

# Gmail

Managing Your Email



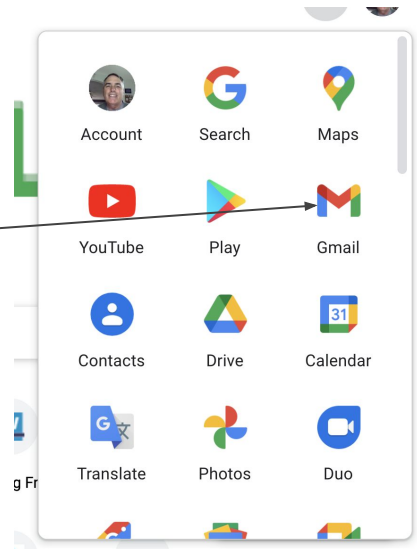
# Get Gmail on your device:

---


Most of us in this class already are signed up to Gmail: (if not sign-up)

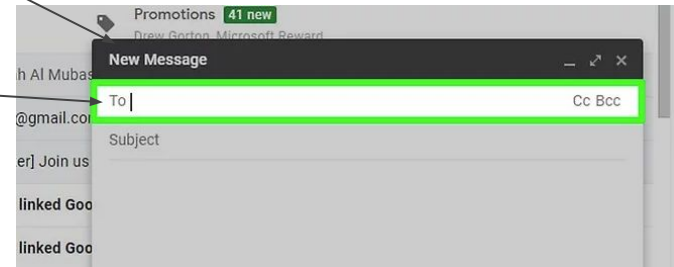
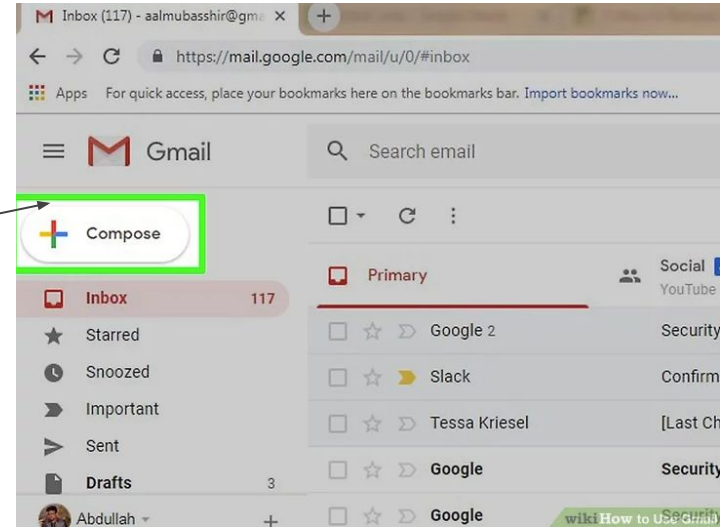
- Go to `mail.google.com` (or)
- Go to app launcher
- Choose gmail

Gmail Images



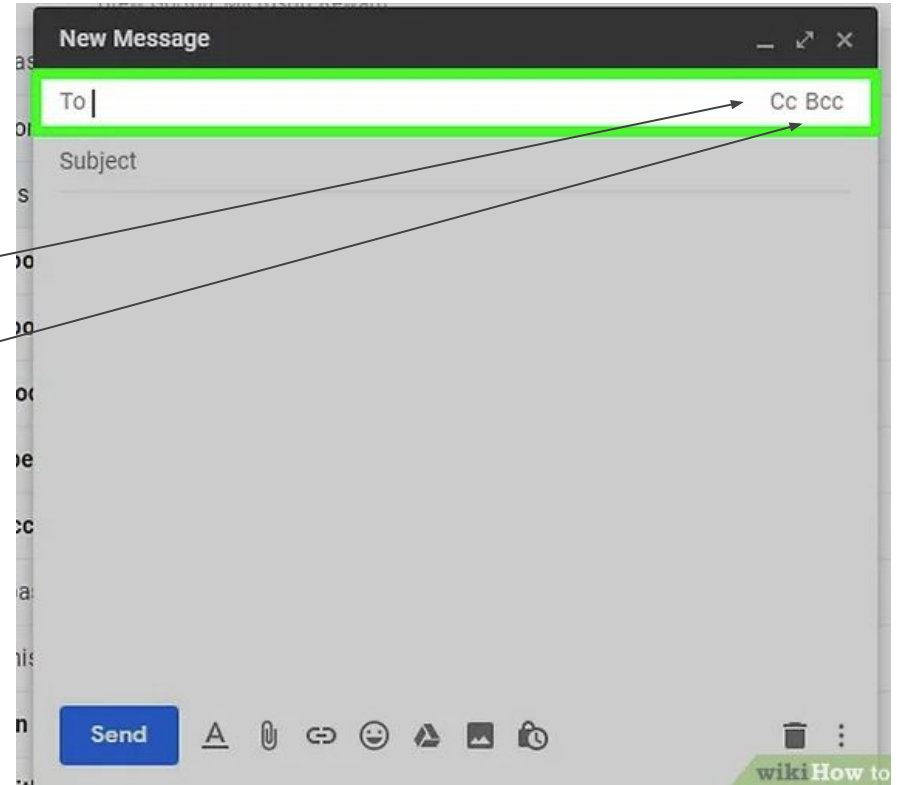
# Send email:

- Open Gmail
- Click 
- This prompts “New Message” window
- Enter recipients email address in the “to” box
- You then may enter more recipients



# Sending an Email:

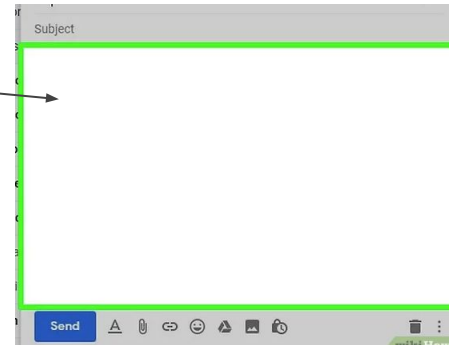
- To add another person press TAB key and type in new email address
- CC means send a carbon copy to another recipient
- BCC means send a carbon copy to another recipient but their email will be hidden from those receiving the email



# Sending an Email:

---

- Add a subject, click the subject box
- Enter the email's body text
- Add formatting or attachments to your email
- When finished click **Send**



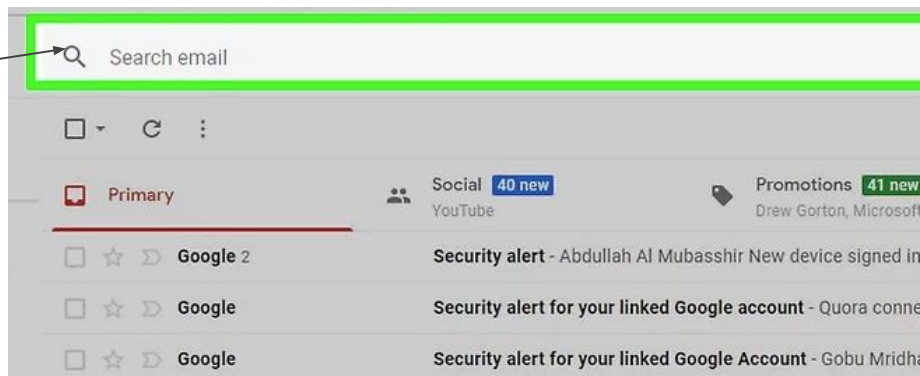
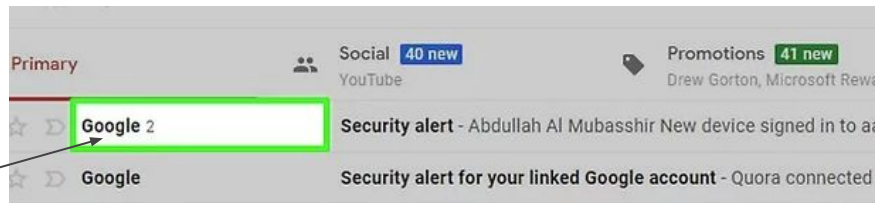
# Manging Your Emails:

- **Open an Email**

- Click on the emails subject to open in the inbox

- **Search through emails**

- Scroll through emails
- Or use search bar

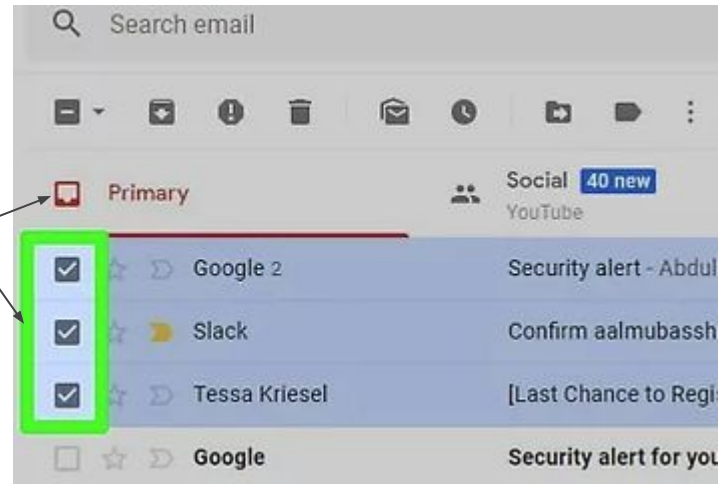


# Selecting Emails:

---

- **To select a group of emails click the checkbox**

- This is useful when moving or deleting large groups all at once
- To select an entire page, click the checkbox above the top-left side of the top email



# Mark emails as Read - Archive emails”

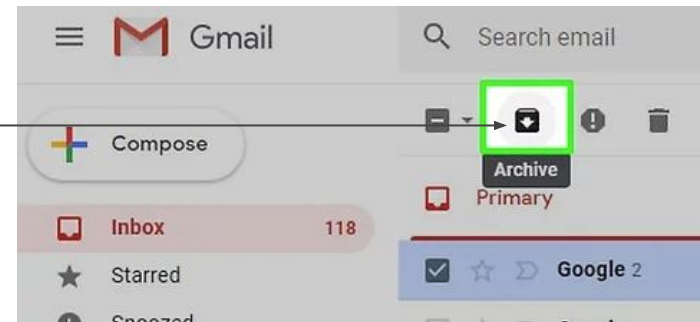
- **Mark emails as read**

- Select emails
- Click envelope icon
- Also open email marks as read



- **Archive emails**

- Allows you to save the emails without having them in your inbox
- Click downward facing arrow
- These are found in your **All Mail** folder

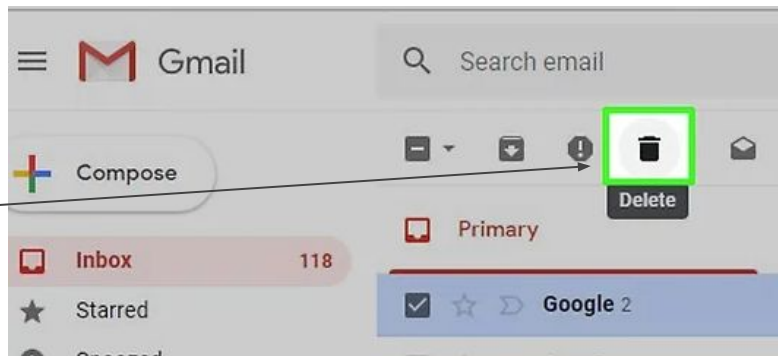




# Delete emails - Mark email as Spam

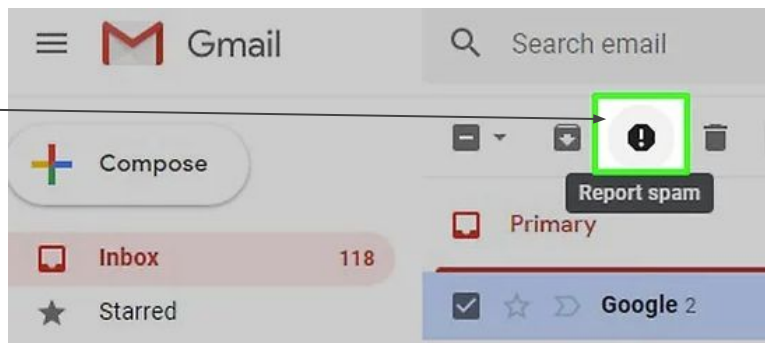
- **Delete emails**

- Select emails
- Click “trash”
- These emails move to trash folder
- After 30 days they will be deleted



- **Report Spam:**

- Select email
- Click ! icon
- This adds email to spam folder
- Gmail will add similar emails to spam folder automatically



# Add a Draft:

- If you want to start an email but cannot finish it you can save it as a draft
- Just wait for the “**saved**” word to appear
- You can open it from the draft’s folder
- You might have to scroll down to more to find the draft mail



# Creating and Using Labels

- Labels are “**folders**”
- These folders store emails you have assigned to them
- They are found in the left hand menu
- Click “**Create a New Label**”
- Enter label name
- Click “Create”

New Label ×

Please enter a new label name:

Example

Nest label under:

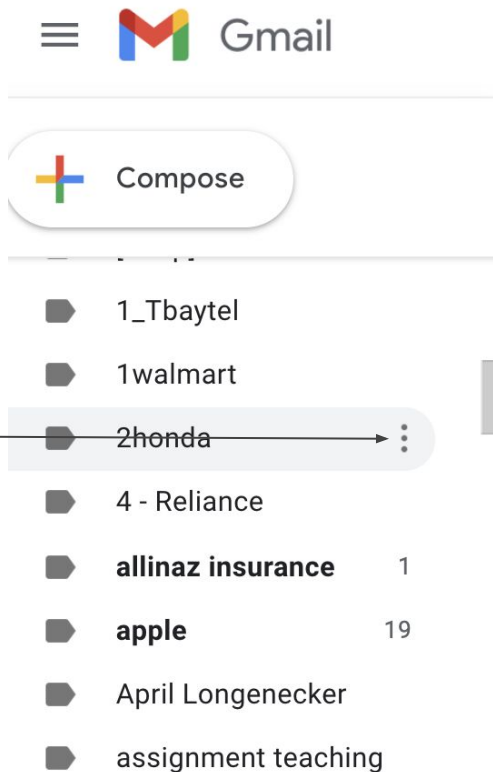
Cancel Create

Show in label list Show in message list



# Removing Labels

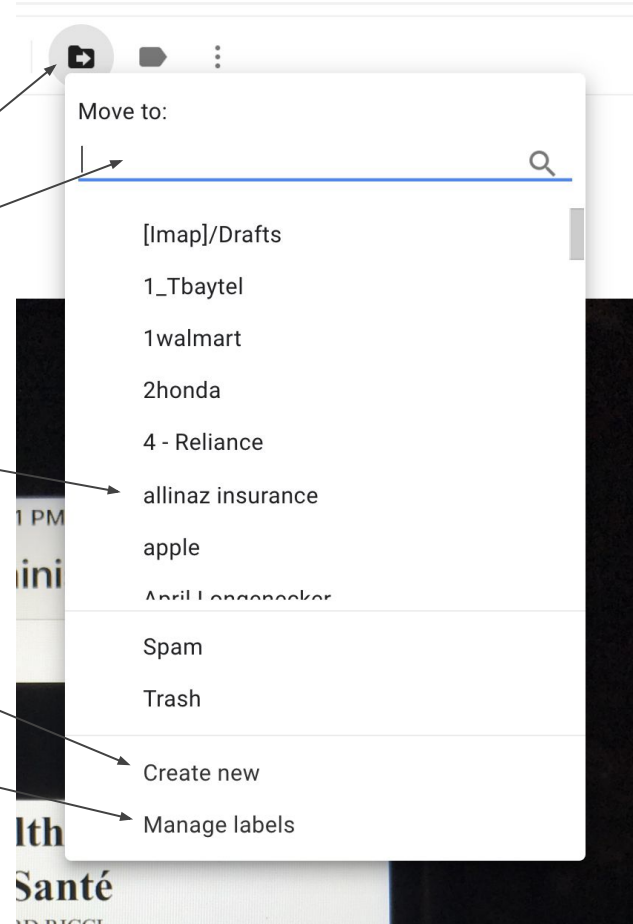
- Scroll down to the existing label
- To right of the label there 3 dots
- Open this and click remove.
- 



