



Google Mail (Gmail)



Saturday, 2/29/25
Gail Weiss

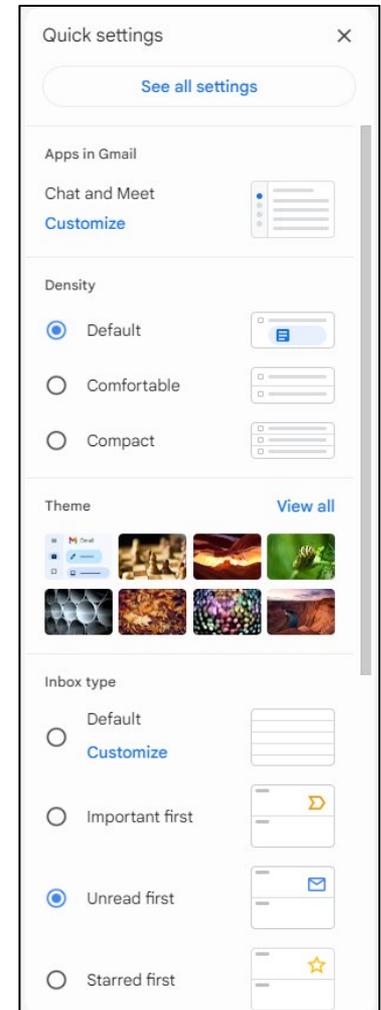
Agenda

- ▶ Google Settings on Computer
- ▶ Additional Icons on Computer
- ▶ Managing Your Inbox
- ▶ Sending a Message
- ▶ Replying to A Message
- ▶ Searching for A Message
- ▶ Managing Your Contacts
- ▶ Sending Group Email Using Labels
- ▶ Gmail Settings on an iPhone

Gmail Settings on Computer

Customizing your Inbox – Quick Settings

- ▶ Click the Settings Icon in the Upper Right Corner



All Settings

▶ In Quick Settings, click

[See all settings](#)

▶ Click on each items to manage each setting

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

General Settings

▶ Default Text Style

Default text style:

(Use the 'Remove formatting' button on the toolbar to reset the default text style)

Tahoma ▾ ¶ ▾ A ▾ ✕

This is what your body text will look like.

▶ Button Labels (Text instead of Icons)

Button labels:

[Learn more](#)

Icons

Text

▶ Scroll Down and click

Save Changes

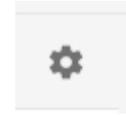
Inbox Settings



- ▶ Your emails are automatically organized into three tabs:
 - ▶ Primary
 - ▶ Social
 - ▶ Promotions (i.e. Sales from Stores)

Adding or Removing Category Tabs

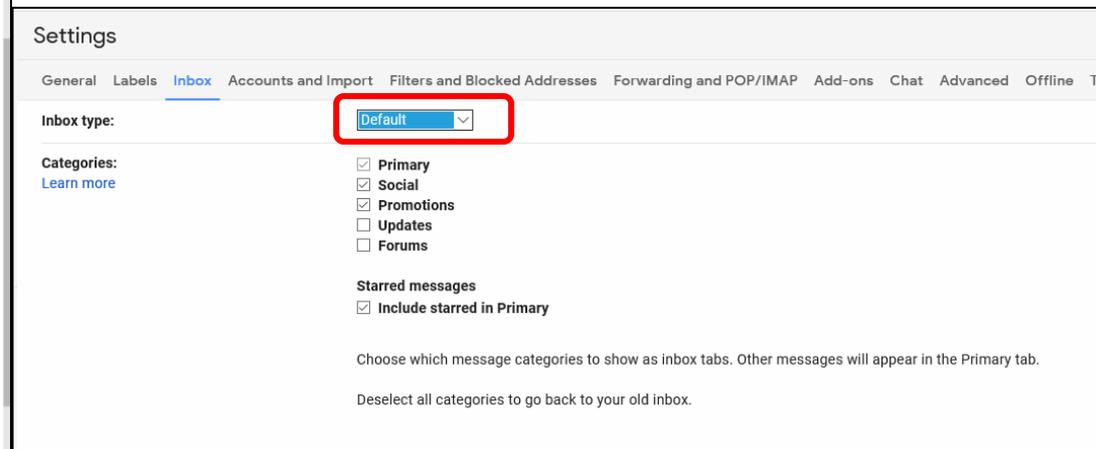
Settings Icon



Add or remove category tabs

1. On your computer, open [Gmail](#).
2. In the top right, click Settings  > **Settings**.
3. Click the **Inbox** tab.
4. In the "Inbox type" section, select **Default**.
Note: To hide all tabs, select another inbox type.
5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
6. Scroll to the bottom, then click **Save Changes**.

Note: If you've [turned on notifications](#), you'll only get notifications about emails in your Primary category.



Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline T

Inbox type: Default

Categories:
[Learn more](#)

- Primary
- Social
- Promotions
- Updates
- Forums

Starred messages

- Include starred in Primary

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

Inbox Settings – No Categories

▶ Unread First Setting

Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP

Inbox type: Unread first ▼

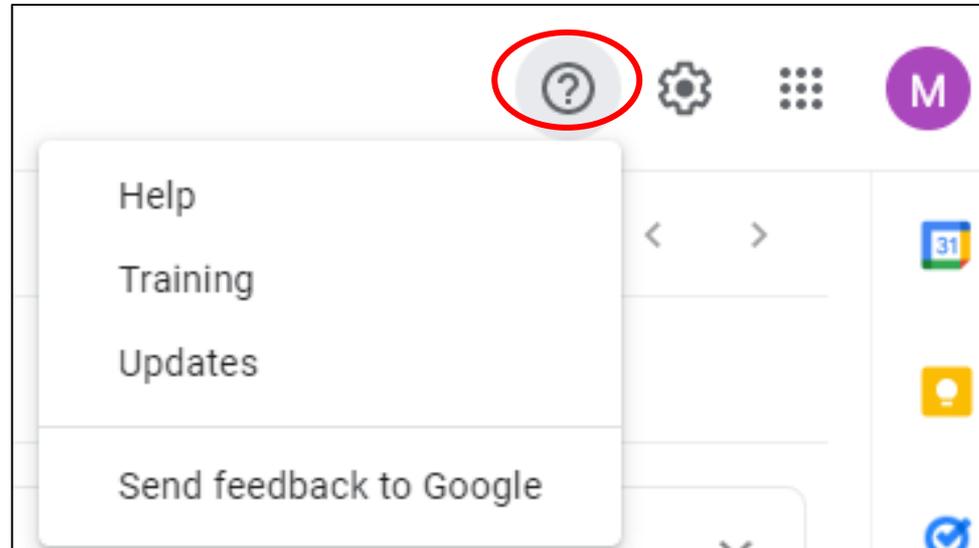
Inbox sections:

| | |
|--------------------|-----------|
| 1. Unread | Options ▼ |
| 2. Everything else | Options ▼ |

[Customize in Priority Inbox](#)

