

GMail



Scoville Memorial Library, Salisbury, CT

scovlibn@gmail.com

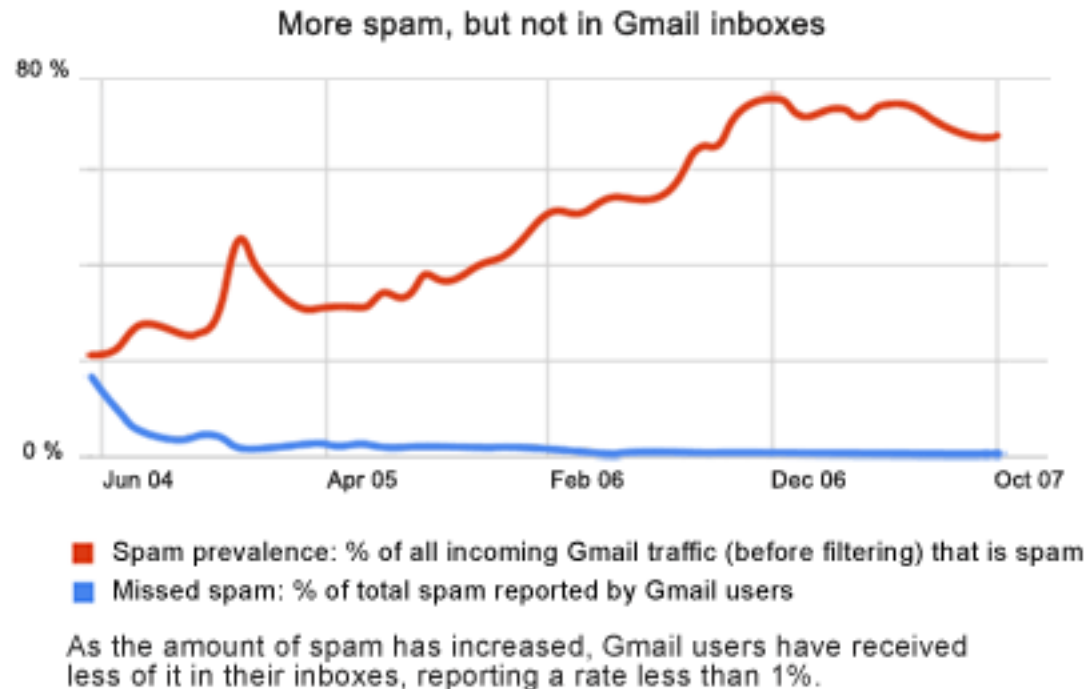
Types of Email

- Email software such as Outlook, Outlook Express, Eudora lives on your computer
- The email account with the address and technical info is created in the software and when you open the software on your computer, you get your email
- Web based email allows you to connect to an internet site where your email "lives" -no software necessary
- This allows you to use your email from any spot where you connect to the internet
- You cannot lose addresses or email since it lives on a giant server which is backed up

Gmail - Google's Email

Why Gmail?

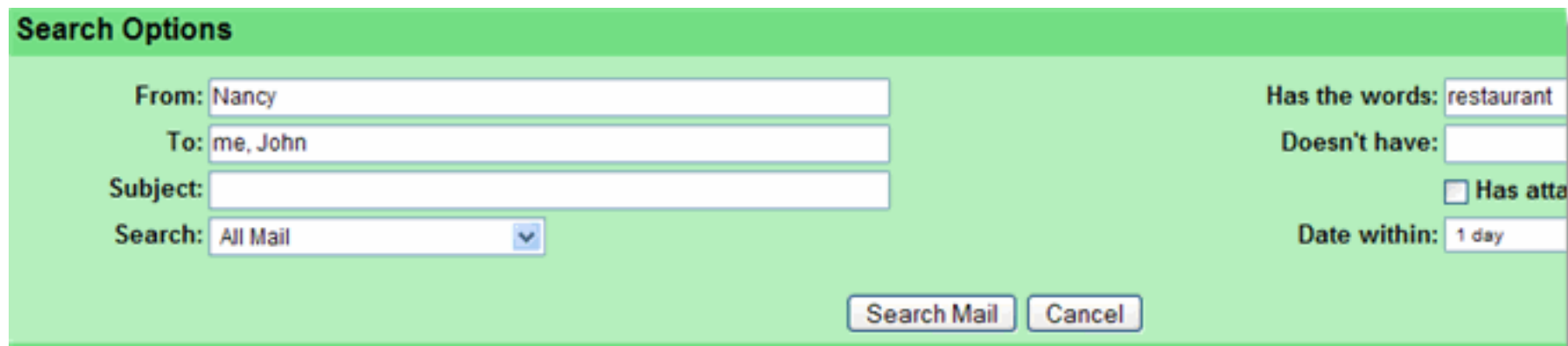
Less Spam - Gmail blocks spam before it gets to you inbox



All email is searchable

Search by sender, word, subject, etc.

