



## **How to get the most from e-mail with Gmail**

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## GETTING STARTED: About Gmail

### Top 10 reasons to use Gmail...according to Gmail:

- |  |   |
|--|---|
|  <p><b>1. Less spam</b><br/>You don't like spam. Neither do we. Gmail blocks spam before it gets to your inbox. <a href="#">Learn more</a></p>                    |  <p><b>6. Lots of space</b><br/>Over 7575.223916 MBs of free storage space – and tons more to purchase if you need it. <a href="#">Learn more</a></p>                        |
|  <p><b>2. Search</b><br/>Search instantly within Gmail to find the exact message you want. <a href="#">Learn more</a></p>   |  <p><b>7. Call phones</b><br/>Call any phone in the U.S. and Canada for <b>free</b> and get low rates to other countries. <a href="#">Learn more</a></p>                     |
|  <p><b>3. Conversation view</b><br/>Messages are grouped with the relevant responses -- so you can always see messages in context. <a href="#">Learn more</a></p> |  <p><b>8. Priority Inbox<sup>Beta</sup></b><br/>Automatically separate important email from everything else and focus on what really matters. <a href="#">Learn more</a></p> |
|  <p><b>4. Built-in chat</b><br/>With just one click, you can chat in Gmail or talk face to face with voice and video chat. <a href="#">Learn more</a></p>         |  <p><b>9. Secure</b><br/>Just like bank websites, Gmail uses HTTPS encryption to keep your mail secure. <a href="#">Learn more</a></p>                                       |
|  <p><b>5. On the go</b><br/>Access Gmail from your phone – regardless of which device you use. <a href="#">Learn more</a></p>                                     |  <p><b>10. Free!</b><br/>All this for free? You betcha.</p>  |

### Other reasons...according to Julia:

11. Organizational tools (labels, filters) Write Off

12. The integrated suite:

Gmail Calendar Documents Photos Reader Web more ▾

### About the ads....

Ads

[Science Fiction Theater](#)  
Complete TV Series on DVD  
1950's Classic TV Show + Bonuses  
[www.ScienceFictionTheater.com/](http://www.ScienceFictionTheater.com/)

[Black In Latin America](#)  
Henry Louis Gates, Jr. on Latin America. Watch Thursdays on PBS!  
[www.PBS.org](http://www.PBS.org)

[New Arthurian Series](#)  
Watch "Camelot" On Starz. History Unfolds On Friday. Watch 10pm ET/PT  
[www.starz.com/camelot](http://www.starz.com/camelot)

[Conservative Talk Radio](#)  
Get the Latest Conservative Talking Points Delivered Free To Your Inbox  
[www.HumanEvents.com](http://www.HumanEvents.com)

[Watch TV Episodes Online](#)  
Save money on your cable bill. Bring Online TV to your TV. Try it.  
[www.PlayOn.tv/download](http://www.PlayOn.tv/download)

Ads that appear next to Gmail messages are related to the content of your messages. Ad targeting in Gmail is fully automated, and no humans read your email in order to target advertisements or related information.

This type of automated scanning is how many email services, not just Gmail, provide features like spam filtering and spell checking.

If you don't want to see ads in Gmail find more information here:  
<http://mail.google.com/support/bin/answer.py?answer=6603>




## GETTING STARTED: Opening an account

1. Visit: [www.gmail.com](http://www.gmail.com). Click “Create an account”.



### A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- 
**Lots of space**  
 Over 7575.222831 megabytes (and counting) of free storage.
- 
**Less spam**  
 Keep unwanted messages out of your inbox.
- 
**Mobile access**  
 Get Gmail on your mobile phone. [Learn more](#)

Sign in with your  
**Google Account**

Username:   
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)



© 2011 - [Gmail for Work](#) - [Terms & Privacy](#) - [Help](#)

### 2. Fill in the Information

- Decide on your username ([username@gmail.com](#)) and password
- Determine a few general preferences, which can also be edited later

