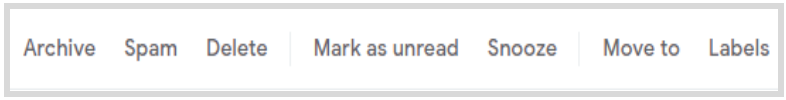
Gmail Features

Many of these features can be turned on and off using Settings under the Gear menu.

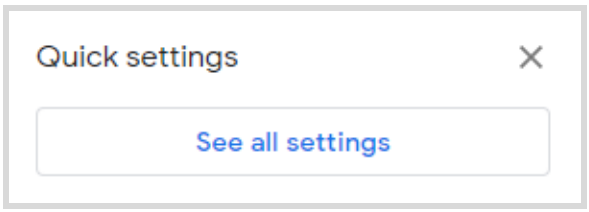
Button Label Settings

Shows functions as words rather than icons





Viewing the Inbox : Quick Settings



Under the Gear icon, you'll now find a sidebar with many of the basic configurations for viewing your inbox, and a link to the other settings.

Density and Themes

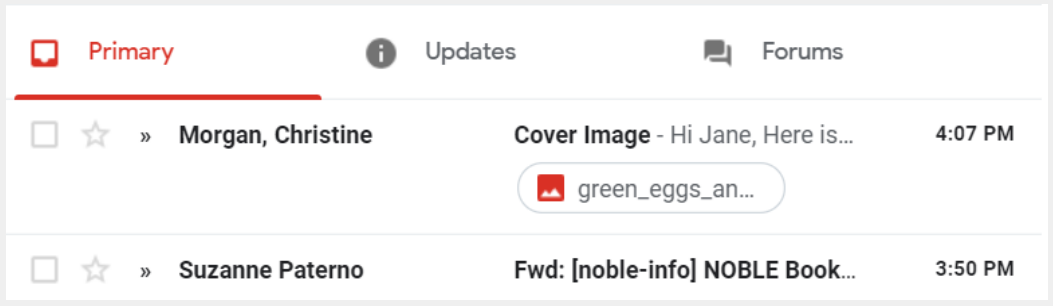
Density controls the spacing between messages. The default option shows previews of attachments.

Themes control the visual appearance, usually with an image as background.

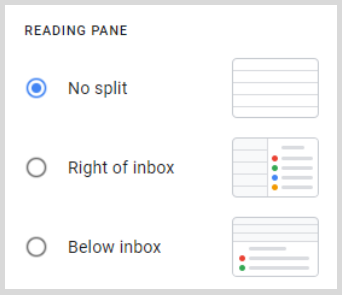
Inbox Type

There are several different options for arranging your inbox, including sending message to different category tabs, and setting up a separate section at the top of your inbox for specific types of messages: unread, "important" (as determined by Gmail based on your activity), starred, etc.

Category Tabs: Gmail sorts your incoming email into five broad categories: **Primary**, **Social**, **Promotion**, **Updates** and **Forums**, and can display some or all of these categories as tabs at the top of your inbox. Gmail is always sorting into categories in the background, so even if you don't usually have the tabs on, you can turn them on at any time, or choose the categories in the left sidebar. You can drag and drop a message from one tab to another, with the option to send similar messages to that tab in the future. For more control, you can use filters to refine which messages go into which categories.



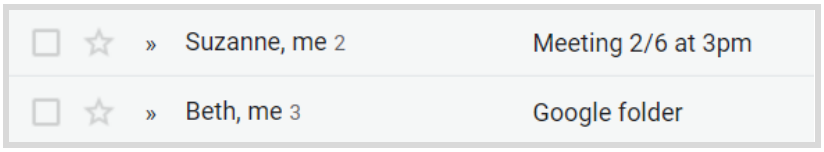
Reading Pane



This allows you to configure where a message appears when you open it.