If your search is a little complicated -- maybe you're trying to find a message from your mom, about a restaurant, and you remember that she sent it to you and your brother. Just click **Show search options**. You can enter all of these criteria (and then some) to refine your results.



Search Options

From: Nancy

To: me, John

Subject:

Search: All Mail

Has the words: restaurant

Doesn't have:

Has attachments

Date within: 1 day

Search Mail Cancel

Conversations

- Gmail groups all replies with their original message, creating a single **conversation** or thread.
- In other email systems, responses appear as separate messages in your inbox, forcing you to wade through all your mail to follow the conversation. In Gmail, replies to replies (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message -- or to follow the **conversation**
- To see all the messages in a conversation, just click **Expand all**.

Create a New Account

mail.google.com - create account

Get started with Gmail

First name:

Last name:

Desired Login Name:

@gmail.com

Examples: JSmith, John.Smith

check availability!

Choose a password:

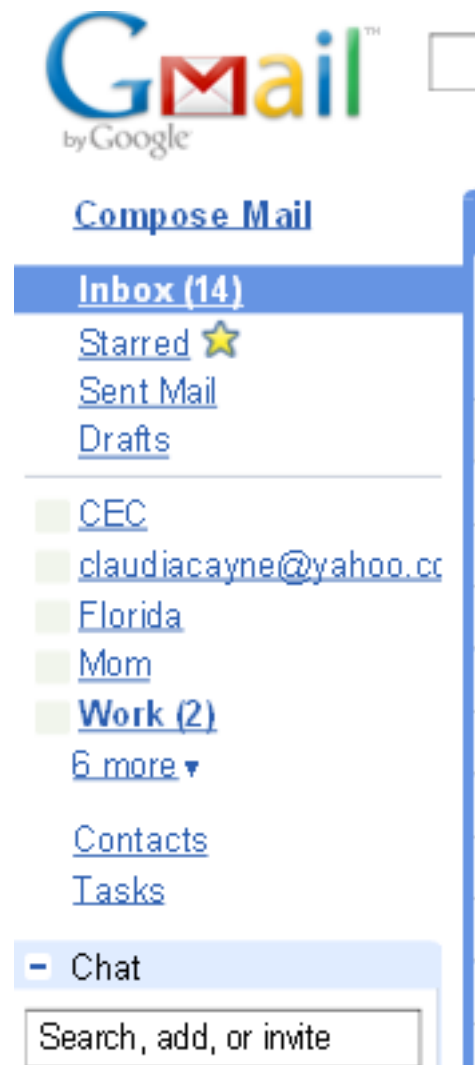
[Password strength:](#)

Minimum of 8 characters in length

fill out remainder of form

Using Gmail

- mail.google.com - sign in using email address & password
- if you have multiple accounts, sign out and sign in using different account
- Compose mail- to send a message
- Inbox shows number of unread conversations
- Sent mail
- Drafts - unsent messages
- List of labels you created
- Contacts - address book
- Tasks - optional - create a to do list
- Chat - you can chat with a contact if he/she is signed in




Sending Messages

- Click the **Compose Mail** link on any Gmail screen (it's on the left, under the Gmail logo).
- Enter your recipient's email address. You can type the address in the 'To:' field, or find the address in your [Contacts list](#).
- Enter a subject for your message in the 'Subject:' field.
- Write your message! Just click in the large field and type away.
- When you're done composing, click the **Send** button (located just above the 'To:' field). You'll see a confirmation at the top of the window that your message was sent.