Getting Help

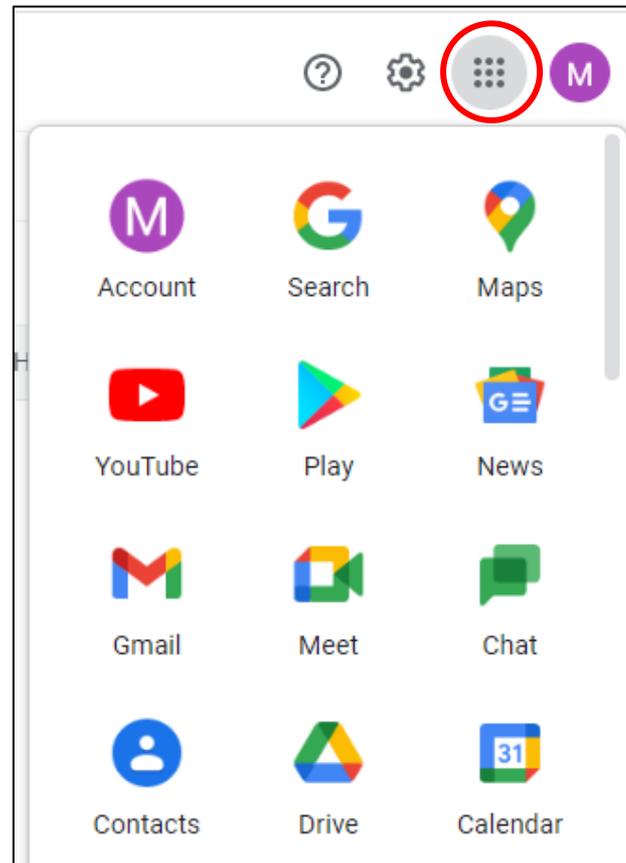
- ▶ Click the Question Mark icon in the Upper Right corner to access **Help**



Additional Icons

Other Google Applications

- ▶ Click the Menu Icon (Top Right) to view all of Google's other applications



Icons on the Right

- ▶ To access your Google Account, click the circle with the first letter of your email address.



- ▶ To access your Google Calendar



- ▶ To take Notes



- ▶ To access Tasks
(To Do List)



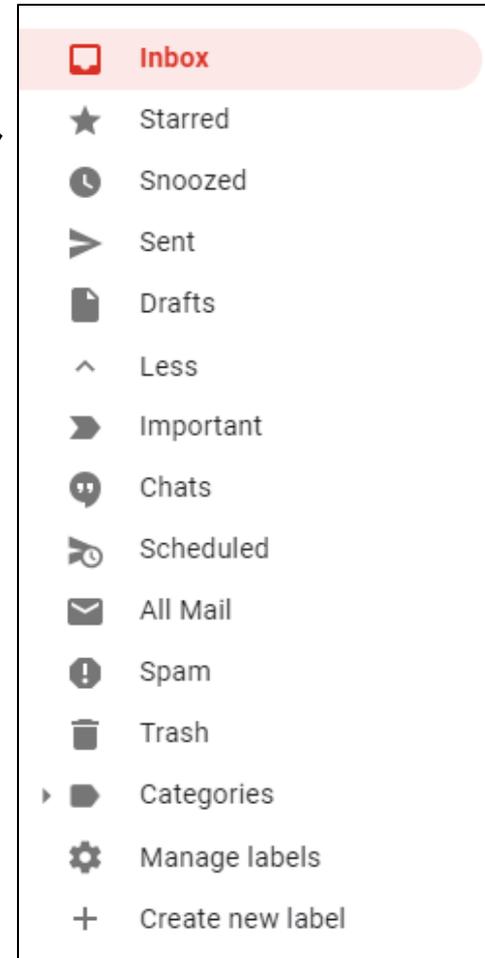
- ▶ Contacts



Managing your Inbox

Inbox

- ▶ The Inbox is divided into **labels**
- ▶ You can “**create**” and “**manage**” your own **labels**
- ▶ You can “**star**” emails that are important
- ▶ You can save emails in “**draft**” and then send them later - “**snoozed**” and “**scheduled**”



Settings – Labels Tab

Settings

General **Labels** Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

System labels

Show in label list

| | |
|-----------|--|
| Inbox | |
| Starred | show hide |
| Snoozed | show hide |
| Important | show hide |
| Chats | show hide |
| Sent | show hide |
| Scheduled | show hide show if unread |
| Drafts | show hide show if unread |
| All Mail | show hide |
| Spam | show hide show if unread |
| Trash | show hide |

Categories

Show in label list

Show in message list

| | | |
|------------|---|---|
| Categories | show hide | |
| Social | show hide | show hide |
| Updates | show hide | show hide |
| Forums | show hide | show hide |
| Promotions | show hide | show hide |

Labels

Show in label list

Show in message list

Actions

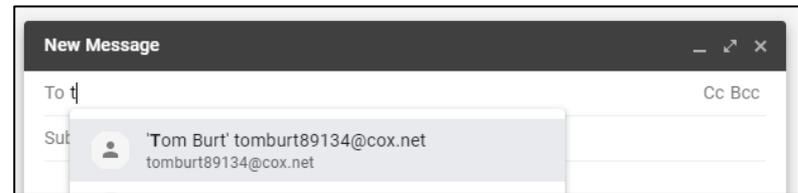
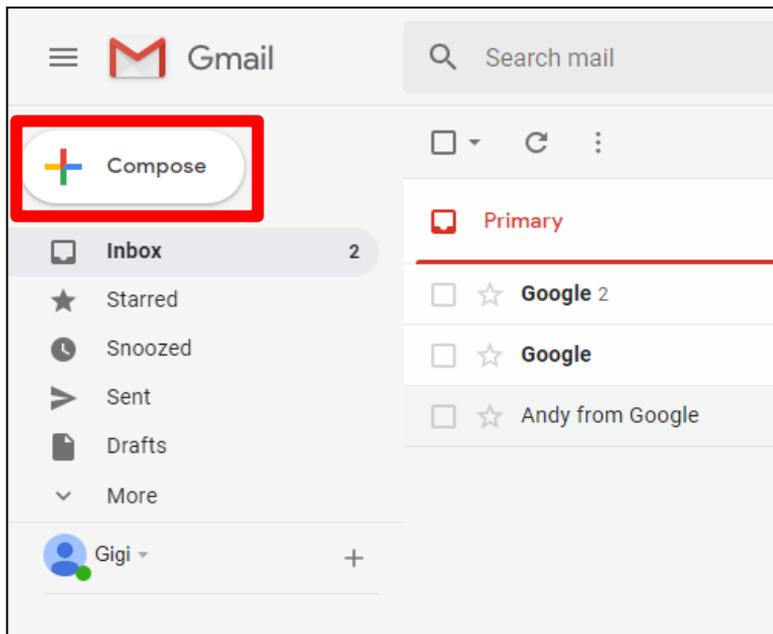
| | | | |
|---|--|---|---|
| <input type="button" value="Create new label"/> | | | |
| Computer Club 0 conversations | show hide show if unread | show hide | remove edit |



