

Gmail Tips & Tricks

goo.gl/Mw2yWE

Think you know Gmail? It's time to take it to the next level with these tips & tricks.

Topics

- [General account settings](#)
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Notes:

[1] Google may update/change its user interface (UI) without notice. If the screenshots you view here don't match your UI, you may need to search for current information and tutorials from Google and on YouTube.

General account settings



Gmail has a variety of settings that determine what you see and how you interact with your email. To access Settings, click on the gear in the upper right of the Mail window, and select Settings.

- [Gmail General Settings](#) (YouTube)
- [Gmail Settings](#) (Google Support)

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Display density

While Gmail automatically adjusts the layout when you resize your screen or browser window, you can also adjust the display density. This sets the space between labels, around inbox sections, and between individual messages in your inbox. To access display density settings, click on the gear in the upper right of the Mail window, and select *Comfortable*, *Cozy*, or *Compact*.

- ["Display Density" Settings](#) (Google Support)

Comfortable

Websites not attached to Gmail - Good afternoon
Fwd: Zangle Teacher Connection Gradebook P
Opportunity to Attend East Bay CUE's Cool Tool
Prep Teachers Access - You can do this under Q R
Information To register you for Cool Tools 2014 - So
Today's T&L News: Is Wearable Tech is Coming

Cozy

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Default vs Priority vs Tabbed inbox

Default inbox

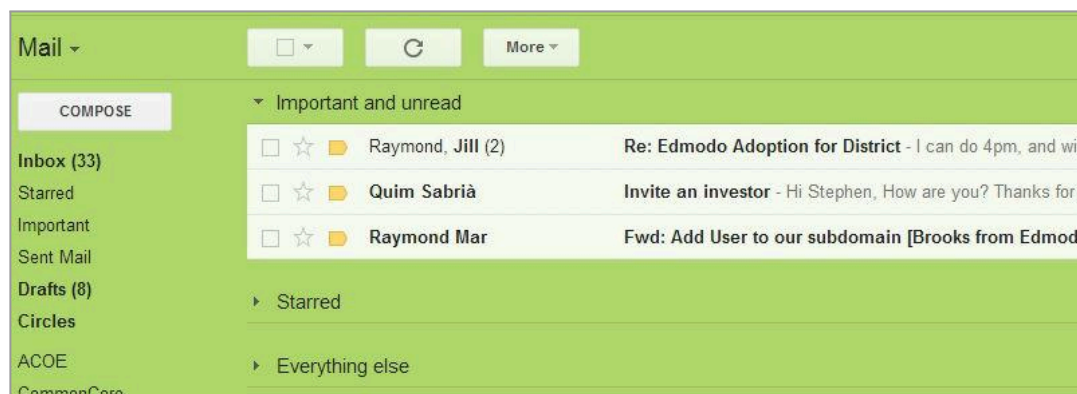
The default inbox displays all the message you receive with the most recent at the top. You can change this in two ways: Priority Inbox and Tabbed Inbox.



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Priority inbox

Google monitors your mail to see which you read and reply to. People you interact with a lot are tagged as priority. Google applies a yellow priority marker next to messages from them and groups them in a section at the top of your inbox. Other sections include Starred and Everything else. You can click the arrows to expand and contract any of the sections, drag messages from one section to another to associate them with a particular section, and edit section titles.

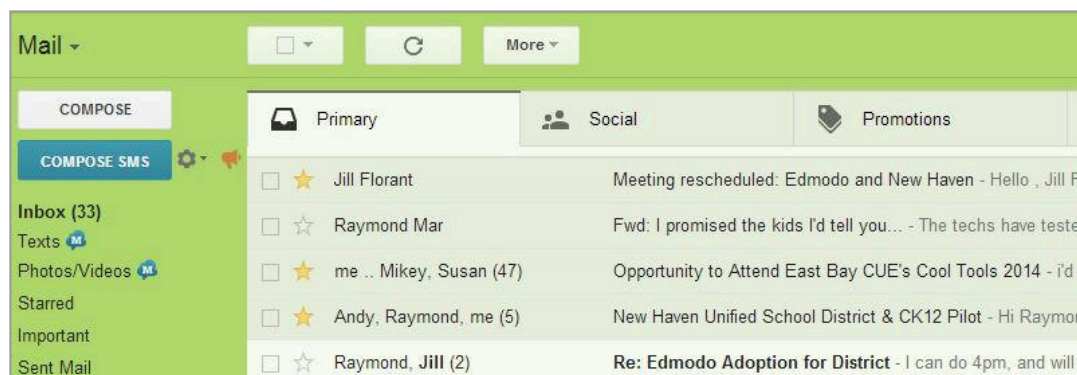


To access Priority Inbox settings, click on the gear in the upper right of the Mail window, select *Settings*, click on the *Inbox* tab, and use the drop-down menu to change the inbox type from *Default* to *Priority*.