Sending Messages - Extras

- Change the formatting, font, and color of your message text using the tools located above the compose window.
- Attach files by clicking under subject line and select from files stored on your computer.
- Use the *carbon copy* feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **Add Cc**. The *blind carbon copy* field (click **Add Bcc** to display) lets you hide recipients' addresses and names from one another.
- When you begin to type an address, Gmail will suggest complete addresses from your Contacts list.
- As you compose a message, it is automatically saved every few minutes. You can also click the **Save Now** button at any time to save what you've written.

Creating contacts

- Click **Contacts** along the left side of any page.
- Contacts are like your address book - people you email
- Click the **New Contact** button in the top-left corner of the Contact Manager.
- Enter your contact's information in the appropriate fields.
- Click **Save** to add your contact.
- When you reply, reply all or forward, a contact is created automatically. 
- You can create a Group for contacts, such as Friends, Family, Co-workers (Gmail's default groups)

Contact Manager

- Click on contacts on left side
- Edit Contacts & Groups
- This is where you can add info for a person, put them in group, delete from a group, etc.

The screenshot displays a contact management interface. At the top, there are two buttons for adding contacts, a search bar labeled "Search contacts", and links for "Import", "Export", and "Print". Below this is a list of contact groups on the left, including "My Contacts" (55), "Friends" (0), "Family" (6), "Coworkers" (0), "Library Board" (14), "Library Staff" (9), "All Contacts" (127), and "Most Contacted" (20). A central list shows individual contacts with checkboxes, and "Amy Terlaga" is selected. To the right of the list are buttons for "Edit", "Groups", "Move to My Contacts", and "Delete contact". The detailed view for "Amy Terlaga" shows her name, email address "terlaga@biblio.org", a "Show in chat list" dropdown set to "Auto", and a "Recent conversations: Show" link. A placeholder for a profile picture is visible on the right.

Group	Count
My Contacts	55
Friends	0
Family	6
Coworkers	0
Library Board	14
Library Staff	9
All Contacts	127
Most Contacted	20

Contact Name	Selected
1904@redlandhotel.c	<input type="checkbox"/>
Amy Terlaga	<input checked="" type="checkbox"/>
barnacle10@bellsout	<input type="checkbox"/>
Bernard S. Cayne	<input type="checkbox"/>
Betsy Godwin	<input type="checkbox"/>
Betsy Parker	<input type="checkbox"/>
betsyp	<input type="checkbox"/>
Buckberg, Elaine	<input type="checkbox"/>
Carol Yarrison	<input type="checkbox"/>

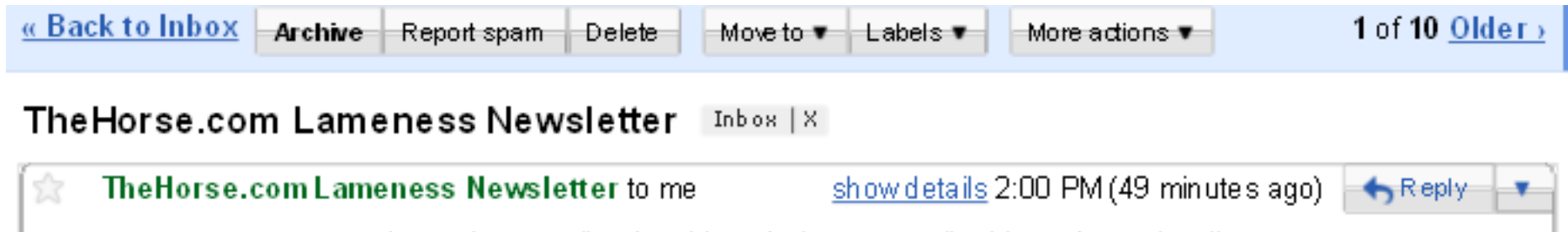
Inbox - Receiving Messages



- Gmail messages are grouped into conversations so that all follow-ups and responses appear as a single line in your inbox.
- Use the check boxes to select conversations, and then perform actions on those selected conversations.
- Names of message senders are listed on the left.
- Unread messages are bolded.
- The total number of messages is listed in parentheses.
- All labels appear in the bottom left corner.