Sending a Message

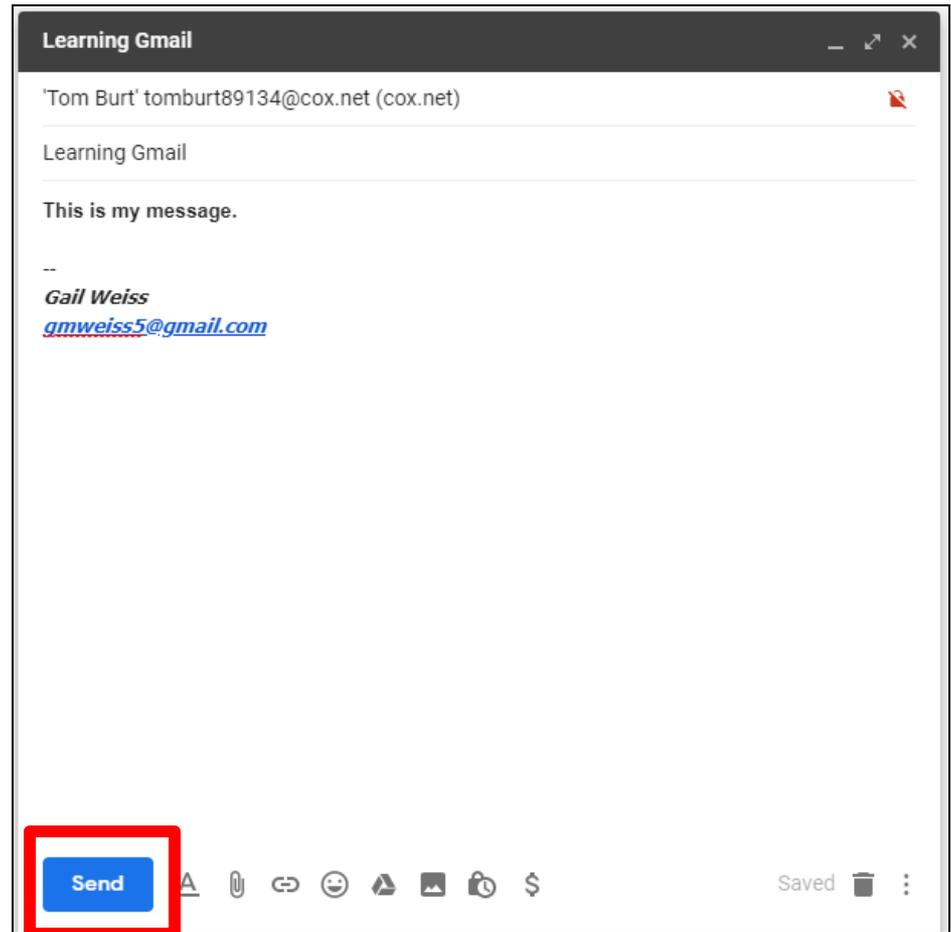
Sending a Message

- ▶ Click Compose Button
- ▶ Start typing the email address and a list of your contacts will appear that begin with that prefix

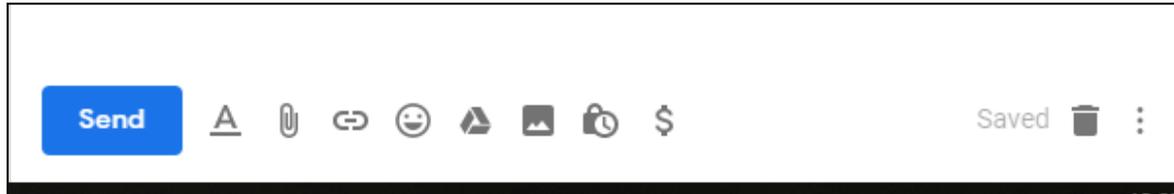


Sending a Message

- ▶ Enter a Subject
- ▶ Type your message below
- ▶ Click the Send button



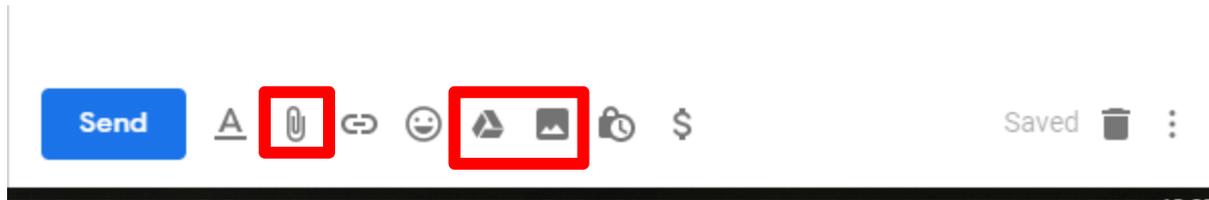
Formatting Options for Text



- ▶ Click A for Formatting Options:



Adding Attachments to Message

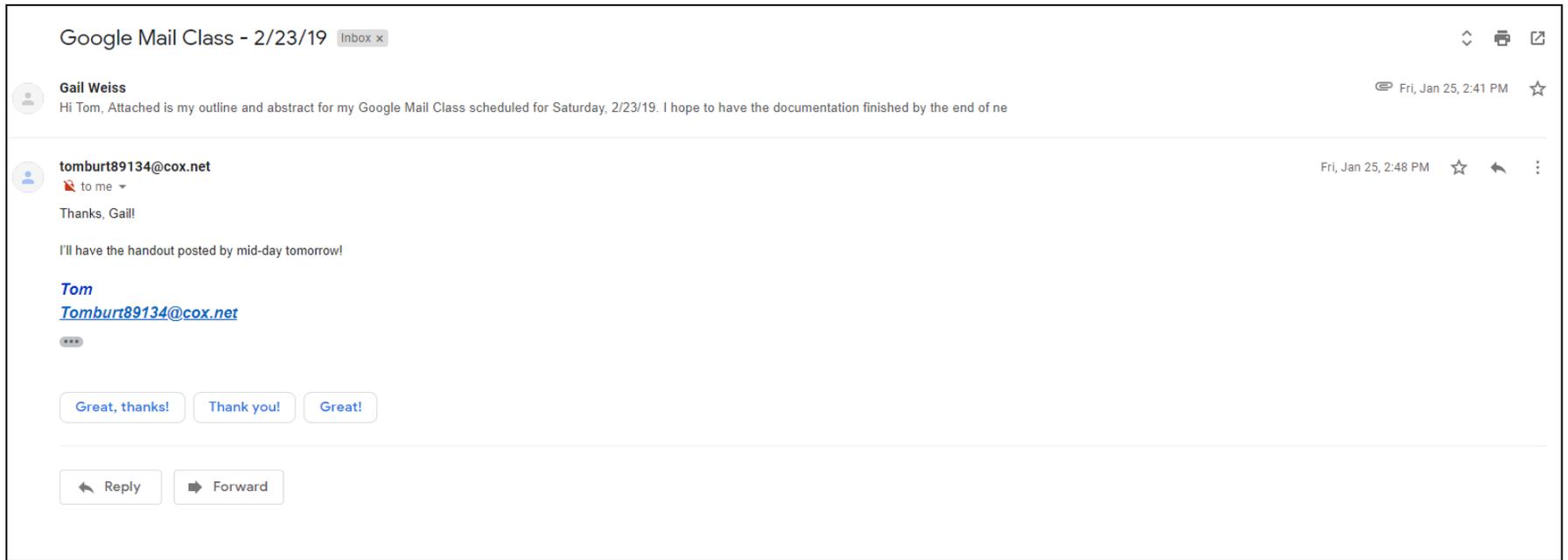
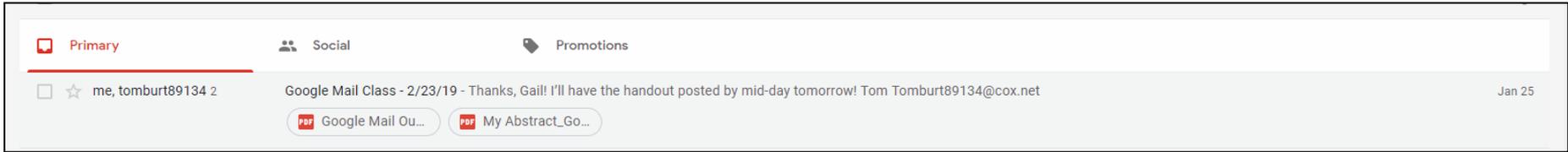


