

ADVANCED E-MAIL CLASS

Gmail Mail Web Site: gmail.com

Labels

To create a Label

- ❖ Click the **Labels** drop-down menu on the left side of the screen.
- ❖ Click on **Create New Label**.
- ❖ Type the name of your new label and Click **Ok**
- ❖ Labels will be displayed on the left side of your screen.

To Apply a Label to a Message

- ❖ Go to your **Inbox**.
- ❖ Click in the box to the left of the message to select the message you want to label. Click the **Labels** tab from the drop down menu at the top of the screen.
- ❖ You can also label a message while you are reading it by selecting the **Labels** tab from the drop down menu.
- ❖ If you want to move a message out of your inbox and put it under a label, select the message and click on the **Move to** drop down menu. Select the label you want to move the message under.

To Edit a Label

- ❖ By clicking on the arrow on the left side of the label, you can edit the label. Editing includes the following:
 - Changing the color
 - Renaming the label
 - Hiding the label
 - Deleting the label

Saving Drafts

To save a draft:

- ❖ Click on **Save Now** if you want to finish writing the message later.
- ❖ The message is saved in your **Drafts** folder.
- ❖ Gmail also automatically saves your email drafts every few minutes.

To get back to this message:

- ❖ Click on the **Drafts** folder on the left side of the screen.
- ❖ Click on the message to open it.
- ❖ Now you can add to it and make changes before you send it.

CONTACTS [ADDRESS] BOOK

- ❖ Click on the **Contacts** link on the left of the page.
- ❖ *Click on **New Contact Icon (+ with a person)*** located at the top left of the page.
- ❖ This is where you enter names and e-mail addresses of people that you send e-mail.
- ❖ The only fields you need to fill in are first and last name and e-mail address.
- ❖ Gmail automatically adds email addresses to your contacts each time you use Reply, Reply to all, or Forward.

Inserting Addresses from Contacts to your Email

- ❖ Select all of the names of the people you want to email.
- ❖ Click **Email** in the right pane.

Inserting Contacts from the Compose Window

- ❖ Click **Compose**
- ❖ In the **To:** field, type in the email address, or begin typing in the person's name and select one of Gmail's auto suggestions.
- ❖ You can send the same message to several people at the same time by either selecting them from **Contacts**, or typing in all of the addresses in the **To:** field and separating them by commas.

Address Lists [GROUPS]:

- ❖ *Click on **All Contacts*** in the bottom left-hand corner.
- ❖ *Click on **New Group Icon (+ sign with two people)**.*
- ❖ Type in a name for the group. This could be something like family, book club, etc.
- ❖ *Click **OK***; your group name will display in the left pane.

Adding People to Groups:

- ❖ *Select **All Contacts*** in the bottom left-hand corner.
- ❖ *Select the names of the people you want to include in the group.*
- ❖ *Click on **Groups*** and select the group name under **Add to**.

To Send a Message to a Group from Contacts:

- ❖ Click on **Contacts**.
- ❖ Select the **Group** in the left hand pane.

- ❖ Click **All** at the top of the contact list, or check the contacts that you want inserted in the email.
- ❖ Click **Email** on the right screen.
- ❖ The addresses from the list are automatically inserted into the **To:** box on the compose screen. Complete your email message.

To Send a Message to a Group from the Compose Screen:

- ❖ Click **Compose Mail**.
- ❖ Click on **To:** and begin typing the name of the group, ex: family. Gmail will display auto suggestions. Select the group name, and Gmail will automatically add all of the email addresses in that group into the **To:** field.

Attachments:

To send an attachment:

- ❖ Click on **Compose Mail** at the top of the page.
- ❖ Under the **Subject** box, click on **Attach a File**.
- ❖ Click **Browse**.
- ❖ Click on the down arrow next to the **Look in** box and find the location of your file. This could be on a CD ROM drive, a flash drive on the F drive, in a folder on the C drive, or on the Desktop.
- ❖ Change **Files of Type** at the bottom to **All Files**.
- ❖ Click on the file you want to attach and *click* on **Open**.
- ❖ Repeat this process if you want to attach more files. You can attach as many files as you want, as long as the total size is less than 25 megabytes.
- ❖ The files that have been attached will be listed under attachments.
- ❖ Address the e-mail and type a message as you normally would.
- ❖ Click on **Send**.
- ❖ The attachment(s) will be sent with your message.

Viewing and downloading attachments:

- ❖ Messages that have attachments will have a paper clip next to them in your Inbox.
- ❖ Open the message. Attachment(s) will appear at the bottom of the email.
- ❖ To view attachment, click **View as HTML**. This link will enable you to view the attachment without downloading it.
- ❖ If you want to save (download) a file to your computer, you can either click on **Scan for Viruses** or **Download Without Scan**. I would recommend that you choose to scan for viruses. It is a good idea to never download attachments from

people you don't know. Viruses are commonly spread through e-mail attachments, so you should be cautious about downloading them.

- ❖ Click on **Scan for Viruses**.
- ❖ **Click on Download File**.
- ❖ The **File Download** box is displayed. Choose **Save this file to disk** and click **OK**.
- ❖ **Click** on the down arrow next to the **Save In** box and select the folder you would like to save it in. It is very important to pay attention to where you choose to save it so that you can find it later.
- ❖ Type in a new name, or leave it as is, and click on **Save**.

Searching your email

- ❖ You can search for particular emails by entering words that appear in a message in the **Search Mail** field. For example, if you are looking for an email about *baseball practice*, type *baseball practice* in the search field and click **Search Mail**. The words *baseball practice* will be highlighted in all of the emails that contain that phrase.

HELP

- ❖ Click on **Help** at the top of the screen.
- ❖ The **Help Resources** section is located on the right side of the screen.
- ❖ Click the **Getting Started Guide** link. Under this link, general email topics are listed.
- ❖ In the middle of the screen, there are links to such topics as **Your Account, Your Messages, and Troubleshooting**. Under these headings, you will find information on Signing in, Gmail Settings, Creating and Sending email, etc.
- ❖ **You can also search Gmail Help by typing your search terms into the search field.**



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Reasonable accommodations will be made for access to programs for people with disabilities. Please call 221-6680 for assistance.