

GMAIL SIG – MARCH 7, 2013

Blocking mail from certain senders

Sometimes you may get unwanted mail that isn't necessarily spam.

While you can't currently block messages from specific addresses or domains, you can set up a filter to send those unwanted messages directly to **Trash**.

To set up a filter, follow these steps:

1. Select the message you want to block.
2. Click on the "More" box.
3. Click "Filter message like these".
4. Choose the action you'd like for these messages by checking the appropriate box. (In this case, we suggest checking "Delete it.")
5. Click **Create Filter**.

Maximum File Size

You can send and receive messages up to 25 megabytes (MB) total including attachments. Any message that exceeds this limit will not be delivered and will be returned to the sender.

Maximum attachment size

With Gmail, you can send and receive messages up to 25 megabytes (MB) in size.

Please note that you may not be able to send larger attachments to contacts who use other email services with smaller attachment limits

Requesting read receipts

A read receipt is an email notification delivered when a recipient opens (and presumably reads) an email you send. Read receipts are available only for Google Apps for Business, Education, and Government customers. They are not available in personal Gmail accounts.

Sign out

To end your Gmail session, click your account photo or email address in the top right corner, and select **Sign out**.

Change your Gmail password:

1. Click the **gear icon**  in the upper right, and then select **Settings**.

If you're on a mobile device, switch to desktop view for the full list of settings.

2. Open the **Accounts and Import** tab.
3. In the 'Change account settings' section, click **Change password**.
4. In the new window, enter your current password and your new password.

Make sure you create a unique password to help keep someone from breaking in to your account.

Deleting messages

You can either delete an entire conversation thread or one specific message from a conversation.

To delete an entire conversation thread:

1. Open the message (or select the checkbox next to it).
2. Click the **Delete** button. 

To delete a single message from a conversation thread:

1. Open the conversation and find the message.
2. Click the down arrow next to Reply, at the top right of the message pane.



3. Click **Delete this message**.

Apps Status Dashboard

This page offers performance information for Google Apps services. Unless otherwise noted, this status information applies to consumer services as well as services for organizations using Google Apps. <http://www.google.com/appsstatus#hl=en>

Marking messages 'read' or 'unread'

Here's how to mark your messages 'read' or 'unread':

1. Sign in to Gmail.
2. Check the box next to the message you'd like to mark as 'read' or 'unread.'
3. Select 'Mark as read' or 'Mark as unread' from the 'More actions' drop-down menu.

About Gmail search

It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word shopping, simply type shopping in the search field and click the search button. Your results will be displayed with your search terms highlighted in yellow within the message.

Switching the way buttons are displayed

If you'd rather have buttons with text instead of the icons above, or vice versa, follow these steps:

1. Click the **gear icon**  in the upper right, then select **Settings**.
2. In the "Button labels" section, select either **Text** or **Icons**.
3. Click **Save Changes** once you've made your selection.

How to create a signature

1. Click the **gear icon**  in the upper right, and then select **Settings**.
2. Enter your new signature text in the box at the bottom of the page next to the **Signature** option.
3. Click **Save Changes**.

Signatures are separated from the rest of your message by two dashes. To see a signature in Gmail, click the **Show trimmed content** button  at the bottom of the message.

Using spell check

It's easy to check your spelling while composing Gmail messages. Here's how:

1. Click 'Check spelling' along the top of the message you're composing.
2. Click the misspelled word (highlighted in yellow) to see Gmail's suggestions for similar words.
3. Select a suggested word from the list to replace the misspelled word.
4. Click 'Done' along the top of the message to continue composing, or click 'Send' to send your message.

Recovery email address and mobile phone

You don't have to provide a recovery email address, but we strongly encourage you to. Once you've started using Google as a signed-in user, we'll use your recovery email address to communicate with you under the following circumstances:

- We need to confirm your username after you create an address
- You can't sign in to Google
- You've forgotten your password
- You're about to run out of storage space
- We need to alert you to any unusual activity involving your address

If you use Gmail, you may have added a recovery email address to your account when you first signed up. If you don't use Gmail, your password recovery address is the email address you used to sign up for your account (for example: *myusername@yahoo.com*)

To change or add a recovery address:

Click the **gear icon**  in the upper right, and then select **Settings**.

1. Open the **Accounts and Import** tab.
2. In the 'Change account settings' section, click **Change password recovery options**.
3. In the new window, enter your current mobile phone number and recovery email address.