

# Gmail Tips & Tricks – Level 2

There are 4 levels of Tips and Tricks. This seminar covers Level 2 – **Get More out of Gmail.**

**Level 1 – Just started using Gmail**  
Organize your inbox, find messages, and more.

**Level 2 – Get more out of Gmail**  
Star emails, send photos, and more.

**Level 3 – Advanced tips**  
Set up auto-replies, change your inbox style, and more.

**Level 4 – Become a Gmail master,**  
**Keyboard shortcuts, sharing files, and more.**

To get the best use of Labels in Gmail, click the gear icon  in the upper right, and then select Settings and go to the Labels tab. Make sure the System Labels, Categories, Circles and Labels you want to utilize are selected as Show.

System Labels include Inbox, Starred, Important, Chats, Sent Mail, Drafts, All Mail, Spam and Trash.

Categories include Social, Promotions, Updates and Forums.

Circles (Google+) includes Friends, Family, Acquaintances and Following.

Labels are the categories you have created in order to archive (store/file) emails for future reference.

Inbox tabs and category labels:

Your messages are classified into categories/tabs. You can choose to use the tabs that work best for you. These tabs make it easy to focus on messages that are important to you and read messages of the same type all at once.

<https://youtu.be/CFf7dlewJus>

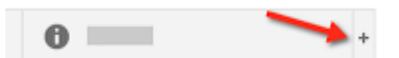
Your messages are automatically categorized into the following optional tabs:

 <b>Primary</b>	Messages from friends and family, as well as any other messages that don't appear in other tabs.
 <b>Promotions</b>	Your deals, offers, and other promotional emails.

 <b>Social</b>	Messages from social networks, media-sharing sites, online dating services, gaming platforms, and other social websites.
 <b>Updates</b>	Notifications such as confirmations, receipts, bills, and statements.
 <b>Forums</b>	Messages from online groups, discussion boards, and mailing lists.

### Show or hide tabs:

Click the + icon to the right of your tabs.



Use the checkboxes to show or hide each tab.  
Click Save.

If you hide a tab, messages in that category will appear in your Primary tab instead.

If you prefer to see all your messages in one list, simply hide all tabs. Primary will stay checked, but you won't see the tab above your inbox.

If you want to use tabs again, follow these directions:

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 category tabs:

When you receive new mail, you'll see an indicator in each tab that tells you how many new messages you've received since you last checked that tab. You'll also see a few of the recent senders listed below the category name. You can see what's new at a glance and decide which emails you want to read.

If you looked at your Promotions tab yesterday and then received eight promotional emails, you'll see "8 new" next to the word "Promotions" when you check your Gmail today.

### Unread count:

The number next to Inbox on the left side of your Gmail tells you how many unread messages are in your Primary 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.

After you move a message to a different tab, a message above your inbox will ask if you want to undo that action or choose to always put messages from that sender in the tab you chose.

### Starred messages:

Messages you mark with a ★ star will also appear in your Tabs so they are easier to keep track of.

### How to add a star:

From your inbox: click the ☆ star icon next to the sender's name.

While reading a message: click the ☆ star icon in upper right corner of the message, next to the time.

Stars are a great way to keep track of messages you want to follow up on later.

### Get more star designs:



You can also use multiple types of stars to indicate different types of messages. For example, you might use a purple star for messages you want to read again and a red exclamation mark for messages that you need to follow up on.

## How to choose more star options:

Click the gear in the top right .

Select Settings.

Scroll down to find the "Stars" section of the General tab.

Drag stars from "Not in use" to "In use." You can also drag the stars in "In use" to reorder them.

Click Save Changes at the bottom of the page.

To use your new star designs, click the  star icon repeatedly until you see the star you want to use.

## Find starred messages:

To see all your starred messages, click Starred on the left side of your Gmail, under Inbox, or search for starred messages by typing is:starred in the search box.

## Categories:

All messages are automatically sorted into one of the five different categories (Primary, Social, Promotions, Updates or Forums).

