

Google Mail

Quick Reference Card

Inbox

Starred
Important
Sent Mail
Drafts

▶ Circles

2015 Inventory
Adding mailboxes t...
Administrative Imp...
Apps store volume ...
Asset Transfer Form
Assigned to Tech
Boardmaker Comp...
Building Floorplan
Chromebook Adapt...
ChromeBook Images

Starred and Important

Messages: Use stars and the important label to easily mark certain messages as important or indicate that you need to reply to them later. Easily pull them later by clicking on the label



Display density:

- ✓ Comfortable
- Cozy
- Compact

Configure inbox

Settings

Manage this domain

Themes

Send feedback

Help

Organizing your Email

Gmail uses **Labels** to help you organize your messages into any categories that you choose. Labels do all the work that folders do, but with an added bonus that you can add more than one to a message.

To Create a Label:

1. On the left side of the page, click MORE at the bottom of your labels list.
2. Click Create new label
3. Type the name of your new label and click create.

You can also use sub-labels underneath another label that's already in your account by checking the box next to 'Nest Label under' and selecting which label you'd like to nest it under.

If you prefer to use labels in the more traditional mode, select the folder icon at the top of the message which will enable you to move the email into the label (folder).

Deleting Messages

Now that you have 25GB of storage in your email account, you are far less likely to need to delete emails to stay under quota. When you delete an email, it goes from your inbox into the deleted items folder. After 30 days, it will disappear for good.

Alternately, you can archive an email. This moves it from your inbox to another folder called "All Mail". This will remove it from your immediate view, but you can still find it via the search box.

Historically, people have reporting the following reasons for wanting to delete messages:

1. To get them out of my inbox / out of the way.
2. To Free up space.
3. Because it's something sensitive that they don't want to hang around.
4. Because it's junk mail.

In Gmail, you can do the following in response to the points above:

1. Use **Archive**, this gets it out of the way but you can still find it with the search box
2. Google's space is very generous so there is really no need.
3. Yes, delete the email.
4. Use the **Report Spam** button. It helps Google learn, and you'll be less likely to see that sort of spam in future.

Settings - Email Signatures and your Out of Office Message

If you want to sign off your messages with a customized signature, you would set up an **email signature**. This signature will appear on all of your outgoing messages and can be deleted from individual messages if needed.

If you are not going to be reading your email for a while (e.g. Vacation or Holiday), it's useful to set up an **Out of Office Message**. This message will automatically be sent to anyone who sends you a message while you are away.

The screenshot shows two side-by-side settings panels. The left panel is for 'Signature' and the right is for 'Vacation responder on'. Both panels show a rich text editor with various formatting options. The signature panel shows a signature for Brandy Favilla, Technology Assistant at Handicenter, with contact information and a mission statement. The vacation responder panel shows settings for a vacation responder on, including a first day of July 22, 2015, and a last day of July 27, 2015. The message text for the vacation responder is: 'I will be out of the office beginning Wednesday, July 22 and returning on Tuesday, July 28. If you need assistance during this time, please contact our district tech at techsupport@isd728.org'.

Type unto others as you would have them type unto you!

