UNDERSTANDING YOUR GMAIL ACCOUNT

Gmail Settings are located at the top right hand corner of your Gmail account and looks like this - ⚙.

There are 11 different categories of settings as follows:

> General
> Labels
> Inbox
> Accounts and Import
> Filters and Blocked Addresses
> Forwarding and POP/IMAP
> Chat
> Labs
> Offline
> Multiple Inboxes
> Themes

On the left hand side of the Gmail page you will find the word **Gmail** in red with a down arrow next to it. When you click on the down arrow you can select **Contacts** or **Tasks.**

Contacts: Selecting **Contacts** allows you to enter individual contact information for each person that you email by selecting **NEW CONTACT** and entering the appropriate information. The default in Gmail is to automatically add an email address to your contacts of anyone that you respond to. In the **General Tab** in **Settings** under **Maximum page size** you can select to show 10, 15, 20, 25, 50 or 100 conversations per page. You can also select to show 50, 100 or 250 contacts per page.

Tasks: Selecting **Tasks** allows you to set up a Task List. Not very useful.

Compose: To compose an email, select the red **Compose** button which brings up a New Message page. Select the To, CC or BCC area to bring up your contacts. If you are emailing several people you should select BCC so everyone's email address does not show. You can select email addresses from your contact list or by simply beginning to type the person's name and their email address will show up. Add a subject and then begin typing the body of your email. You can select the type of font, size of font, bold, italic, underline, alignment, numbered list, indentation, quote, add an attachment, insert a file using Drive, send and request money, insert a photo, insert a link or insert an emoticon. At the bottom right hand corner you will see a down arrow. When you select it you will find the spelling checker. After you have finished your email, select the blue Send button. The email will stay in your **Sent Mail** until deleted.

Inbox:

The **Inbox** shows all of your mail. Next to the Inbox you may find a number in parenthesis. That number shows the number of unread emails. Unread emails are a bolder color than those already read.

Suggest you go to ⚙ **Setting, General Tab** and then down to **Button Labels** and select **Text.**

Once you have read an email you can select **Back** and return it to your Inbox.

If you want to keep and file this email for future reference, you will want to put a label on it (which is like a file folder) and then select the **Archive** button. To establish a new label, select **Move To** or **Labels** button and then **Create New**. When you select **Create New** a box comes up that allows you to create a new label. If you have already created a label, then select the appropriate label.

If the email spam and your spam filter did not categorize it as spam, select the **Spam** button. This will place it in your spam folder and any future email from that sender will go into your spam instead of your Inbox

If you are finished with the email, hit the **Delete** button and it will be moved to your **Trash.**

More: This button allows you to mark a message as unread, mark as not important, add to **Tasks**, add a star, create an event, filter a message, mute or forward all. I find the most important task is to filter a message. Filtering a message allows you to select certain criteria for that message that will allow Google to automatically place messages in a selected category and put a label on it when it arrives in your **Inbox**.

Starred:

This category simply shows all of the emails you have placed a star on. A star can mean anything you want it to mean. It simply draws attention to that email. The star can be placed on an email or removed whenever you want.

Sent Mail:

Sent mail shows **every** email you have ever sent that was **not** deleted. If the addressee replies to your email and you select **Delete** after you have read their comment, the email is deleted and is no longer in your **Sent Mail.**

Drafts:

Once you start composing a new email it will show up in **Drafts** until it is sent. You will note that when you stop typing while composing an email, that it automatically saves in approximately 5 seconds. That is true when you are creating documents or spreadsheets in Google Drive also. If you close an email before sending it, it will remain in your **Drafts** folder until you send or delete it.

All Mail:

The **All Mail** folder contains all mail that has not been deleted. If you archive (save) an email without putting a **Label** on it, it will go to **All Mail**.

Spam:

Google has the best **Spam** filters around. Once in a while it will place a perfectly good email in **Spam**, so I suggest you check your **Spam** folder routinely. You can delete all **Spam** messages by selecting the blue "Delete all spam messages now" or simply leave them alone. Google automatically deletes any Spam message that is more than 30 days old. If you have mistakenly placed a message from your Inbox into **Spam**, you can highlight that message and select the **Not Spam** button and it will be placed back into your Inbox.

Trash:

Your **Trash** folder contains everything that you have deleted. You can empty it at will by clicking on the blue "Empty Trash now" or Google will automatically delete any email that is more than 30 days old.

NOTE: If you have a message in your **Inbox** with a **Label** on it, it will appear in **InBox, Labels** and **All Mail.** If you delete it in one place it will delete it in all 3 places. If you go to your **Starred** folder and delete an email, it will delete it everywhere. It is possible to just remove the star.

Email Tabs:

Depending on the number of emails you receive, you can elect to receive you emails in up to 5 tabs or categories.

The five tabs that you can activate here are the following:

- **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.

Show or hide tabs:

Click the **+** icon to the right of your tabs.
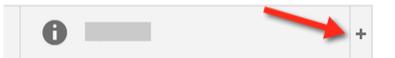
Use the checkboxes to show or hide each tab.
Click **Save**.
If you hide a tab, messages in that category will appear in your Primary tab instead.

Disable Tabs:

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.

Show Tabs again after you disable them:

If you want to use tabs again, follow these directions:
Click the **gear icon** ⚙ in the upper right, select **Configure inbox**.
Check the boxes of the tabs you want to see.
Click **Save**.

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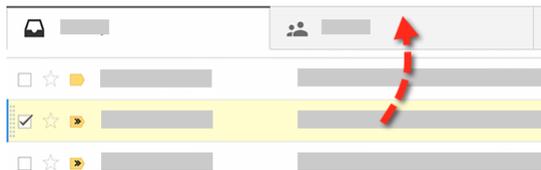
If you see a message in your inbox that you want in a different tab, all you have to do is drag and drop it into the other tab. Another way to do this is to right-click a message while viewing your inbox.

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.