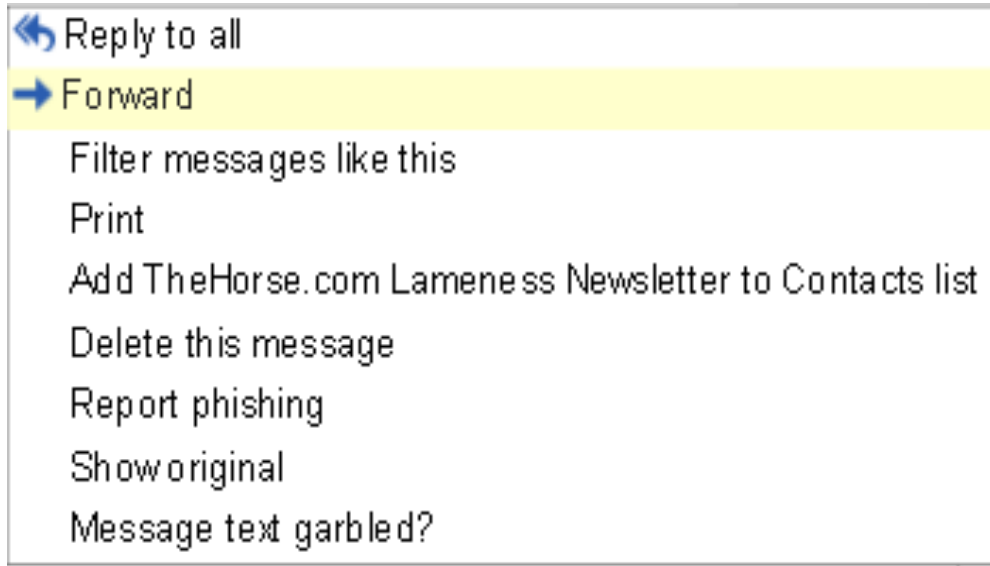
Viewing Messages

Click on a message to open it



- Options for next step appear at top of screen
- Navigate to another message by clicking on Older or Newer in upper right corner
- Gmail displays messages newest first
- Archive stores message and removes it from Inbox. Retrieve archived messages by using search feature

Reply & Other Options

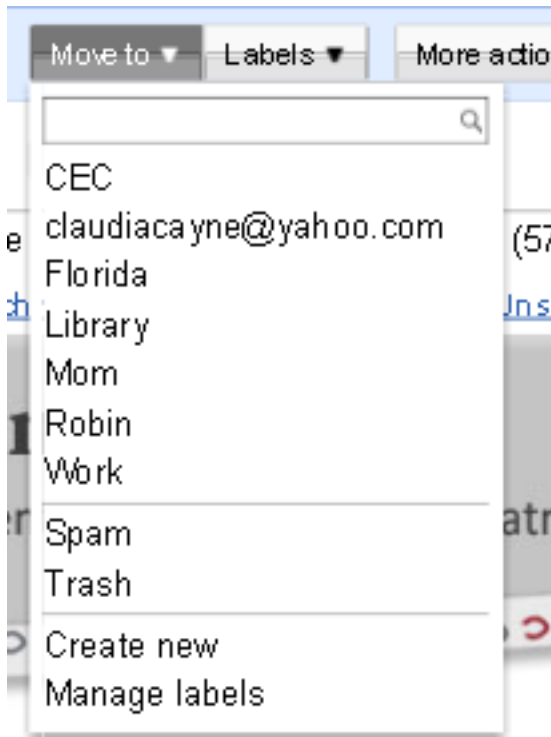


To reply click on Reply in upper right corner while viewing a message
For more options, click on down arrow to right of Reply

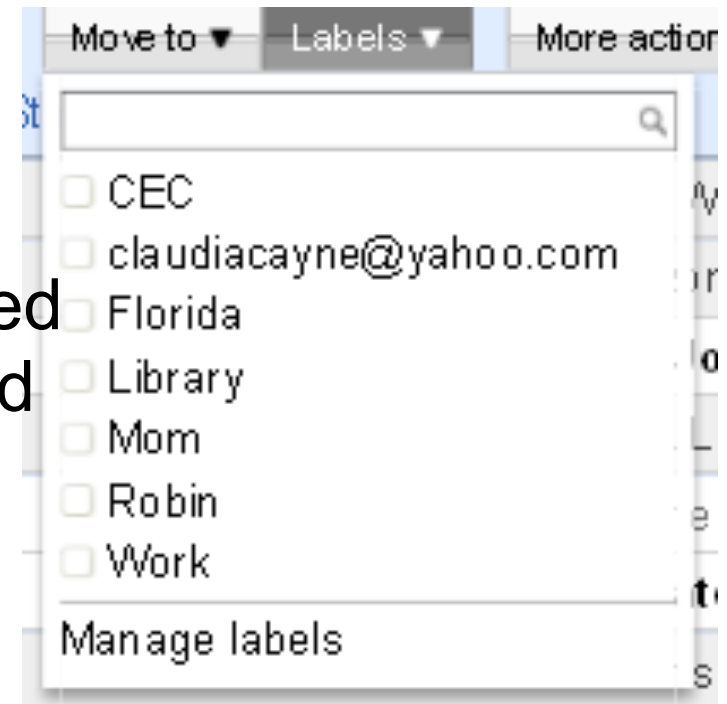
- Reply to all (senders and cc)
- Filter
- Add sender to contacts list
- Report phishing
- Show original shows html code of message
- Message text garbled allows you to see message without formatting

