

# Gmail Tips & Tricks – Level 3

There are 4 levels of Tips and Tricks. This seminar covers Level 3 – **Advanced Tips and Tricks**.

## **Level 1 – Just started using Gmail**

Organize your inbox, find messages, and more.

## **Level 2 – Get more out of Gmail**

Star emails, send photos, and more.

## **Level 3 – Advanced tips**

Set up auto-replies, change your inbox style, and more.

## **Level 4 – Become a Gmail master,**

Keyboard shortcuts, sharing files, and more.

### Out of office or vacation reply:

Going on vacation? No access to the Internet? Use Gmail's vacation responder to let people know that you won't be able to get back to them right away. While your vacation responder is turned on, Gmail will send your reply to people who email you. Messages classified as spam and messages addressed to a mailing list you subscribe to will not receive a vacation response.

#### Turn on your vacation responder:

In the top-right, click the gear .

Select **Settings**.

Scroll down to the **Vacation responder** section (stay in the "General" tab).

Select **Vacation responder on**.

Fill in the date range, subject, and message.

#### You can limit who can see your vacation response:

Check the box next to **Only send a response to people in my Contacts** if you don't want everyone who emails you to know that you're away from your mail.

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

#### Turn off or edit your vacation responder:

While the vacation responder is on, you'll see a banner across the top of your Gmail that shows the subject of your vacation response. Click the **End now** link in the banner to turn off the vacation responder, or click **Vacation Settings** to edit your response.

**YOU MIGHT WANT TO CONSIDER IF YOU WANT PEOPLE TO KNOW YOU ARE AWAY BEFORE DOING THIS.**

### Undo sending your mail:

If you make a typo or regret sending a message, you can undo the action by enabling "Undo send."

This setting gives you the option to take back a message you just sent.

### **To enable Undo Send:**

Click the gear in the top right .

Select **Settings**.

In the General tab, scroll down to "Undo Send" and click **Enable**.

Set the cancellation period (the amount of time you have to decide if you want to unsend an email).

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

**Note:** To give you time to undo, Gmail delays sending the message for a few seconds. So if you don't select "Undo" within the time limit, your message will be sent. "Undo send" may not work if you experience connection issues.

### **Signature:**

A signature is a bit of text (such as your contact information or a favorite quote) that's automatically inserted at the bottom of every message you send.

If you already set up a signature while on a computer, your regular signature will be automatically attached to emails you send from the Gmail app unless you set up a mobile signature to use instead.

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.

### **Create signatures:**

Click the gear in the top right .

Select **Settings**.

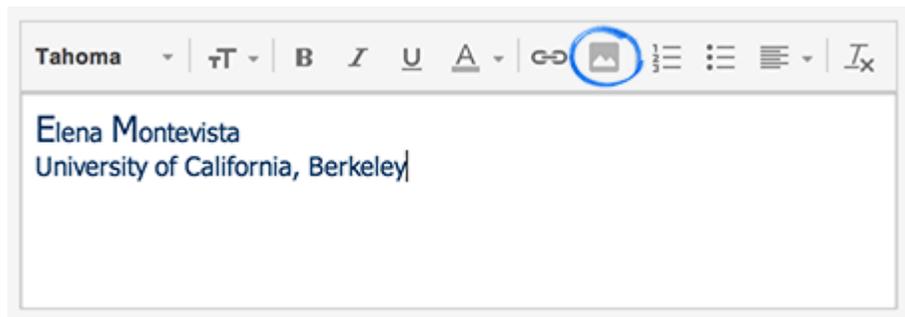
In the General Tab, scroll down to the "Signature" section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.

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

### **Add an image:**

You can use an image that's public on the web, an image from Drive, or upload an image from your computer to Drive and use that. If you're using an image from the web, make sure that you're free to use the image.

To add the image, go to the Settings page and click Insert Image  above the signature text box.



### **Insert signature above quoted text in replies:**

When you reply to an email, your signature is added to the very end of the message, below the quoted text of the previous messages. However, you can change your setting so that your signature appears above the quoted text. This setting also removes the "--" above your signature.

To change your setting, check the box next to "Insert this signature before quoted text in replies and remove the "--" line that precedes it" under the signature text box on the [Settings](#) page.

### **Compose in a small or large window:**

If you prefer a larger window, you can switch to full-screen when you need it, or set full-screen as default.

### **Compose window size options:**

Compose messages in a window that's right for you. The default is a small compose window that's great for checking other emails as you type and getting things done quickly. If you prefer a larger window, you can switch to full-screen when you need it, or set full-screen as default.

### **Small Compose:**

Click on compose and a small compose window comes up. Click  expand in the upper right corner of the compose window. To use full-screen by default, click  More options in the lower right corner and choose **Default to full-screen**.

## **Google Tasks:**

You can tackle your to-do list with Google Tasks.

### **Create and Edit Tasks:**

In the top left corner, click the down arrow next to **Gmail**.

Click **Tasks**. The Tasks window will open in the bottom right corner.

Click Add task **+**.

Enter your task.

To include notes and set due dates, click the arrow to edit a task's details **>**.

Create a subtask by using Tab to indent the line. Move it back by using Shift + Tab.

**Tip:** To add a task about a Gmail message, open the email's **More** menu **> Add to Tasks**.

## Organize your Tasks:

### Rearrange tasks

To move a task within the list, move your cursor to the left edge of the item, then click and drag to move.

### Multiple lists:

You can create different lists to organize different tasks.

Click Switch List ☰ > **New list...**

Enter the name of your new list, and then click **OK**.

To switch between lists or edit them, open Switch List ☰.