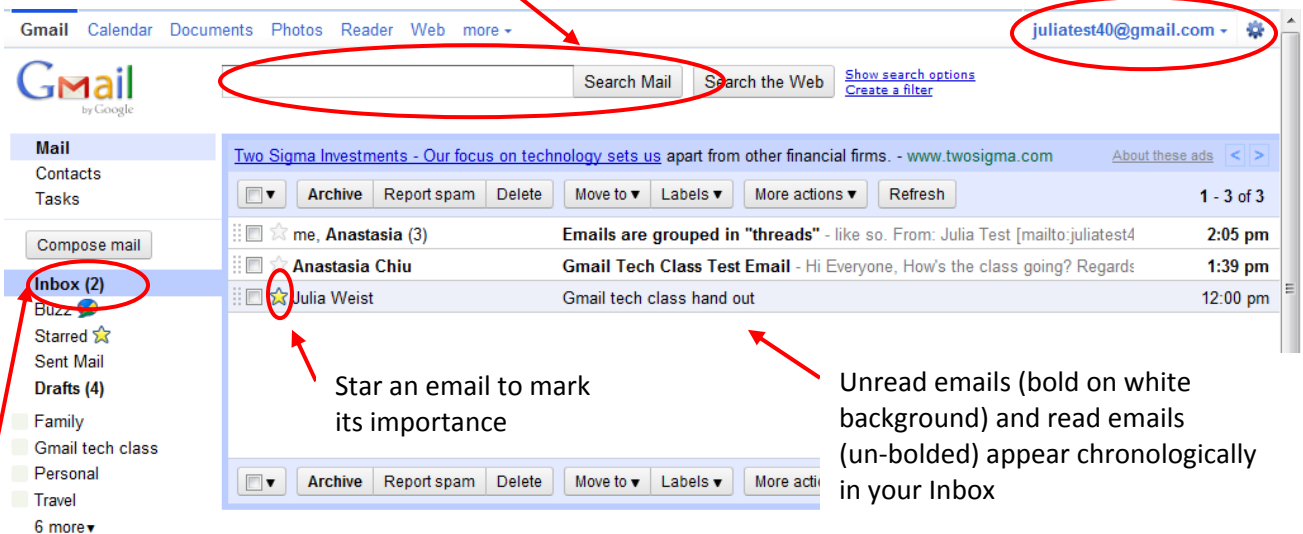
### 3. You're ready to start emailing and using Gmail's features

***\*Whenever you want to check your email, you will always visit [www.gmail.com](http://www.gmail.com).***  
*Enter your username and password in the box above the “Create an account” button.*  
*Forgot your password? Click “Can't access your account” above the “Sign in” button.*

# GETTING STARTED: Basics of the Inbox

Search your email for words, dates, phrases, people, etc.

Your username. Also where you click to sign out.

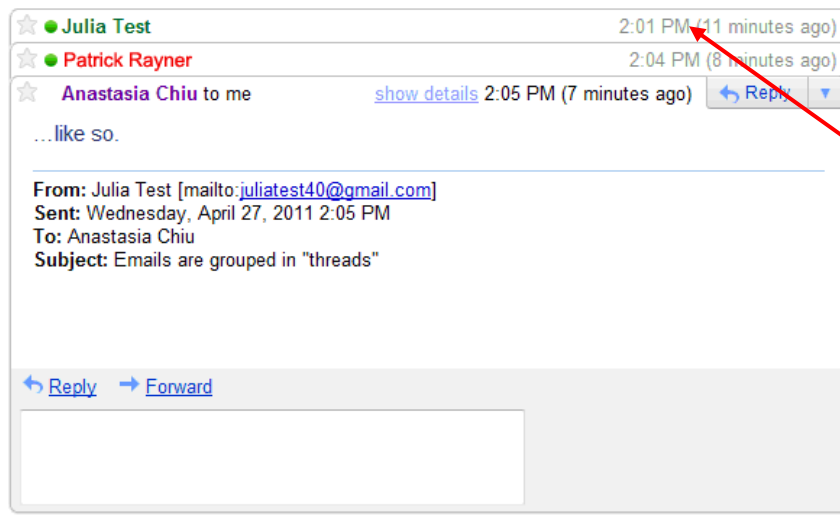


The number of unread emails in your mailbox

Replies sent back and forth to each email are grouped in a "thread". A number in parenthesis shows how many replies have been sent:



When the email is opened, replies are shown stacked, like this:

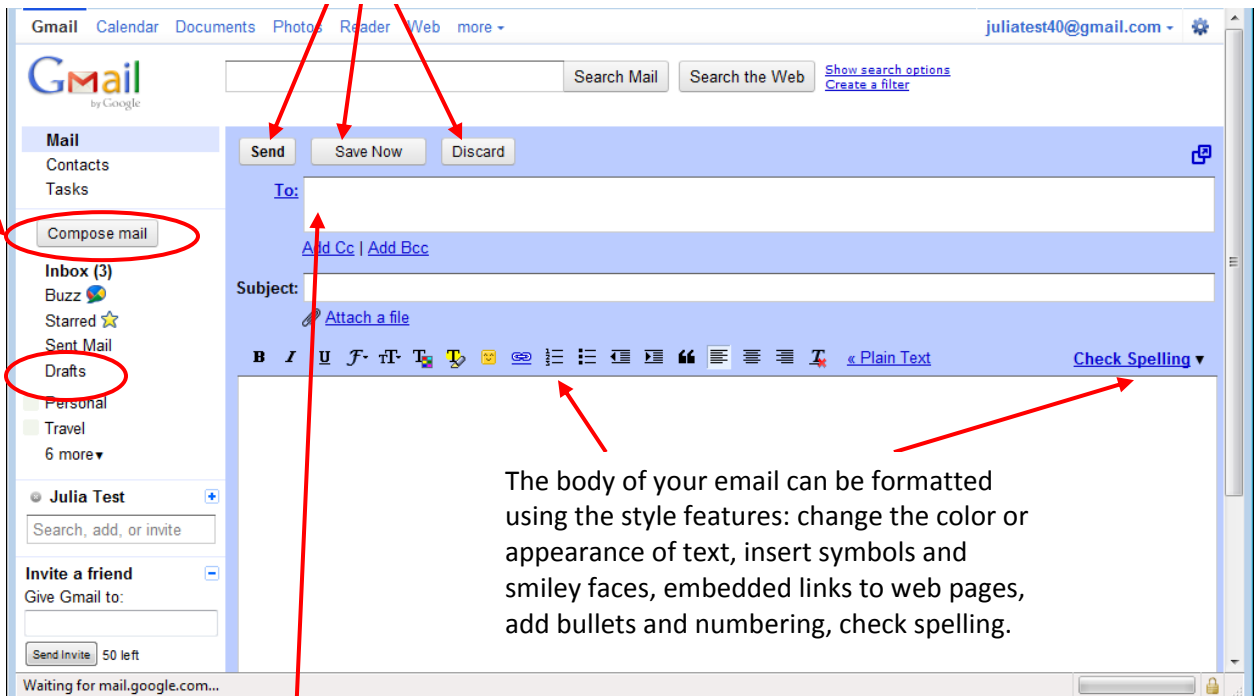


Click the tab of an earlier email to expand it to its full size

## GETTING STARTED: Writing and sending emails

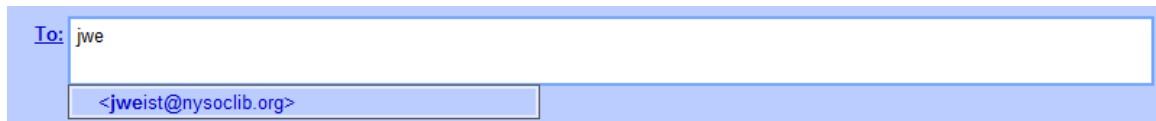
Send, save or discard your email. Saved messages can be found by clicking on “Drafts”.

Click to write and send emails



The body of your email can be formatted using the style features: change the color or appearance of text, insert symbols and smiley faces, embedded links to web pages, add bullets and numbering, check spelling.

Enter email recipients in the “To:” box. Gmail will retain all addresses entered and will use predictive text in the “To:” box of future emails. Simply begin typing the first few letters of the recipient and select the contact when it appears. See more about Gmail contacts on the next page.



## GETTING STARTED: Contacts & groups

The screenshot shows the Gmail interface with the 'Contacts' tab selected. A red circle highlights the 'Contacts' tab in the top navigation bar. Another red circle highlights the 'Groups' dropdown menu in the top right of the contact form. A red arrow points to the 'New contact' button in the left sidebar. A red arrow points to the 'More actions' dropdown menu in the top right of the contact form. A red arrow points to the 'Add' button at the bottom of the contact form. A red arrow points to the 'Add name' field at the top of the contact form. A red arrow points to the 'Email' field in the contact form. A red arrow points to the 'Phone' field in the contact form. A red arrow points to the 'Address' field in the contact form. A red arrow points to the 'Birthday' field in the contact form. A red arrow points to the 'URL' field in the contact form. A red arrow points to the 'Add' button at the bottom of the contact form.

Add a new entry to your address book

Delete, print or export contacts

Enter the contact's information, including name, email, telephone number, photo, etc. To add additional information fields, such as nickname, job title and more, click the "add" menu

**Add contacts to custom groups.** Pick a name for your group and select or add members.

The screenshot shows the Gmail contact form with the 'Groups' dropdown menu open. The dropdown menu shows 'NYSL Staff' selected and 'NYSL Staff (create new)' as an option. The contact form shows the name 'Julia', the email 'jweist@nysoclib.org', and the 'Add email' button. The 'Notes' field is empty. The 'Saved' button is visible in the top right corner.

Email all the individuals in the group by typing the group name in the "To:" box:

The screenshot shows the Gmail 'To:' field with 'NYSL staff (group)' selected. The 'To:' label is visible on the left. The 'Subject:' label is visible on the left below the 'To:' field.

## GETTING STARTED: Chat

### Chat with your Gmail contacts:

Your status. Invisible means you can see who's on, but can't be seen yourself.

Your contacts currently on chat

Share text or a link with your chat contacts

Click "Chat" to begin a conversation with your contact

Your preferences for this chat contact




The screenshot shows the Gmail chat interface. On the left, a list of contacts is shown with status indicators. A dropdown menu is open for the 'Invisible' status, showing options like 'Available', 'Custom Message...', 'Busy', 'Sign into AIM@', and 'Sign out of chat'. A contact 'Olivia Wyatt' is highlighted, showing her profile with a link to a Kickstarter project and an email address. At the bottom, there are buttons for 'Email', 'Chat', and 'Video & more'.

