Google Apps for Education

GMAIL

Created by Valerie Calvanezi

Table of Content

Sign into Gmail 2

Compose a new email 2

Add Recipients and Subject 2

Send Email 3

Unsend Email 3

Open New Email 3

Reply or Forward Email 4

Add Attachments 4

Download or Save Attachments 5

Attachment Full Screen View and Print 5

Create Folders (Labels) 5

Star Important Email 6

Delete Unwanted Email 6

Search for Email 6

Create a Signature 7

Read Receipt 7

Keep Organized With Tasks 7

Schedule Events Right From Your Inbox 8

Check Spelling 8

Turn On/Off “Out-Of Office” Autoreplies 9

Get Notifications for New Email 9

Create Email Template 10-11

Add Profile Picture To Your Email 12

Turn On Preview Pane 12

Create Contact Group 13

Contacts Already Added To Contact Manager 14

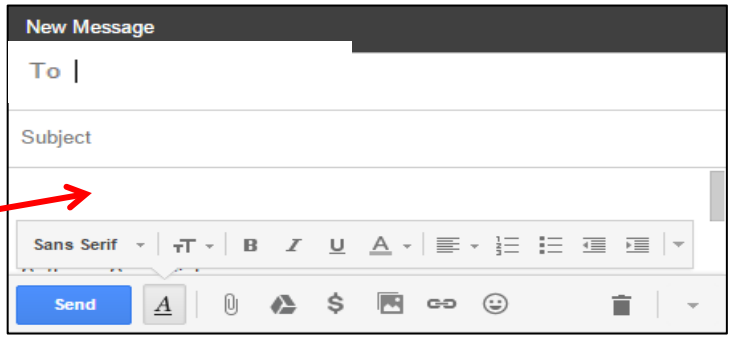
Sign into Gmail

1. Open a browser such as Chrome
2. Type in **gmail.com** in the URL address box.
3. Enter your Google Account email and password on next screen
4. The screen will open to your Inbox which is your default home page

Compose a new email

1. In the left sidebar, click **COMPOSE**.
2. A new email opens near the bottom corner of your Gmail window.
3. Enter **Subject**
4. Just start typing to compose your email.

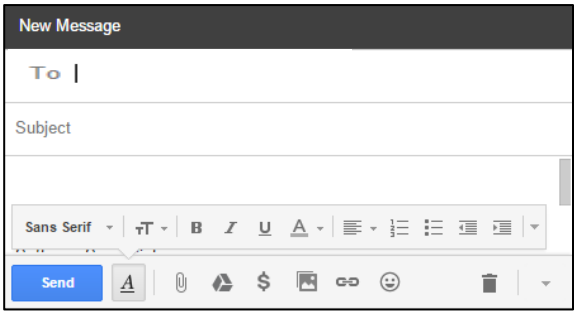
Note: Email you've started writing, but haven't sent, are automatically saved in **Drafts** on the sidebar.



Add Recipients and Subject

Add recipients Manually

1. Click once on **To** and start to type in email address.
2. Email address options should appear.
3. Click once on the desired email address when it appears.
4. If the email address does not appear, type in the entire email address
5. Then, hit space bar to continue adding recipients.

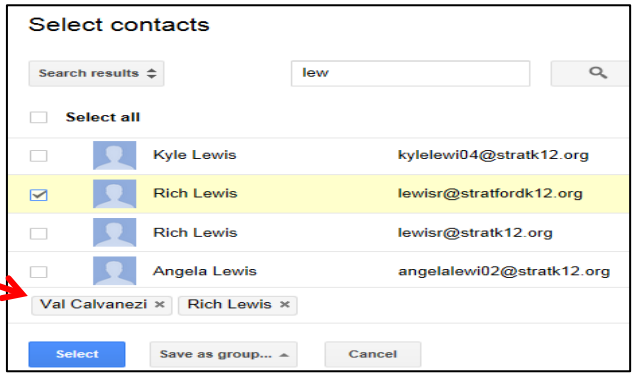


Add Recipients using the Directory

1. Click once on **To**
2. The *Select Contacts* directory opens
3. Type in either first few letters of last name or the entire email address
4. Click on the **Search** icon
   A list of names appear below
5. Click in the box in front of the desired recipient
6. Click on the **Select** button
7. And the recipient will be added on the *To* line

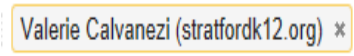
Adding More than One Recipient

1. Follow above steps1-5
2. Then, add another name in the **Search** box
3. Click on the **Search** icon
4. Place a checkmark in front of desired recipient. The name will be added toward the bottom of the box.
5. Repeat till all recipients have been added
6. Click **Select**.

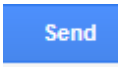


Remove Recipients

1. Remove recipients by clicking on the X icon ✕ at end of email address.



Send Email

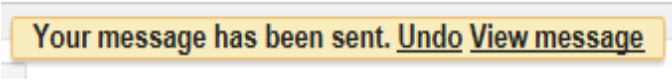
1. When you're done composing, click **Send**. 

Unsend Email

If you make a typo or change your mind about sending an email, you can take back an email using the Undo Send feature.

