



# Google Mail (Gmail)



Saturday, 7/22/23  
Gail Weiss

# Agenda

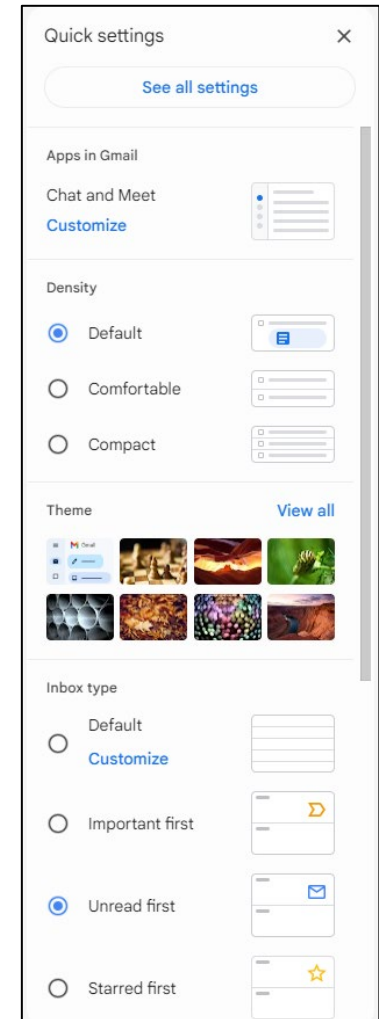
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- ▶ Google Settings on Computer/iPhone
- ▶ Additional Icons on Computer/iPhone
- ▶ Managing Your Inbox
- ▶ Managing Your Contacts
- ▶ Sending a Message
- ▶ Replying to A Message
- ▶ Searching for A Message

# Gmail Settings on Computer

# Customizing your Inbox – Quick Settings

- ▶ Click the Settings Icon in the Upper Right Corner



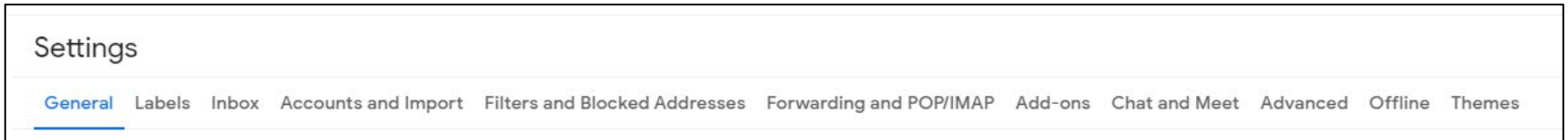
# All Settings

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▶ In Quick Settings, click

[See all settings](#)

▶ Click on each item to manage each setting



# General Settings

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## ▶ Default Text Style

### Default text style:

(Use the 'Remove formatting' button on the toolbar to reset the default text style)

Tahoma ▾ ¶ ▾ A ▾ ✕

This is what your body text will look like.

## ▶ Button Labels (Text instead of Icons)

### Button labels:

[Learn more](#)

Icons

Text

## ▶ Scroll Down and click

Save Changes

# Inbox Settings

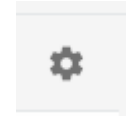
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- ▶ Your emails are automatically organized into three tabs:
  - ▶ Primary
  - ▶ Social
  - ▶ Promotions (i.e. Sales from Stores)

# Adding or Removing Category Tabs

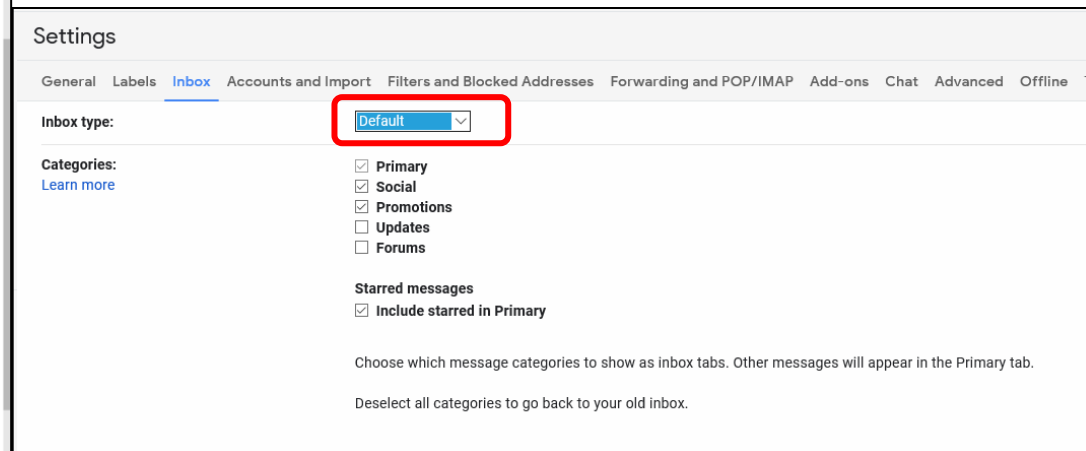
## Settings Icon



### Add or remove category tabs

1. On your computer, open [Gmail](#).
2. In the top right, click Settings  > **Settings**.
3. Click the **Inbox** tab.
4. In the "Inbox type" section, select **Default**.  
Note: To hide all tabs, select another inbox type.
5. In the "Categories" section, check the boxes of tabs you want to show. Note: You can't make new tabs; you can only show or hide existing ones.
6. Scroll to the bottom, then click **Save Changes**.

Note: If you've [turned on notifications](#), you'll only get notifications about emails in your Primary category.

A screenshot of the Gmail Settings page, specifically the 'Inbox' tab. The 'Inbox type' dropdown menu is highlighted with a red box and set to 'Default'. Below it, the 'Categories' section shows checkboxes for 'Primary', 'Social', 'Promotions', 'Updates', and 'Forums', with 'Primary', 'Social', and 'Promotions' checked. The 'Starred messages' section has 'Include starred in Primary' checked. At the bottom, there is explanatory text about message categories and how to return to the old inbox.

Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline T

Inbox type: **Default**

Categories:  
[Learn more](#)

- Primary
- Social
- Promotions
- Updates
- Forums

Starred messages

- Include starred in Primary

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.



# Inbox Settings – No Categories

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## ▶ Unread First Setting

### Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP

Inbox type:

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Inbox sections:

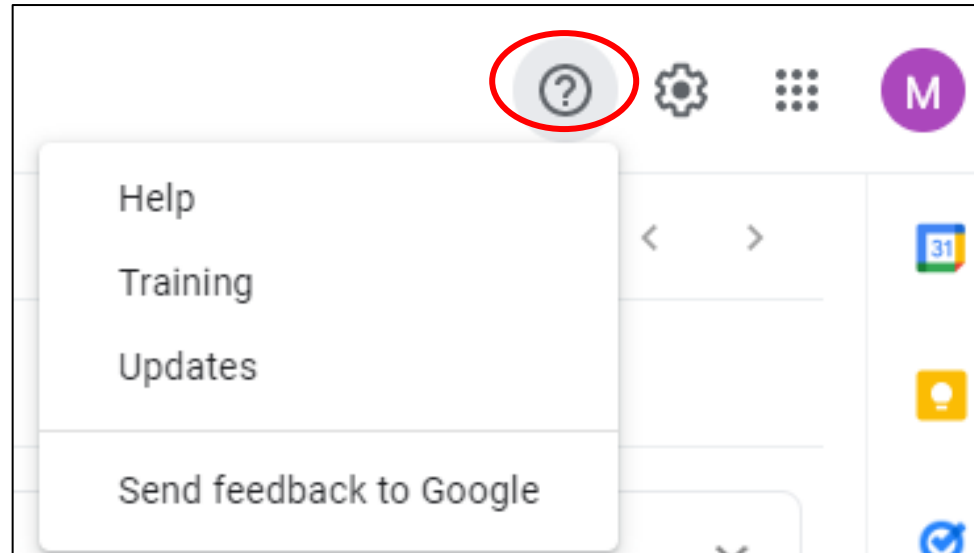
1. Unread	Options
2. Everything else	Options

[Customize in Priority Inbox](#)

# Getting Help

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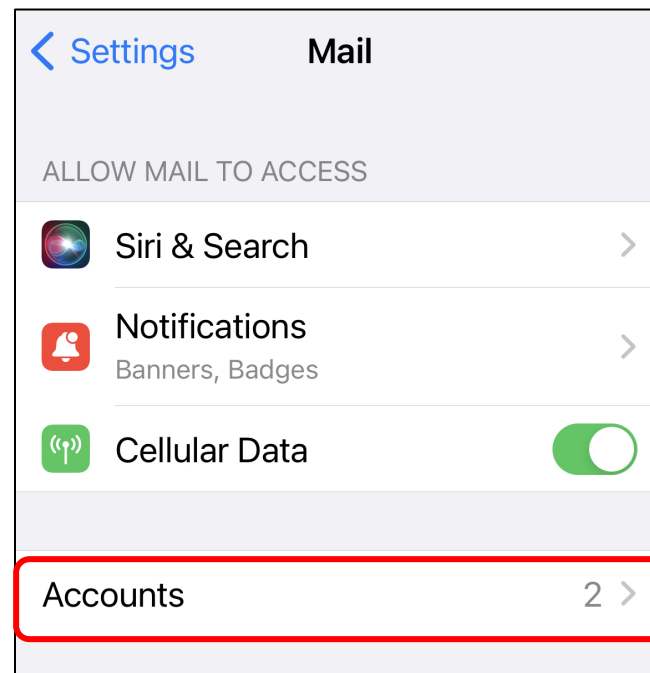
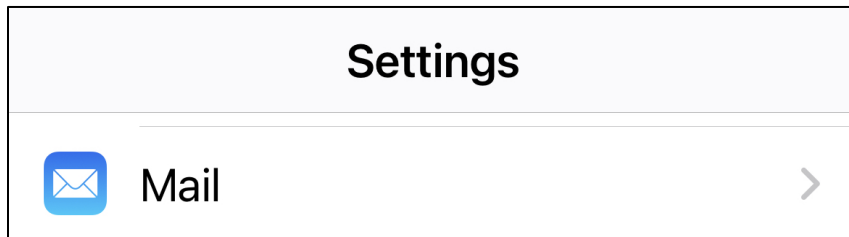
- ▶ Click the Question Mark icon in the Upper Right corner to access **Help**



# Gmail Settings on an iPhone

# Mail Icon

## ▶ Mail Icon (Controlled by Phone Settings)



# Gmail Account

8:16



< Mail

Accounts

ACCOUNTS

iCloud >  
iCloud Drive, iCloud Mail and 9 more...

**Gmail** >  
Mail, Contacts, Calendars, Notes

Add Account >

< Accounts

Gmail

GMAIL

Account GMWeiss5@gmail.com >

 Mail

 Contacts

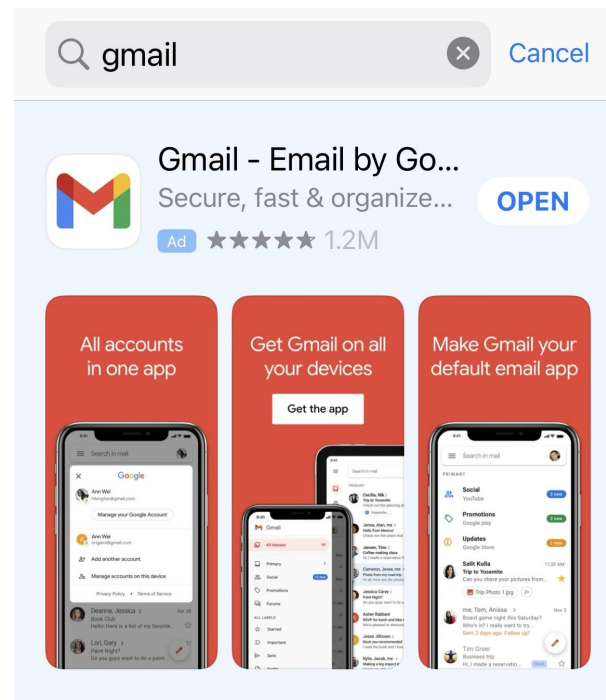
 Calendars

 Notes

Delete Account

# Gmail Icon

- ▶ Gmail Icon – Download from App Store (Controlled by Application Settings)