### Print your tasks:

Click **Actions > Print task list**.

### Remove Tasks:

Check off tasks with the checkbox when you're done.

### Hide completed tasks:

In the top left corner, click the down arrow next to **Gmail**.

Click **Tasks**. The Tasks window will open in the bottom right corner.

Select **Actions > Clear completed tasks**.

You can review your completed tasks later with **Actions > View completed tasks**.

### Delete tasks:

In the top left corner, click the down arrow next to **Gmail**.

Click **Tasks**. The Tasks window will open in the bottom right corner.

Select a task, then click Delete .

You can bring back a deleted item by clicking **View recently deleted items** from the confirmation message that appears.

Return the item to your list by selecting "Undelete task" .

### Automatically Manage Incoming Mail:

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically send email to a label, archive, delete, star, or forward your mail, even keep it out of Spam.

### To create a filter:

Select the message in your message list.  
Click the **More** button, then **Filter messages like these**.  
Enter your filter criteria in the appropriate field(s).

### To edit or delete existing filters:

Click the gear in the top right. 

Select **Settings**.

Click the **Filters** tab.

Find the filter you'd like to change and click **edit** or **delete** to remove the filter.

If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Continue**.

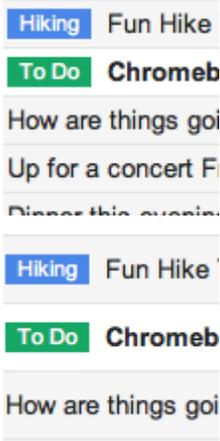
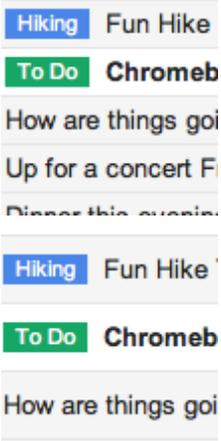
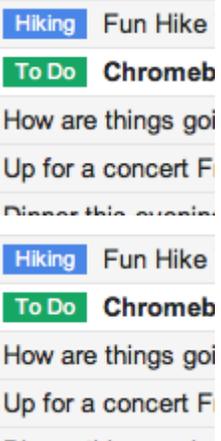
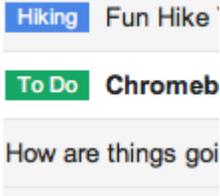
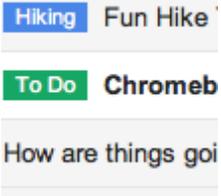
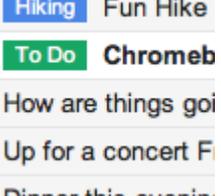
Update any actions and click the **Update filter** button.

### Display Density" Settings:

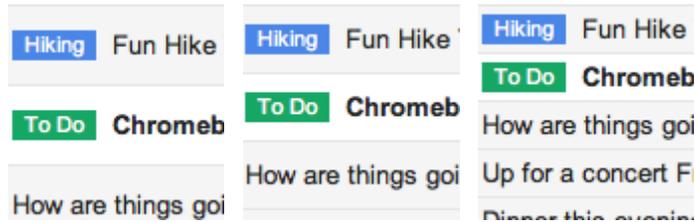
Gmail automatically adjusts the amount or “density” of information on a page when you adjust your browser window or when you use different sized screens (when you view your Gmail account on a small computer monitor versus a large one, for example). The “Display Density” setting affects how much space you see between labels, around inbox sections, and between individual messages in your inbox.

If you prefer a denser view no matter what size your monitor, then you can set a limit on your default density. This setting reflects the lowest density--the most space--permitted for your account. If you make your browser window smaller or move to a smaller screen, Gmail will still automatically resize to a higher density so that you can navigate your inbox with ease, but it will never be less dense than you requested.

Here's how it works:

	Comfortable	Cozy	Compact
Small screen			
Medium screen			

## Big screen



### To adjust this limit, just follow these steps:

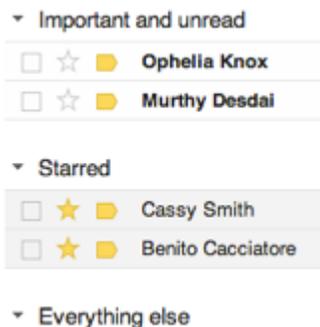
Click the **gear icon** at the top corner of your inbox.   
Choose from Comfortable (least dense), Cozy, and Compact (densest).  
If you don't see an immediate change, it's because your browser is currently smaller than permissible with the selected density. In this case you'll see that the setting is annotated with "on larger screens." We also annotate the density that Gmail is currently using with "current view."

Changing this setting doesn't affect any other Google products you use.

### Try out a new inbox style

Try out a new inbox style to organize your inbox in a way that fits you best. By default your inbox is organized into tabs, but you could also organize your inbox into sections like Unread, Starred, and Important.

To customize your inbox, click the gear  in the top right, and head to **Settings** and click the **Inbox** tab. The screenshot below shows an example of the Priority Inbox style.



### Change your inbox type

You can always switch back if you change your mind, so go ahead and experiment with different styles.

Click the gear in the top right.



Select **Settings**.

Select the **Inbox** tab.



In the “Inbox type” section, select an inbox style in the drop-down menu.

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

You can also quickly change your inbox style by hovering over **Inbox** on the left side of your Gmail and clicking the ▾ down arrow.

### Inbox settings

Each inbox type has its own settings. To see available settings for a particular inbox, go to the **Inbox** tab in **Settings** and select the inbox type from the drop-down menu (see directions above).

You can also access many settings right from your inbox with the ▾ down arrow that’s located above each inbox section.

