


Gmail Level 2 - Synchronous Class Presentation

Overview of Gmail

Gmail is one of the most popular free email web services in the world. It can be accessed anywhere in the world via a web browser or email client like Outlook, Mac Mail, Thunderbird, etc. It is one of the Apps in Google Suite. Gmail allows you to send and receive emails, start video conferencing with Google Meet, and chat. The awesome thing about Gmail is the connection to Google Drive. With Gmail, you can attach files from Google Drive or you can share files of any size that are in your Drive.



Formatting a Message

You can format the text in an email message similar to text in many document creation programs. It is helpful to make text stand out to help the recipient read and find key information. Some formatting you can do include: choosing a font, making the text larger or smaller, adding bold, italics, or underline to important information, changing the text color, using bullets or numbering, and highlighting text. To access the formatting options, click the **Formatting Options** Button  to show the formatting bar.

Working with Attachments

There are times when you need to include a file(s) with the message. The additional file(s) are called attachments. You can attach a file(s) to an email message that is on your computer or from Google Drive. Google Drive files can be attached if they are not in a Google file type. Files like Microsoft Word, images, PDFs, etc. can be attached unless they are larger than 15mb. Google format files like Google Docs, Google Sheets, and Google Slides cannot be attached; they are shared via a link in the message. You choose the access level when you click send. Also, there are times when you receive a message that includes an attachment(s). You have the option to preview, download, print, and save the attachment to your Google Drive.

Grow Your Skills 6.1 - Sending a Message with Attachments from Your Computer and Formatting

1. Click **Compose** on the left.
2. Click in the **To** box and type your email address (the one you are logged into).
3. Click in the **Subject** box and type **Email with Attachments**.
4. Click in the message area and type the message below. Only press the ENTER key to create new paragraphs. Your words may line up differently. Replace [Your Name] with your actual name.

[Your Name],

I am composing an email that includes attachments from my computer. Below are few things about attachments:

They are files included with the message.

I need to know the name of the file.

I need to know where it is saved (computer or Google Drive).

Files larger than 15mb must be shared from Google Drive.



I am excited to learn to use attachments because sometimes people ask me to email them a I have

saved. Now I know they are asking me to attach files to an email. This is fresh.







Thanks,

[Your Name]


Add Attachments





5. Click the **attach files** button  at the bottom of the compose message window.
6. In the Open file window, click **Downloads** on the left, then double-click the **Google Apps Suite Essay - Your Name** file (either doc or PDF).
7. At the bottom of the message, notice the blue link for the attached file.
8. Click the **Attach More files** button . Notice the paper clip looks a little different because you already have at least one file attached.
9. In the Open file window, double-click the **School Budget - Your Name** (either xls or PDF) file.

Format the Message


10. Click the **Formatting Options** Button .
11. Highlight (select) the word **attachments** in the first sentence, and on the formatting bar, click the **Bold** button  to format the text as bold.
12. Highlight the four paragraphs starting with They and ending with Drive.
13. Click the **bullets** button .
14. Highlight all of the text (tip: CTRL+A [windows] or COMMAND+A [MAC] is a fast way to select All) and on the formatting bar, click the font button  **Font** and choose a font you like.
15. Make sure all of the text is still highlighted, click the **font size** button , and choose a size.
16. Click the  to hide the formatting toolbar.
17. Click **Send**.

View a Message with Attachments




18. Click **Inbox** on the left. Notice the email with the subject line **Email with Attachments** message and the oval icons for the attached files.
19. Click the **first oval** and a preview of the file appears. (If you DO NOT have ovals, click the **settings**  button and click **Default**.)

20. You are in preview when the attachment shows with a black background and a toolbar at the top. Click the Next button  to preview the next attachment.
21. Click the previous button  to preview the previous attachment.
22. Click the back button  in the left corner of the preview near the filename.
23. Now click on the message (not an oval) to read the message.
24. The attachments are at the bottom with a small version of each attachment. Click on the first one. You are in preview again
25. Click the back button  in the left corner of the preview near the filename.

Download an Attachment

26. Now we will download an attachment (save a copy of the attached file to the computer). Point to the first attachment and click the download icon . The file is automatically saved to the Downloads folder on your computer.
27. In the bottom left corner of the window, a link to the downloaded file appears.
28. Click the file in the bottom-left corner and the computer will open the file in an App that it chooses. The App may allow you to edit, format, and save the file with your changes. The file is automatically saved to the Downloads folder on your computer. If you make any changes and want it in a different location, do a Save As to put it where you want.
29. Close the window the file opened in and you should return to your email.

Save an Attachment to Google Drive

30. Make sure you are in the **Email with Attachments** message.
31. Point to the first attachment and click the **Add to Drive** button . Once added the icon becomes the **Organize** button .
32. Click the **Organize** button , double-click **My Drive**, double-click **Google Suite Class** and click **Move here**.
33. Practice by previewing, adding to Drive, organizing in Drive, or downloading.

