

# How to Send an Email Message

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- 1:Sign in to your email if you have one if you don't go to [www.google.com/accounts](http://www.google.com/accounts).
- 2:Go into your inbox and click a email message that you know who it's from, or click on new message
- 3:In the 'to' box put in a email that you know from someone or if you clicked on a email message skip to step 4.
- 4:In the subject box put in what you are going to send just like the title of a book.
- 5:Now in the big box put in what you need to say but no rude comments.
- 6:Now that you have what you needed to say to that person send the email.
- 7:When the person responds redo the steps if you want to respond back.