

HOUSEKEEPING YOUR GMAIL ACCOUNT

Gmail gives you 15GB of free storage shared across Google Drive, Gmail and Google Photos.

For the past 3 years, Google has been giving away 2GB of free, permanent Drive Storage if you complete a security audit of your account on Safe Internet Day. Safe Internet Day in 2017 is February 7th. It falls on a different day every year. To do a security check on your Gmail account, click on the 9 square boxes at the top right hand side of your Gmail account and then select “**My Account**” and then select **Security Checkup**.

Managing Storage

To determine how much storage space you are using, click on “**Manage**” at the bottom left hand side of your inbox.

Google Drive – Stores files up to 5TB each. Anything you create with Docs, Sheets, or Slides won’t use up any of your storage. Also files uploaded into Google Drive in the Google format are not counted against your storage.

Gmail – Attachments sent and received in Gmail as well as your email messages use your storage.

Google Photos – Per your Google Photos settings, High Quality uploads are stored for free, but Original quality uploads will consume your Drive storage. High quality photos are 16 megapixels or less. Original photos are when you take photos with a DSLR camera and want to maintain the exact original quality.

Account Activity

To view your “Last Account Activity”, go to the bottom right hand side of your Inbox, select “Last account activity **Details**”.

This screen will tell you when you last accessed your account, the IP address the account was accessed from and the date and time. It will also tell you if your account is open in any other location. You can sign out of all other web sessions from this screen. It also gives you the ability to change how an alert for unusual activity is handled. Select “change” and make sure the “Show an alert for unusual activity” is selected.

If you don’t recognize the activity on the page, like a location or access type, someone might have access to your account. **Immediately sign out of all other web sessions and change your password.**

Use Labels to Identify Important Messages

Assigning Labels to important messages not only makes archiving (saving) messages easier to find, it also helps you when you want to delete unnecessary emails to clean up storage space.

REMEMBER THERE IS ONLY 1 COPY OF EACH EMAIL, BUT YOU CAN PUT AS MANY LABELS ON IT AS YOU WANT.

Deleting Emails

Sent Mail – Go to your Sent Mail and you will probably find numerous emails that can be deleted.

All Mail – Leave alone. Everything that has not been deleted will show up in All Mail.

Spam – Delete all Spam email.

Trash – Delete your Trash Bin

Labels – Go to each Label you have and delete those that are no longer relevant.

NOTE: You can put more than one label on a single email. If you want to delete one of the labels just click on the “X” next to the label.

Deleting Labels

To delete a Label, go to the gear in Gmail and select **Settings** and then the **Labels Tab**. Select the label you want to delete and select “**remove**”.

Bookmarks

Bookmarks do not take up space in your account, but they do become outdated. Bookmarks are set up chronologically unless you go into your bookmark manager and tell it to “**organize and reorder your bookmarks by title**”.