### Make free phone calls through chat: (requires a built in or external mic)

The screenshot shows a chat window for 'Julia Test'. A 'Call phone' button is circled in red. Below the chat window, a 'Call' window is open, showing a numeric keypad and a 'Call' button. The call window also shows a balance of '\$0.00'.

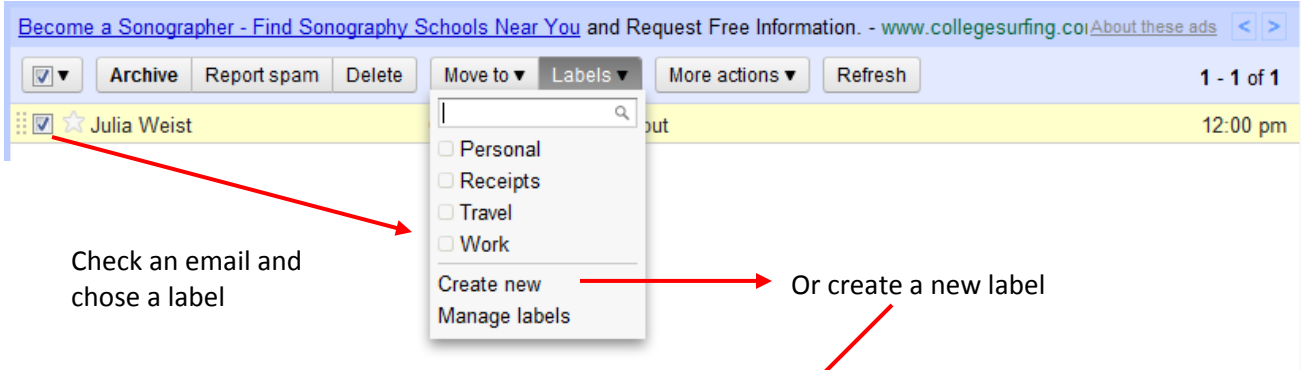
Call phones in the US and Canada for free and make cheap International calls. Similar to Skype.

### Chat symbols:

-  Encourages chatting
-  Discourages chatting
-  Available for video chat

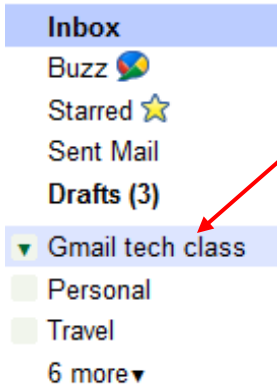
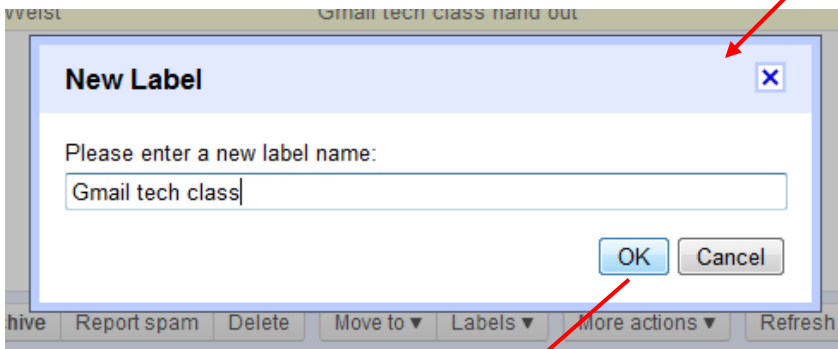


# GETTING STARTED: Labels

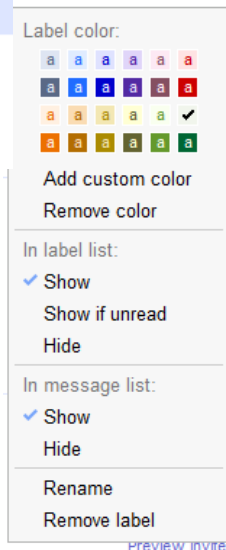


Check an email and chose a label

Or create a new label



Click a label to display all emails on that topic



Label preferences

## GETTING STARTED: Filters



Search Mail Search the Web [show search options](#)  
[Create a filter](#)

### Step #1

**Create a Filter** [Hide filter options](#)

Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.

From: 
 Has the words:

To: 
 Doesn't have:

Subject: 
 Has attachment

[Show current filters](#)

### Step #2

**Create a Filter** [Hide filter options](#)

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: **from:(nicholasweist@gmail.com)**, do the following:

Skip the Inbox (Archive it)  
 Mark as read  
 Star it  
 Apply the label:

Forward it You have no verified forwarding addresses. [Manage your forwarding addresses](#)  
 Delete it  
 Never send it to Spam

[Show current filters](#)



 Also apply filter to 0 conversations below.

