Gmail Basics:

Sending, replying, attachments, and printing messages

Your inbox

Log in to Gmail. You'll see a list of any messages you've received in your Inbox. Here's an example:

Solarmora	Search Mail Search the Web Show search estions Create a lifter	
Compose Mail	Archive Report spam Delete Move to V Labels V More actions V Refresh	1 - 3 of 3
Starred 🗘	Select: All, None, Read, Unread, Starred, Unstarred	
Sent Mail	Updated: Schedule of upcoming seminars - Below, please find the updated :	5:48 pm
Drafts	I Joanna Rondeau (2) Fwd: Test results for Project Goo - Hi Team Below is a link to a Google sprea	5:43 pm
5.1	Christina Beckmann Weekly Wrapup - All: Here's your summary of Sales' activity for the week	5:41 pm
Follow up	📋 🗇 Alex Dave, Scott (5) 🔹 🔹 Re: New product launch next month - Hi Steve I'd like to discuss the details	5:37 pm
Priority	🔲 🔅 Cliff Hao » [Updated Invitation] 10-11: Weekly Meeting @ Wed Oct 29 10am – 1 📑	3:44 pm
4 more v	S Jennifer Alex (4) Meeting preparation - Steve, Can we meet this afternoon to go over our summary	5:35 pm
Contacts	Dave, Lisa » Report review - Hello Steve: Thank you for sending your report. Below are my co	5:34 pm
Tasks	Select: All, None, Read, Unread, Starred, Unstarred	
	Archive Report spam Delete Move to v Labels v More actions v Rofresh	1 - 3 of 3
	Shortcuts: o - open y - archive c - compose j - older k - newer more a	
	You are currently using 0 MB (0%) of your 25600 MB.	

Unread messages are in **bold**. To open a message, simply click it in your message list.

About conversations

Replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox**:

Archive	Report spam	Delete	Move to v	Labels v	More actions v	Refresh	1 - 2 of 2
Select: All, None, Read, Unread, Starred, Unstarred							
🖲 🖄 Ca	arla, Murthy ((3)	1	For review	: Add-on modu	le design plans - Hello Team, Attached are	🖉 6:32 pm
🏽 🖸 🖄 me	e, Gavin (2)		:	Sales Fla	: New 500 series	s solar panels flying off the shelves! - Patricia	Mar 4

Note that the number of messages in a conversation appears to the right of senders' names.

Here's what an opened conversation looks like:

Carla Chrome Hello Team, Attached are the new of	design plans for the add-on solar panel Oct 1 👌
Murthy Desdai ²² Hi Carla Thanks for sending the late	est plans for the add-on module! Looking f. Oct
Carla Chrome to Murthy, Patricia, me	show details Oct 1 Septy 1
Hi Murthy,	
concentrate this review on the revisions to the add-on mo	odule logic design.
concentrate this review on the revisions to the add-on mo Thanks! Carla - Show guoted text -	odule logic design.
Concentrate this review on the revisions to the add-on mo Thanks! Carla - Show quoted text -	odule logic design.
Thanks! Carla - Show quoted text - > Reply ^{(*} → Reply to all → Forward	odule logic design.

Note: You can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

Compose a message

1. In the pane on the left, click **Compose Mail**.



2. In the **To** field, type the first few letters of recipient's name to look up the address in your corporate directory.

Send Save Now Discard				
<u>To:</u>	m			
Subject:	"Marcos Tenuda" <mtenuda@solarmora.com> "Margot Ramsey" <margot@solarmora.com> "Mary Dorma" <mdorma@solarmora.com></mdorma@solarmora.com></margot@solarmora.com></mtenuda@solarmora.com>			
в	U <i>F</i> · fT· T ₂ T ₂ ¹			

3. Enter a subject and the message text.

Add an attachment

When composing a message, click Attach a file, and then browse to the file on your computer:

Subject:	Project status
	Attach a file Invitation
B /	u 🎢 ff. Ts 😨 🙂 🔚 🗄

Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:



Send a message

At the top or bottom on the message window, click Send.

Saved	Discard	Draft autosaved at 4:42 PM (24 minutes ago)
	Saved	Saved Discard

(Or, if you change your mind, click **Discard**.)

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.

2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).

• Reply	M Reply to all	→ <u>Forward</u>	

- 3. Optionally, add other email addresses to which to send the reply.
- 4. Enter your reply in the message field.
- 5. At the top or bottom of the message, click Send.

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To forward a message or single message in a conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.

2. At the bottom of the message, click Forward.

orward
40

3. Enter the email addresses to which to forward the message, and add any notes in the message field.

Note: If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click Send.

To forward an entire conversation:

- 1. Open the conversation.
- 2. At the right of the conversation view, click Forward all.