- ▶ Click  to Attach Files
- ▶ Click  to Attach Files Saved on Google Drive
- ▶ Click  to Attach Pictures

Replying to a Message

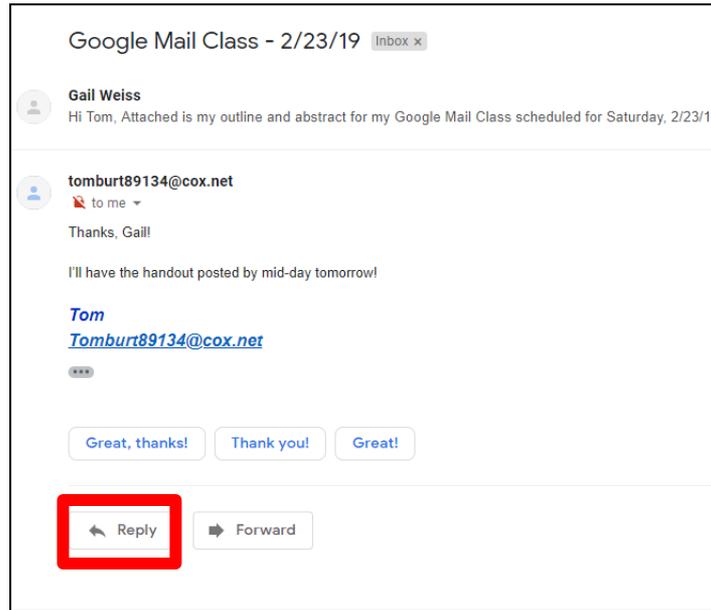
Reading a Message

▶ Double-click to open the message:



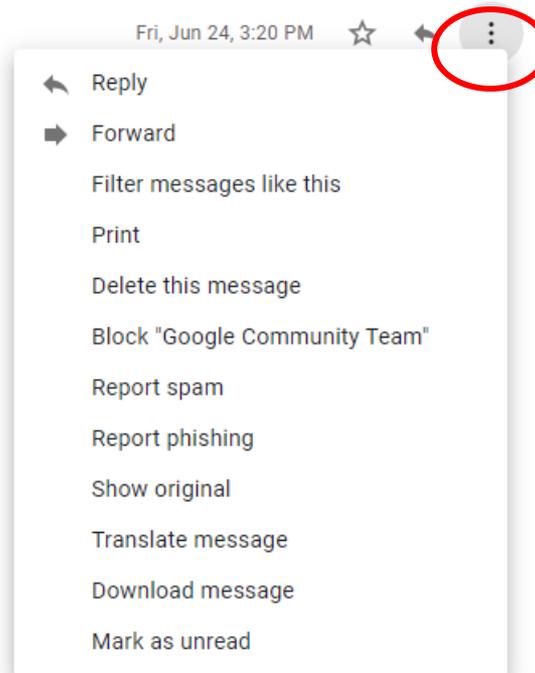
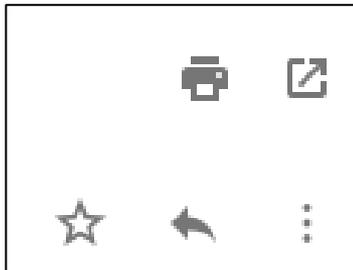
Replying to a Message

- ▶ Click Reply
- ▶ Type your message
- ▶ Click Send



Icons within a Message

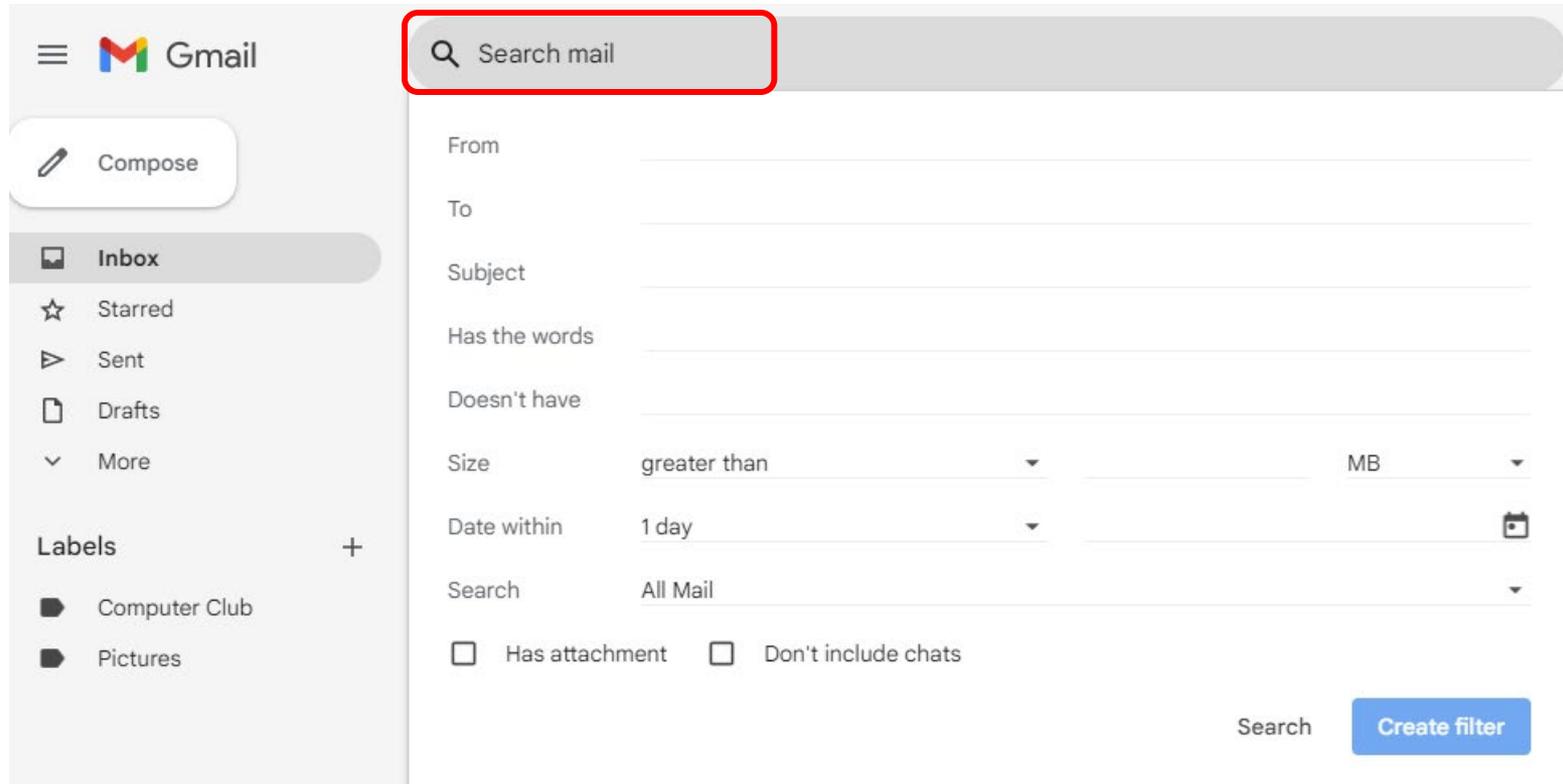
- ▶ Hover over each icon for a description of each
- ▶ Click on the menu (three dots) for other options