- [Priority Inbox how-to](#) (wikiHow)

Tabbed inbox

Your messages are classified into categories such as Promotions, Social and Updates. You can choose to use categories as inbox tabs, and as labels.



To access Tabbed Inbox settings, click on the gear in the upper right of the Mail window, and select *Configure inbox*. Check the tabs to enable by clicking on the checkboxes to the left of the tab labels.

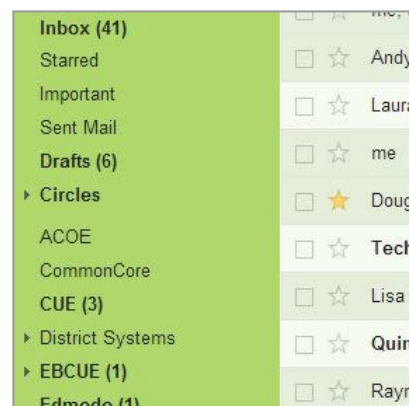
- [Tabbed Inbox promo](#) (YouTube)
- [Tabbed inbox](#) (Google Support)

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Labels

You can save messages into folders (labels) you create and manage to access the messages again.

- [Using Labels](#) (Google Support)



As indicated above, of your messages are automatically in your Archives, you just can't see the ones that have no labels applied. Google is known for its ability to search and find things. This applies to Gmail as well. You can search your mail in general or in specific ways. For some people, searching their mail is so effective for finding what they need, that they don't feel the need to create their own labels to organize messages.

Enter words, phrases, email addresses, etc. in the search field and click the magnifying glass.

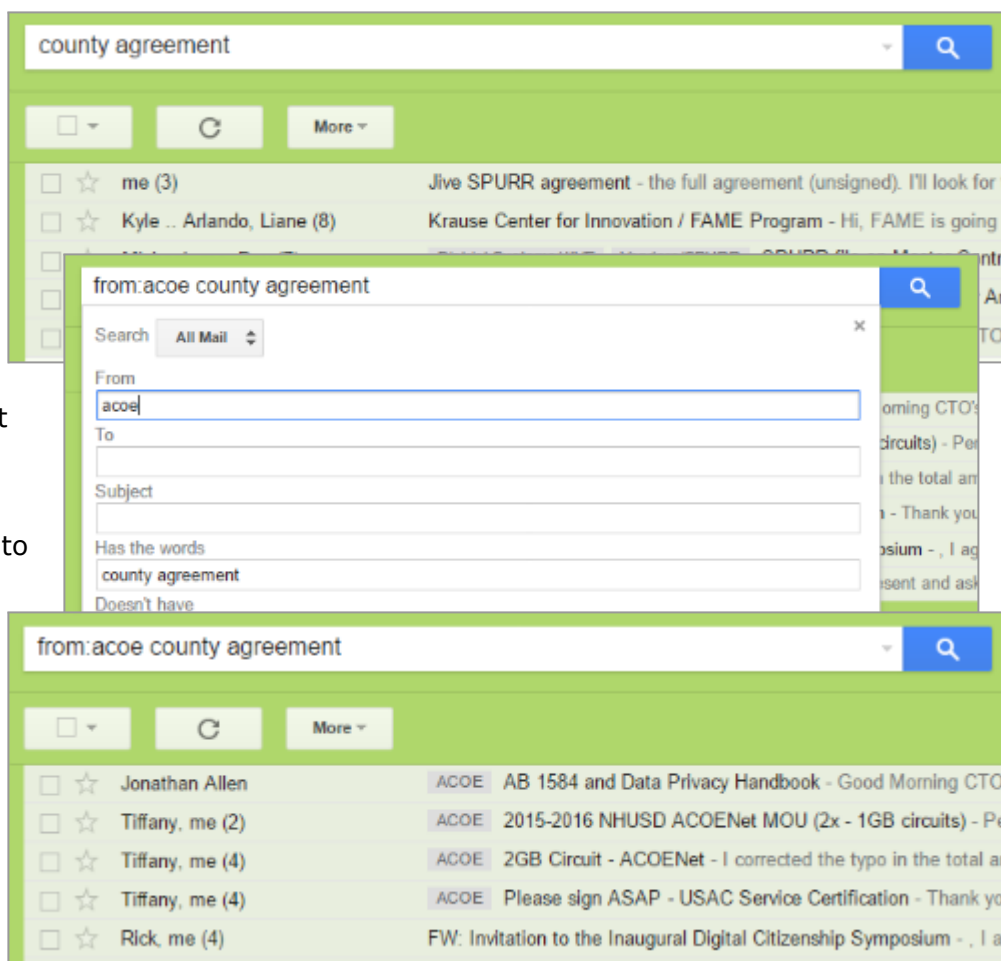
Click the arrow at the right end of the search field to open advanced search.