Undo sending email:

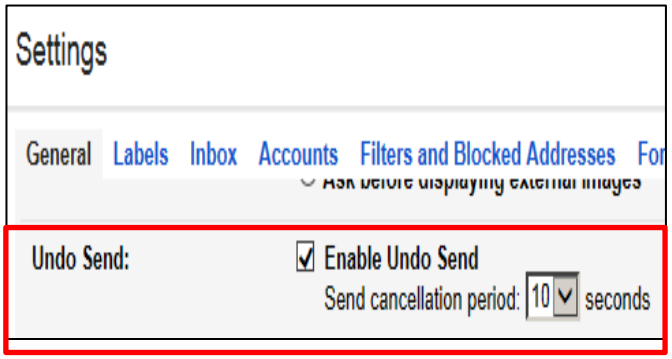
1. Immediately, after it was sent, at the top of the page, a box will appear with options.
2. Click **Undo** at the top of the page.



Note: Depending on your settings, there's a limited amount of seconds to click Undo before it disappears.

Make sure Undo Send is enabled, or change settings:

1. In the top right, click on **Settings icon** and
2. Select **Settings**.
3. Click the **General** tab.
4. Scroll to **Undo Send** and check the **Enable Undo Send** box.
5. Set the cancellation period.
6. At the bottom, click **Save Changes**.



Open New Email

Unread emails are **bold**.

To open an email,

1. Click on it in your Inbox email list.

Note: By default, replies to email are grouped into **conversations**. It may take some time to get used to conversation view, but keeping all the email in a thread makes it easier to keep track of them and reduces inbox clutter.

Remove Conversation View

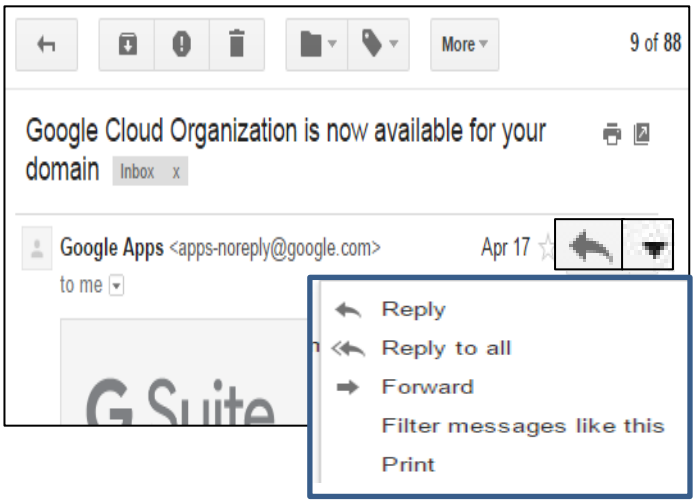
However, if you prefer to separate all of your existing and future email, you can unthread them:

1. In the top right, click Settings and select **Settings**.
2. In the **General** tab, scroll to **Conversation View** and select **Conversation view off**.
3. At the bottom, click Save Changes.

Reply or Forward Email

Reply or Forward Email

1. Click once on email to open it
2. Click on the **Arrow** to the top right of message to reply
3. If you need a different option, click on the downward arrow and
4. Choose **Reply to all**, or **Forward** from dropdown menu options.



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Add Attachments

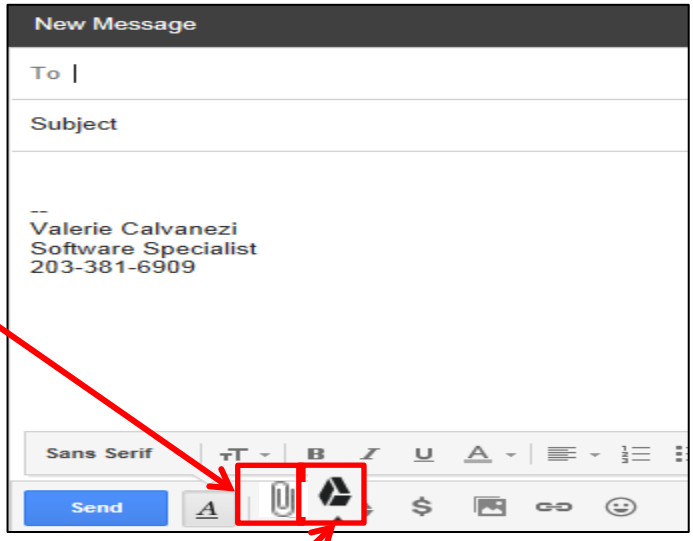
Attach a file

1. Open Gmail if not already open
2. Click **Compose**

If file is not on Google Drive follow the directions below:

3. Click on the **Attachment icon** located at bottom of email box.
4. Navigate to where the file is located
5. Click once on the file you want to upload.
6. Click **Open**.

Tip: You can also add an image by dragging and dropping it into the compose window



If file is located on Google Drive follow the directions below:

7. Click on the **Google Drive icon** located at bottom of email box.
8. Navigate to where the file is located
9. Click once on the file you want to upload.
10. Click **Open**.

You can also drag and drop attachments

Drag and Drop option

Add an attachment or an image to a message

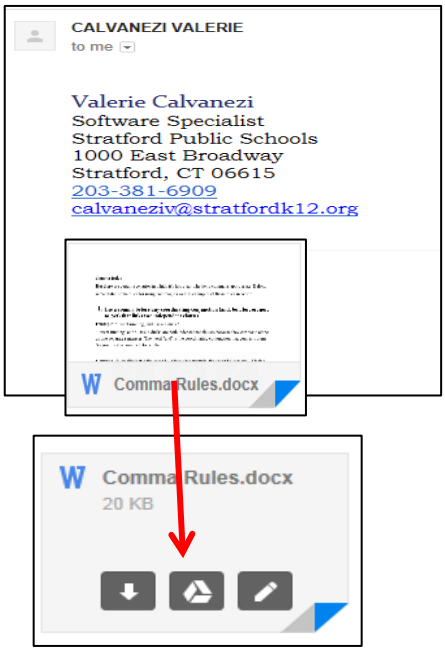
1. Click the file or image from your desktop or where the file is saved
2. Drag it into the body of the email.

