MEMORY SHEET
Using your mailbox

INTRODUCTION

Your mailbox allows you to send and receive electronic messages called "emails"

Why learn how to use an email box?

Communicate easily with your family, friends or doctors.

Receive important documents (invoices, prescriptions).

SUMMARY

Skills to Connect

1 Log in to your mailbox

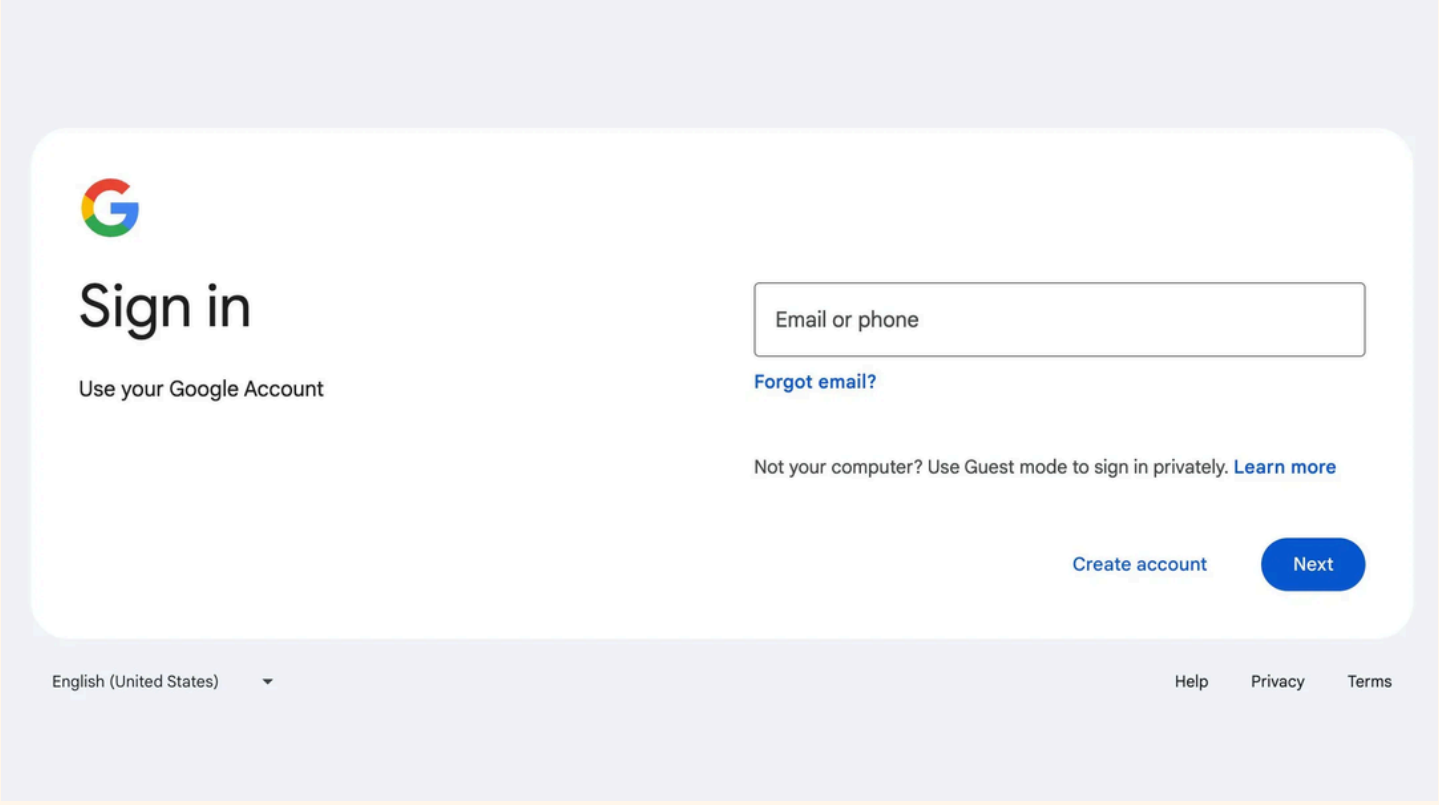
✅ CLICK ON YOUR EMAIL ICON ON YOUR MAIN SCREEN :

Gmail

Outlook

✅Enter your email address and password.

✅Click on the “Login” button.



👉 Practical example: “I would like to access my medical results by logging into my email inbox.”