Enter focused information to narrow your search.

View focused search results.

- [About Gmail Search](#) (Google Support)

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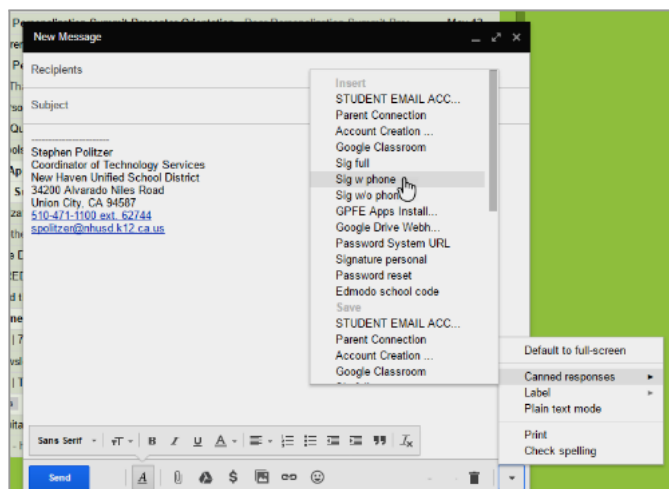


Canned responses

Do find yourself typing the same message over and over, perhaps a weekly reminder for for homework, projects, progress reports, or office hours; a form letter to parents; FAQ; or a standard meeting agenda?

Gmail has the answer: *Canned responses*. Canned responses is a Lab that allows you to insert pre-formatted content you create into your messages.

To enable Canned Responses, click on the gear in the upper right of the Gmail window, select Settings, and click on the Labs link. Scroll down through the Labs (alpha order) to locate Canned Responses. You can also enter "canned" in the Labs search field to show the Canned Responses Lab. Click the Enable radio button. Finally, at the top or bottom of the window, click the Save Changes button. Canned Responses will be enabled and you'll be returned to Gmail.



- [How to Use Canned Responses in Gmail](#) (wikiHOW)
- [Top Gmail Labs - Canned Responses](#) (YouTube)

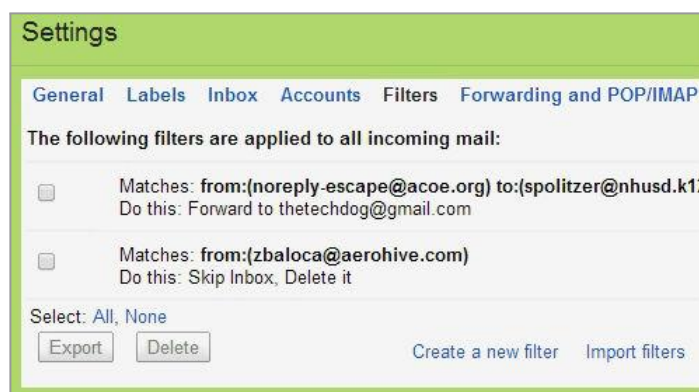
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Intro to filters

Filters allow you to direct the flow of your incoming Gmail messages. You can set up filters that automatically do a variety of things, like applying labels, starring messages, or even deleting messages from a particular sender.