Searching for a Message

Searching for a Message (Computer)

▶ On a Computer:



The screenshot shows the Gmail search interface on a computer. The search bar is highlighted with a red box. The search criteria include:

- From
- To
- Subject
- Has the words
- Doesn't have
- Size: greater than
- Date within: 1 day
- Search: All Mail

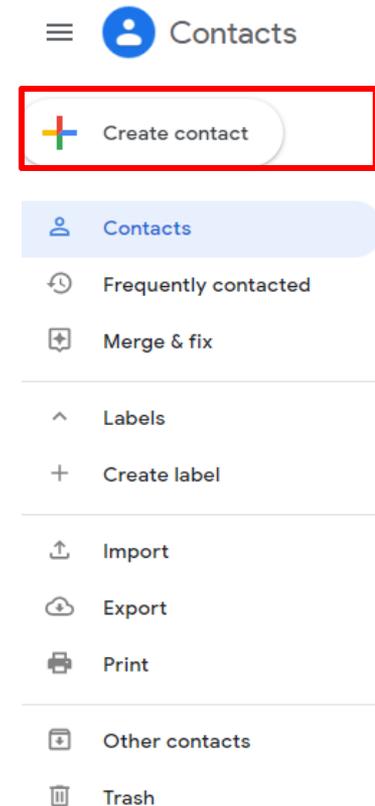
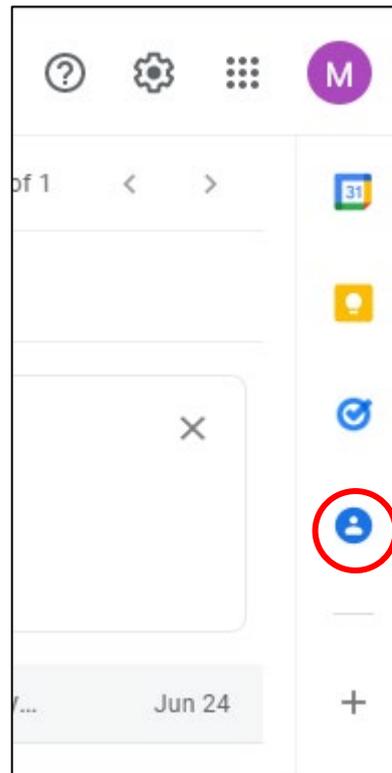
There are also checkboxes for "Has attachment" and "Don't include chats".

Buttons: Search, Create filter

Managing your Contacts

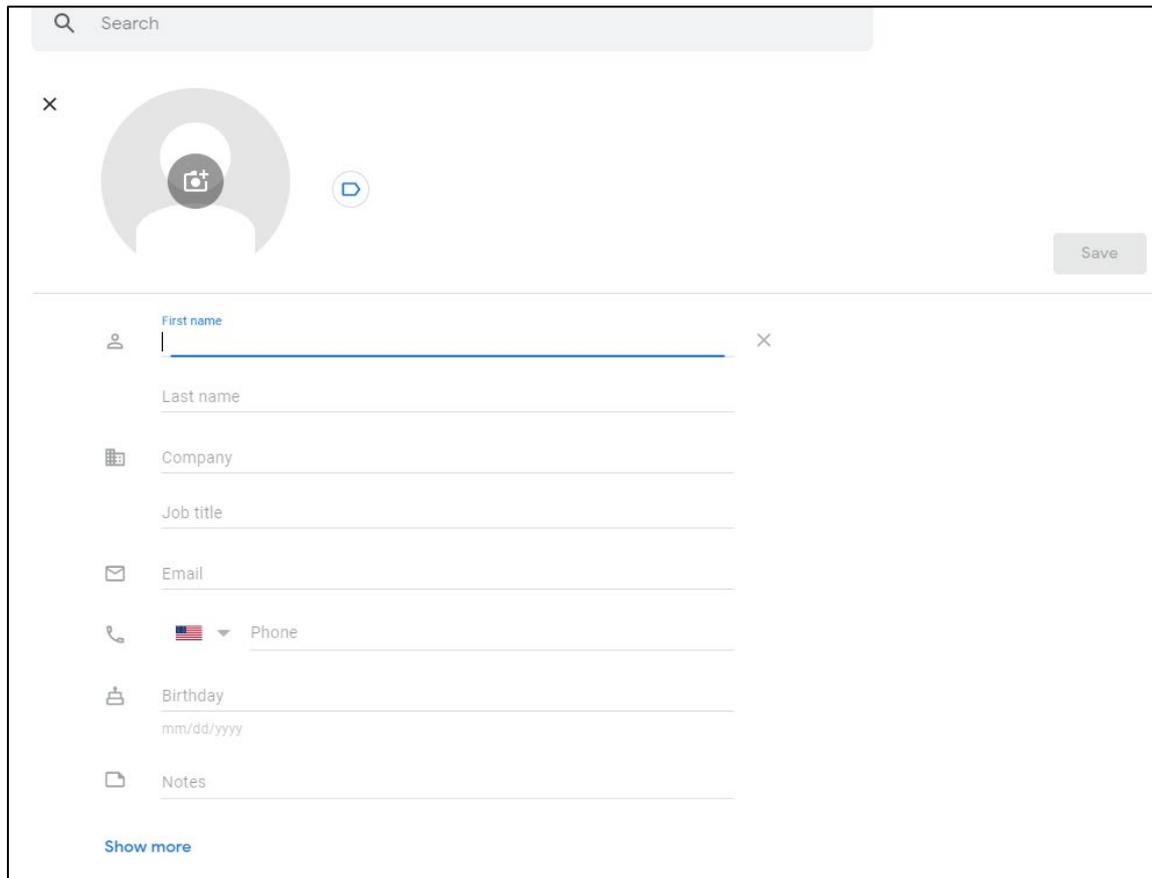
Adding and Managing Your Contacts

- ▶ Click the Contacts Icons to the right to add your contacts
- ▶ Click Create Contact