Download an attachment or an image to your desktop

1. Click the file or image from your email and
2. Drag it to your desktop.

Download or Save Attachments

When someone sends you an attachment, such as a photo or document, you see a preview of the attachment at the bottom of the email.



Download an image or save it to Drive:

1. Hover over the preview and click **Download** or **Save to Drive** .

Note: you can also drag the attachment to the desktop or another location.

Attachment Full Screen View and Print

See a full-screen view:

1. Click the attachment to open a full-screen view.

Print

1. To print, click **Print** .

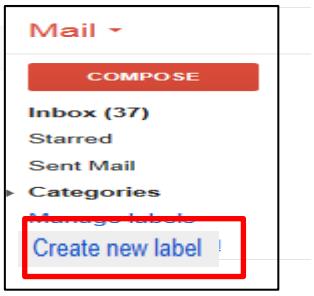
Create Folders (Labels)

Organize your inbox

Gmail does not have Folders. They do have something similar called Labels.

Create a label:

1. On left navigation, hover your mouse over the left navigation moving it downward .
2. Click on **Create new label**.



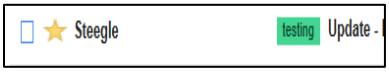
3. In the New Label box, enter the label name and
4. Click **Create**.
5. Now, just drag the email into the folder.

You can even create nested labels, which are like subfolders.

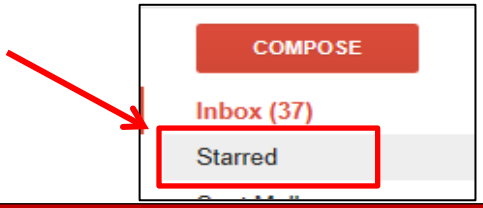
Star Important Email

Want to flag an important email?

1. Click **Star** ☆ next to an email in your inbox and it turns gold.



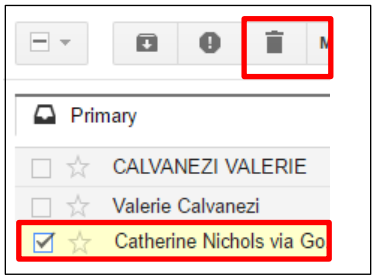
2. To list all your starred email, just click Starred in the left sidebar.



Delete Unwanted Email

1. Click in the box in front of email
2. Clicking on the Trash can icon 🗑 at top of email screen.

Note: Deleted email are moved to **Trash** and then permanently deleted after 30 days.

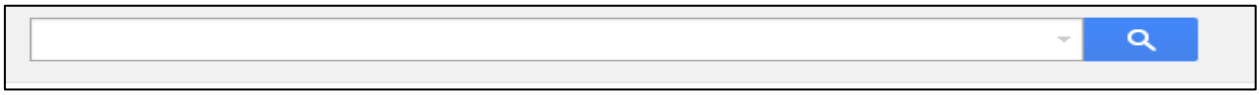


Search for Email

You can search for one or more keywords that appear anywhere in the email—in the subject, body, or sender name.

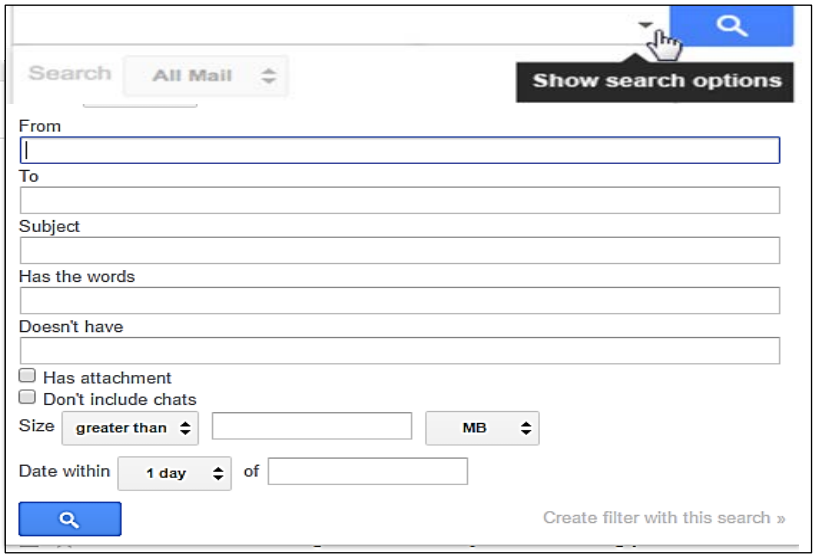
Search

1. At the top of your Gmail screen, simply type the word you're looking for in the search box.
2. Click on the **Search** icon. 🔍