You can create filters by navigating to Gear > Settings > Filters **or** directly within messages using More > Filter messages like these.

- [How to Filter Emails in Gmail](#) (YouTube)
- [Using Filters](#) (Google Support)



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Labs top 10

Labs are Gmail's experimental features that Google is trying out. They can change the way your Gmail account looks and functions. Some labs are so successful that the "graduate" and become regular features of Gmail. Other labs may not be successful and may stop working or disappear.

You can activate and deactivate Labs by navigating to Gear > Settings > Labs. Here is my Labs Top 10 list:

1. Undo Send
2. Right side chat
3. Quote selected text
4. Canned Responses
5. Preview Pane
6. Google Calendar gadget
7. Google Voice Player in mail
8. Unread message icon
9. Auto advance
10. Green Robot (seriously?)

- [Google Tutorial 2013 - Gmail Labs](#) (YouTube)
- [Labs](#) (Google Support)



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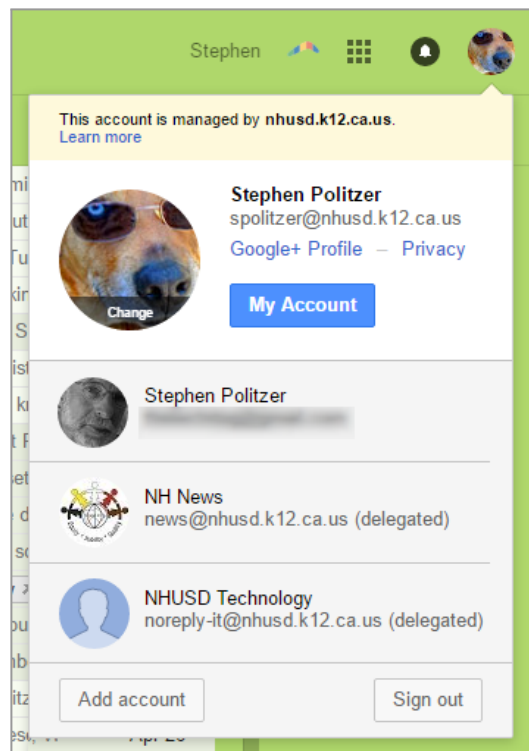
Multiple account sign in

If you have more than one Gmail account (work? personal? other?), you can have two or more of them open in tabs in a single browser window.

Sign into one of the accounts. Then, click on your account image in the upper right corner of the Gmail window, and select *Add account*. A Gmail sign in window will appear. Enter your email address and password for another of your Gmail accounts.

Once you've added other Gmail account(s), click on your account icon in the upper right of the Gmail window, and select one to open a tab and use the email account.