Attaching from Drive

Attaching files from Google Drive offers options to send files as an attachment or by a link. It is important to remember that attachments do not alter the original file while links can. You cannot choose the type of file when attaching it in Gmail. The file must be in the format and somewhere in your Drive for you to attach it. You are not allowed to attach Google format files, so you can only link to them.

Grow Your Skills 6.2 - Replying to a Message and Linking to Files in Google Drive

1. Make sure you are still reading the **Email with Attachments** message. If not, click Inbox on the left and click the message.
2. Click **Reply**.
3. In the recipient box, keep your email address and type **amillerbasclasses@gmail.com**.
4. In the message area, type the following:


[Your Name],

I am adding a few attachments and links to files from my Google Drive online storage. Under the closing (thanks) are attached files and in the message area are links to Google Slides presentations in Google Drive:


- *Google Docs Crosswalk - Your Name -*
- *Google Apps Suite - Your Name -*

Thanks,

[Your Name]

5. Click after the **Google Docs Crosswalk - Your Name -**.
6. Click the **Insert files using Drive**  button.
7. Double-click your **Google Suite Class** folder and double-click the **Slides** folder.
8. Click on the **Google Docs Crosswalk - Your Name** file. Notice the choices in the bottom right-corner only allow **Drive link**.
9. Click **Insert**.

Link Another Google Slide Presentation

10. Click after the **Google Docs Crosswalk - Your Name -**.
11. Click the **Insert files using Drive**  button.
12. Double-click your **Google Suite Class** folder and double-click the **Slides** folder.
13. Click on the **Google Docs Crosswalk - Your Name** file. Notice the choices in the bottom right-corner only allow **Drive link**.

14. Click **Insert**.

Attach Files from Google Drive

15. Click the **Insert files using Drive**  button.

16. Double-click the **Google Suite Class** folder.

17. Double-click the **Handouts** folder.

18. Click on the **10 Tips for Managing Shared Files**.

19. Notice the choices in the bottom right-corner say **Drive link** or **Attachment**.

20. Click **Attachment**.

Attach Another File from Drive

21. Click the **Insert files using Drive**  button.

22. Double-click the **Google Suite Class** folder.

23. Double-click the **Handouts** folder.

24. Click on the **Share Folders in Google Drive - Computer**.

25. Notice the choices in the bottom right-corner say **Drive link** or **Attachment**.

26. Click **Attachment**.

27. Click **Send** and **allow** the share. Choose **Comment** level if needed.


28. Keep your Gmail open.

Managing Messages and Folders (Labels)

As you use email more and more, your inbox can become cluttered with too many messages. It's important to keep your inbox organized so you can find messages when you need them. A typical way to deal with email clutter is to **delete** unwanted messages. But you can also **archive** messages to move them out of your inbox to the **All Mail** folder. Additionally, you can move messages to folders (label) that you create. Folders allow you to move messages from the Inbox into a folder with a name you choose making it easier to retrieve them.

Gmail likes to call folders labels in that you can label one message many things. Thus, you can see the message in many labels on the left. Eventually, they added a move feature to move the message to the label (folder). It sounds confusing, but a label and folder are the same. You can have more than one label on a message, but the actual message can only be in one folder.

You can make and name a folder before moving messages or while moving a message. There are two main methods to create a label (folder). One method is to scroll down in the folder list on the left, click **more**, scroll to the bottom, click **create new label**, then name the label, and click **Create**. Another way to make make a

label (folder) is to click the checkbox for a message or while reading a message, click the Move to button , click Create new at the bottom, then name the label, and click **Create**.

Filters

Filters can be set up to help manage your messages. Filters are rules that you apply to messages to mark them, delete them, forward them, label them for easier access, and more. When creating filters you need to have a search criteria and the option for what you want to filter to do. You can create filters from messages you have received. Creating them this way helps with the search criteria.


Settings

Gmail has many useful settings that allow you to change the way you use your Gmail. You can control the size of text, the number of messages per screen, theme, ways to preview messages, vacation responses, signatures, and much more. It would take forever to go over each setting, so at some point, you should view them and make the appropriate choices for your Gmail.


Grow Your Skills 6.3 - Organizing with Folders and Gmail Settings

1. Click **Inbox** on the left. If you are not in your Gmail account, sign-in to your Gmail account at gmail.com.
2. On the left side, scroll down and click more then click **Create New Label**.
3. Type **Google Suite Class** Items for the label name.
4. Click **Create**.


Color a Label

5. On the left side, point to the **Google Suite Class** label (you may need to click more and scroll to see the Google Suite Class label), click the menu button .
6. Point to **label color** and click the color of your choosing.

Move a Message to the Label

7. Click the checkbox next to the message with the subject line **Email with Attachments**.
8. Click the **Move to** button .
9. Click **Google Suite Class**. The message is moved from the Inbox to the Google Suite Class label (folder).

Viewing a Label and Move the Message to the Inbox

10. On the left side the **Google Suite Class** label. If necessary, scroll down and click more to find it.
11. You should see the message with the subject **Email with Attachments**.
12. Click the checkbox next to the message with the subject **Email with Attachments**.
13. Click the **Move to**  button on the toolbar.