2 Read and manage your emails

✅ YOUR INBOX DISPLAYS NEW EMAILS RECEIVED:

👉Click on an email to read it.

👉After reading, you can:

Reply by clicking the button :

Add recipient

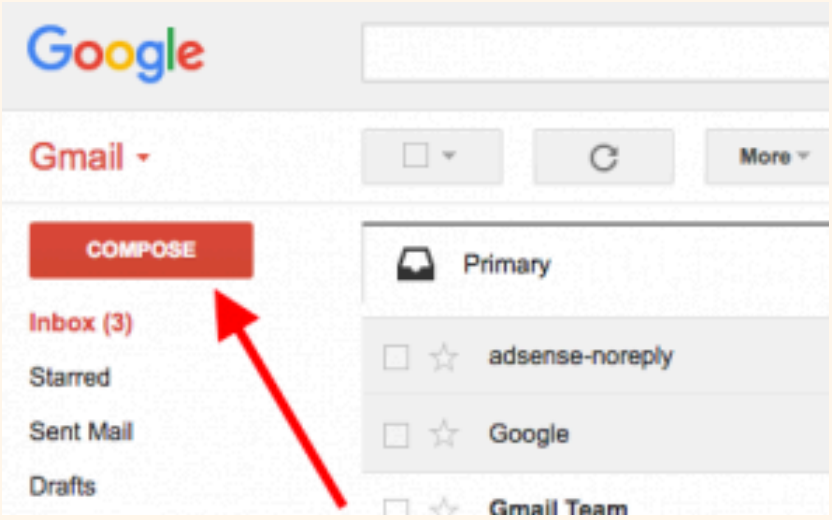
Write the subject of the message

Forward to someone else by clicking on :

Delete an unnecessary message by clicking on :

3 Send an email

✅ CLICK ON “NEW MESSAGE” OR “+” TO CREATE AN EMAIL.

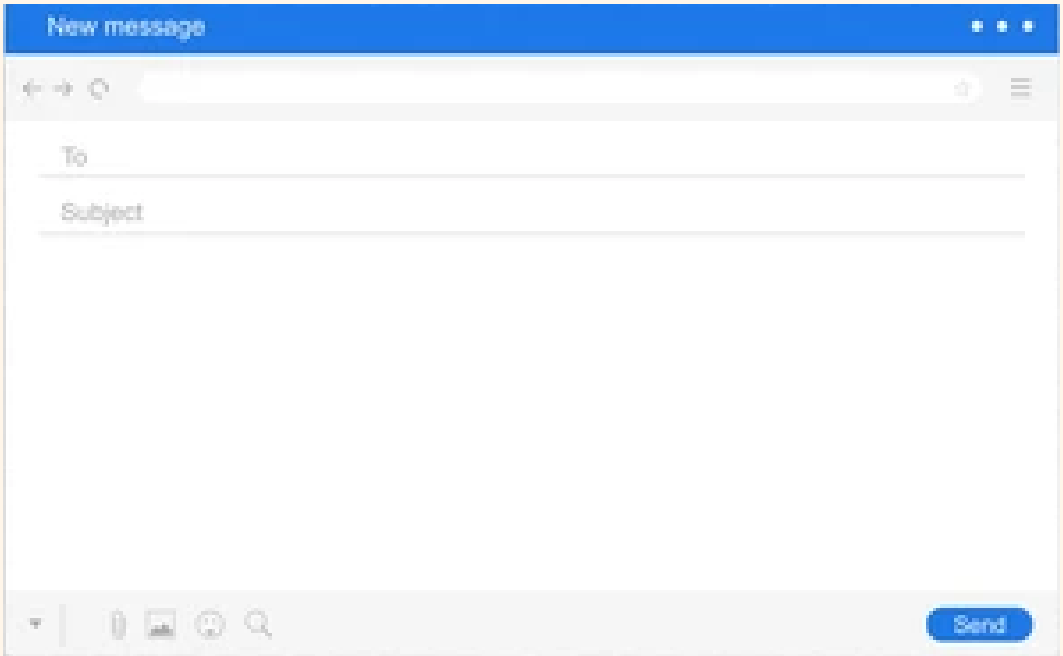


✅Type the recipient's address in the "To" field.

👉Add a clear title in the “Subject” field.

👉Write your message.

👉Click on “Send” (blue button often located at the bottom right).



👉Check that the email has been sent in “sent items”