Gmail Quiz

1. To sign out of Gmail, you'll first need to click ________.
   A. Contacts  
   B. The gear icon  
   C. Your email address  

2. To get to your settings, you'll first need to click ________.
   A. Contacts  
   B. The gear icon  
   C. Your email address  

3. Generally, an email that you compose should include ________.
   A. Recipients  
   B. Subject  
   C. Message in the body field  
   D. All of the above  

4. True or False: Gmail requires that you create a signature.
   A. True  
   B. False  

5. If you want to reply to a group of people, you should use the ________ option.
   A. Reply  
   B. Reply to all  
   C. Forward  

6. If you want to remove a message from your Inbox without getting rid of it, use the ________ button.
   A. Archive  
   B. Delete  
   C. Labels  

www.gcflearnfree.org/gmail/quiz