## GETTING STARTED: Tasks

**Mail**  
**Contacts**  
**Tasks**

Check box to mark a task as complete

Tasks: juliatest40's list

- Create Gmail hand-out
- Make copies of handout
- Teach Gmail class

Click to edit task details

Tasks: juliatest40's list

[Back to list](#)

- Make copies of handout
- May 5, 2011
- Notes
- ✓ juliatest40's list
- NYSL work
- Move to list

[Back to list](#)

Actions

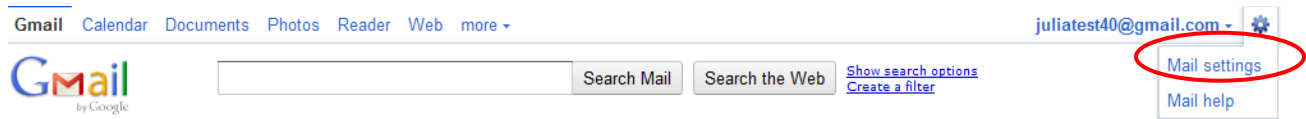
- Indent Tab
- Un-indent Shift+Tab
- Move up Ctrl+Up
- Move down Ctrl+Down
- Edit details Shift+Enter
- Help
- Show tips
- Email task list
- Print task list
- View completed tasks
- Sort by due date
- Clear completed tasks

+ Delete task

+ New task

Create lists to organize your tasks, i.e. "work" "errands" "grocery list"

## GETTING STARTED: Settings



### General

- Language settings – Gmail in German!
- Automatically display images in emails or ask first?
- Conversation view – sets whether emails are shown in “thread” view
- Signature inserted at the end of all outgoing messages?
- “Out of Office” responder

### Accounts and Import

- Change password
- Recover forgotten password
- Import mail & contacts from your other email accounts (yahoo, hotmail, etc.)
- Grant access to your account: allow others to read and send mail on your behalf

### Forwarding and POP/IMAP

- Forward mail sent to [username@gmail.com](mailto:username@gmail.com) to another email address

### Web Clips

- Customize the type of ads & content displayed by Google in your account

### Priority Inbox

- Turn on Priority Inbox, a new Gmail feature that separates high importance email

### Offline

- Synchronize your mail to a computer to access your Inbox without an internet connection
- Download emails and email content

### Themes

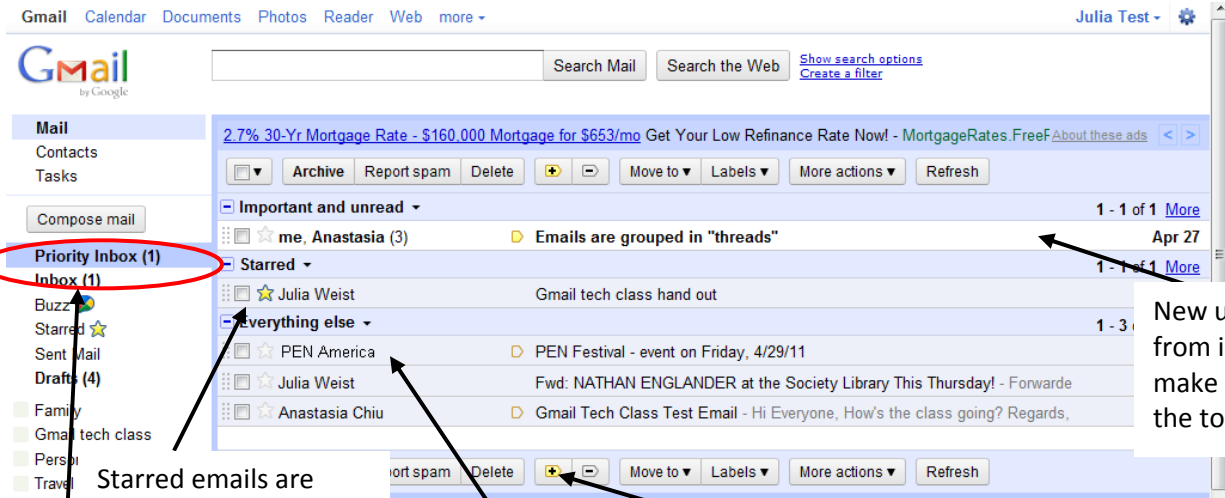
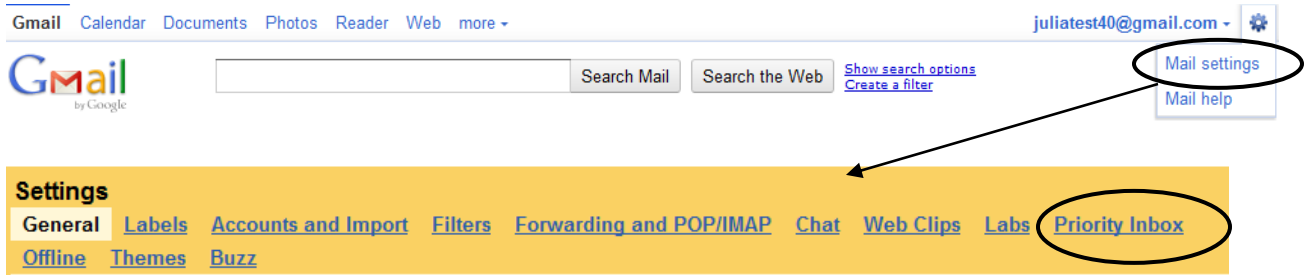
- Change the color and background of your Inbox