14. Choose **Inbox**.

15. Click **Inbox** on the left. The message returns to the Inbox.

Archive and Recover an Archived Message

16. Click the checkbox next to the message with the subject **Email with Attachments**.

17. Click the **Archive**  button on the toolbar.

18. View the **Archive (All Mail)** folder to recover the message. On the left side, scroll down and click **All Mail** (you may need to click more and scroll to see the All Mail label).

19. Click the checkbox next to the message with the subject **Email with Attachments**.

20. Click the **Move to Inbox** button  .

21. Click **Inbox** on the left to return to the Inbox and the Email with Attachments message is back.

Delete and Recover a Message

22. Click the checkbox next to the message with the subject **Email with Attachments**.

23. Click the Delete  button on the toolbar.

24. On the left side, scroll down and click **Trash** (you may need to click more and scroll to see Trash).

25. Click the checkbox next to the message with the subject **Email with Attachments**.

26. Click the **Move to**  button, and click **Inbox**.

27. Click Inbox on the left to return to the Inbox and the deleted message is back in the Inbox.

Create a Filter

28. Click the **Settings**  button and click **See All Settings**.

29. Click **Filters and Blocked Addresses**.

30. Click **Create a new filter**.

31. In the **Has the words** box, type **Google Apps Suite**.

32. Click **Create filter**.

33. Click **Apply the label option** and choose the **Google Suite Class** label from the list.

34. Click **Create filter**.

Create a Filter from a Message

35. Click the **Email with Attachments** message.

36. Click the reply from your teacher.

37. Click the **more** button .

38. Click **Filter messages like these**.

39. In the From box, make sure it says **amillerbasclasses@gmail.com**.

40. Click **Create filter**.

41. Click **Apply the label option** and choose the **Google Suite Class** label from the list.

42. Click the **Never mark it as important** option.

43. Click **Create filter**.

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Signature


A signature is useful when you end your email messages with the same closing. It is extremely useful if you work for a company and your contact information and company information follows your name when you end your message. You can have more than one signature. You can have a professional one and a personal one. You can manually choose the signature to use or choose a default signature for messages and replies.

Vacation Response


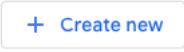
A vacation response is used when you want to inform people that you will not be available to respond to emails for a period of time. When someone sends you a message when the vacation responder is on, they will instantly receive a message detailing the information you want them to know. You have an option to have the vacation responder send a message to your contacts only.

Grow Your Skills 6.4 - Gmail Settings



1. Click the **Settings**  button and click **See All Settings**.
2. Scroll down to the **Undo Send** setting, click the drop-down arrow and choose **30**. This allows you a 30 second chance to Unsend a message if you accidentally clicked send before you were ready.
3. Scroll down to the **button labels** setting, click the **Text** option.

4. Scroll down to the bottom of the settings area and click **Save Changes**.
5. Notice the toolbar has words instead of icons.
6. Let's return the button label setting back to icons, click the **Settings**  button, and click **See All Settings**.
7. Scroll down to the **button labels** setting, click the **Icon** option.
8. Scroll down to the bottom of the settings area and click **Save Changes**.


Create a Signature

9. Click the **Settings**  button and click **See All Settings**.
10. Scroll down to the **Signature** area.
11. Click  .
12. In the **Name new signature** box, type **Personal Signature**.
13. Click **Create**.
14. In the box to the right of Personal Signature, type **Thanks**, press the ENTER or RETURN key twice and type **your name**.
15. Scroll down to the bottom of the settings area and click **Save Changes**.

Add a Signature to a Message


16. Click **Compose**.
17. Click in the body of the message.
18. Type **testing a signature**.
19. Press the ENTER or RETURN key twice.
20. Click the **signatures** button  .
21. Click **Personal signature**.
22. Delete the draft by clicking the **delete** button  in the lower right corner of the message.

Change Signature Defaults


23. Click the **Settings**  button and click **See All Settings**.
24. Scroll down to the **Signature** area.

25. Just below the signature, click signature default for the **drop-down** for **new messages** and click **Personal Signature**.
26. Just below the signature, click signature default for the **drop-down** for **replies** and click **Personal Signature**.
27. Scroll down to the bottom of the settings area and click **Save Changes**.

Test the Default Signature

28. Click **Compose**. Notice the signature is already there.
29. Delete the draft by clicking the **delete** button  in the lower right corner of the message.

Create a Vacation Response

30. Click the **Settings**  button and click **See All Settings**.
31. Scroll down to the **Vacation responder** area.
32. Leave the **vacation responder option off** choice.
33. Click in the **Subject box** and type Break.
34. Click in the message area and type, **Thank you for your email. I am away during break. I will make every effort to respond to urgent issues; however, some emails may take longer to receive a response.** Press the ENTER or RETURN key twice and type **Thanks,**
35. Click **Save Changes**.
36. If you want to use the responder, come back to the settings and turn it on.