# Gmail Settings on the iPhone

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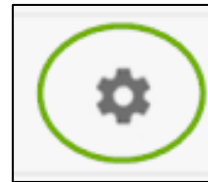
▶ On your iPhone or iPad, open the Gmail app



▶ At the top left, tap Menu

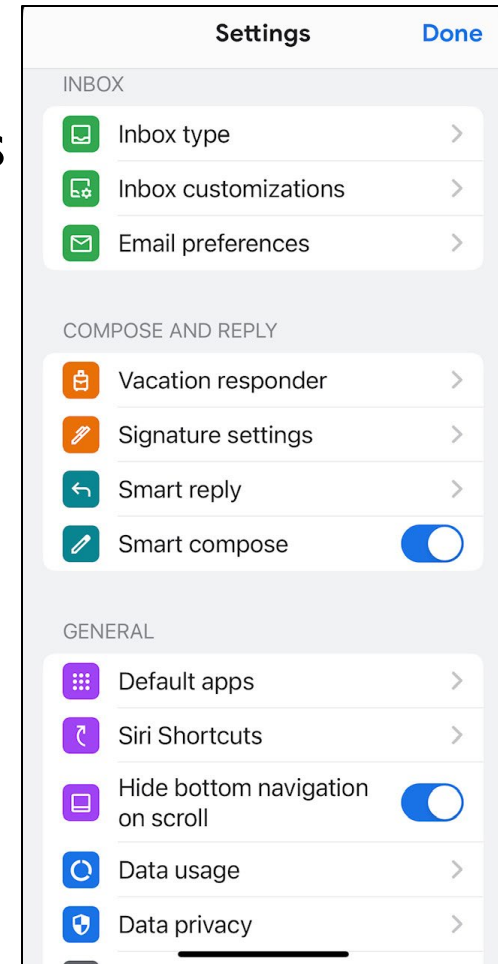
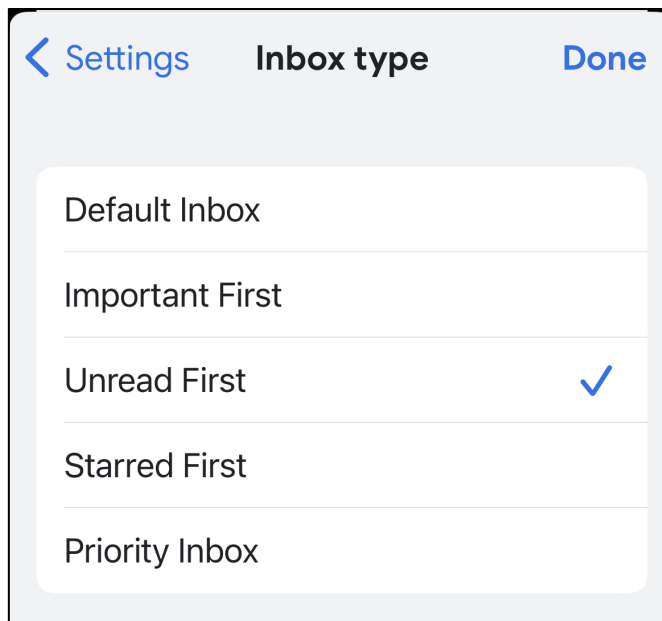


▶ Scroll down and tap Settings



# Gmail Settings on iPhone

- ▶ Whatever settings you set on your computer, you will have similar settings on the Gmail application on your iPhone (iPad)

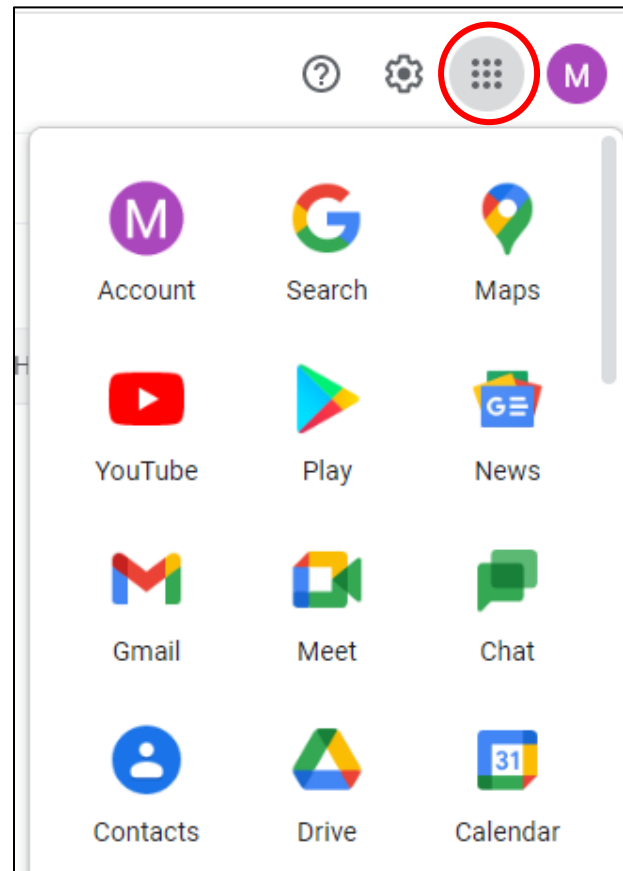




# Additional Icons

# Other Google Applications

- ▶ Click the Menu Icon (Top Right) to view all of Google's other applications



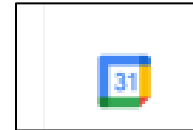
# Icons on the Right

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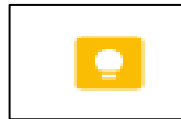
- ▶ To access your Google Account, click the circle with the first letter of your email address.



