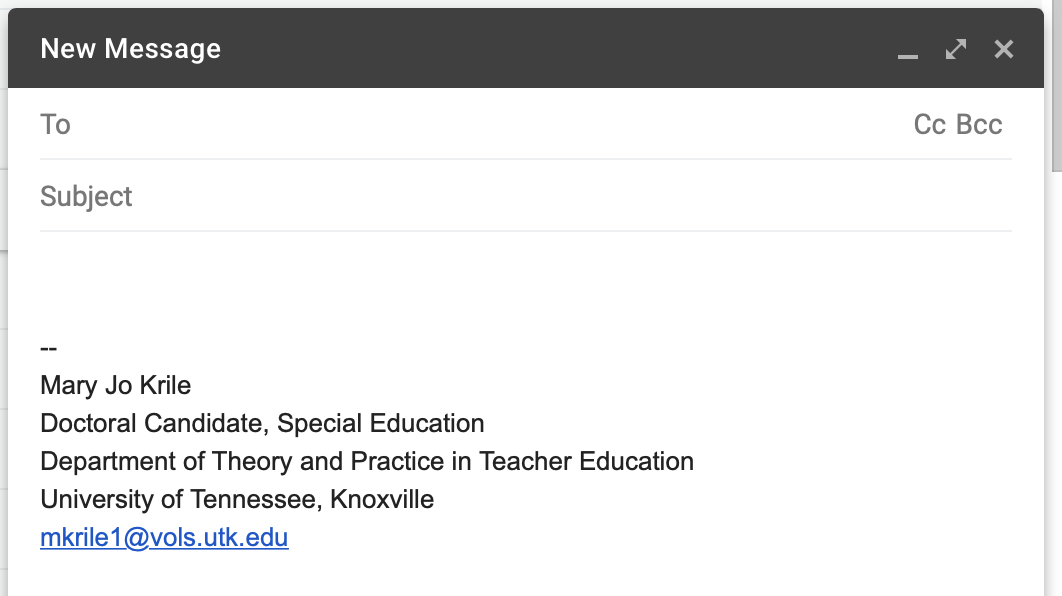
\_\_\_\_\_\_\_\_\_ Left click in text box and type your answer to:

**What is your favorite place to visit?**



What is your favorite place to visit?

\_\_\_\_\_\_\_\_\_ Type your name at the end of your email



**Deleting Emails**

\_\_\_\_\_\_\_\_\_ Left click on **Send**

****

**Other Helpful Information**

****

Insert picture

Insert file from Google Drive

Insert emoji

Attach file

Change font size, type, or color