Conversation View

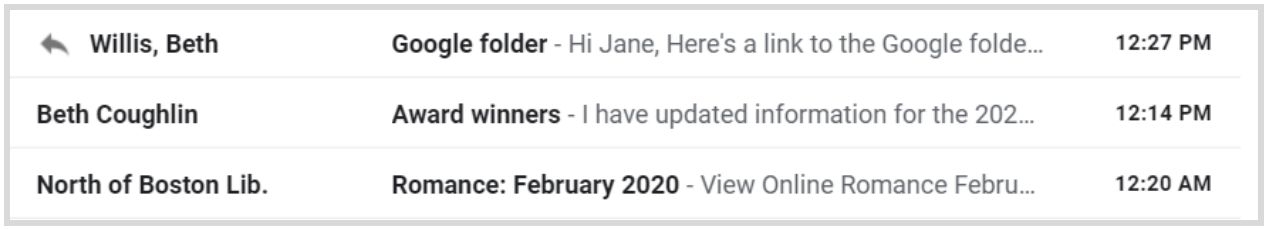
Groups messages into a thread of a message and its responses, shows thread as a single line in inbox, with the number of messages in each thread. It may not be a "true" thread, but be grouping based on the subject line. You can turn Conversation on and off at any time.



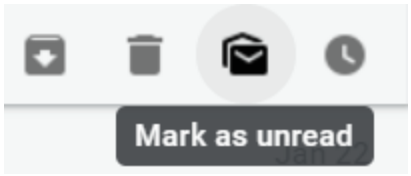
Other Inbox Settings

Snippets*

Displays preview of message in list



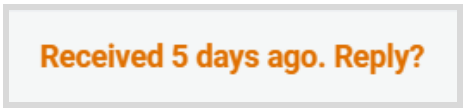
Hover Actions*

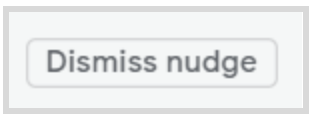


Provide easy access to **Delete**, **Archive**, **Mark Unread** and **Snooze** options from list of messages

Nudges*

Shows hints for messages that may need a response or follow-up action. Nudge appears in the inbox display.

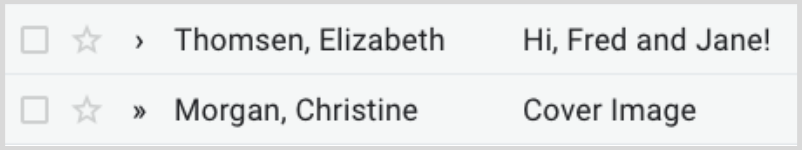




Hover over it and you get a **Dismiss Nudge** button

Personal Level Indicators*

Displays an arrow › by messages sent to your address and a double arrow **»** by messages sent only to you

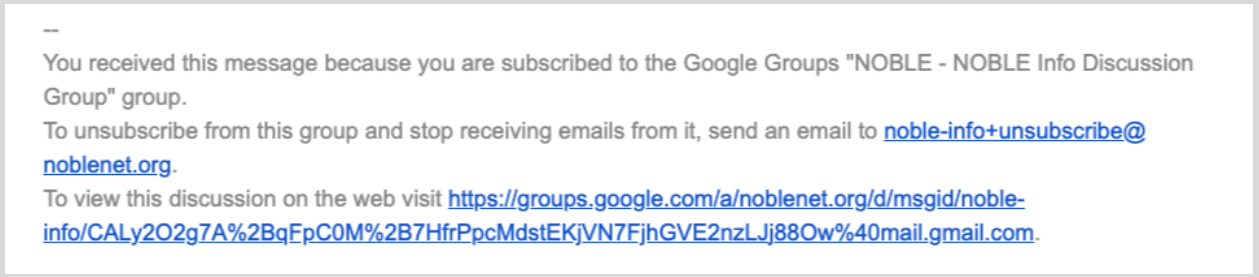


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Reading Messages

Show Trimmed Content

Gmail likes to streamline your reading experience by "trimming" content it considers repetitive and hiding it behind three dots. This includes signature files of senders and footer text for messages from groups. Clicking on the three dots reveals the trimmed content.