Narrow your search with advanced options

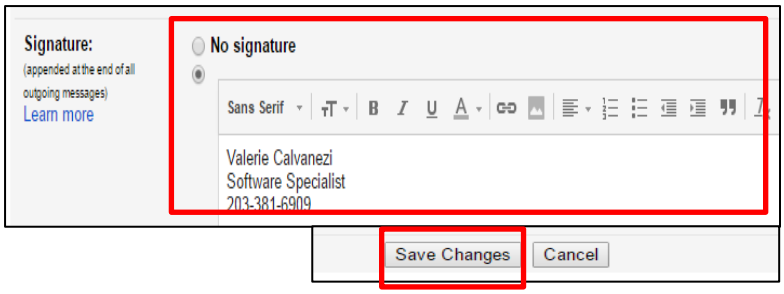
1. To narrow down your search even further,
2. At the right of the Gmail search box,
3. Click the **Down** arrow ▼.
   This opens more Search options.
4. Here, you can enter specific search criteria.
5. For example, you can find an email from **Alice** that has an **attachment** and was set within a particular time frame.



Create a Signature

Your signature might include your name, title, and contact information.

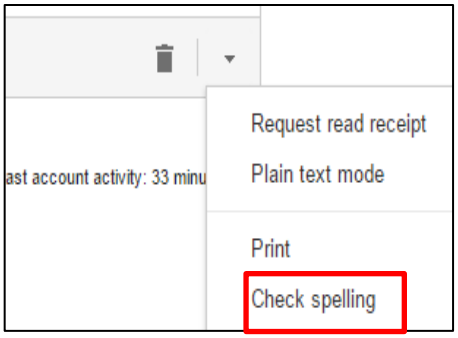
1. Click Settings and select **Settings**.
2. On the **General tab** page,
3. Scroll down to the **Signature** section and compose your signature.
4. Use the format bar to add text colors, styles, links, and even a picture.
5. At the bottom of the page, click **Save Changes**.



Read Receipt

If you're sending an important email to someone, find out when they've opened it by setting up a read receipt.

1. In Gmail, compose your message.
2. At the bottom of the compose window, click the Down arrow > **Request read receipt**.
3. Click **Send**. You'll get a notification email when your message is opened.

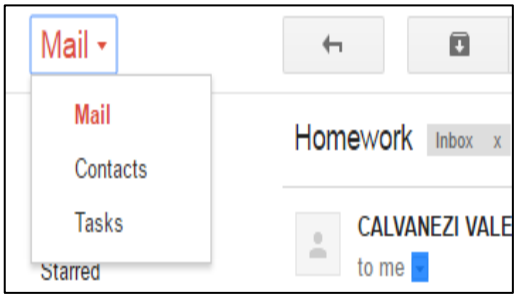


Note: If you can't create Read receipts, contact your G Suite administrator.

Keep Organized With Tasks

To access Tasks from Gmail,

1. In upper left corner,
2. Click **Mail** and
3. Select **Tasks** from the drop-down menu

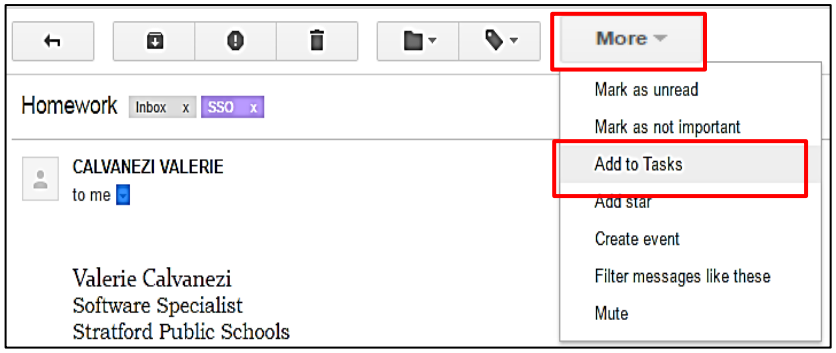


Here are some things you can do in Tasks:

- Move tasks by grabbing them to the left of the check mark and dragging them up and down.
- Add notes or due dates for your task.
- Create sub-tasks.
- Switch between existing lists or create new ones.
- Hide completed tasks you've checked off. Don't worry, you can still view them later!

<u>You can even add Gmail messages to your Tasks</u>

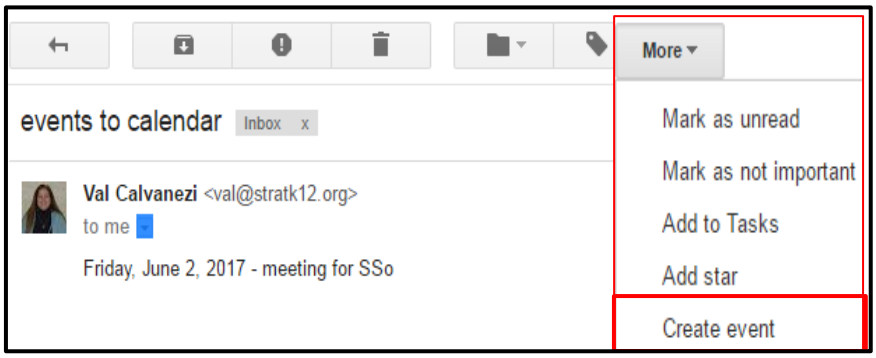
1. Just open an email
2. Click **More** located at top of email
3. Click **Add to Tasks** from menu options.