Other Options

Move To menu moves selected messages to different folder. You can also manage and create labels from this menu.



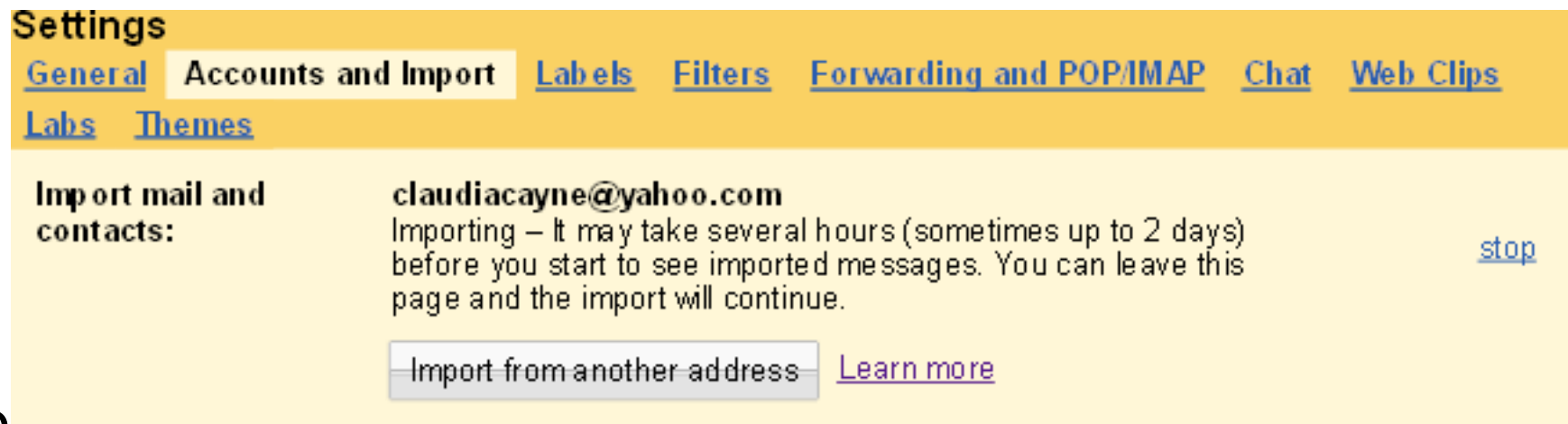
Labels menu applies labels to selected messages. You can also manage and create labels from this menu.



Import an Existing Web Email Account

Gmail now migrates email and contacts from other email providers, including Yahoo!, Hotmail, AOL, and [many more](#). You can do this without closing your existing email.

- Setting tab of your new gmail account
- Accounts and Import



The screenshot shows the Gmail 'Settings' page, specifically the 'Accounts and Import' tab. The page has a yellow header with navigation links: [General](#), [Accounts and Import](#) (selected), [Labels](#), [Filters](#), [Forwarding and POP/IMAP](#), [Chat](#), [Web Clips](#), [Labs](#), and [Themes](#). Below the header, the 'Import mail and contacts' section is active. It shows the email address 'claudiacayne@yahoo.com' and a message: 'Importing – It may take several hours (sometimes up to 2 days) before you start to see imported messages. You can leave this page and the import will continue.' To the right of this message is a [stop](#) link. At the bottom of the section, there is a button labeled 'Import from another address' and a [Learn more](#) link.