- ▶ To access your Google Calendar



- ▶ To take Notes



- ▶ To access Tasks  
(To Do List)



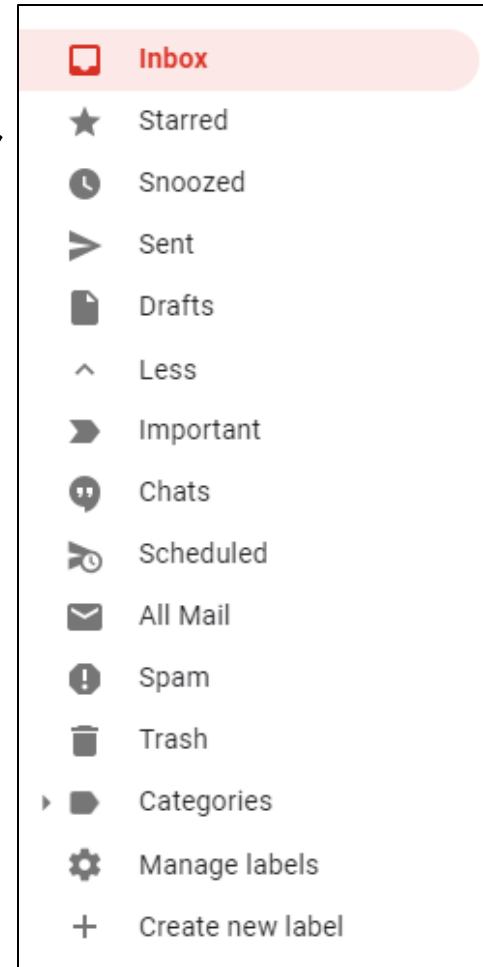
- ▶ Contacts



# Managing your Inbox

# Inbox

- ▶ The Inbox is divided into **labels**
- ▶ You can “**create**” and “**manage**” your own **labels**
- ▶ You can “**star**” emails that are important
- ▶ You can save emails in “**draft**” and then send them later - “**snoozed**” and “**scheduled**”



# Label Settings

## Settings

General **Labels** Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

### System labels

#### Show in label list

Inbox	
Starred	<a href="#">show</a> <a href="#">hide</a>
Snoozed	<a href="#">show</a> <a href="#">hide</a>
Important	<a href="#">show</a> <a href="#">hide</a>
Chats	<a href="#">show</a> <a href="#">hide</a>
Sent	<a href="#">show</a> <a href="#">hide</a>
Scheduled	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>
Drafts	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>
All Mail	<a href="#">show</a> <a href="#">hide</a>
Spam	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>
Trash	<a href="#">show</a> <a href="#">hide</a>

### Categories

#### Show in label list

#### Show in message list

Categories	<a href="#">show</a> <a href="#">hide</a>	
Social	<a href="#">show</a> <a href="#">hide</a>	<a href="#">show</a> <a href="#">hide</a>
Updates	<a href="#">show</a> <a href="#">hide</a>	<a href="#">show</a> <a href="#">hide</a>
Forums	<a href="#">show</a> <a href="#">hide</a>	<a href="#">show</a> <a href="#">hide</a>
Promotions	<a href="#">show</a> <a href="#">hide</a>	<a href="#">show</a> <a href="#">hide</a>

### Labels

#### Show in label list

#### Show in message list

#### Actions

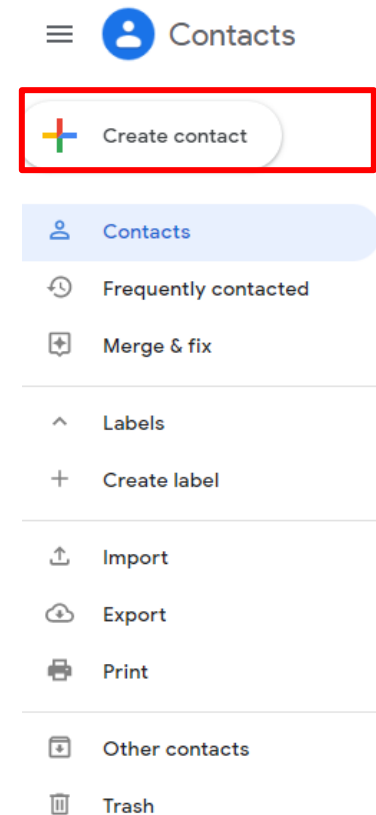
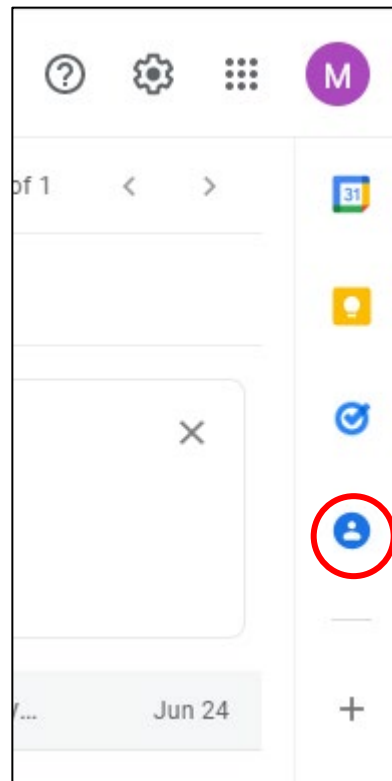
<input type="text" value="Create new label"/>			
Computer Club 0 conversations	<a href="#">show</a> <a href="#">hide</a> <a href="#">show if unread</a>	<a href="#">show</a> <a href="#">hide</a>	<a href="#">remove</a> <a href="#">edit</a>