Schedule Events Right From Your Inbox

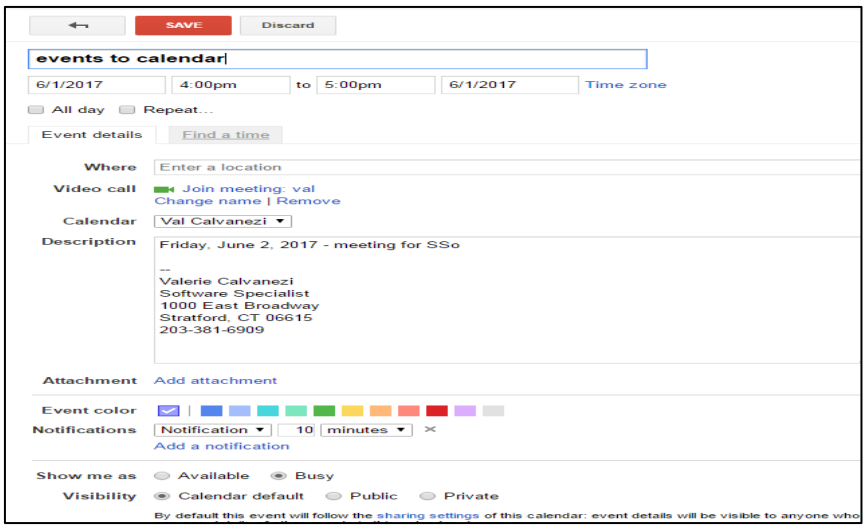
Create an event from an email

1. **In Gmail, open the email.**



2. At the top, click **More** > **Create event**.

The Calendar Event dialog box opens



3. Add details to your new event and
4. Click **Save**.

Check Spelling

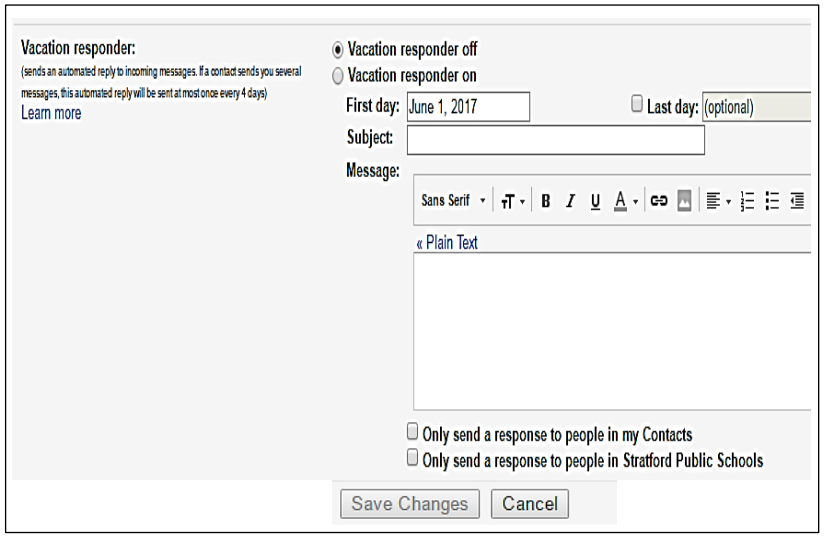
1. In Gmail, compose your email.
2. At the bottom, click the Down arrow ▼ > **Check spelling**.
3. Click a highlighted word and select the correct spelling from the list or click **Ignore**.
4. When you're done, click **Send**.

Turn On/Off “Out-Of Office” Autoreplies

Set Up Autoreplies

1. In Gmail, click Settings > **Settings**.
2. Scroll down to the Vacation responder section.
3. Select the **Vacation responder on** option.
4. Enter the date range, subject, and message.
5. (Optional) Under your message, select who to send the response to.
6. At the bottom, click **Save Changes**.

Note: If you have a Gmail signature, it will be shown under your autoreply.



Turn off an "out-of-office" autoreply

If you’ve set a date for the vacation responder to end, it turns off at that time. Otherwise, when your vacation reply is on, you'll see a banner across the top of your inbox that shows the subject of your vacation response.

1. To turn it off, click **End now**.

Get Notifications for New Email

Turn on notifications for Gmail

1. Open **Gmail** and
2. Click the **Settings icon** → **Settings**.
3. Scroll down to **Desktop notifications** and
4. Select **New mail notifications** on or Important mail notifications on (if you use Priority Inbox).
5. Click **Save changes**.

Note: Notifications appear on Chrome, Mozilla® Firefox®, and Apple® Safari® when you're signed in to Gmail and have it open.

Set up notifications on Apple® iOS®

Note: If you use multiple accounts in the Gmail app, you need to change this setting for each account.

1. Open the Gmail app.
2. At the top, tap **Menu icon** → **Settings**.
3. Tap your account.
4. In the **Notifications** section, tap **All new emails**.

When you see a notification on your device, swipe it to the left to Reply or Archive

Set up notifications on Android

Note: If you use multiple accounts in the Gmail app, you need to change this setting for each account.

1. Open the Gmail app.
2. At the top, tap **Menu** icon → **Settings** .
3. Select your account and check the **Notifications** box.
4. Tap **Inbox sound & vibrate** and select your notification settings.
5. (Optional) To change notification settings for certain labels in your inbox:
   a. Tap **Manage Labels** and tap a label.
   b. Tap **Sync messages** > **Last 30 days** or **All**. If you don't synchronize messages, you can't turn on notifications for that label.
   c. Choose the notification settings for that label.
   d. Repeat steps for any other labels you want to get notifications for.