- Follow instructions

Chat

You can chat with any other Gmail users

To invite a Gmail user:

1. In the 'Search, add, or invite' box at the top of the Chat area, type your friend's username. If they're already in your Contacts, Gmail will pre-populate their username.
2. Click **Invite to chat**.
3. In the window that appears, click **Send Invites**. A yellow notification banner lets you know your invitation has been sent successfully.

Import Email from POP3 Account

- A POP3 account is non-web based and is accessed through software, such as Outlook, Thunderbird, Mac Mail, etc. This is more complicated and requires a greater understanding of computers
- You use Gmail's Mail Fetcher which can download messages from up to five other email accounts, centralizing all your email in Gmail. [Setting up Mail Fetcher](#) is easy and free, but the email accounts you'd like to fetch from must support POP access
- For full instructions: <http://mail.google.com/support/bin/answer.py?answer=21288>

Setting Up Your Gmail Account

Settings Tab - General

Curious - click on the **Learn More** link from any page

Settings

General [Accounts and Import](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#)
[Labs](#) [Themes](#)

Language: Gmail display language: English (US) [Show all language options](#)

Maximum page size: Show conversations per page

Keyboard shortcuts: Keyboard shortcuts off Keyboard shortcuts on
[Learn more](#)

External content: Always display external content (such as images) sent by trusted senders - [Learn more](#)
 Ask before displaying external content

Browser
connection:
[Learn more](#)

- Always use https
- Don't always use https

- If you sign in to Gmail via a non-secure connection, like a public wireless, you may be more vulnerable to hijacking. Non-secure networks make it easier for someone to impersonate you and gain full access to your Google account. We recommend selecting the 'Always use https' option in Gmail any time your network may be non-secure.
- Enabling https may cause errors when using older versions of the Gmail for mobile application. It may make Gmail a bit slower. If you trust the security of your network, you can turn this feature off at any time.

- Gmail allows you to have a picture associated with your email
- It also lets you see pictures from senders
- You can create a signature for your Gmail account

My picture:

[Learn more](#)

[Change picture](#)

Picture

Visible to everyone

Visible only to people I can chat with

Contacts' pictures:

[Learn more](#)

Show all pictures

Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed.

Signature:

(appended at the end of all outgoing messages)

No signature

Claudia Cayne
Sharon, CT

- You can use symbols to code incoming email
- You can show bit of message in inbox
- Easy to enable vacation responder

Personal level indicators:

- No indicators**
- Show indicators** - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.

Snippets:

- Showsnippets** - Show snippets of the message (like Google web search!).
- No snippets** - Show subject only.

Vacation responder:

(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)

[Learn more](#)

- Vacation responder off**
- Vacation responder on**

Subject:

Message:

Only send a response to people in my Contacts

- **Attach a file** - select as many files as you'd like (hold down the **Ctrl** key as you click to select multiple files) - Click **Open**
You'll see a progress bar next to each file, indicating whether it's finished uploading.
- Each time you send a message, Gmail automatically selects an appropriate encoding.
- Sometimes, a recipient may not be able to properly view the message you've sent. If this happens, try using 'UTF-8' (Unicode) for all outgoing mail.

Outgoing message encoding:

[Learn more](#)

- Use default text encoding for outgoing messages
- Use Unicode (UTF-8) encoding for outgoing messages

Attachments:

- Advanced attachment features** - See progress bars when attaching files to messages, and attach multiple files at once. Requires flash. [Learn more](#)
- Basic attachment features** - Attach one file at a time and don't show progress bars.

Spam

Delete forever Not spam Move to ▾ Labels ▾ More actions ▾ Refresh 1 - 6 of 6

Select: All, None, Read, Unread, Starred, Unstarred

[Delete all spam messages now](#) (messages that have been in Spam more than 30 days will be automatically deleted)

- Spam is junk email - folder is on left. If you don't see it, click on "more" above Contacts
- Open it and see what messages Gmail considers spam
- You can Delete Forever (after 30 days will automatically be deleted).
- Change to Not Spam - future messages from sender will not be considered spam

Gmail Settings - Accounts & Import

Settings

[General](#) **Accounts and Import** [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#)
[Labs](#) [Themes](#)

Import mail and contacts:

claudiacayne@yahoo.com

Initial import done. New messages will be forwarded as they arrive.

