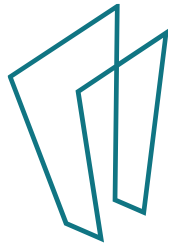


- Gmail Basics

By Social Health Growth



Why Use Gmail?

- SO MUCH STORAGE – and it's ever-increasing.
- Nice, attractive interface
- Excellent filters prevent spam from showing up in your inbox
- Seamless integration with other Google services



What's On the Agenda?

- Get comfortable with the Gmail interface
- Compose, reply to, and/or forward messages
- Understand the difference between the archive and delete functions
- Organize your inbox with tabs, labels, and stars
- Create a filter to categorize messages with labels as they arrive in your inbox
- Customize your Gmail account with a theme
- Create a personal signature for your messages



Exploring the Gmail Interface

The screenshot displays the Gmail interface with a dark theme. At the top, the Google logo is on the left, and the user's name 'Laurel' is on the right. Below the search bar, the Gmail logo and navigation icons are visible. The main area shows four tabs: Primary, Social, Promotions, and Updates. The Primary tab is active, displaying a list of emails. The left sidebar contains navigation options like 'Compose', 'Inbox (5)', 'Starred', 'Sent Mail', 'Drafts (2)', and 'Book Recommendations'. The email list includes messages from Google, Luis Rey, Doris Hicks, and the Gmail Team, with various subjects like 'New sign-in from Chrome on Mac', 'Gmail Class', and 'Your password changed'.

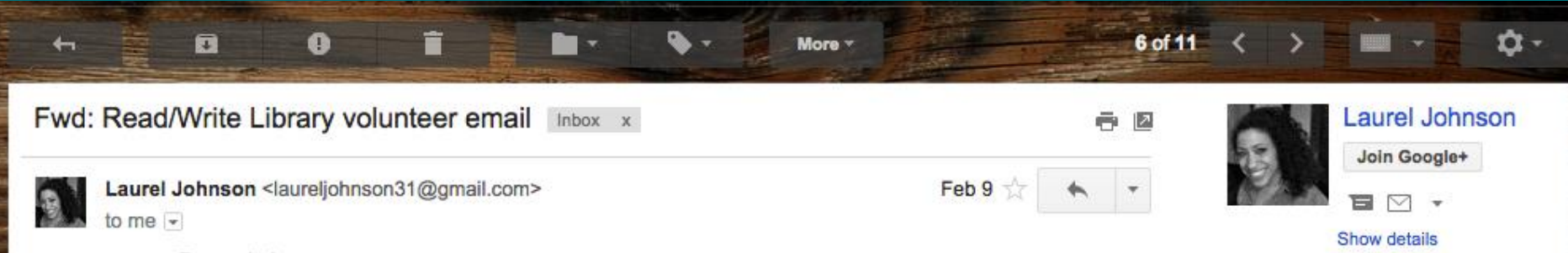
Sender	Subject	Date
Google	New sign-in from Chrome on Mac - New sign-in from Chrome on Mac Hi Laurel, Your Google Account librarianlaurel@	10:06 pm
Luis Rey	Gmail Class - This is my second email , I have wrong, your address hope this is the right one Luis R. Garcia Skokie	Feb 9
Doris Hicks	Great Job For Your First Time !!!! - Have A Great Day !!!!	Feb 9
Google	New sign-in from Chrome on Windows - New sign-in from Chrome on Windows Hi Laurel, Your Google Account libr	Feb 9
Laurel, me (6)	Happy Tuesday - Ooh! I've got a rec for you. Night Circus by Erit	Feb 9
Laurel Johnson	Fwd: Read/Write Library volunteer email - Forwarded message From: Patrick Carr <patrickrichardcarr@gmail.com> D	Feb 9
Laurel Johnson	Fwd: NYT Now: Your Tuesday Briefing - Forwarded message From: NYTimes.com <nytdirect@nytimes.com> Date	Feb 9
Google	Your password changed - Your password changed Hi Laurel, The password for your Google Account librarianlaurel@	Feb 9
Gmail Team	Stay more organized with Gmail's inbox - Hi Laurel Gmail's inbox puts you in control Inbox video Meet the inbox Gn	9/17/15
Gmail Team	The best of Gmail, wherever you are - Hi Laurel Get the official Gmail app The best features of Gmail are only availa	9/17/15
Gmail Team	Three tips to get the most out of Gmail - Hi Laurel Tips to get the most out of Gmail Bring your contacts and mail into G	9/17/15

Observe: tabs, buttons, search bar



Exploring the Gmail Interface

Certain buttons only appear after opening a message.



In order from left to right:

- Back to inbox
- Archive
- Report spam
- Delete
- Move to
- Label
- More
- Newer/Older
- Input tools
- Settings



Exploring the Gmail Interface

A Genealogy of Gmail

- Emails can be part of a Conversation.
(multiple messages bundled together in a single thread)
- Conversations sometimes have Labels.
(descriptive categories to group messages)
- Labels sort Emails in your account.
- Emails can be automatically sorted through Filters.