# Add emails to a Label

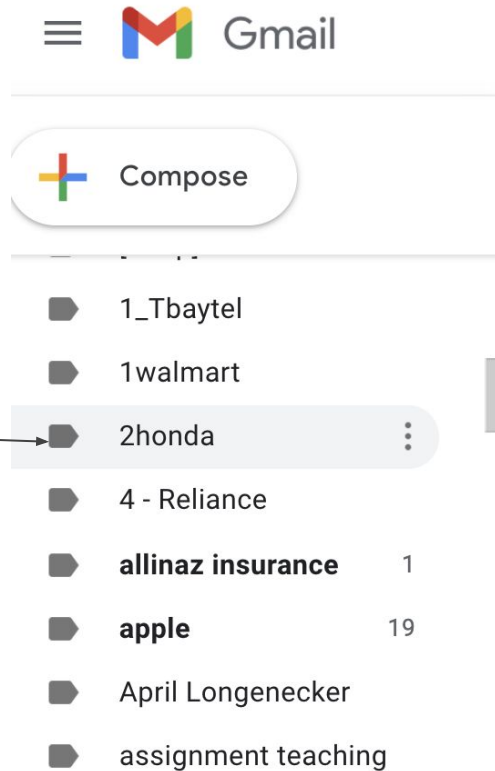
---

- Select emails
- Select the move to icon
- You type the name in search bar
- Choose the folder and click it and the email will move to that location
- You can also create new folder and manage folders from this menu



# View Label Contents

- To view the emails that are located in your label's
- Click on the folder
- It will then open up the folder and you can view all the emails stored there
- You can manage these emails the same as you inbox



# Videos:

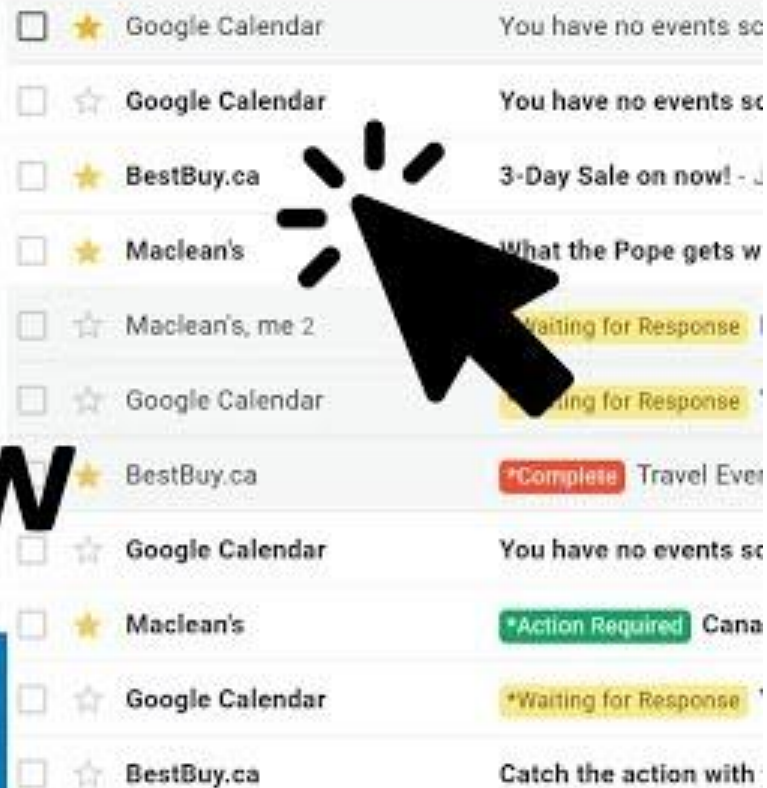
---

- The following slides contain videos that teach more advanced features of Gmail
- View them at you pleasure.
- Enjoy



# Easy Gmail Workflow

Simpletivity





# Gmail Filters and Labels

Simpletivity



# 3 Essential Gmail Add-Ons

Simpletivity





Gmail

**TIPS &  
TRICKS**



# Gmail Settings Tips



Simpletivity