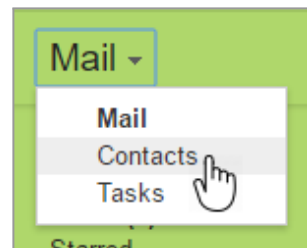
^ [Topics](#) ^



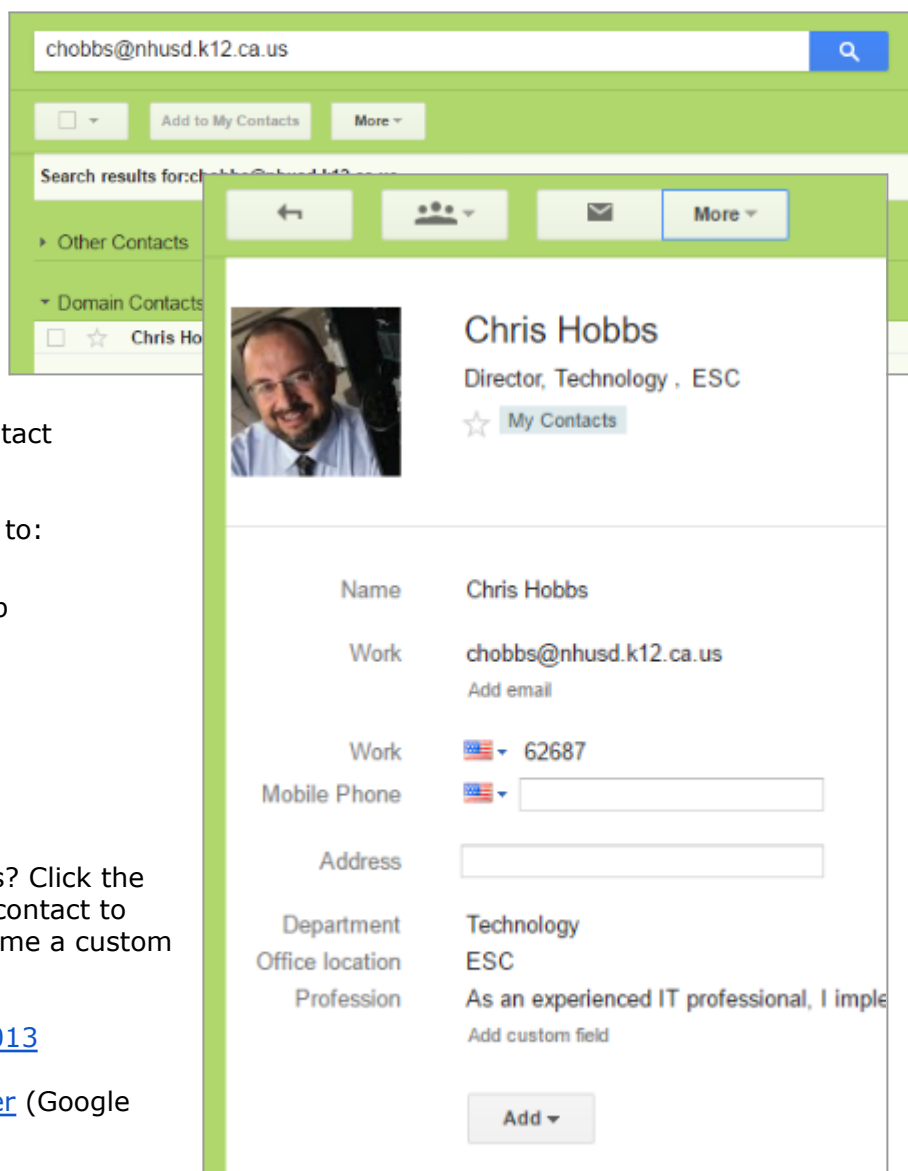
Contacts

Contacts are records of people you email. Each record includes an email address and may also include the person's name, title, phone number, address, and more. When addressing an email, you'll see suggestions from Contacts. Contacts are added automatically when you email people, and you can also add them manually.

You can access all of your contacts through the *Gmail Contact Manager* by clicking on *Mail* in the upper left of your Gmail window and selecting *Contacts* from the drop-down menu.



In Contacts, scroll through the contacts list or use the search field to find contacts by name or email address.



Click on a contact to see/edit contact information.

Click the icons above the contact to:



Add contact to a group



Email the contact



Delete, print, view recent conversations, and... yes... more

Need additional information fields? Click the Add button at the bottom of the contact to select the field(s) you want or name a custom field.

- [Gmail Contacts Tutorial 2013](#) (YouTube)
- [About the contact manager](#) (Google Support)

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Contact groups

Email programs use a variety of names for combining people to mail at one time - lists, distribution lists, groups, etc. In Gmail, these are called Contact Groups. To create a Contact Group, follow these steps:

1. Click on "Contacts" just below "Mail" in the left sidebar of the Gmail window.
2. [Optional] If you want to create a new group, click "New Group" in the left sidebar of the Contact Manager window, enter a name for the group, and click the OK button. The new group appears in the left sidebar of the Contact Manager window.
3. Click in the Search Contact field at the top of the Contact Manager window, enter part of a person's name or email address, review the autocomplete suggestions, and select a person you want to add. That person's contact information appears.
4. Click the Groups drop-down menu, and check the box next to a group you want the person to be in. Note: A contact can be in more than one Contact Group.



To address a message using one of your Contact Groups, click the Compose Mail button, and start typing the group's name in the To, Cc, or Bcc field. You'll see the group in the auto-complete choices. Select the group, and all of the contacts in the group populate the addressing field. Note: If you have just created a new group, you will need to refresh the Gmail window before trying to send a message to the group.

- [Creating Contact Groups in Gmail](#) (YouTube)
- [Creating a \[Student\] Contact Group in Gmail](#) (YouTube)

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