How-to Guide | **Using email for your job search**

Use this guide to help you:

- Understand what email is and how different email applications work
- Set up an email account
- Use emails when you search for jobs
- Use your account to compose messages, send documents, reply to and forward emails

Note: This guide has been designed for job seekers who have limited computer skills. Please make sure you have first read the **Using a computer for your job search guide** and **Using the internet to find a job guide** in our **additional resources.**

Step 1 | **Understand how email works**

Email stands for 'electronic mail'. It is a way to send and receive messages that can contain text, images and video. To send and receive email you need an email address. An example of an email address is **yourname@gmail.com**

There are many email account providers, including BigPond (now TestraMedia), Yahoo, Outlook and Gmail. This guide outlines how to use Gmail, a popular email service that is free and easy to use. Once you set it up, you can access your Gmail account on any computer that is connected to the internet.

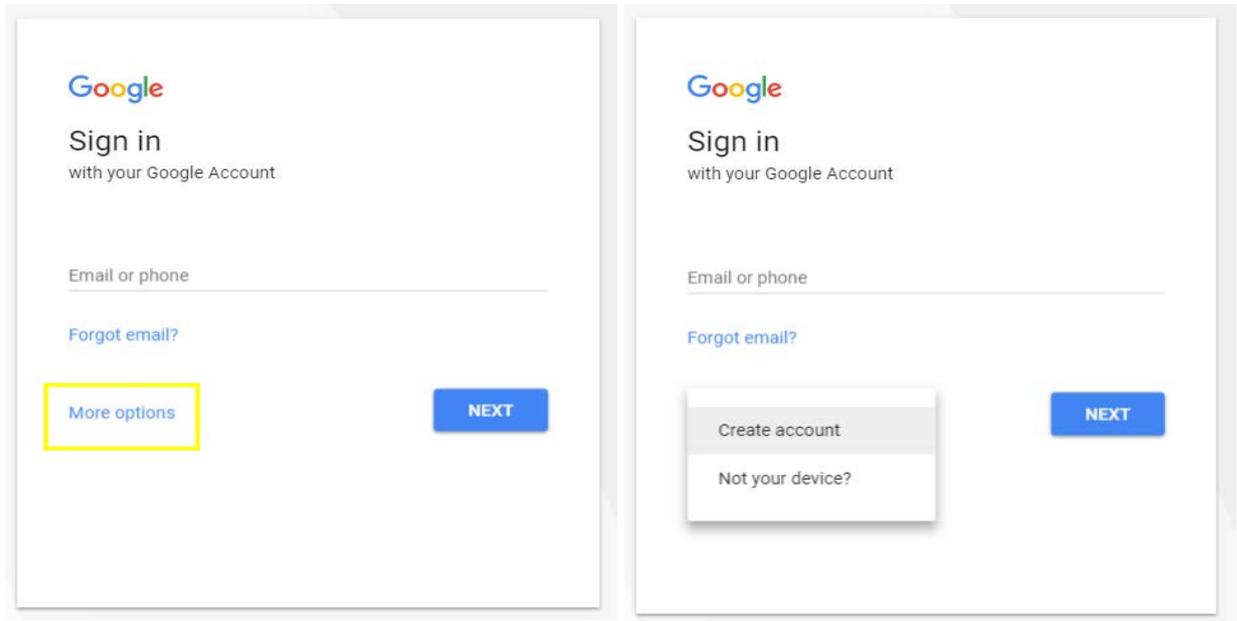## Step 2 | **Set up an email account in Gmail**

To set up an email account, you need a computer with internet access. If you are new to using the internet you can also refer to our **Using the internet for your job search guide** in our **additional resources.**

- Open your internet browser and type **www.gmail.com** in the search or address bar

- You will be asked to 'Sign in'. As you don't have a Gmail account yet you will need to create one

- Select **More options** and then choose **Create account**

- You will then need to fill in some basic information about yourself to set up the account

- Your name and username are likely to appear in recipients' email boxes when they receive messages from you

- Your 'username' will become your email address and will be placed before '@gmail.com'. Choose a username that is professional and

suitable for your job search (a variation of your name is recommended). Your username needs to be unique, so it may take a few attempts to find a name that is available

- You will also be asked to set a password for your account. It should be a mixture of letters and numbers. Don't forget to write down your password in a secure location where it is only accessible by you

- You will need to agree to Google's privacy terms. Once you do, your email account should be ready to use.