# Managing your Contacts

# Adding and Managing Your Contacts

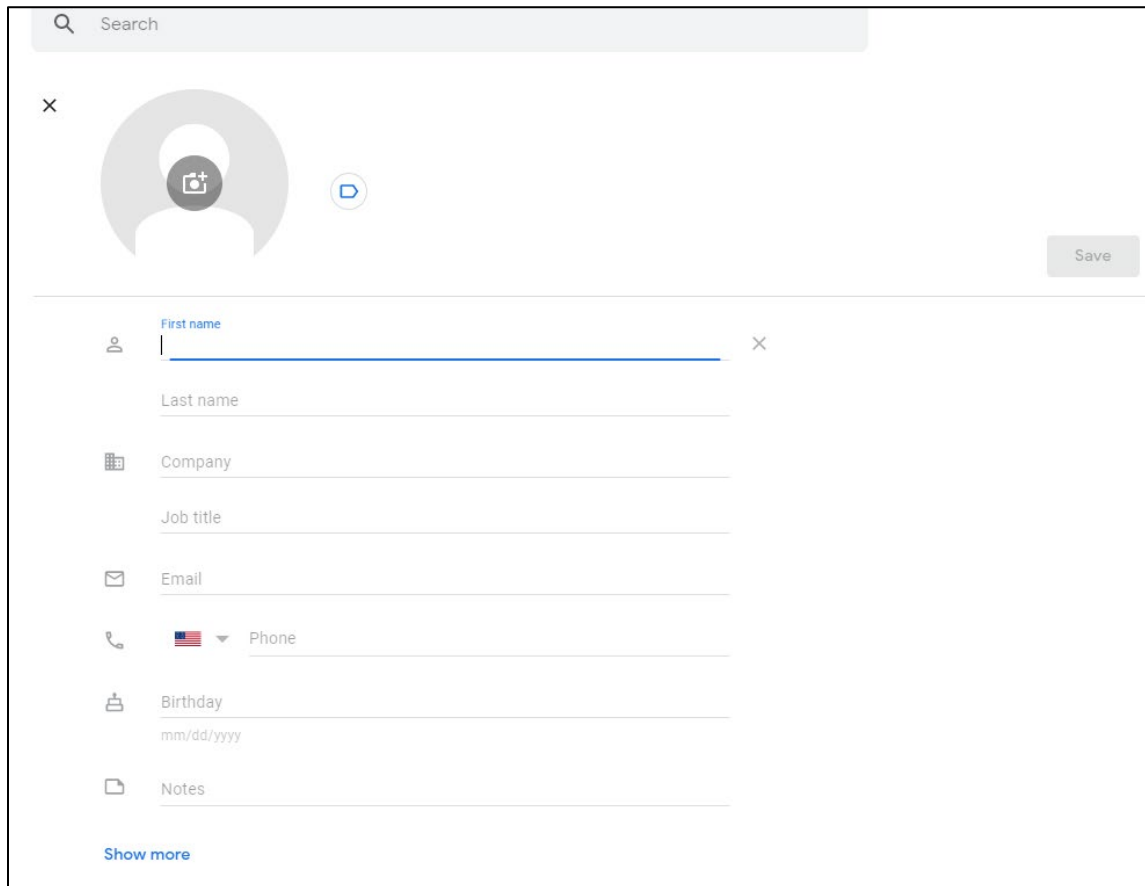
- ▶ Click the Contacts Icons to the right to add your contacts
- ▶ Click Create Contact





# Adding and Managing Your Contacts

## ▶ Complete the Contacts Form



The image shows a contact form interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a close button (X) and a profile picture placeholder with a camera icon and a plus sign. To the right of the profile picture is a blue circular icon with a white "D". A "Save" button is located in the top right corner. The form fields are as follows:

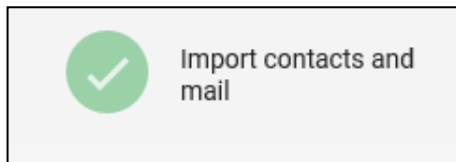
- First name:** A text input field with a person icon on the left and a close button (X) on the right.
- Last name:** A text input field.
- Company:** A text input field with a calendar icon on the left.
- Job title:** A text input field.
- Email:** A text input field with an envelope icon on the left.
- Phone:** A text input field with a phone icon on the left, a dropdown menu showing a US flag, and the text "Phone" on the right.
- Birthday:** A text input field with a calendar icon on the left and the text "mm/dd/yyyy" below it.
- Notes:** A text input field with a document icon on the left.

At the bottom left of the form, there is a "Show more" link.

# Importing Contacts

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- ▶ You can import your contacts from any other email account, **including your AOL account**



**Step 1: Sign into your other email account**

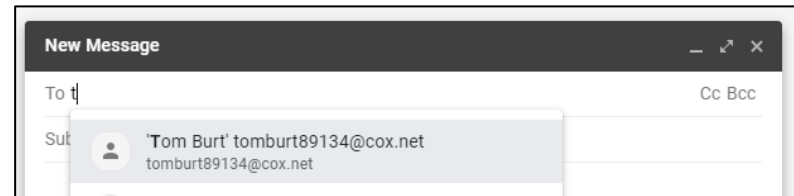
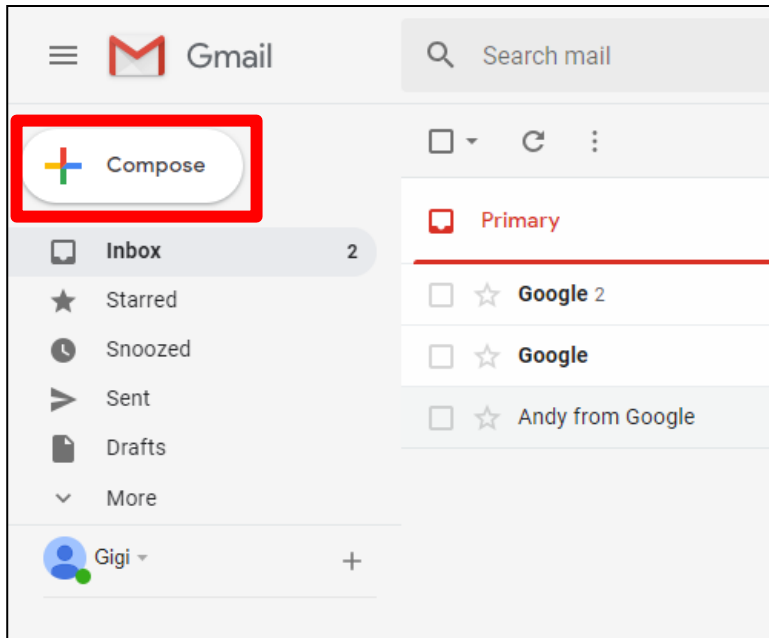
What account do you want to import from?