## View all messages in a category, including archived messages:

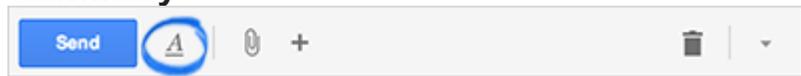
When a message is archived, it moves out of your inbox and stays in "All Mail" and any other category or label applied to it. Messages you archive will no longer be visible in your Inbox.

## Formatting, fonts, and colors

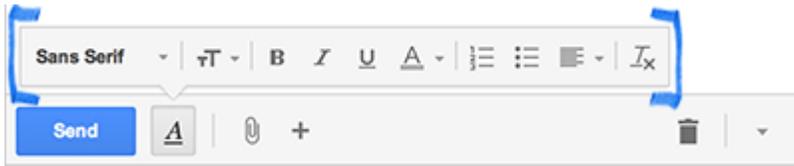
Whether you want to add **color** to your greetings, *emphasize key points*, make your words **bold**, or even **all three**, the first step is to click the **Formatting**

**options** icon  at the bottom of the compose window.

### Summary



Click the A icon to bring up the formatting toolbar.



Hovering your mouse over each icon will give you a description of the icon.

### Default text style:

Choose your own default text style for your outgoing messages.

On the top-right, click the gear .

Click **Settings**.

Find the "Default text style" section in the **General** tab.

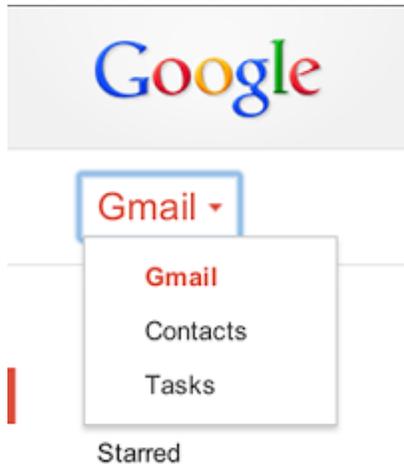
Choose your text style using the icons above the text "This is what your body text will look like."

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

The **Remove Formatting** icon  will reset the default text style.

### About the Contact Manager:

The Contact Manager gives you easy access to the people you want to reach. All your email contacts are stored here. Click **Gmail** in the top left corner of your page, then select **Contacts** to access and edit your contacts' information.



### Edit contacts:

At the top left, click **Gmail > Contacts**.

Find and click the name of the contact in the Contacts list.

Make any changes you'd like to make.

In the upper right-hand corner, click **Save now**.

### **Add contact to contact groups:**

At the top left, click **Gmail > Contacts**.

Select the contact in the Contacts list.

Click the **Groups** button .

Select the group you'd like to add the contact to, or select **Create new** to create a new group.

### **Remove contact from contact groups:** - This does not totally remove the contact, it just removes them from the group.

At the top left, click **Gmail > Contacts**.

Select the contact in the Contacts list.

Click the **Groups** button .

Select the group you'd like to remove the contact from (boxes will be checked next to the groups that contact is already in).

### **Delete contact:**

At the top left, click **Gmail > Contacts**.

Select the contact in the Contacts list.

Click **More**, then click **Delete contact**.

### **Searching for contacts:**

Enter the name, email address, or any other contact details of the person you're searching for in the contacts search box.

Keep these tips in mind when searching for contacts:

You can use prefixes.

You can search by a person's first and/or last name.

You'll see matching results as you type

You can search for contacts by phone number, or notes you've entered about them.

You can search by domain or username. For example, searching for 'gmail.com' will return all contacts with a Gmail address.

