

UNDERSTANDING YOUR GMAIL INBOX

Here are some of the key features of your Gmail inbox:

Unread messages are bolded in your message list.

Names of message senders are listed on the left.

Gmail displays snippets, which are lines of text next to each message that reveal a bit of the content of the most recent message.

In Gmail, by default, messages are grouped into 'conversations' so that all follow-ups and responses appear as a single line in your inbox. This can be changed to individual messages if you prefer by going into your settings.

The time or date of the most recent message in a conversation is displayed on the far right of a conversation line. Dates appear when messages are older than 24 hours.

Use the check boxes next to the sender's name, then perform actions on those selected conversations using the buttons at the top ("Archive", "Spam", "Delete", "Move to", "Labels", and "More").

Add stars to mark special messages or conversations.

If you want to see the messages you've starred, deleted, sent, etc., click on the labels on the left hand side of your Gmail page.

Change the button labels to text instead of icons:



Click the gear in the top right.



Select **Settings**.

Scroll down to the **Button labels** section (stay in the "General" tab).

Select **Text**.






Click **Save Changes** at the bottom of the page.

Inbox styles:

To let you read your messages the way you want, Gmail offers different inbox styles.

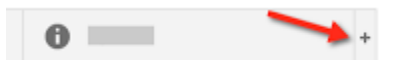
Inbox tabs and category labels.

Your messages are automatically categorized into the following optional tabs:

 Primary	Messages from friends and family, as well as any other messages that don't appear in other tabs.
 Promotions	Your deals, offers, and other promotional emails.
 Social	Messages from social networks, media-sharing sites, online dating services, gaming platforms, and other social websites.
 Updates	Notifications such as confirmations, receipts, bills, and statements.
 Forums	Messages from online groups, discussion boards, and mailing lists.

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.

Show tabs again after you disabled them:

If you want to use tabs again, follow these directions:

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

Check the boxes of the tabs you want to see.

Click **Save**.

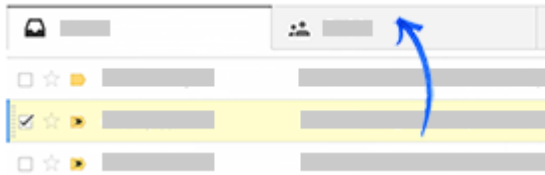
New messages in category tabs:

When you receive new mail, you'll see an indicator in each tab that tells you how many new messages you've received since you last checked that tab. You'll also see a few of the recent senders listed below the category name. You can see what's new at a glance and decide which emails you want to read.

Unread count:

The number next to **Inbox** on the left side of your Gmail tells you how many unread messages are in your Primary tab.

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.

Inbox Type:

Select which inbox style you want to try by clicking the arrow that appears when you hover over “Inbox” on the left side of your Gmail page. You can switch between inbox styles any time.

Default: - This style puts your email in chronological order as they are received.

Important First - This style brings mail from the contacts you email most often and other important mail to the top of the page. Everything else is in its own section at the bottom of your inbox.

Unread First - Unread mail stays at the top; everything else is at the bottom.

Starred First - Starred mail stays at the top; everything else is at the bottom.

Priority Inbox - Messages classified as important and unread are in the top section, then starred messages, then everything else.

Determine your Google Storage:

Go to the bottom of your inbox and click on “**Manage**” on the bottom left hand side.

Last Account Activity:

Go to the bottom of your inbox and click on “**Last Account Activity Details**” on the bottom right hand side. This will show the IP address your device has used for the last several sessions. If an unknown IP address shows up it means your account may have been hacked and you should immediately change your password.

Sign Out of all Other Web Sessions:

By clicking on this it gives you the ability to sign out of your Google account on **all** of your devices. This is important if you lose a hand held device.

Alert Preference:

Choose "Show an alert for unusual activity."