Step 3 | **Navigate your Gmail account**

Your email account is made up of three important areas:

- **Your Inbox** – Your email account will open on your inbox. This is your online mailbox and is where all of your messages are stored. You should have a welcome email from Google waiting for you if you have just set up your account.

- **Compose** – To write an email, click on the button marked 'Compose'

- **Sent Mail** – Any emails that you send will be automatically saved in this folder

Step 4 | **Compose (write) an email**

To move around fields while you compose an email, use your mouse to click inside each box and move your cursor there.

- **To:** Enter the full email address of the person you are sending an email to. You can enter multiple email addresses as long as you separate them with a comma and a space (e.g. me@gmail.com, job@gmail.com). If you type an email address incorrectly it will be returned to you as 'undeliverable'

- **Subject:** Enter the subject of your email, for instance 'Application for Machine Operator role'

- **Message:** Click inside the main text box to begin typing your email. Use the Enter key on your keypad to space your message out (start a new paragraph) as you would a letter, and remember to check spelling before you send. Use the Delete or Backspace key if you need to correct your text.

- **Attachments:** To attach your resume to an email, click on the paperclip at the bottom of the message. This will ask you to locate your document and attach it. Use our **Managing documents for your job search guide** in our **additional resources** to learn how to upload and attach your resume

- **Send:** When you are happy with your email, click on 'Send' at the bottom of the window. Your email will be sent to the recipient and a copy will be saved in your Sent folder

Handy hint:

Send your resume to your email address so that it is always in your inbox. You can open the email, edit the subject and the forward it (including your attached resume) to another email address using the instructions below.

Step 5 | **Open, read, reply to and forward emails**

- **Inbox:** Click on your inbox and then on a message in your inbox to open it

- **Response options:** In the top right-hand side of the message you will see a 'Reply' option and a 'More' option. If you click on Reply it will automatically open up an email message addressed to the person you have received the email from. If you choose the 'Forward' option in 'More' you can choose to forward the entire email (including any attachments) to a new email address.

- **Forwarding:** If you are forwarding a message, always double-check what you are forwarding and, if necessary, update the subject and the message text for the new recipient.

Make sure you sign out of your account when you have finished
Click on the top right-hand corner icon and click the Sign out button.
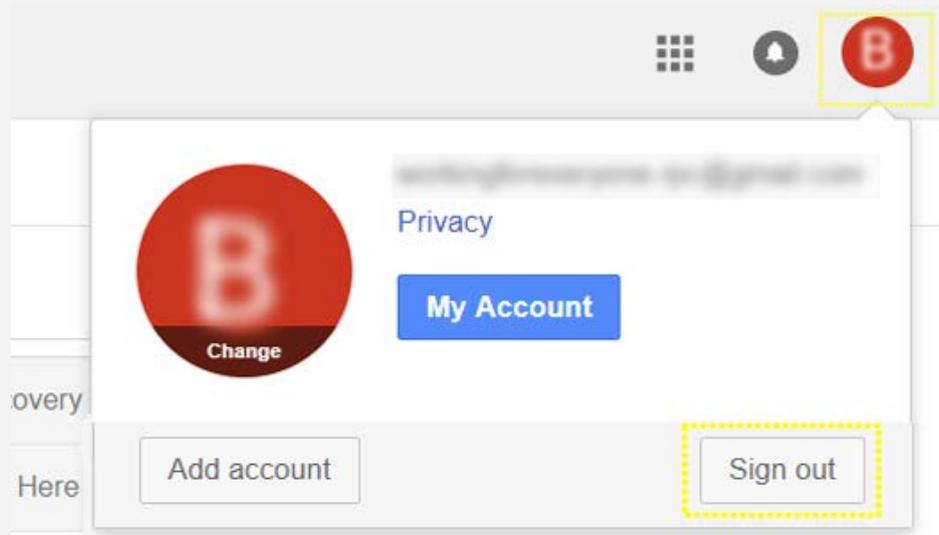
Find related guides on our resources page

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You may also find the following guides on our **resources page** useful:

- **Using the internet for your job search**
- **Using job search websites**
- **Using social media for your job search**

Produced November 2017