### Other settings accessible through the mail settings menu:

- **Labels, Filters, Chat**– see detailed information on these topics through out the Getting Started and Beyond Basic sections of this guide

# BEYOND BASIC: Priority Inbox

Priority Inbox learns what's important to you as you use Gmail and sorts your mail into high and low priority areas.



New unread emails from individuals make their way to the top

Starred emails are kept together up top

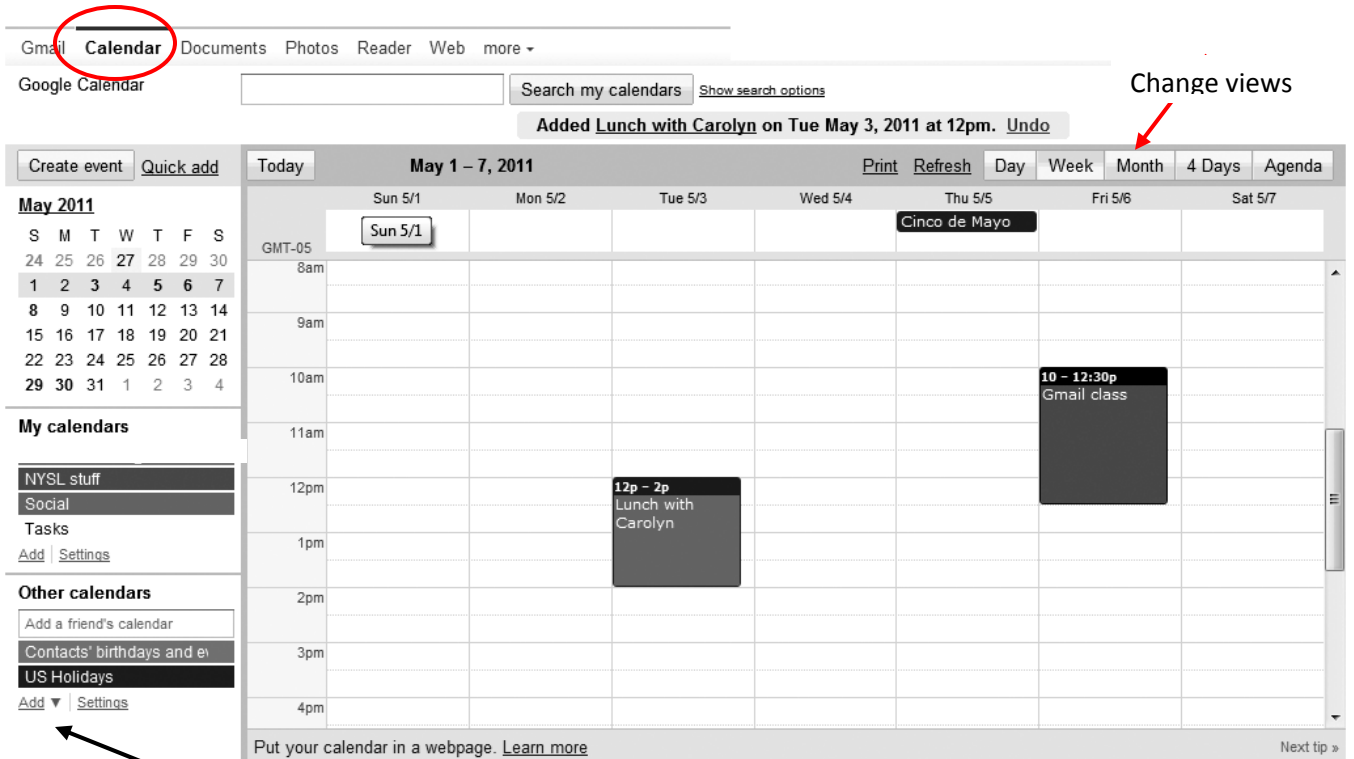
Mass promotional emails and read emails are filtered into "Everything else" on the bottom.