Reply or Reply All*

If a message was sent to you and others, you always have the option to **Reply** to the sender or to **Reply All** to the sender and all the other recipients. There's a setting where you can choose which option is the default -- **Reply** is a safer option. It's always a good idea to look at the To link before you reply to make sure you understand who will be getting the message.

Snooze*

You can **Snooze** a message to put it aside and have it reappear at the top of the Inbox at a later time. You can choose this option from the message itself or from the hover options in the inbox display. There's a Snooze option in the sidebar that shows you all your snoozed messages.

Mark as Spam

This reports the message and sender to Google, so you should only use this for messages that really are spam, and not just messages that you want to go away. You can choose this option from the message itself or from the hover options in the inbox display. If you get advertising or other repeated messages that you can't unsubscribe from, you can create a filter to automatically delete them.

Add a Star

You can add a star from the message itself or from the inbox display. A star means whatever you want it to mean. In **Settings**, you can configure multiple stars in different colors. You can also add stars using filters and stars can be used in an email search.

Mark Read/Unread

Messages are normally marked as Unread until you open them, but you can also set messages to be in **Read** or **Unread** status individually, as a batch, or using filters.

Move/Add Labels

Labels are the main organizational device for Gmail. Labels serve the same role as folders in other systems, but the same message can have multiple labels. You can use the **Add Labels** option to assign one or more existing or new labels to a message. You can also use the **Move** option to "move" a message from the index to one or more labels. The difference between the two options is that **Move** also removes the message from the **Inbox**. You can use filters to automatically add filters to incoming messages.

Archive

In Gmail the term **Archive** is used to refer to messages that are not in the Inbox but are not deleted. These messages can have labels, stars, etc., and can be found in search. You can use the **Archive** button to archive a message or group of messages. You can also set up a filter to designate that certain messages automatically **Skip the Inbox**.

Dynamic Content



Messages marked with a lightning bolt icon include dynamic content, which means that they can display updated content and you can perform actions directly from within the message. These are often notification messages about activities in other G Suite apps -- comments on a document, calendar invitations, etc.

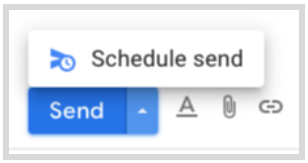
Writing Messages

Recipients

When you start entering a name or email address, Gmail will show you possible matches from the list of NOBLE accounts (or accounts from your own domain) as well as people you've added to Contacts.

You can also use CC and BCC to add additional people to a message. CC indicates that you just want the other person to see a copy of the message. BCC means the same thing, but doesn't display. You can drag and drop names around from **To** to **CC**, **BCC**, etc.

Schedule Send



The **Send** button is really a dropdown that lets you choose the **Schedule Send** option that allows you to choose a date and time in the future when your message will be sent.

Searching and Filtering Email

The best way to find messages in Gmail is to use the search box at the top of the screen. This will search all the messages that are currently in your account, including messages in the inbox and in the archive. It will not, by default, search messages in **Trash** or **Spam**.

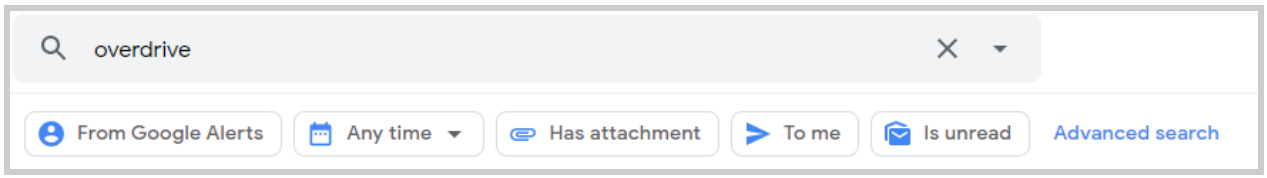


To do a more specific search, you have two options. If you know you're looking for a message with a specific label, you can click on the label in the sidebar and use the search box at the top of that page.