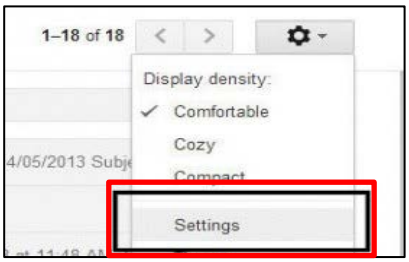
Note: Your Android device has other notification settings that are separate from the Gmail app.

Create Email Template

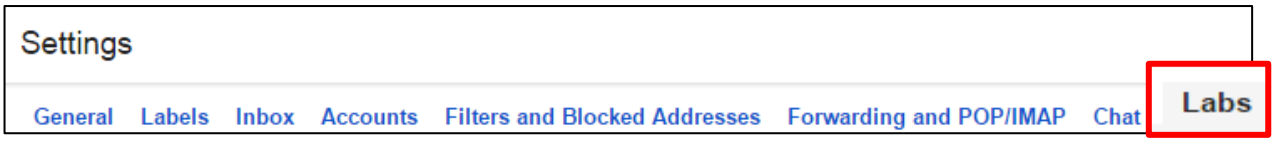
Tired of typing the same reply every time someone sends you emails with a common question?

Note: When you create a template in Inbox by Gmail, it appears in Gmail as a canned response (and vice versa).

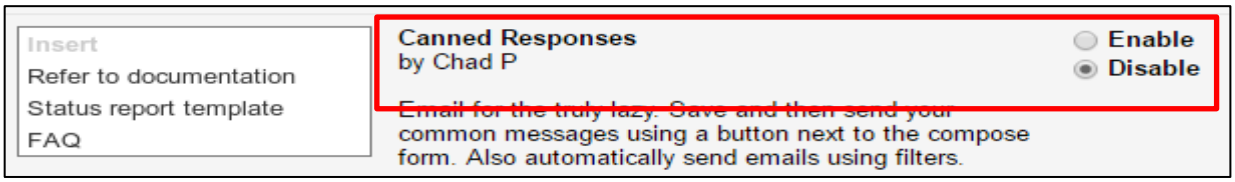
Part 1 Enable the canned responses lab



1. In Gmail, at top right corner
2. Click **Settings icon** and select **Settings**.
3. At top of page, click on the **Labs** tab.

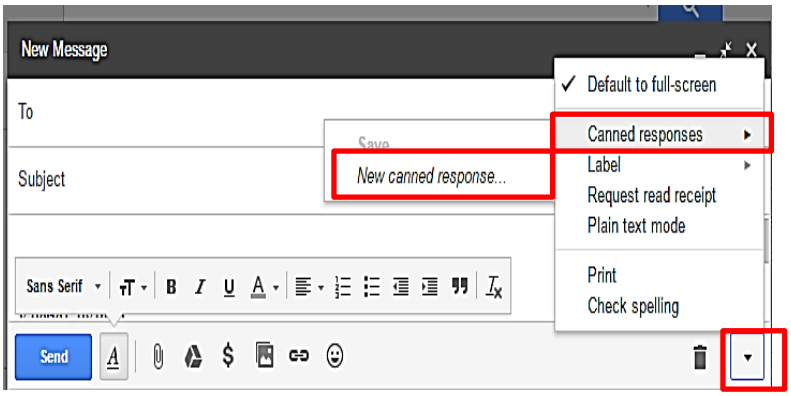


4. Scroll down until your see **Canned Responses**
5. Click **Enable**.



6. At the bottom, click **Save Changes**.

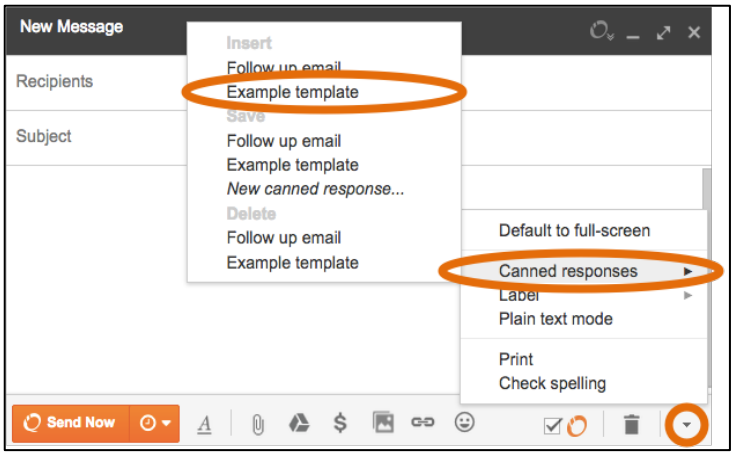
Part 2 Create the Template



1. Create a new email
2. Type the email information you want to be saved as a template. Do not enter the reciepients since this will be the template email.
3. Enter a **Subject**
4. In the lower right corner of the new email, next to the trashcan icon
5. Click on the downward arrow to open the menu.
6. Scroll to "**Canned Responses**" and
7. Click "**New Canned Response**."