Oct 30 (3 days ago)	Oct 30 (3 days ago)	Print all Expand all Envard all
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3. At the bottom or top of the message, click Send.

Note: The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation:

- 1. Open the message or conversation.
- 2. At the upper right of the message, click **Print all**.



A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

To print a single message in a conversation:

- 1. Open the conversation and select the message you want to print.
- 2. Click the down arrow to the right of **Reply**, and then click **Print**.



A printer-friendly version of the message appears.

3. Use your web browser's **Print** options to print the message.

Set Up Your Email:

Signatures, labels, & filters

Create an email signature

- 1. Open Gmail.
- 2. In the upper-right corner of the Mail window, click Settings.
- 3. On the **General** page, in the **Signature** section, enter your signature in the box.
- 4. Optionally use the options to format the text and add links and images.
- 5. Click **Save** at the bottom of the page.

Note: You can set up only one signature.

Create and apply email labels

Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to message, so you can "store" a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on your messages in your Inbox, so you can quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

To create a label:

1. Click the Labels drop-down menu and choose Manage labels:



Tip: Alternatively, you can click **Settings > Labels**.

2. Under Labels, in the Create a new label field, type the name of your new label, and then click Create:

Labels	Create a new label Create	show all hide all
	DX2 Project (2 conversations)	show hide remove
	Follow up (0 conversations)	show hide remove
	Misc (0 conversations)	show hide remove

To change the color of a label:

1. In your Labels list on the left, click the square to the left of a label. For example:



2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:



You can remove a color by clicking **Remove color** below the color palette.

<<applies if enabling Gmail Labs>>

Tip: Not enough colors? Try the **Custom Label Colors** feature in Google Mail Labs. In the upper-right corner of your Mail window, click **Settings > Labs**.

To apply a label to a message:

1. Select the check box next to the messages you want to label, and then select the label name from the **Labels** drop-down menu. (Note that you can select more than one label.)

Archive Report spam Delete	Move to 🔻 Labels 🔻	More actions v Refresh
Select: All, None, Read, Unread,	۹ م	
🕨 🗹 🕅 Marcos Tenuda	DX2 Project	member! - Hello Patricia! We ha
🗄 🔲 🛱 Jasmine Carmine	小Follow up	ncement: Benefit plan updat
🗄 🔲 😭 Murthy Desdai	Priority	bout website updates - Hello Pa
🗄 🗖 🗇 Gary Goodman	Purchasing	Quote for Apollo transistors - H
🗄 🗖 🖄 Mary Dorma	Suppliers	Let's collaborate on DX2 - Hi
🗄 🔲 🏠 Mary Dorma	Apply	Purchasing PO #53900 - Energy
🗄 🔲 🕯 Carla, Murthy (3)	For review.	Add-on module design plans - I

2. Click Apply:

Move to 🔻	Labels v
1	Q
✓DX2 Pro	ject -
Follow u	P j
 Misc 	
 Priority 	
Purchas	ing
 Supplier 	s t
Apply	è
	of review.

Tip: If you want to move the messages out of your Inbox *at the same time* you apply a label to them, select the messages, and then select a label in the **Move to** drop-down menu.

Or, just click and hold in the gray area to the left of the message...

F	🗄 🗖 🛱 Jasmine Carmine	HR announcement: B
Γ	💑 🗖 😂 Marcos Tenuda	New team member! - H

...and drag it to a label's name:



To move labeled messages out of your Inbox:

- 1. Select one or more labeled messages in your Inbox.
- 2. Click Archive.

To view a labeled message you archived, just click the label on the left.

Set up email filters

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

Note: Gmail filters are similar to Email Rules in [Microsoft Outlook/Lotus Notes].

1. Open Gmail.

2. In the upper right, click **Settings > Filters > Create a new filter**. Or, just click the **Create a filter** link at the top of the top of your Mail window:

Search Mail	Search the Web	Show search options Create a filter
		d b

3. Enter your filter criteria in the fields:

C	reate 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	ow current filters Cancel Test Search Next Step »			

4. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.

5. Click **Next Step**, then select one or more actions to apply to messages that match this filter's criteria:

Crea	ate a Filter Hide filter option
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: from:sd, do the following:	
🔲 Skip t	he Inbox (Archive it)
🗌 Mark a	as read
🗖 Star it	
C Apply	the label: Choose label 🛩
E Forwa	ard it to: email address
🗖 Delete	ə it
🗌 Never	send it to Spam
Show current filters	Cancel Create Filter Also apply filter to 0 conversations below.

Note: These actions are applied in the order in which they are listed. For example, you could choose to **forward matching messages** to a specific email address, and then **delete the messages**.

6. To apply the filter to messages you've already received, click **Also apply filter to [x] conversations below**.

7. Click Create Filter.