Adding and Managing Your Contacts

▶ Complete the Contacts Form



The image shows a contact form interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a close button (X) and a profile picture placeholder with a camera icon and a plus sign. To the right of the profile picture is a blue circular button with a white "D" icon. A "Save" button is located in the top right corner. The form fields are as follows:

- First name:** A text input field with a person icon on the left and a close button (X) on the right.
- Last name:** A text input field.
- Company:** A text input field with a calendar icon on the left.
- Job title:** A text input field.
- Email:** A text input field with an envelope icon on the left.
- Phone:** A text input field with a phone icon on the left, a dropdown menu showing a US flag, and the text "Phone" to the right.
- Birthday:** A text input field with a calendar icon on the left and the text "mm/dd/yyyy" below it.
- Notes:** A text input field with a document icon on the left.

At the bottom left of the form, there is a "Show more" link.

Importing Contacts

- ▶ You can import your contacts from any other email account, **including your AOL account**



Step 1: Sign into your other email account

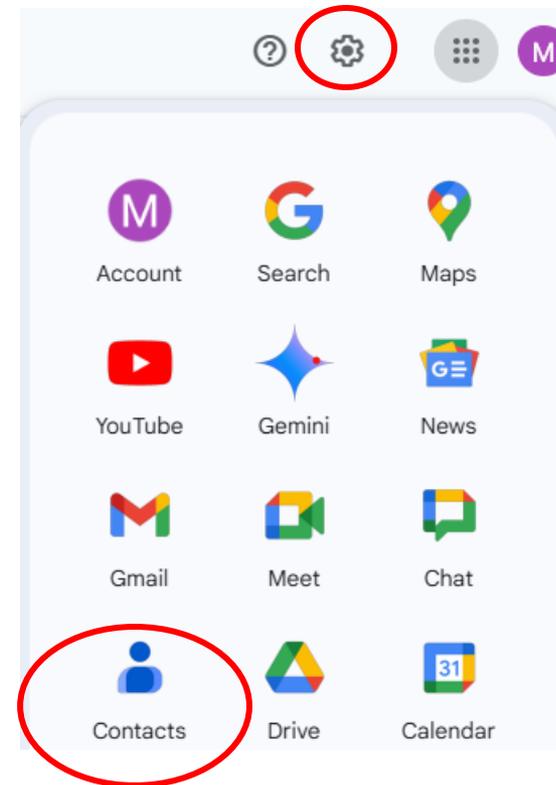
What account do you want to import from?

For example: name@example.com

Sending a Group Email using Labels

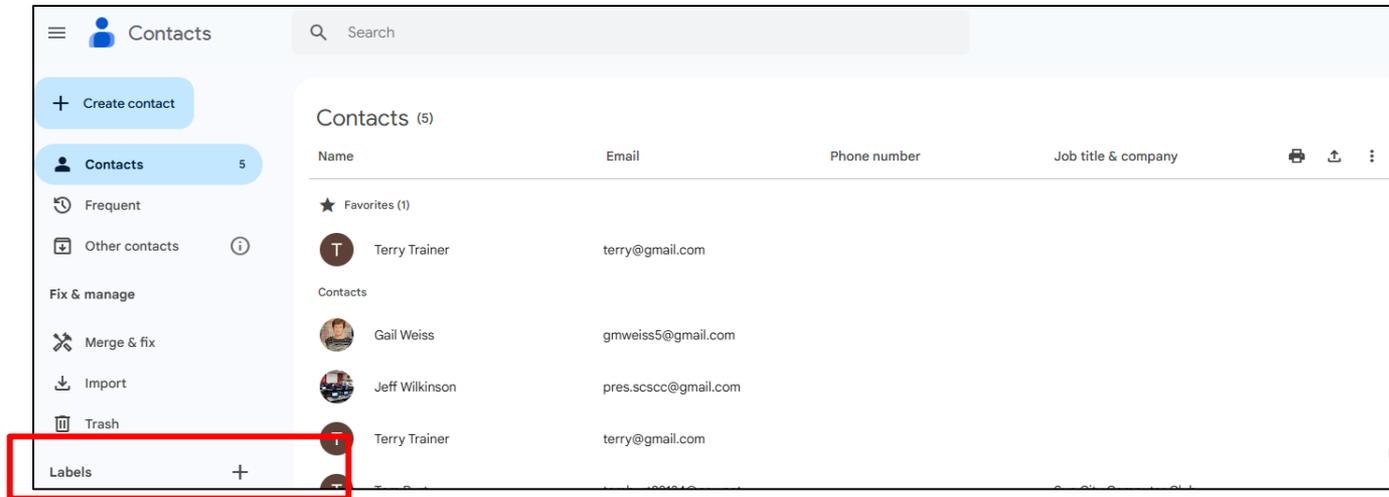
Accessing the Contacts Application

- ▶ If you need to send email to a group, you will first need to access the Contacts Application.
- ▶ Click Settings.
- ▶ Click Contacts



Creating a Label

- ▶ Click the + next to Labels.

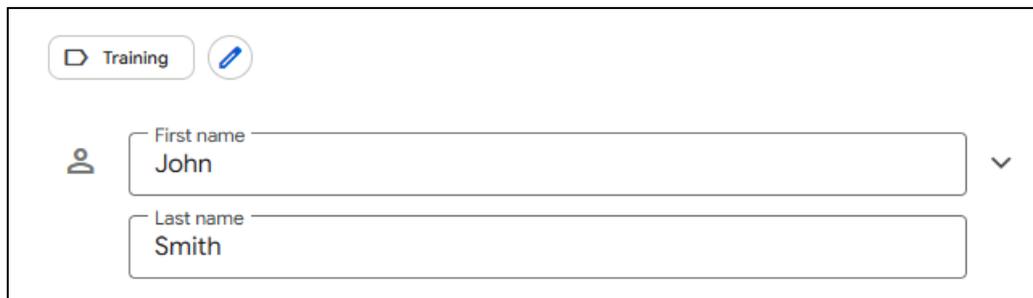
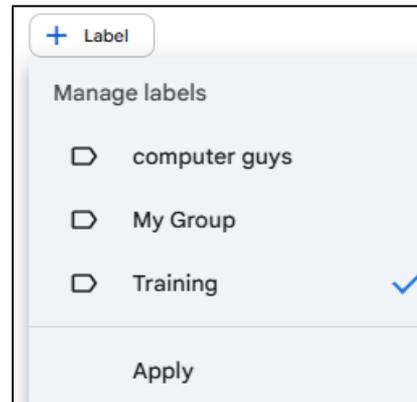


- Enter a Name for the New Label and click Save.

The 'Create label' dialog box is shown. It has a title 'Create label' and a text input field labeled 'New label' containing the text 'Training'. At the bottom, there are two buttons: 'Cancel' and 'Save'.