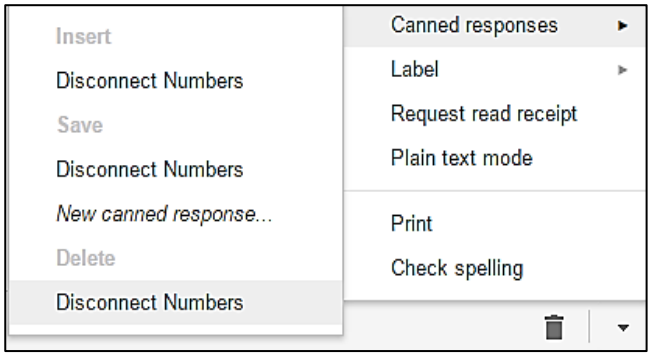
8. In next window, enter a name for template
9. Click Ok.

Part 3 Insert Canned Responses into Email

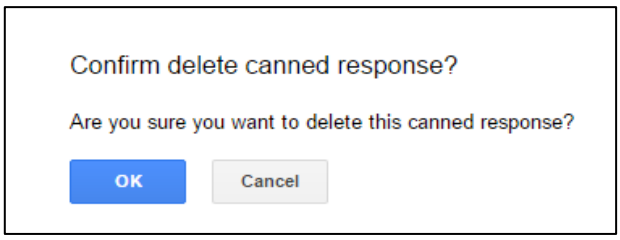


1. Start with a new email by hitting Compose.
2. Click the down arrow on the bottom-right-hand corner of the compose window
3. Hover over **Canned responses**,
4. Then click on the canned response name (in this case, "Example template") under the *Insert* section.
5. After the response is pasted, add your recipient, and click **Send**!

Delete a template



1. Compose a new email
2. Click the down arrow on the bottom-right-hand corner of the compose window
3. Hover over **Canned responses**,
4. To the left, a menu opens
5. Go toward the bottom of this menu, under **Delete**
6. Click on the template you want to delete.



7. In the next box, click **OK**.

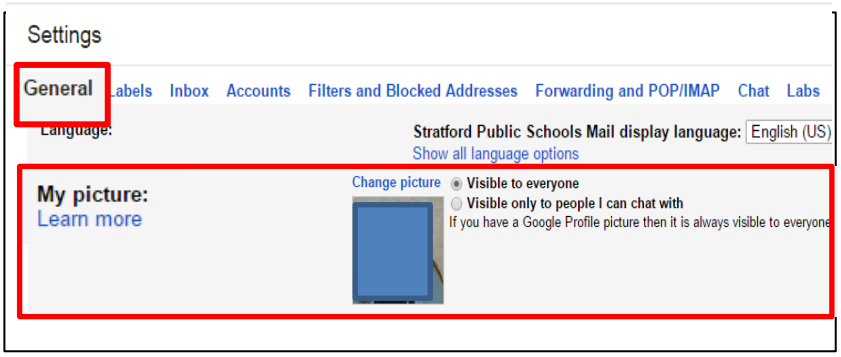
Add A Profile Picture To Your Email

Choose an image, such as your organization's logo or a photo of yourself, as your Gmail picture.

When people hover over your name in their inboxes, contacts, or Google Hangouts lists, they see the picture and know who you are.

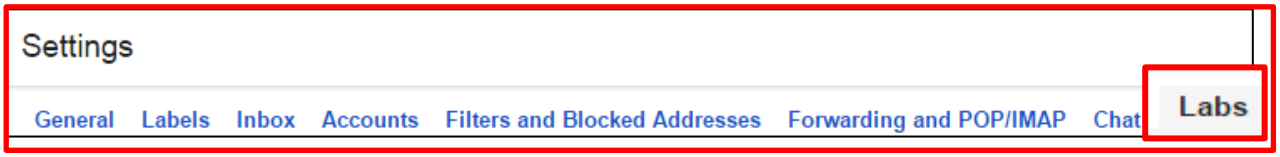
Add your profile photo

1. In Gmail, click Settings and select **Settings**.
2. In the **General** tab, scroll down to **My picture** and click **Select a picture** (or **Change picture** if you already have one displayed).
3. Upload a photo from your computer, resize it as needed, and click **Apply Changes**.
4. (Optional) Specify whether you want the image visible to everyone or just people you chat with.

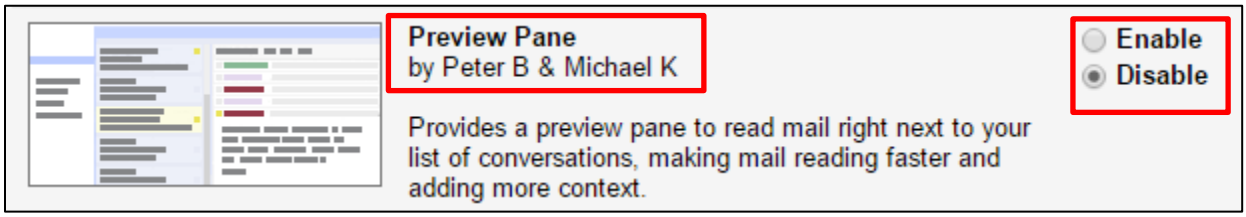


Turn On Preview Pane

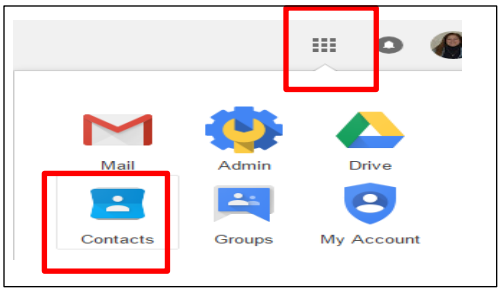
1. In Gmail, click Settings and select **Settings**.
2. Select the **Labs** tab.



