

UNDERSTANDING YOUR GMAIL INBOX

Here are some of the key features of your Gmail inbox:

Unread messages are bolded in your message list. Once they are opened they no longer are in bold type.

Names of message senders are listed on the left.

Gmail displays snippets, which are lines of text next to each message that reveal a bit of the content of the most recent message.

In Gmail, messages are grouped into 'conversations' so that all follow-ups and responses appear as a single line in your inbox. This can be changed to individual messages if you prefer by going into your settings.

The time or date of the most recent message in a conversation is displayed on the far right of a conversation line. Dates appear when messages are older than 24 hours.

Use the check boxes next to the sender's name, then perform actions on those selected conversations using the buttons at the top ("Archive", "Spam", "Delete", "Mark as Read", "Snooze", "Move to", "Labels", and "More"). You can also hover over an email and "Archive", "Delete", "Mark as Read or Unread" or "Snooze" it.

Add stars to mark special messages or conversations. Stars can mean anything you want them to represent.

If you want to see the messages you've starred, deleted, sent, etc., click on the labels on the left-hand side of your Gmail page.

You can now view attachments right from your inbox without opening the email.

Gmail now has a new consistent sidebar with its built-in Google Calendar, Tasks and Keep integration. It comes populated with a clever Google Calendar widget that gives you a view of a single day's events and lets you add new events right from your inbox. Google Keep is for note taking and Google Tasks allows you to drag and drop emails into the sidebar to create new tasks.

Gmail now lets you "snooze" emails from your inbox without any third-party tools. When you try to snooze an email, Gmail gives you the option to resurface it later today, tomorrow, this weekend, next week, someday or pick date and time. If you're a fan of a clean inbox, that's a good way to keep your inbox empty and still rest assured that an important email that you want to take care of later will pop back up into your queue. To

look at an email that has been snoozed, go to the left column and select the clock icon. It will come back into your inbox on the date you chose.

Change the button labels to text instead of icons:

Click the gear in the top right.



Select **Settings**. Stay in the **General** tab.

Scroll down to the **Button labels** section (stay in the "General" tab).

Select **Text**.

Click **Save Changes** at the bottom of the page.

Inbox styles:

To let you read your messages the way you want, Gmail offers different inbox styles.

Inbox tabs and category labels.

Your messages are automatically categorized into the following optional tabs:

 Primary	Messages from friends and family, as well as any other messages that don't appear in other tabs.
 Promotions	Your deals, offers, and other promotional emails.
 Social	Messages from social networks, media-sharing sites, online dating services, gaming platforms, and other social websites.
 Updates	Notifications such as confirmations, receipts, bills, and statements.
 Forums	Messages from online groups, discussion boards, and mailing lists.

Show or hide tabs:

Click the **gear icon**  in the upper right, and then select **Configure inbox**.

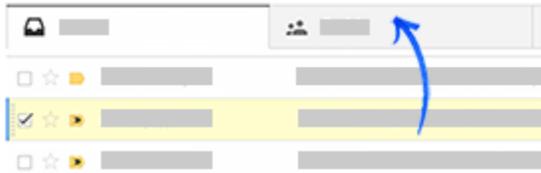
Check the boxes of the tabs you want to see.

Click **Save**.

New messages in Primary and Spam Tab:

When you receive new mail, you'll see an indicator that tells you how many new messages you've received since you last checked that tab.

Move messages between tabs:



If you see a message in your inbox that you want in a different tab, all you have to do is drag and drop it into the other tab. Another way to do this is to right-click a message while viewing your inbox.

If you want to always place a message from that person into another category, you will have to create a filter. To create a filter, highlight that message and select **More > Filter messages like these**.

Inbox Type:

Select which inbox style you want to try by clicking the arrow that appears when you hover over “Inbox” on the left side of your Gmail page. You can switch between inbox styles any time.

Default: - Save time and be more efficient. Your messages are arranged by date received. It also can break your email down into the five categories of Primary, Social, Promotions, Updates and Forums. The other types put all of your emails into just one category.

Important First – Who is most important? Give the top spot to people you interact with most and other important messages.

Unread First – Read them all. See unread messages at the top of your inbox.

Starred First – Be selective. View your starred messages at the top of your inbox.

Priority Inbox – Be a master of efficiency. Combine the Unread, Important and Starred In boxes. Power through what’s important,

You can also do the above in your **Settings** under the **Inbox** tab.

Determine your Google Storage:

Go to the bottom of your inbox and click on “**Manage**” on the bottom left hand side.

Last Account Activity:

Go to the bottom of your inbox and click on “**Last Account Activity Details**” on the bottom right hand side. This will show the IP address your device has used for the last several sessions. If an unknown IP address shows up it means your account may have been hacked and you should immediately change your password.

Sign Out of all Other Web Sessions:

By clicking on this it gives you the ability to sign out of your Google account on **all** of your devices. This is important if you lose a hand held device.

Alert Preference:

Choose “Show an alert for unusual activity.”