Promote emails to the "Important" section by selecting the email and clicking this yellow button

Turn Priority Inbox off anytime by click Inbox

# BEYOND BASIC: Calendar

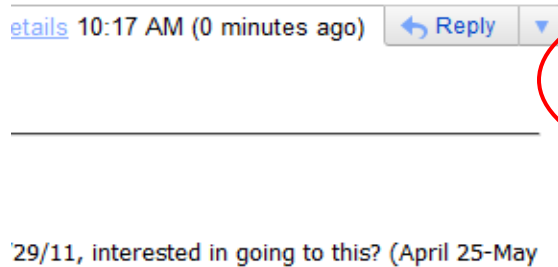
Add events to your calendar, schedule reminders, sync to a smart phone, share color-coded calendars with family members and more.



Add a friend or family member's calendar; import calendars

An "add to calendar" message appears next to emails that contain date/time/address information

ay, 4/29/11, interested in going to



[New window](#)  
[Print all](#)

**Add to calendar**  
PEN Festival - event o...  
Wed Apr 25 – Tue May 1... - [add](#)  
PEN Festival - event o...  
Fri Apr 29, 2011 4pm - [add](#)

**Map this**  
[211 East 49th St](#)  
[New York, NY](#)

## BEYOND BASIC: Google Docs & Forms

Save and print documents, edit from anywhere, collaborate and share files, presentations, images and more.

The screenshot shows the Google Docs web interface. At the top, the navigation bar includes 'Gmail', 'Calendar', 'Documents' (circled in red), 'Photos', 'Reader', and 'Web'. Below this, the 'Google docs' logo is on the left, and a search bar and 'Browse template gallery' link are on the right. The main area is divided into three sections: a left sidebar with navigation options like 'Home', 'Starred', and 'All items'; a central document list showing 'gmail\_logo.jpg', 'Sample Spreadsheet', and 'Gmail example document'; and a right sidebar for the selected document, 'Gmail example document'. In the right sidebar, the 'Sharing - Settings' option is circled in red, showing 'Private to only me' and 'Loading...'. A red arrow points from the 'Gmail example document' in the list to the text 'Access and edit your saved files from any computer'. A black arrow points from the 'Sharing - Settings' option to the text 'Invite others to view and/or edit your files'.

Access and edit your saved files from any computer

Invite others to view and/or edit your files

## Create online surveys with Forms.

The screenshot shows the Google Forms editor interface. At the top, there are buttons for 'Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. The main content area is titled 'Test Survey' and includes a description: 'Create your own quiz and share it with anyone. Responses are saved into a remotely accessible Google Spreadsheet.' Below this, there are two question blocks. The first block, 'Sample Question 1', has a 'Question Title' field, a 'Help Text' field, a 'Question Type' dropdown set to 'Text', and a 'Their answer' field. There are 'Done' and 'Make this a required question' buttons. The second block, 'Sample Question 2', is partially visible. A preview window at the bottom left shows a rendered version of the survey. A black arrow points from the preview window to the text 'Create your survey and it automatically renders as a public or private website'.

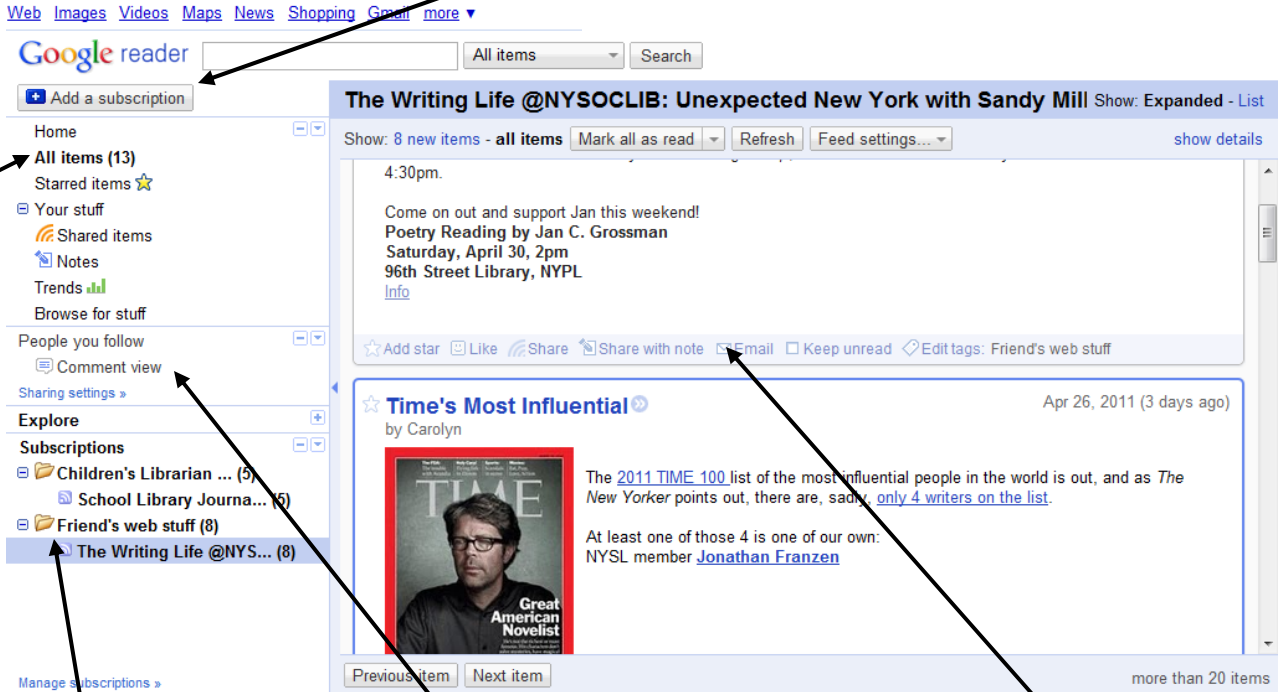
Create your survey and it automatically renders as a public or private website