[stop](#)

[Import from another address](#) [Learn more](#)

Send mail as:

Claudia Cayne <cecayne@gmail.com>

default

[edit info](#)

Claudia Cayne Work <ccayne@biblio.org>

[make default](#)

[edit info](#)

[delete](#)

Claudia Cayne <claudiacayne@yahoo.com>

[make default](#)

[edit info](#)

[delete](#)

[Send mail from another address](#) [Learn more](#)

When receiving a message:

Reply from the same address the message was sent to

Always reply from default address (currently cecayne@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail using POP3:

ccayne@biblio.org

[edit info](#)

[delete](#)

Last checked: 2 minutes ago. [View history](#) [Check mail now](#)

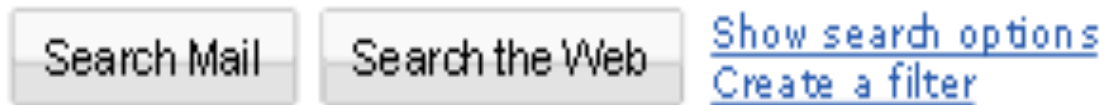
[Add POP3 email account](#) [Learn more](#)

Gmail Settings - Labels

- Labels do all the work folders do and give you an extra bonus: you can add more than one to a [conversation](#). Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail page.
- Standard labels are inbox, trash, spam
- To create your own,
 - Click the **Labels** drop-down menu or if you have keyboard shortcuts enabled, type **L**. Or, just click Settings > Labels.
 - Select **Create new**.
 - Type the name of your new label and click **Ok**

Gmail Settings - Filters

- Filters allow you to manage the flow of incoming messages. Using filters, you can automatically [label](#), archive, delete, star, or forward your mail, even keep it out of Spam -- all based on a combination of keywords, sender, recipients, and more.



- To create a filter, click on button
- You can always delete or edit filters

- Choose any or all of the criteria
- Click **Test Search** to see which messages currently in Gmail match your filter terms. You can update your criteria and run another test search, or click **Next Step**.

Google

Create a Filter

[Hide filter options](#)

Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.

From:

Has the words:

To:

Doesn't have:

Subject:

Has attachment

[Show current filters](#)

Cancel

Test Search

Next Step »

- Select one or more actions from the list. These actions will be applied to messages matching your filter criteria in the order in which the actions are listed -- for example, you could choose to **Forward** matching messages to a specific email address, then **Delete** the messages.
- If you'd like to apply this filter to messages already in Gmail, select the **Also apply filter to x conversations below** checkbox.

by Google

Create a Filter

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: **to:(ccayne@biblio.org)**, do the following:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label:

Forward it to:

Delete it

Never send it to Spam

[Show current filters](#)

Cancel

« Back

Create Filter

Also apply filter to 23 conversations

Forwarding & POP IMAP

Forwarding:

Disable forwarding

Forward a copy of incoming mail to and

What's the difference between IMAP and POP?

Unlike POP, IMAP offers two-way communication between your web Gmail and your email client(s). This means when you log in to Gmail using a web browser, actions you perform on email clients and mobile devices will instantly and automatically appear in Gmail. IMAP provides a better method to access your mail from multiple devices. Finally, IMAP offers a more stable experience overall.

If you're trying to decide between using POP and using IMAP with Gmail, we recommend IMAP.

Chat

- Gmail has a free add-on that allows you to use voice and video in a chat
- If your computer doesn't have a camera, they have recommendations

Auto-add suggested contacts:

- Automatically allow people I communicate with often to chat with me and see when I'm online. [Learn more](#)
- Only allow people that I've explicitly approved to chat with me and see when I'm online.

Sounds:

- Sounds on** - Play a sound notification when new chat messages arrive. Requires Flash. [Learn more](#)
- Sounds off**

Emoticons:

- Emoticons on** - When an emoticon is sent ;-) it will automatically animate.
- Emoticons off**

For More Information:

Keyboard Shortcuts

[http://mail.google.com/support/bin/answer.py?
hl=en&answer=6594](http://mail.google.com/support/bin/answer.py?hl=en&answer=6594)

Overview

<http://mail.google.com/mail/help/about.html>

Getting Started

[http://mail.google.com/support/bin/answer.py?
answer=90877&topic=12925](http://mail.google.com/support/bin/answer.py?answer=90877&topic=12925)

Help

<http://mail.google.com/support/?ctx=about&hl=en>