Applying a Label to a Contact

- ▶ Click Create Contact.
- ▶ Enter the name and email.
- ▶ Click + Label.
- ▶ Select the Label for the contact and click **Apply**.
- ▶ Click Save.

A contact form interface. At the top left, there is a "Training" label in a rounded button next to a blue pencil icon. Below this are two text input fields. The first field is labeled "First name" and contains the text "John". The second field is labeled "Last name" and contains the text "Smith". A small downward-pointing chevron icon is visible to the right of the first input field.

Viewing the Contact in a Label

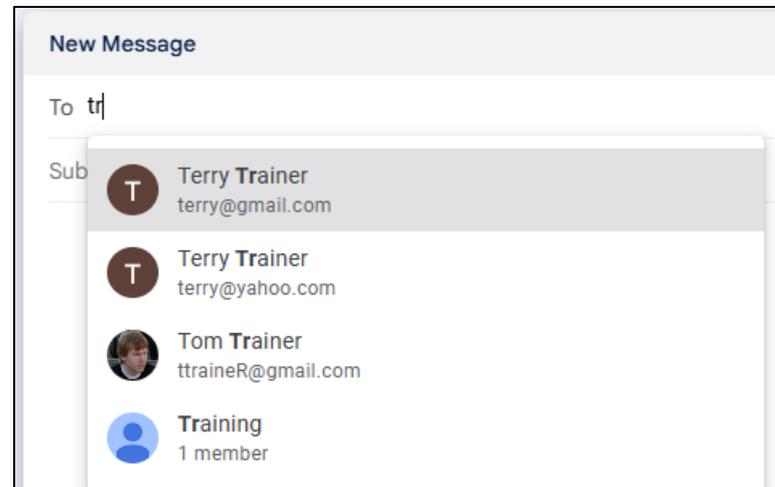
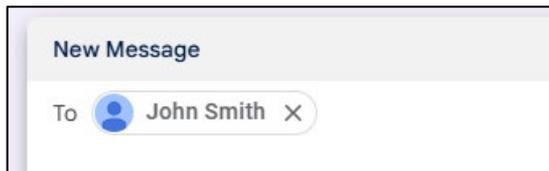
- ▶ Click the label to view all the contacts in that group



| Training (1) | |
|--|------------------|
| Name | Email |
|  John Smith | jsmith@gmail.com |

Emailing a Group

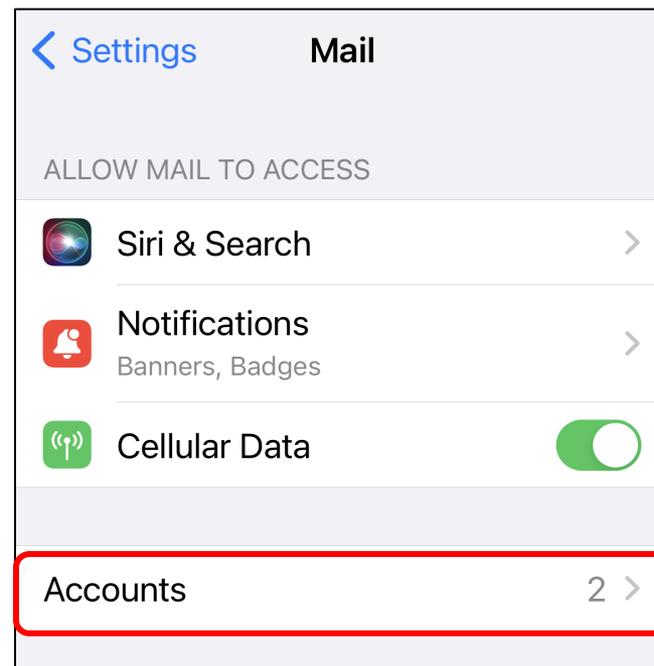
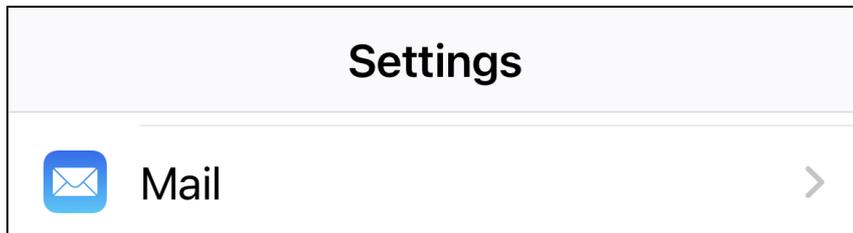
- ▶ Back Gmail, click Compose.
- ▶ Enter the label name in the To: field
- ▶ Each person with the label will appear separately.



Gmail Settings on an iPhone

Mail Icon

- ▶ Mail Icon (Controlled by iPhone Settings)



Gmail Account

8:16



< Mail

Accounts

ACCOUNTS

iCloud >
iCloud Drive, iCloud Mail and 9 more...

Gmail >
Mail, Contacts, Calendars, Notes

Add Account >

< Accounts

Gmail

GMAIL

Account GMWeiss5@gmail.com >

 Mail

 Contacts

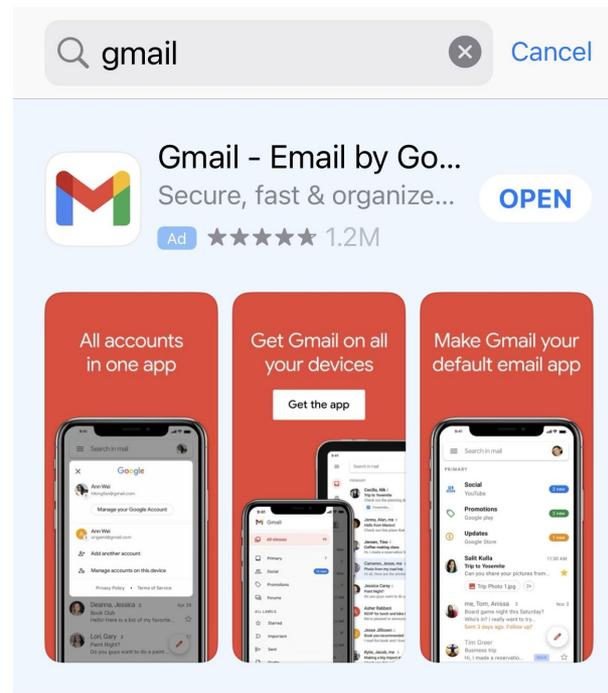
 Calendars

 Notes

Delete Account

Gmail Icon

- ▶ Gmail Icon – Download from App Store (Controlled by Application Settings)