# BEYOND BASIC: Google Reader

Aggregate content from around the Web.

Subscribe to websites, blogs and more. No need to visit webpages: items will appear in the Reader in real time as the sites are updated.

New unread web content



Organize content into themed folders

See what friends are reading and saying about web content they've discovered

Save, annotate or share posts.



## BEYOND BASIC: Your dashboard

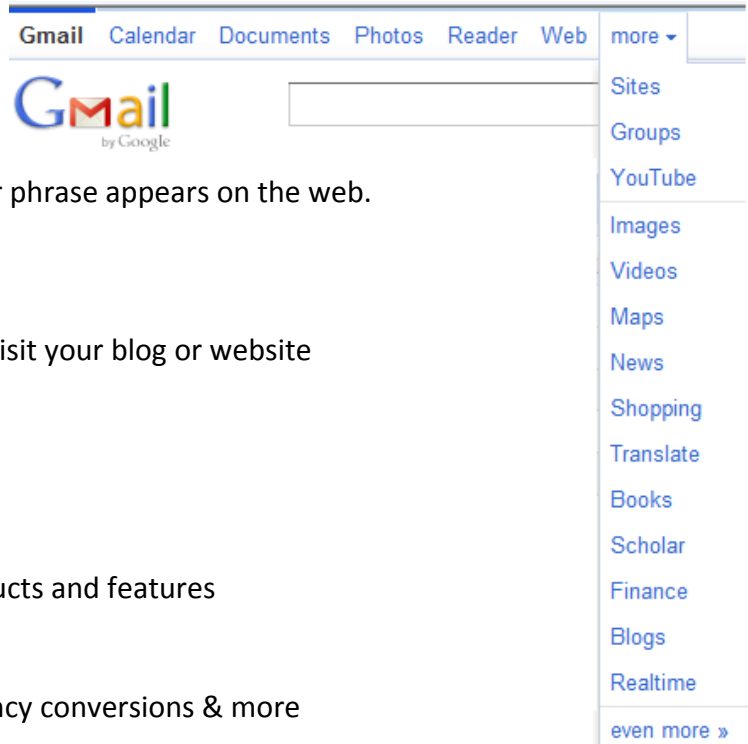
Bring together all the functionality covered in this class with the Google Dashboard. Select tools and features and add widgets that display the weather, latest headlines, and more.

The screenshot shows a Google Dashboard interface. At the top, there's a navigation bar with links for Web, Images, Videos, Maps, News, Shopping, Gmail, and more. Below this is a search bar with a Google Search button and an 'I'm Feeling Lucky' button. A notification bar indicates the user is logged in as 'Julia Test' and offers options to 'Change theme from Classic' and 'Add stuff'. The 'Add stuff' link is circled in red, with a red arrow pointing to it from the bottom right. The dashboard is populated with several widgets: a 'Home' sidebar with links to Date & Time, Weather, Gmail (1), CNN.com, Google Calendar, Google Docs, and Google Reader (13); a 'Google Reader (13)' widget showing a list of items from 'http://thewritinglife'; a 'Gmail (1)' widget showing an 'Inbox (1)' with several email entries; a 'Google Calendar' widget displaying a calendar for April 2011 with the 29th highlighted; and a 'Weather' widget showing '10075'. A 'CNN.com' widget is also visible at the bottom.

Set it up at [www.iGoogle.com](http://www.iGoogle.com)

Control what you see on the dashboard

## BEYOND BASIC: Even more tools & features



### Alerts

- Get an email every time a name or phrase appears on the web.  
\*\*Great for writers!

### Analytics

- Track the amount of people who visit your blog or website

### Google sites

- Creates simple web sites

### Labs

- Explore and use new Google products and features

### Finance

- Stock market quotes, news, currency conversions & more

### News

- Links to different journalistic coverage of key news topics clustered by topic or region

### Photos

- Select the photo(s) to upload, name albums and adjust privacy settings.  
View and share your photos online using “Picasa” software.

### Shopping

- Search for products and see results from across the web. Sort the results by price and other criteria.

### Translate

- Translate text to and from dozens of languages from Urdu to Latvian

*Use these features through the “more” menu, or add them to your Google Dashboard.*