

Quick How-To: Opening Your Email

This guide is helpful for those trying to open and/or read emails.

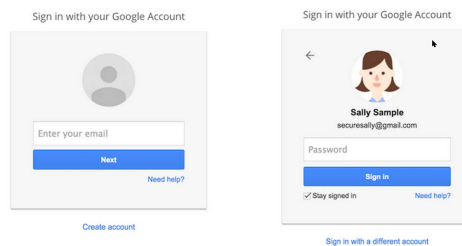
Step-by-Step Instructions

Step 1: Find the Email App or Website

- On a computer, open your browser and go to a site like **gmail.com**, **yahoo.com**, or your email provider.
- On a phone or tablet, look for the **Mail** app or **Gmail** icon and tap it.

Step 2: Enter Your Login Info

- Type your **email address** and **password**.
- Click or tap **Sign In**.



If you're already signed in, your email might open automatically.

Step 3: View Your Inbox

- Your **Inbox** will show new and past messages.
- Tap or click on a message to read it.
- New messages are usually bold or marked with a dot.

Step 4: Check for New Mail

- Some apps refresh automatically.
- On a phone or tablet, you can **pull down the screen** to refresh.
- On a computer, click the **refresh** icon (circle arrow).

 **You Did It!**

You've opened your email and can now open and read incoming emails.