Composing Messages



Upon clicking compose, type in your contact and create a subject heading. Enter text, attach a file, or label your outgoing message.



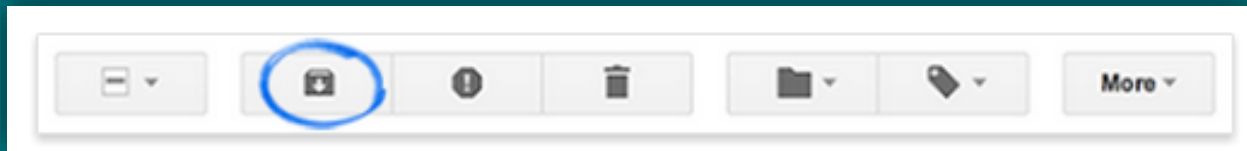
Composing Messages

The screenshot shows the Gmail 'Compose' interface. On the left, there is a sidebar with navigation options: 'Compose', 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Circles', 'Gmail Team', 'Listservs & Newsletters', 'Other Accounts', and 'More'. Below the sidebar, the user's profile 'Jose' is visible, along with storage usage information: '0 GB (0%) of 15 GB used'. The main area displays a list of emails in the 'Primary' tab, including messages from 'Design*Sponge', 'Tinkercad', and 'Gmail Team'. A 'New Message' dialog box is open on the right, showing fields for 'Recipients' and 'Subject'. A 'Label as:' dropdown menu is open, listing labels such as 'Gmail Team', 'Listservs & Newsletters', 'Other Accounts', 'Social', 'Promotions', 'Updates', and 'Forums'. Below the labels, there are options for 'Add star', 'Create new', and 'Manage labels'. A secondary menu is also visible, containing options like 'Default to full-screen', 'Label', 'Plain text mode', 'Print', and 'Check spelling'. At the bottom of the dialog, there is a 'Send' button and a toolbar with icons for text formatting, attachments, links, images, and emojis.



Archiving and Deleting

Archive:



Delete:



Archiving and Deleting

The File Cabinet

- When you **archive** a message, it's only removed from your inbox. It won't be deleted from your account.
- Archived messages can be viewed under the "**All Mail**" label so that you can always find it later.

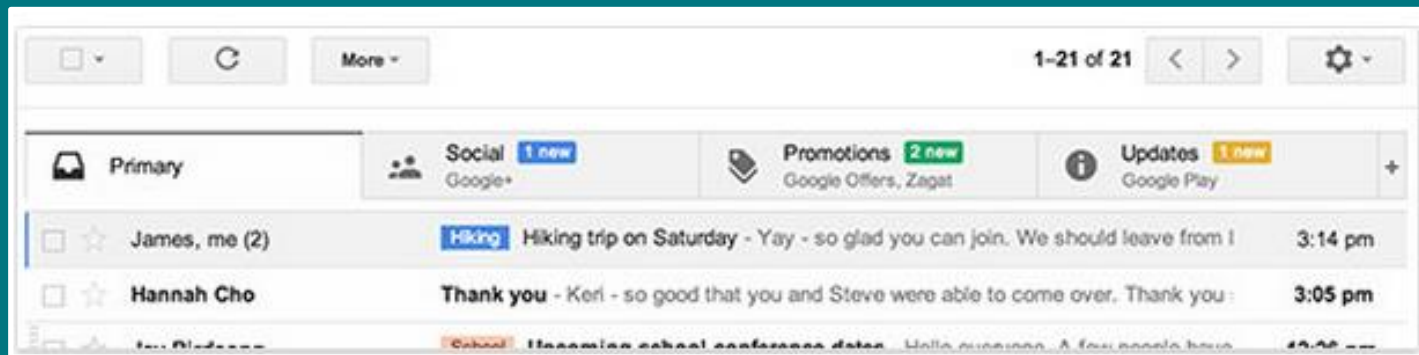
The Waste Basket

- When you **delete** a message, it's put into the "**Trash**" folder.
- Messages remain in "**Trash**" for 30 days before they are no longer user-recoverable.
- If you choose, you can manually delete a message by finding the message in your "Trash," selecting it and clicking "**Delete Forever**" before the 30 days are up.



Organizing Your Inbox: Tabs

The Inbox is separated into tabs so you can see what's new at a glance.



Primary = messages from friends & family

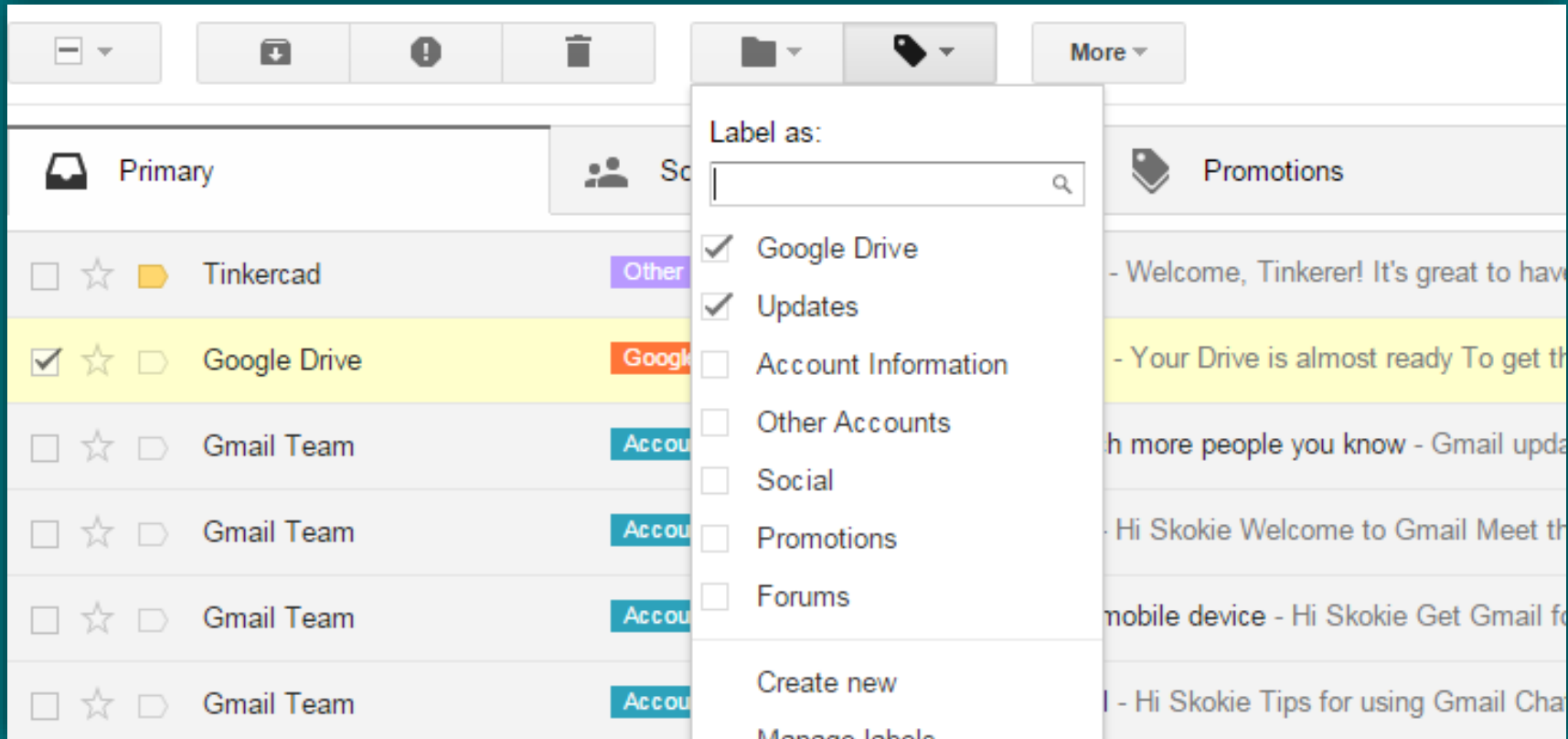
Promotions = messages about deals & offers

Social = messages from social networks, media-sharing sites, gaming platforms

Updates = notifications about bills, receipts, statements



Organizing Your Inbox: Labels



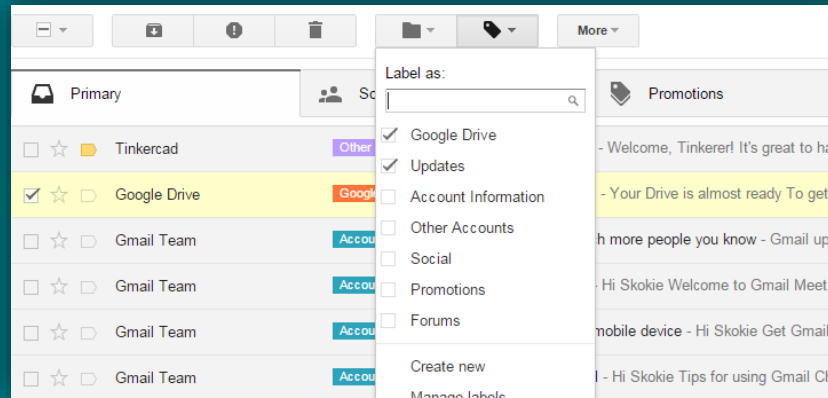
Organizing Your Inbox: Stars



- Use stars to mark certain messages as important or to indicate that you need to respond later.
- Stars are located left of the sender's name in your inbox.



