

GMAIL & OTHER GOOGLE PROGRAMS SEMINAR

FREE

WEB BASED

OVER 7.5 GB OF EMAIL STORAGE (and growing)

VIEW MESSAGES AS CONVERSATIONS

SUPERIOR SPAM PROTECTION (You can help)

NO VIRUSES (Scans attachments and does not send or receive

Executable (.exe) files. Attachments open on their server.)

EXCELLENT HELP MENUS

EVERYTHING LINKS FROM GMAIL PAGE

STORE 1GB OF PHOTOGRAPHS

PRIORITY INBOX

MAKE FREE TELEPHONE CALLS AND VOICE AND VIDEO CHATS

EASY TO SET UP

If you have a Gmail address, you can use your Gmail username and password to sign in to your Google Account. If you don't yet have a Google Account, you can create one at <http://tinyurl.com/dgumy2>

With a Gmail account you can create documents, spreadsheets, presentations, and store up to 1 GB photographs and make free telephone calls within the 50 United States and Canada. You can also make low cost International telephone calls. International rates are found at <https://www.google.com/voice/rates>

In addition to sharing [voice and video](#) chats with your contacts from computer to computer, you can also [place](#) and receive phone calls to any landline or mobile phone number in Gmail.

IMPORTING MAIL AND CONTACTS:

You can import mail and contacts from Yahoo, Hotmail, AOL, or other webmail or POP3 accounts by going into your *Settings* and *Accounts and Imports*. Click on *Learn More* for more detailed instructions.

PRIORITY INBOX:

Priority Inbox can help save you time if you're overwhelmed with the amount of email you get. It attempts to automatically identify your important incoming messages and separates them out from everything else. Gmail uses a variety of signals to prioritize your incoming messages, including who you've emailed and chatted with most and which keywords appear frequently in the messages you opened recently.

When you click the **Priority Inbox** navigation link on the left-hand side of your mail, you'll see messages grouped in three sections: Important and unread, Starred, and Everything else.

If Priority Inbox mistakes an email as important or doesn't flag one that's important to you, you can teach it to make better selections. Just select the message in question, and click the "mark as important" or "mark as not

important” button; they’re the buttons with plus and minus icons just to the left of the **Move to** and **Labels** drop-down menus. 

When you mark a message as not important, it will move out of the Important Section. Over time Priority Inbox will learn what’s important to you and incorporate the feedback you give via these buttons.

EMAIL CONVERSATIONS:

One other thing that might help get you feeling comfortable: Gmail threads related messages into conversations. This means if you send a message to your mom and she hits 'reply,' you'll receive her message, threaded to the original message you sent her. If she replies again, the same conversation will bold; in other words, you won't see two separate places to click in your inbox. All these messages will be kept in one place. If you don't like the conversations view, you can opt out of it in the settings menu.

EMAIL MORE SECURE WITH HTTPS BY DEFAULT:

HTTPS encryption keeps your mail secure as it travels between your web browser and Gmail servers, so someone sharing your favorite coffee shop's public wifi can't maliciously read it. Banks and credit card companies use this same protocol to keep your online accounts safe. To protect your Gmail account, we've turned on the option to "always use HTTPS" for everyone. This added layer of security can make Gmail slower, so if you don't use unencrypted wireless connections, you can choose to disable this option in your account Settings. Even if you change this setting, Gmail will always encrypt the login page to protect your password. [Learn more](#)

ENABLING LABS:

Want to get started with Labs? You can do this in a few quick clicks. Sign in to Gmail and click **Settings** in the top right of your Gmail page. Select the 'Labs' tab and identify the labs you want to enable. Click the 'Enable' radio button to turn on a lab and click 'Save Changes' at the bottom of the page. Your page may refresh but after the refresh, the lab you just turned on will be available in Gmail.

USING LABELS:

Labels do all the work folders do and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.

You can easily create, edit, and delete existing labels. Here's how:

To create a label:

1. Click the **Labels** drop-down menu or if you have keyboard shortcuts enabled, type **L**. Or, just click Settings > Labels.
2. Select **Create new**.
3. Type the name of your new label and click **Ok**

Any selected messages will automatically be categorized under your new label. If you'd like to keep organized, you can remove a labeled conversation from your inbox by [archiving](#) it and view it later by clicking **All Mail**, or by clicking the label name along the left side of any Gmail page.

To apply a label to a message, you can select the checkbox next to the message(s) in question, and then select the label name from the **Labels** drop-down menu (or you can label a single message while you're reading it by using the drop-down menu or the keyboard shortcut **L**). You can also drag a message to a label's name to move that message to a label.

To edit a label name:

1. Click the down-arrow to the left of the label.
2. Select **Rename**.
3. Enter the new label name, and click **OK**.

All the messages categorized under your old label name will now be categorized under your new label.

Organizing and deleting labels

You can control which labels appear in your list on the left.

1. Click **Settings > Labels**
2. Click the **show** or **hide** link next to each label to choose whether it's listed. Or, if you see a label you don't need anymore, you can always click **remove**. (You'll have to confirm that you'd like to remove the label by clicking **OK**).

You can also show, hide, or delete one label at a time by clicking the down-arrow to the left of that label.

Use the **Move to** drop-down menu if you want to apply a label to a message and move it to that label at the same time.

GOOGLE DOCUMENTS, SPREADSHEETS AND PRESENTATIONS:

One of the most exciting features about Google Documents, Spreadsheets and Presentations is that you can create these files and save them on Google's website. Their secure, online website can be accessed from any computer once you sign in with your user name and password. In the event of a local hard drive crash, you won't lose your saved information

Edit and access from anywhere.

There's nothing to download; you access your documents, spreadsheets and presentations from any computer with an Internet connection and a standard browser. And it's free.

Safely store your work.

Online storage and auto-save mean you needn't fear local hard drive failures or power outages.

Organize your documents.

You can easily find your documents by organizing them into folders. Drag and drop your documents into as many folders as you want.

PICASA WEB ALBUMS:

Picasa 3 is Google's free photo editing program. Photographs edited and stored in Picasa 3 can be uploaded to Picasa Web Albums for easy sharing and storage on the "cloud". Google provides for 1 GB of free storage space. Additional space can be purchased for a minimal fee.