3. Scroll down to ***Preview Pane*** option
4. Click **Enable**.

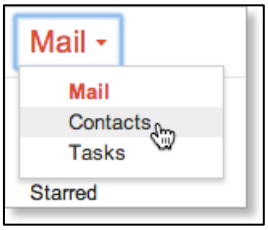


Create Contact Group



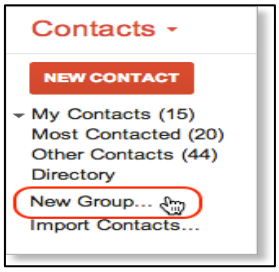
1. Click on the **Waffle**
2. Select **Contacts**

or

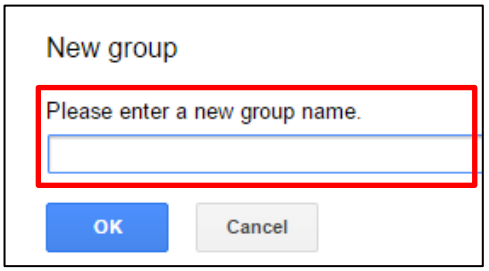


If you are already in your email,

1. In the upper-left corner, click the arrow by **Mail** and then click **Contacts**.

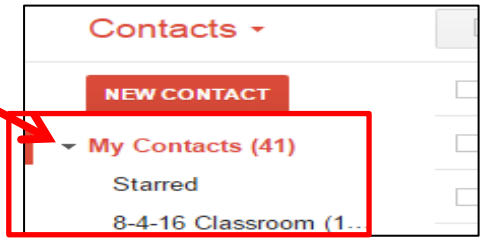


2. In next window
3. Click **New Group** in the left pane



5. Enter the name of the group in the dialog box that appears.
6. Click **OK**.

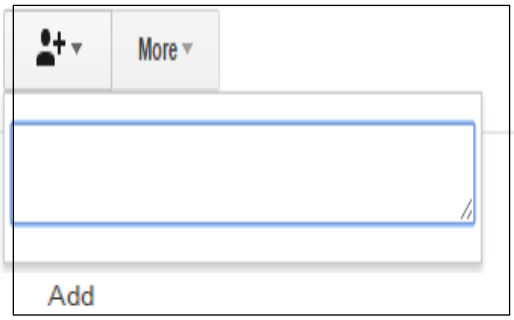
NOTE: If you have already added names to your Contact Manager, skip steps below and follow steps on next page.



7. On the left navigation pane, click on the downward arrow in front of "**My Contacts**"
8. Your new group name should appear from dropdown menu
9. Click once on the new group name.

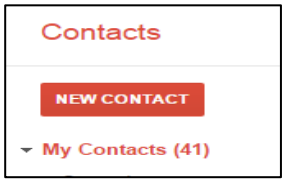
On the right, is where you will add your contacts to the group.

10. Click on the **Add to** icon
11. A box appears below the icon.
12. Start to type in their email address in the box
13. If you have corresponded with them before, then it should auto populate their email and you would just click on it and click Add otherwise,
14. Type in entire email address
15. Click **Add**.
16. Continue till all contacts have been added to this group

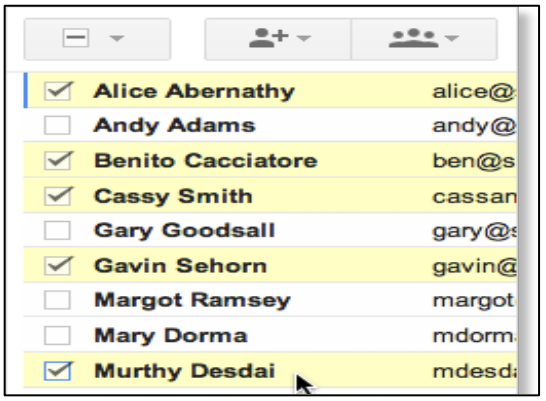


Contacts Already Added To Contact Manager

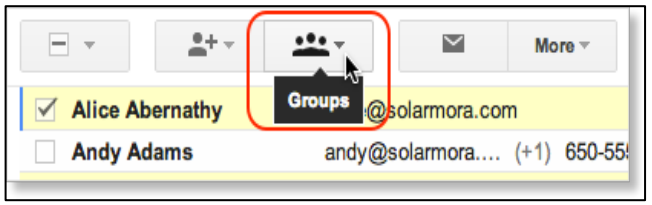
1. Click once on "**My Contacts"**



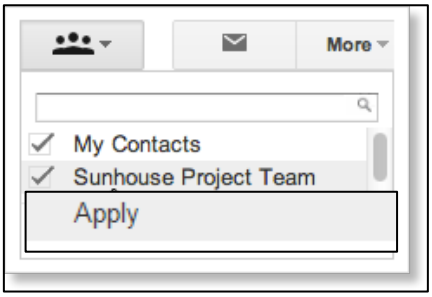
2. On the right, all your contacts that you added to the *Contact Manager* appear.
3. Click in the box in front of the name to include them in this new group.
4. Once everyone you want in the group is selected



5. Click on the **Groups** icon at top of list.



6. Click on the group name, in the dropdown menu, to which you want to add the contacts



7. Click **Apply**.
8. Next, on the left pane, click on the arrow in front of "*My Contacts*"
9. Any Groups that you created will show in a dropdown menu.
10. Click on the desired group name
11. The names in the group will appear on the right side of the screen.