Search Chips

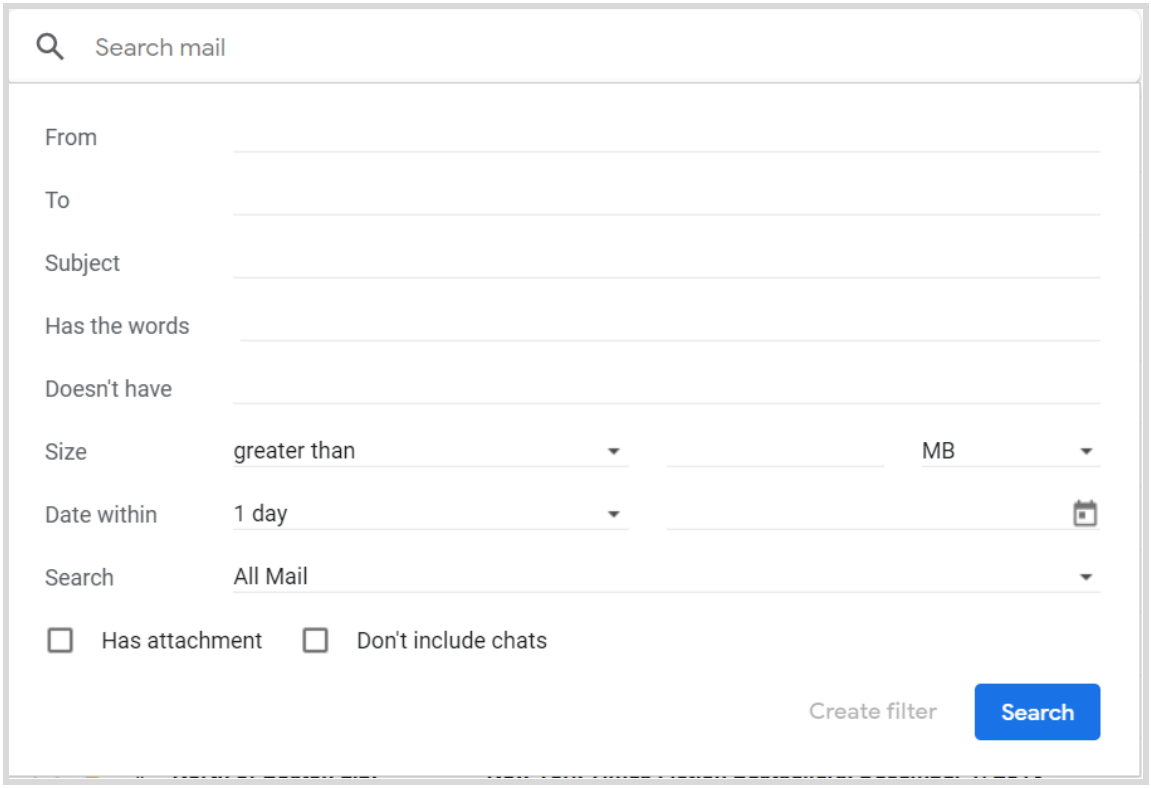
This feature adds relevant filters to make it easy to make your search more specific.



Gmail takes liberty with the search terms -- you can use quotes around phrases, which is especially useful for book titles, names, etc., and can use OR in this format: **(stairs OR steps)**

Gmail uses OCR to index and retrieve words from attachments including images.

Advanced Search



The Search dropdown that is set to **All Mail** by default has lots of other options, including the **Labels**, the **Categories**, and **Mail & Spam & Trash**.