Gmail Settings on the iPhone

▶ On your iPhone or iPad, open the Gmail app



▶ At the top left, tap Menu

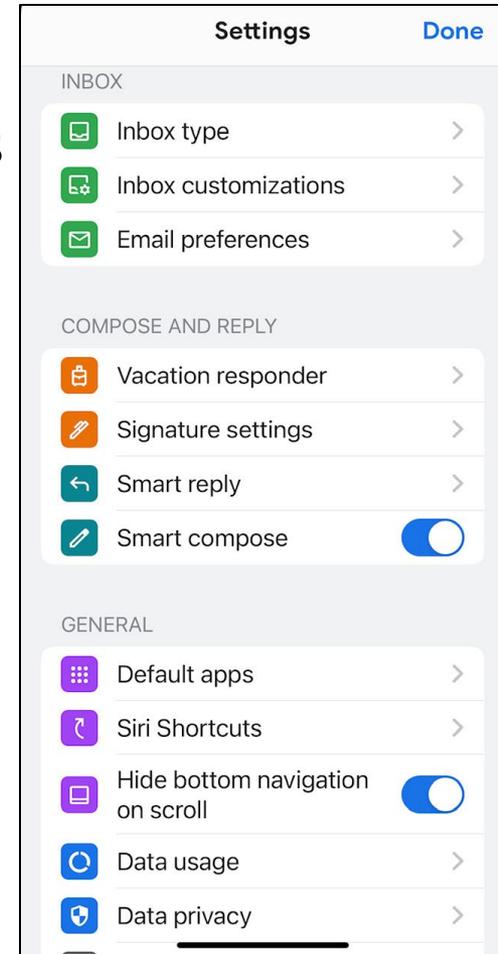
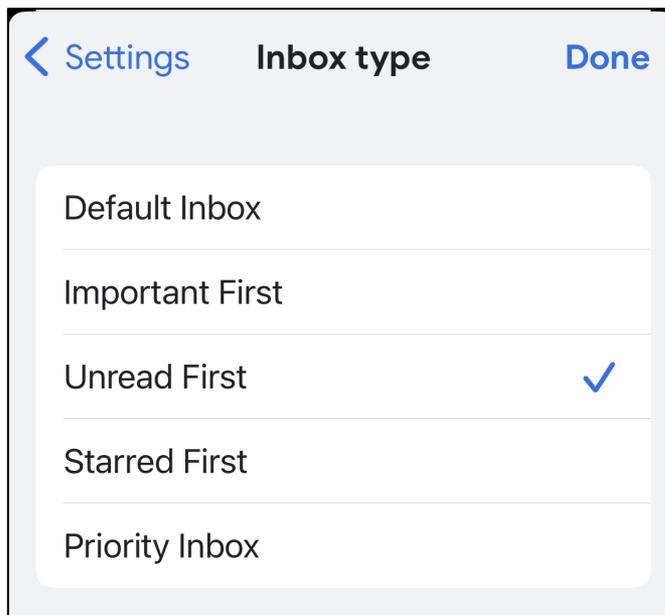


▶ Scroll down and tap Settings



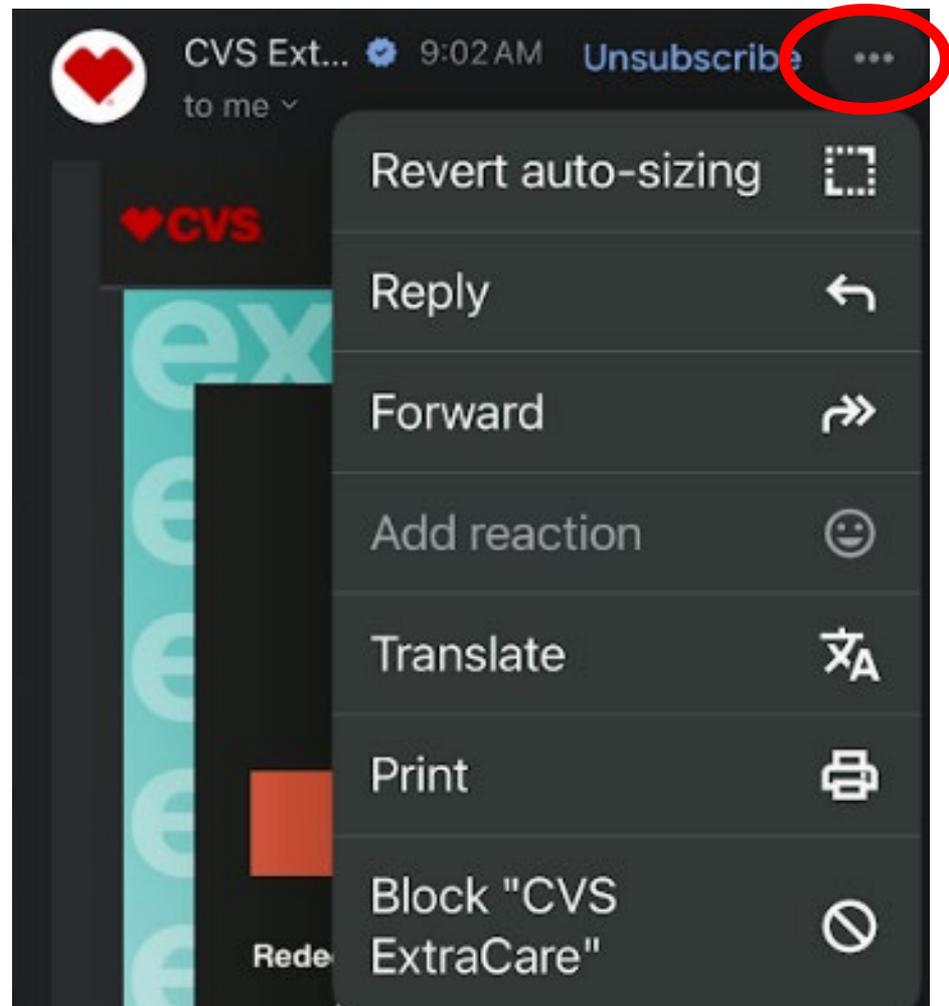
Gmail Settings on iPhone

- ▶ Whatever settings you set on your computer, you will have similar settings on the Gmail application on your iPhone (iPad)



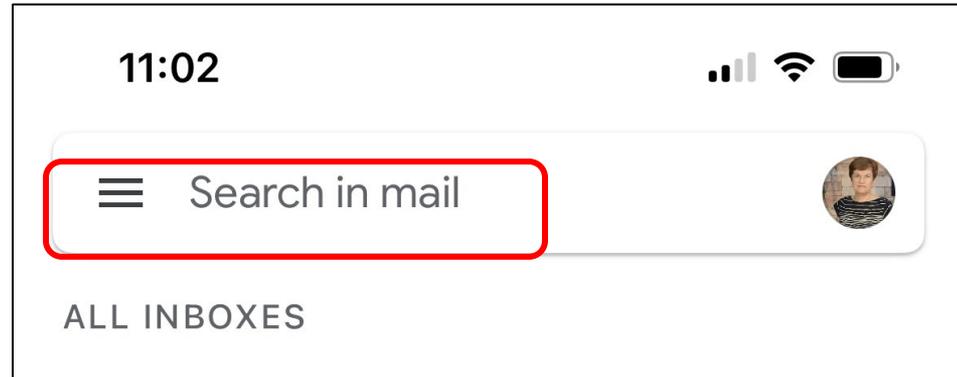
Gmail Options

- ▶ Click the three dots in the upper right for a list of options to



Searching for a Message (iPhone)

▶ From Gmail App:



▶ From Mail App:

