GMAIL INBOX SETTINGS AND CONFIGURATIONS

Your Gmail Inbox can be configured many ways to best suit how often you look at your Gmail, how many you receive each day, as well as what is important to you. To make changes, follow these directions:

In the top right, click Settings ⚙ › **Settings**. When you are done making changes to your settings, go to the bottom of the page and select **Save Changes**.

General Tab for Settings

Under this tab you can do the following:

Language allows you to select the language you want.

Phone numbers lets you select your default country code.

Maximum Page Size to show how many conversations you want per page. That number can be between 10 and 100.

Images is set by default to allow an email with an image to automatically show. Gmail checks images for known harmful software. If Gmail thinks a sender or message is suspicious, images aren't shown and you'll be asked if you want to see the I mages.

Undo Send allows you up to 30 seconds to change your mind about sending a message.

Default Reply Behavior allows you to reply only to the person who sent you an email, or to everyone who received the email.

Default Text Style allows you to select the font, size and text color that will always come up when you compose an email.

Conversation View lets you group emails of the same topic together.

Send and Archive enables you to clean up your inbox without deleting your emails. You can archive or mute them. Your emails are moved to a label called **"All Mail"**. When someone replies to an archived message it will come back into your inbox. If

they reply to a muted message it does **not** come back to your inbox. You will have to search for the conversation if you want to find it again.

Desktop Notifications allows Gmail to display popup notifications on your desktop when a new email arrives. This will happen on Google Chrome, Firefox, or Safari when you are signed in to your Gmail and have it open on your browser.

Stars and their colors can mean anything you want. There are 12 different icons you can select.

Keyboard Shortcuts can be used to navigate your inbox and messages, format text, and complete actions like archiving and deleting. To see a list of the shortcuts, select **"Learn More".**

Button Labels are under the search box that let you take action on your messages. You can use the buttons to archive the message, report the message as spam, delete the message, move the message to a folder or add or remove a label. You can change your buttons so that they show the name of the button instead of an icon.

My Picture allows you to choose a photo to set as your Gmail picture. This image shows up when someone sees your name in their email inbox or chat list.

Create Contacts for Auto-Complete lets you decide if you want to automatically add someone to your contact list if you email them or reply to them or if you want to manually add the contact yourself.

Importance Signals for Ads gives you **some** control over the ads you see. For additional information click on "You can view and change your preferences here".

Signature allows you to append something at the end of all outgoing messages. It can be text, like your contact information or a favorite quote that is automatically added to the end of your Gmail message as a footer. You can put up to 10,000 characters in your signature. You can also add a picture or clipart.

Personal Level Indicators allows these indicators. Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.

Snippets shows additional information about the content of incoming email.

Vacation Responder sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days. You select the first and last day of your vacation, apply a subject and then the message you want to send. **I would be very careful using this because it lets people know you are out of town and makes you vulnerable robbery.**

Inbox Tab for Configurations

Inbox Type lets you choose between Default, Important First, Unread First, Starred First and Priority Inbox.

Categories allows you to sort your email into five basic categories. Google makes the decision which emails go into each category. The categories are:

- **Primary** - lists person to person communications, as well as starred messages by default.

- **Social** - messages from social networks, dating services, social media and other social-related sites.

- **Promotions** - includes deals, offers and most marketing emails.

- **Updates** - Personal updates including confirmations, receipts, bills, and statements.

- **Forums** - Emails from mailing lists, forums and other discussion-based services.

You can drag and drop emails from one category to another to train your email where to go if you don't like the category that Google selects.