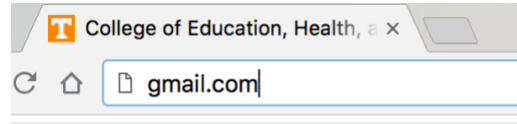


## Logging into Email

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



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

Email or phone

mkrl1@vols.utk.edu|

[Forgot email?](#)

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

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

Enter your password

.....|

[Forgot password?](#)

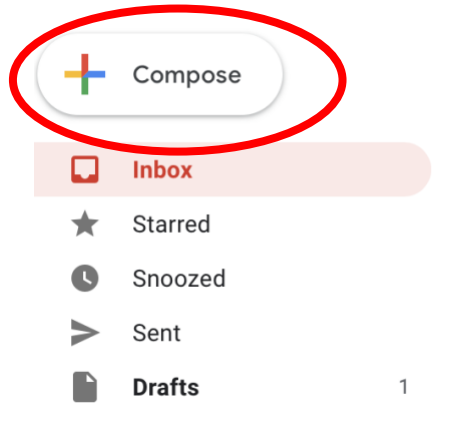
Next

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

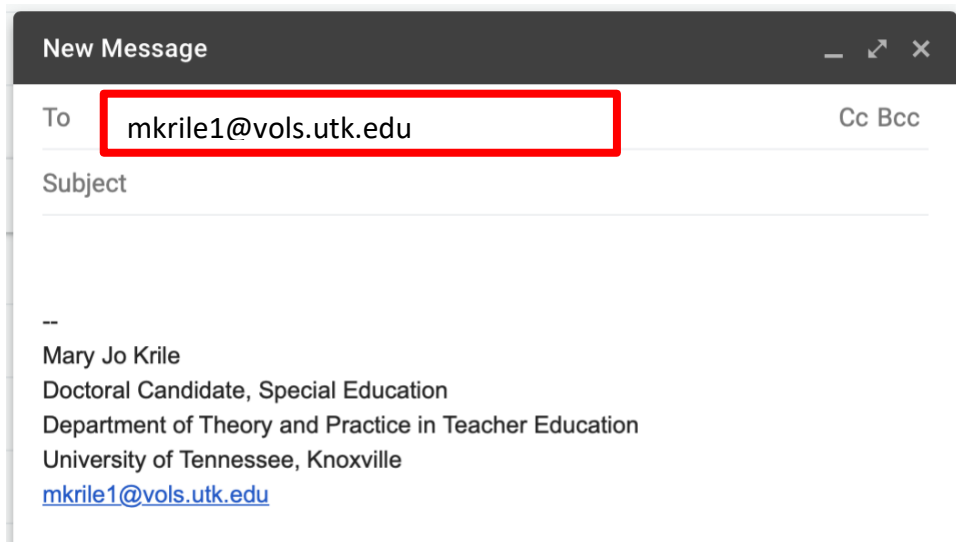
You have logged into your email!