You can save a lot of time if you learn some of the most frequently used search limiters, which you can see when you do a search using the Advanced Search menu.

in:anywhere
is:unread
is:starred

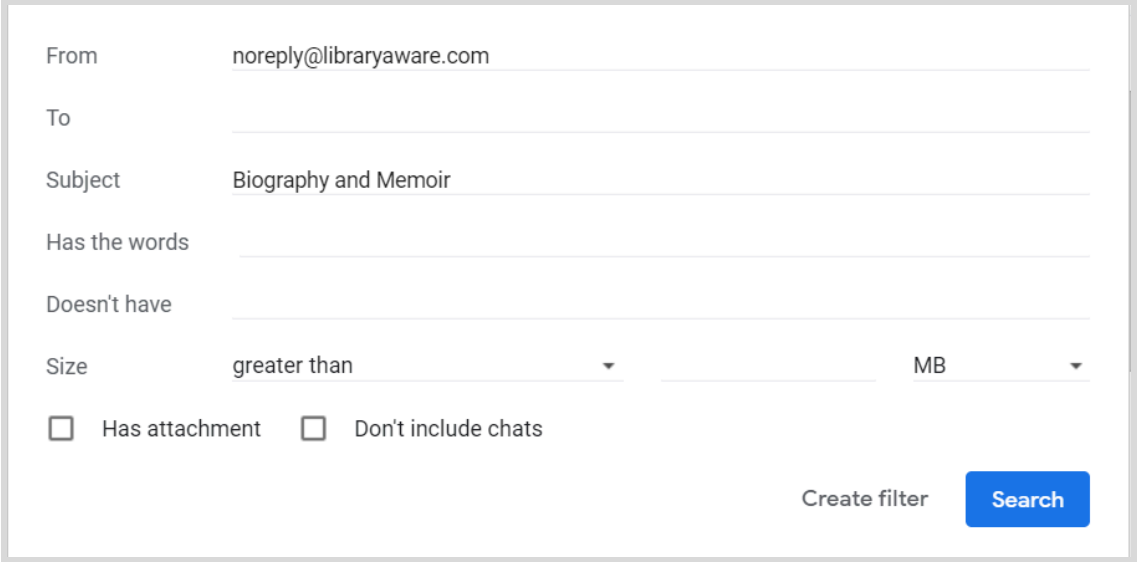
before:01-01-2019
after:01-01-2020

Using **in:anywhere** is the same as choosing **Mail & Spam & Trash** from the Search dropdown.

Using **before:** and **after:** with dates is a much easier way of entering a date range than using the **Date within** option on the advanced search screen.

Filter Messages

You can create filters that will catch incoming messages with certain things in common, and will automatically do something with them: add a star or a label, assign a category, bypass the inbox, delete, etc. The first part is to use Advanced Search to define the type of messages you want to catch in your filter.



In this example, I want to catch incoming issues of the Biography and Memoir NextReads newsletter. I look at one of the messages to get the from: information, but I think that won't be specific enough to catch only the issue from this newsletter and not others, so I add the words I know will be in the subject. Then I perform the search to make sure I am getting the right group of messages.

Once I have the search right, I choose **Create Filter** and specify what actions to happen, and check off the option to apply the filter to the matching messages that are currently in my inbox.

When a message arrives that matches this search:

- [x] Skip the Inbox (Archive it)
- [ ] Mark as read
- [ ] Star it
- [x] Apply the label: Biography and Memoir Newsletter
- [ ] Forward it add forwarding address
- [ ] Delete it
- [x] Never send it to Spam
- [ ] Send template: Choose template...
- [ ] Always mark it as important
- [ ] Never mark it as important
- [x] Categorize as: Promotions
- [x] Also apply filter to **49** matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

Learn more

Create filter

Manage Filters

Under the **Gear** → **Settings** there's a page for **Filters and Blocked Addresses** where you can see all your filters, with options to edit and delete them.