For example: `name@example.com`

# Sending a Message

# Sending a Message

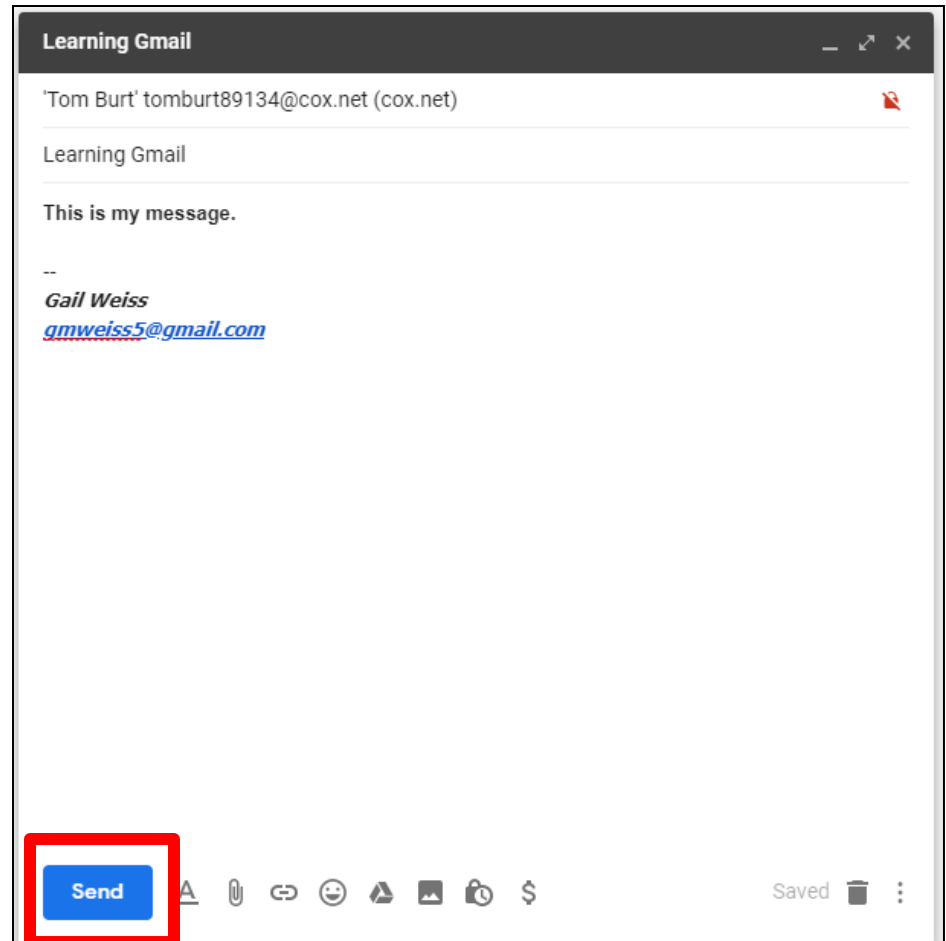
- ▶ Click Compose Button
- ▶ Start typing the email address and a list of your contacts will appear that begin with that prefix



# Sending a Message

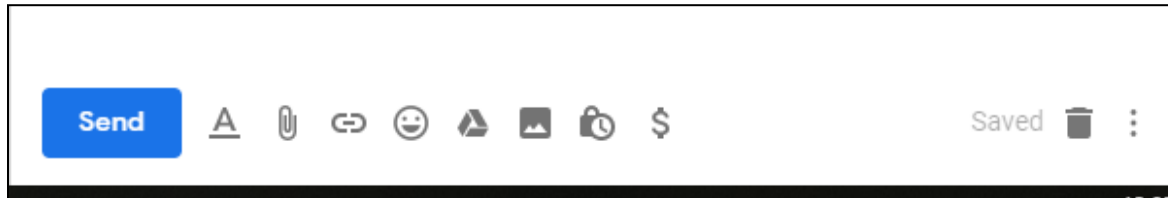
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- ▶ Enter a Subject
- ▶ Type your message below
- ▶ Click the Send button



# Formatting Options for Text

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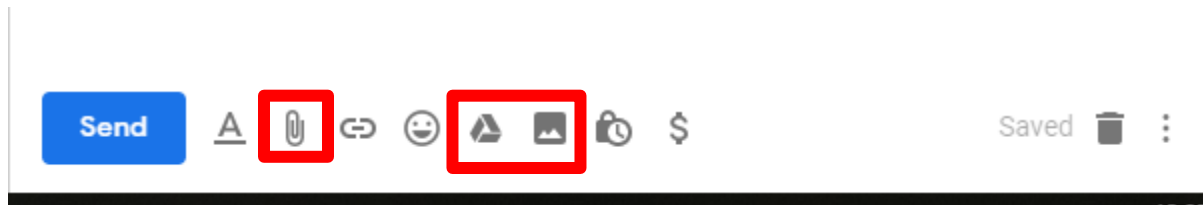


- ▶ Click **A** for Formatting Options:



# Adding Attachments to Message

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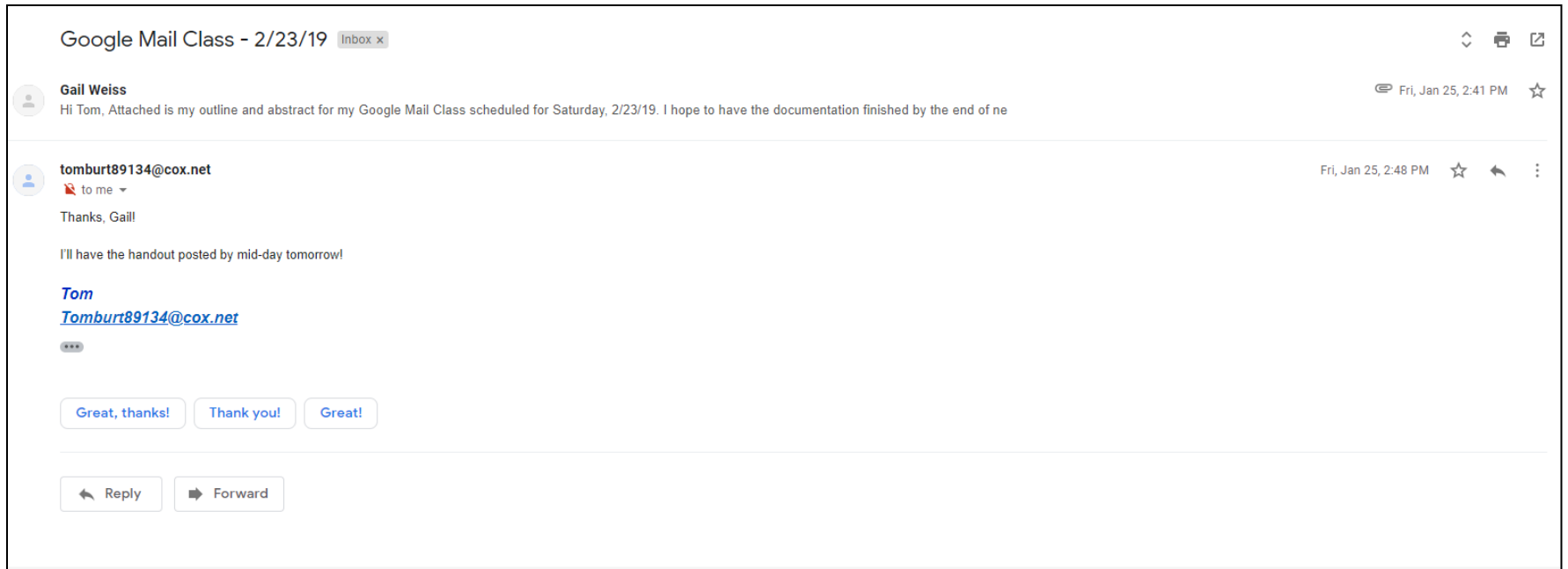
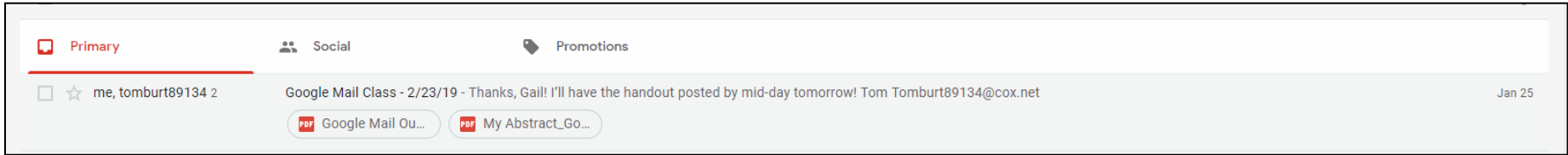
- ▶ Click  to Attach Files
- ▶ Click  to Attach Files Saved on Google Drive
- ▶ Click  to Attach Pictures

# Replying to a Message



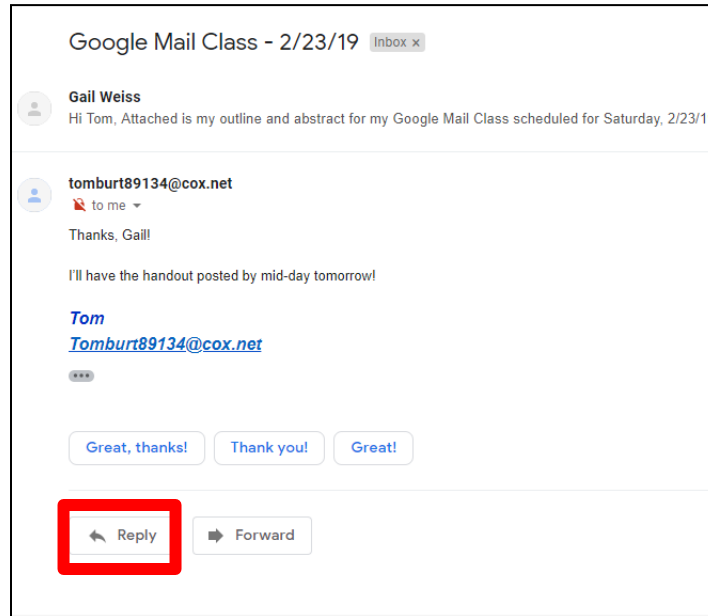
# Reading a Message

▶ Double-click to open the message:



# Replying to a Message

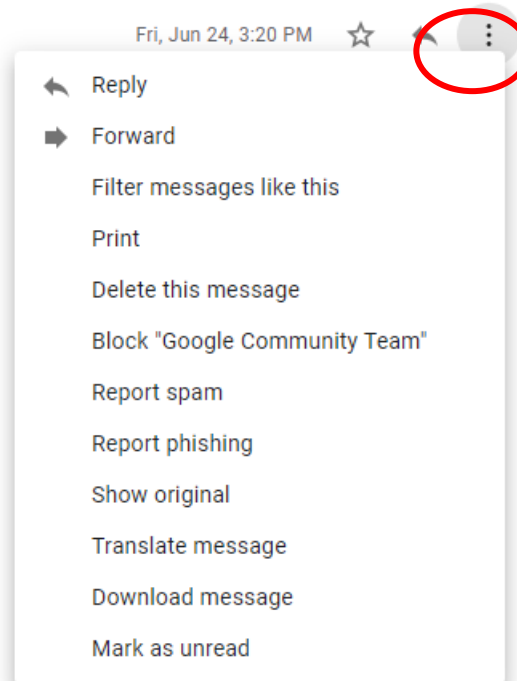
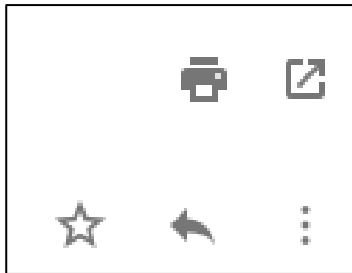
- ▶ Click Reply
- ▶ Type your message
- ▶ Click Send