## Sending Emails

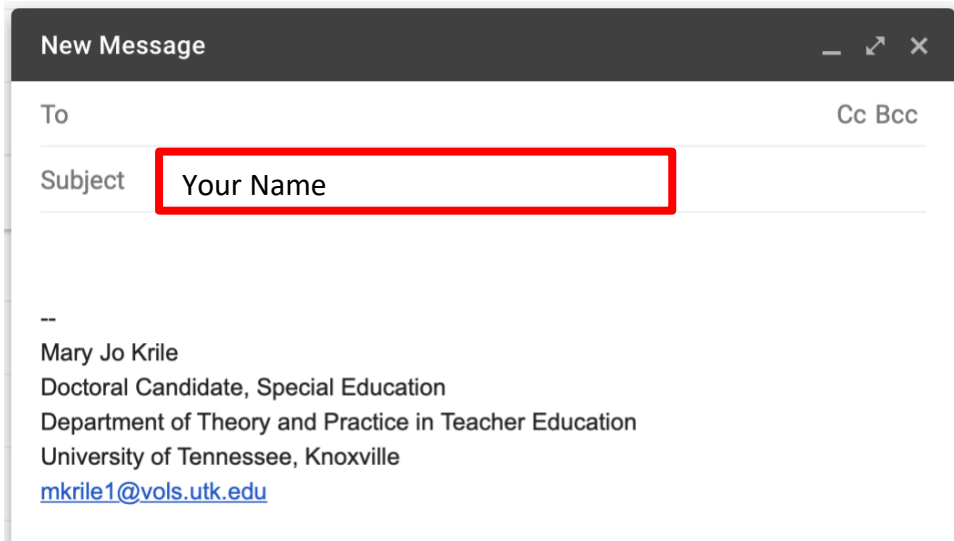
\_\_\_\_\_ Left click on Compose



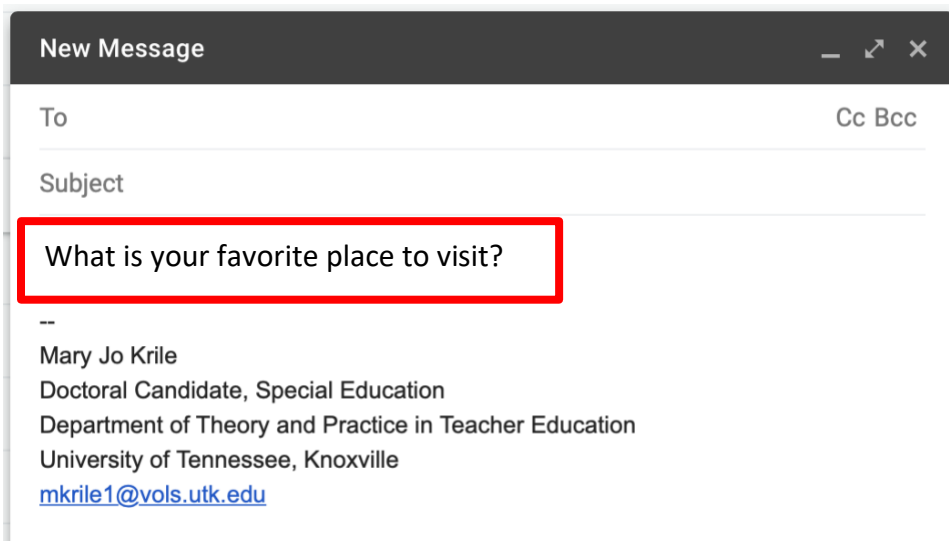
\_\_\_\_\_ Type in [mkrile1@vols.utk.edu](mailto:mkrile1@vols.utk.edu) in the To line



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



\_\_\_\_\_ Left click in text box and type your answer to:  
What is your favorite place to visit?



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



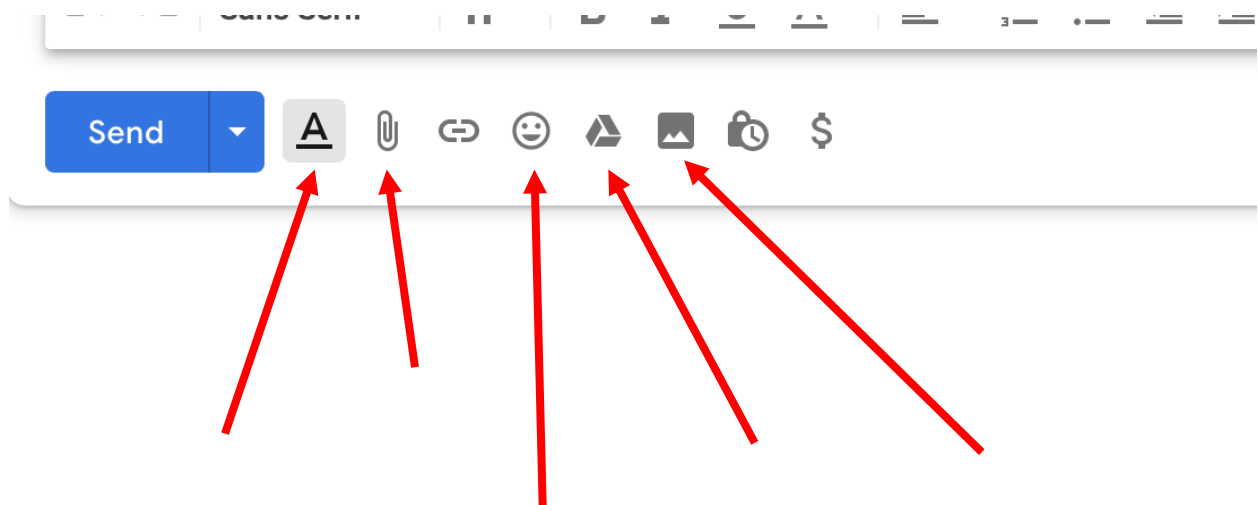


Deleting Emails

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



### Other Helpful Information



Change  
font size,  
type, or  
color

Attach file

Insert  
emoji

Insert file  
from  
Google  
Drive

Insert  
picture