### **You can see all of the details about your contacts by printing them:**

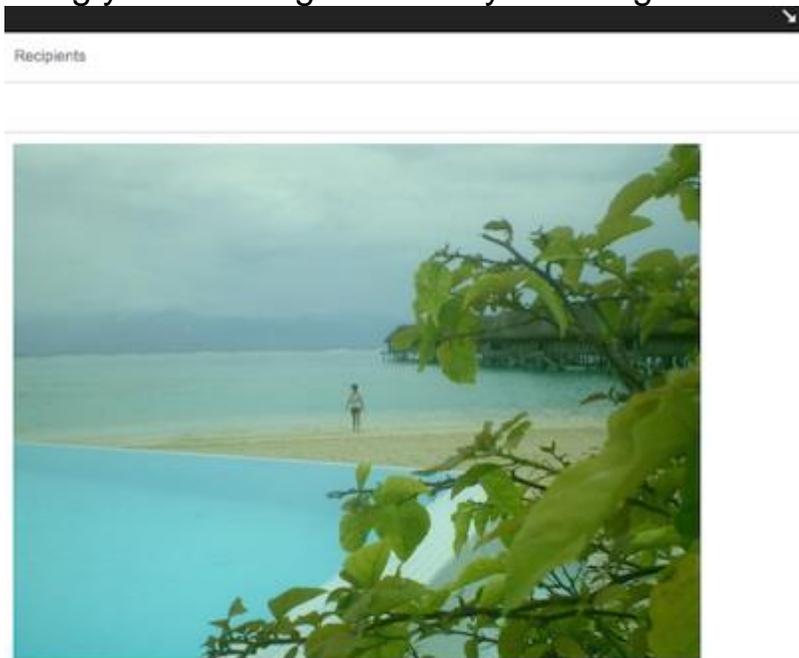
Click the **More** drop-down menu and select **Print....**

Select the details you'd like to display.

Click **Print**. A new browser window or tab will open with the details you've chosen.

### **Insert images into your messages:**

Bring your messages to life by inserting inline images into the body of your email.



**Note:** The maximum file size for an inline image is 25 MB. For larger files, attach the image or insert using Google Drive.

Click **Compose**.

Click the picture icon  at the bottom.

You'll see a box pop up with tabs for all the ways you can add photos. You can add photos from Google+, your computer, or the web.

Click **Insert**.

You can also drag and drop images from your computer into your email or copy and paste them.

To resize an image, just click on a corner of the image and drag.

**Tip:**

Share photos as attachments. If you're trying to share photos so that the other person can save them, consider adding the photos as attachments instead. After you select an image, choose **As attachment** in the lower-right hand corner of the pop-up box before clicking **Insert**.

### **Emoticons in Gmail:**

If you're tired of not being able to find the right words to express yourself in your messages, emoticons are here to help. Gmail has a number of images (for example,

smiley faces, food and drinks, or broken hearts) that you can use with, or in place of, the text in your messages. Follow these steps to play along:

When you're composing a message, click the **Insert emoticon** icon.



Click an emoticon to insert it into your message.

### **Notifications:**

Gmail notifications let you know when you have a new email. You'll see a pop-up when a new message arrives so you can keep track of your mail even when you're not looking at Gmail.

These notifications are available for Google Chrome, Firefox, and Safari.

Important - You need to be signed in to Gmail and have Gmail open in your browser to see desktop notifications.

If you previously disabled all notifications for your browser, change your settings to allow notifications for mail.google.com.

### **Turn desktop notifications on or off:**

In the top-right corner, click the gear icon .

Select **Settings**.

Scroll down to the **Desktop Notifications** section (stay in the "General" tab).

Choose one of the options:

**New mail notifications on:** If you use inbox categories, you'll only be notified about messages in Primary.

**Important mail notifications on:** You'll be notified about every incoming messages marked as important.

**Mail notifications off.**

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

### **Using spell-check:**

It's easy to check your spelling while composing Gmail messages. Here's how:

Click the **down arrow**  next to the "Trash" icon  at the bottom of your compose window.

Click **Check spelling**.

If there's a misspelled word, it will be highlighted in yellow. Click the misspelled word to see Gmail's suggestions for similar words.

Select a suggested word from the list to replace the misspelled word.

Gmail's spellchecker operates in the same language you've selected to display your Gmail account.

### Using labels:

Labels help you organize your messages into categories -- work, family, to do, read later, jokes, recipes, any category you want. Labels do all the work that folders do, but with an added bonus: you can add more than one to a message.

Only you can see your labels, so whether you mark a message with "Best friend" or "Read later," the sender will never know.

### Select or Create a New label:

Here's how to create a label that you can add to any of your messages:

On the top of the page, click **Label** and select a Label that has already been created or **Create New** to create a new Label. All emails that you plan to save (archive) should have a label.