# Icons within a Message

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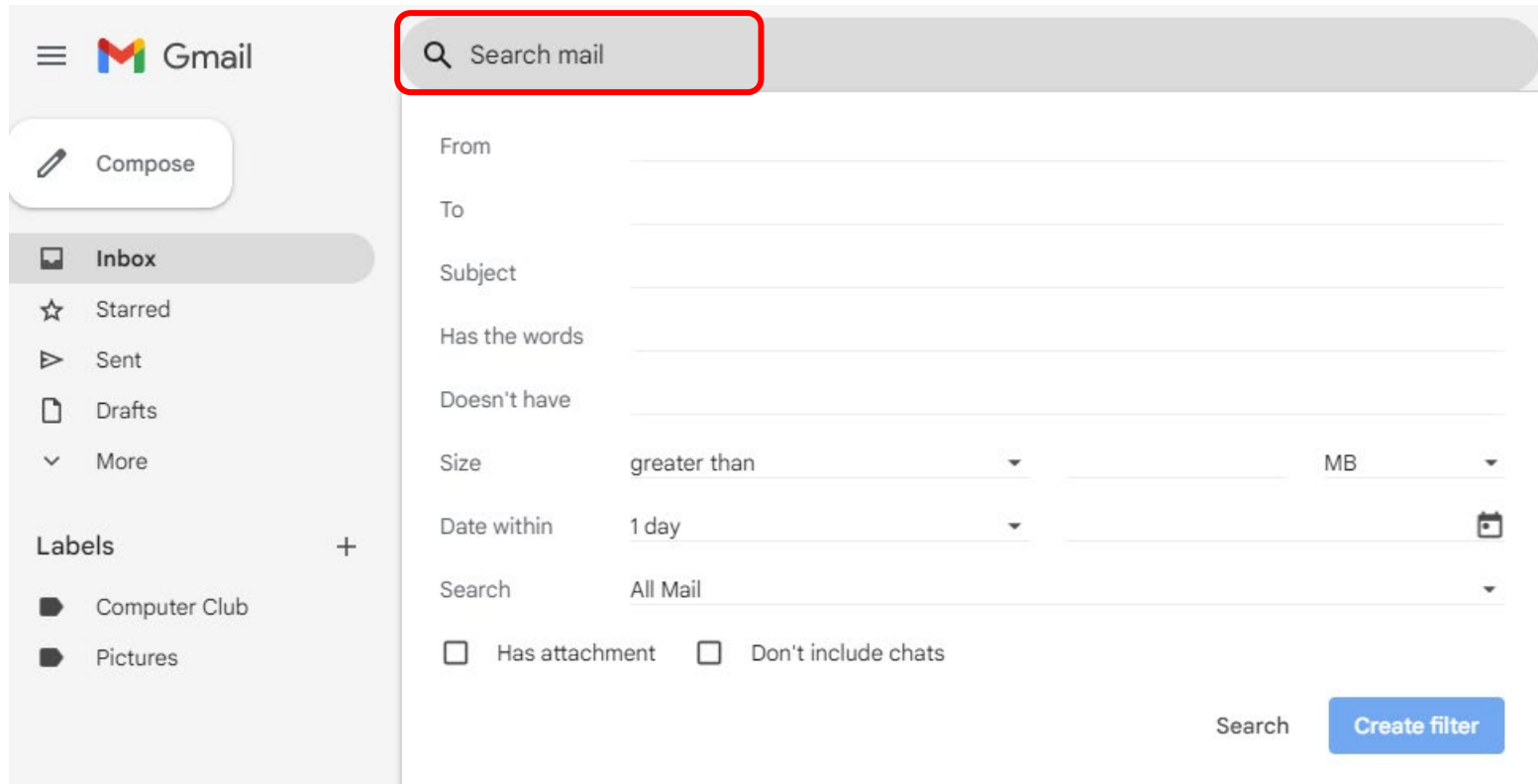
- ▶ Hover over each icon for a description of each
- ▶ Click on the menu (three dots) for other options



# Searching for a Message

# Searching for a Message (Computer)

## ▶ On a Computer:



The screenshot displays the Gmail search interface on a computer. The search bar at the top is highlighted with a red box and contains the text "Search mail". Below the search bar, there are several search filters and options:

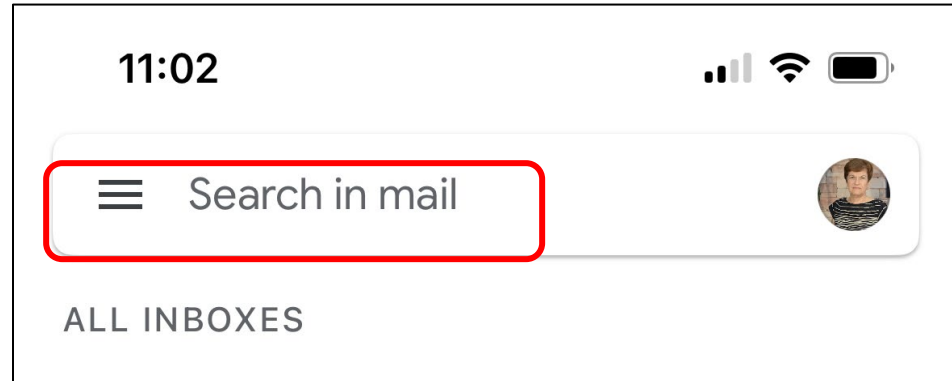
- From: \_\_\_\_\_
- To: \_\_\_\_\_
- Subject: \_\_\_\_\_
- Has the words: \_\_\_\_\_
- Doesn't have: \_\_\_\_\_
- Size: greater than \_\_\_\_\_ MB
- Date within: 1 day \_\_\_\_\_
- Search: All Mail

At the bottom of the search filters, there are two checkboxes:  Has attachment and  Don't include chats. On the right side, there are two buttons: "Search" and "Create filter".

# Searching for a Message (iPhone)

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▶ From Gmail App:



▶ From Mail App:

