



Gmail Training Agenda

This training session provides an in-depth overview of Gmail, a powerful email client designed to streamline your communication and organization. Participants will learn how to effectively utilize Gmail's features to enhance their productivity and efficiency.

Key topics covered include:

- **Maximizing Screen Space:**
 - Collapsing left-hand navigation
 - Understanding the "New Chat" feature
 - Scheduling meetings efficiently with "New Meeting"
- **Efficient Search and Filtering:**
 - The limitations of Gsuite sorting
 - Leveraging advanced search filters
 - Customizing status options
- **Getting Help and Support:**
 - Utilizing the question mark icon for assistance
 - Accessing quick settings for rapid adjustments
- **Navigating the Gmail Interface:**
 - Understanding the vertical menu (Calendar, Tasks, Notes, Phish Alarm)
 - Mastering the horizontal toolbar (Select, Archive, Trash, Add to Tasks, Move to, etc.)
 - Efficiently managing emails with "All Mail"
- **Advanced Email Management:**
 - Forwarding emails as attachments
 - Customizing the compose email bar (Full Screen, Templates, Labels)



- Organizing labels and folders
- Personalizing Gmail with color-coded folders
- **General Settings and Customization:**
 - Exploring general settings for personalized preferences

Additional Tips and Tricks:

- **Keyboard Shortcuts:** Learn and use keyboard shortcuts to speed up your workflow.
- **Email Organization:** Create a well-organized label system to easily find important emails.
- **Smart Compose:** Utilize this feature to quickly draft emails.
- **Email Scheduling:** Send emails at a specific time to optimize your communication.

Questions? We're here to assist you!