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3. In the To field, type the first letter or letters of a recipient's name to look up their email address in your corporate directory. (When you are not adding addresses, the To field is labeled **Recipient**.)



4. To add a Cc or a Bcc, simply click **Cc** or **Bcc** which shows up when you're entering addresses. You can also drag and drop email addresses between To, Cc, and Bcc.



5. Enter a subject and the message text. Your email page will grow as you type to fill your message:

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# Gmail User Guide

**Ceri Clark**



## **Gmail User Guide:**

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