Organizing Your Inbox: Labels



To create new labels:

- Check the box to the left of any message in the Inbox
- Click the drop-down box next to the “tag” symbol (located in the toolbar above)
- Click “Create new.” A dialog box will pop up
- Type the name of your label and click “Create”



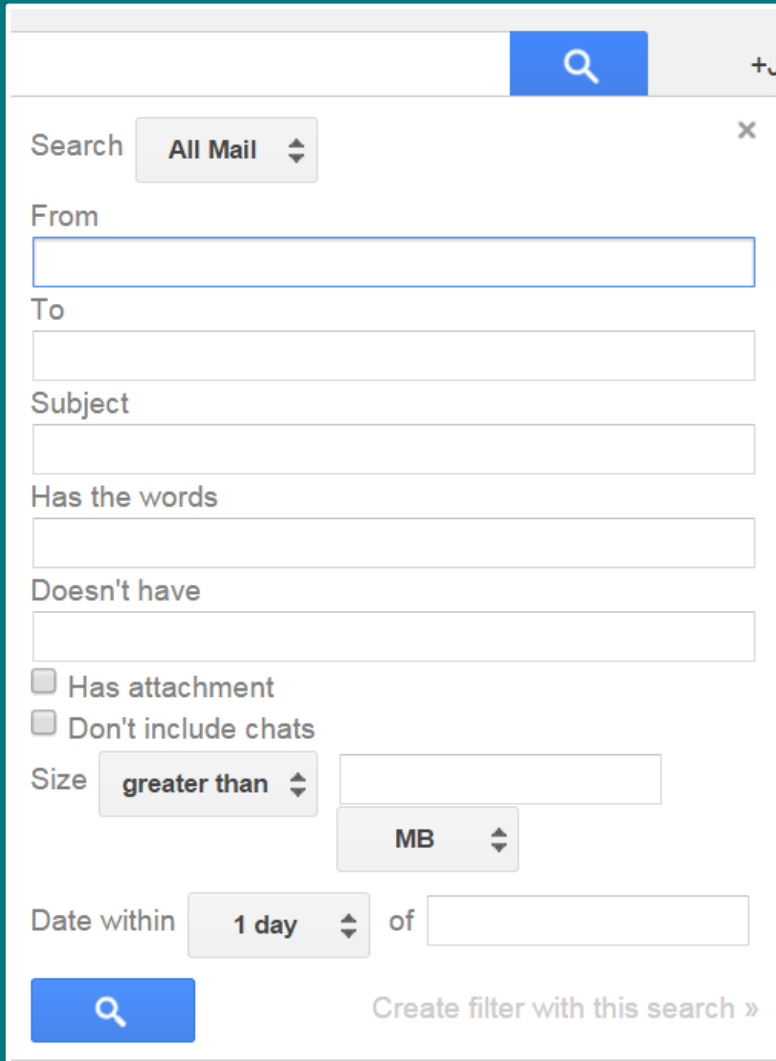
Creating and Using Filters

Why are filters useful?

- They can keep you organized by automatically labeling incoming emails
- They can keep your inbox clean by automatically archiving certain incoming emails
- They can help you prioritize by bringing certain kinds of incoming emails to your attention



Creating and Using Filters



The screenshot shows a search and filter creation interface. At the top, there is a search bar with a magnifying glass icon and a '+J' button. Below it, a 'Search' dropdown menu is set to 'All Mail'. The main area contains several input fields: 'From', 'To', 'Subject', 'Has the words', and 'Doesn't have'. There are also two checkboxes: 'Has attachment' and 'Don't include chats'. The 'Size' section has a dropdown set to 'greater than', a text input field, and another dropdown set to 'MB'. The 'Date within' section has a dropdown set to '1 day', a text input field, and the word 'of'. At the bottom left is a blue search button with a magnifying glass icon, and at the bottom right is a link that says 'Create filter with this search »'.

- Click the down arrow in your search box
- Specify your search criteria
- Click “Create filter with this search”
- Choose the action you want to take with the filter
- Click “Create filter”



Customize your Gmail Inbox With a Theme

- Click on the “settings” icon (the gear symbol)
- Select “Themes”
- Choose an image from the collection, or upload your own image, to serve as your inbox background



Create a Personal Signature

To set up a signature, follow these steps:

- Click the gear symbol in top right
- Select “Settings”
- Scroll down to the “Signature” section
- Enter new signature in box and use buttons to format to your preference



Where to Find Help

- Visit the Gmail Help Section at:
<https://support.google.com/mail#>
- Check out the Gmail blog at:
<http://gmailblog.blogspot.com>



Thank You

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All Right reserve

