

Gmail Level 1 - Synchronous Class Presentation

Overview of Gmail

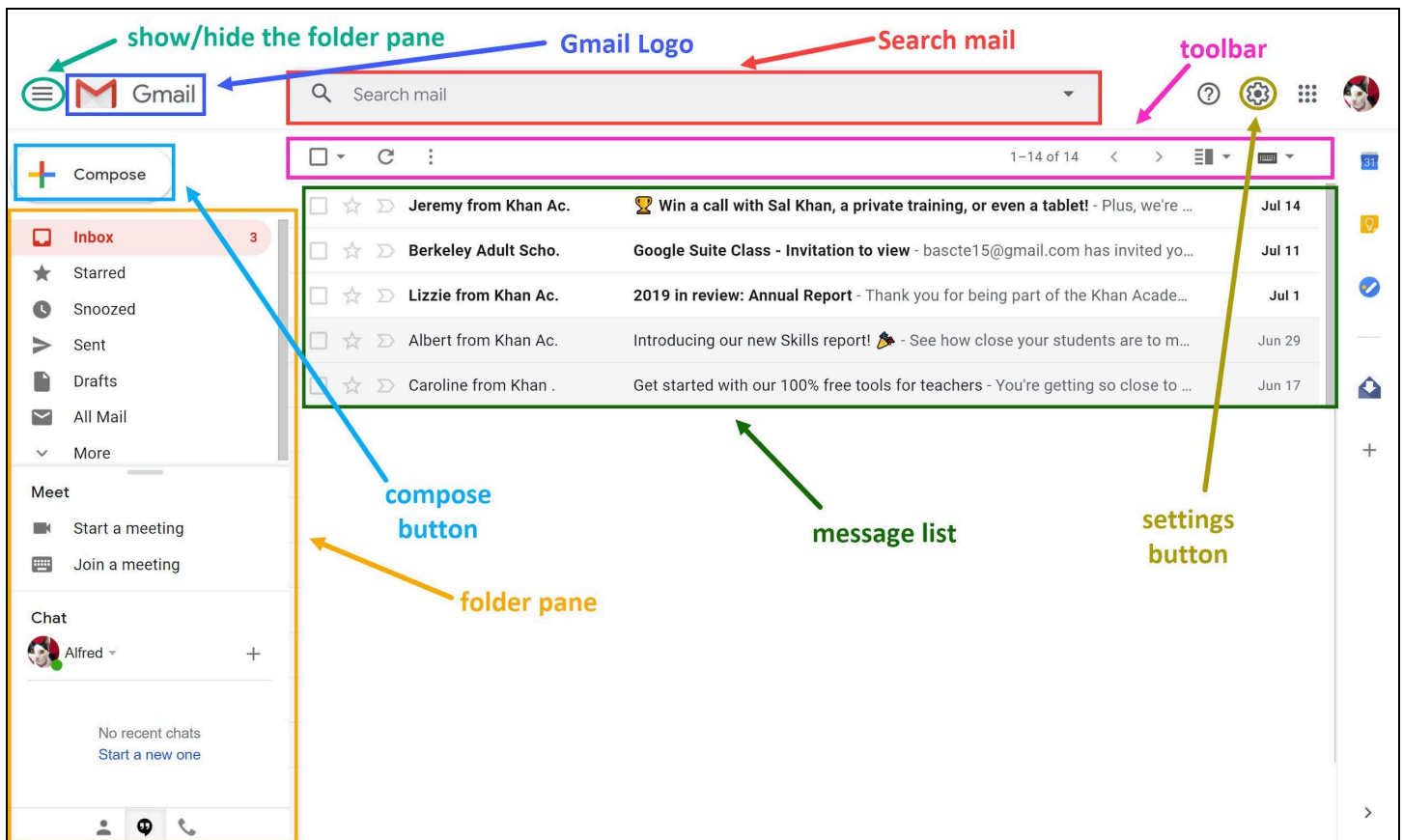
Gmail is one of the most popular free email web services in the world. It can be accessed anywhere in the world via a web browser or email client like Outlook, Mac Mail, Thunderbird, etc. To get the most functionality, it is best used in the browser. It is one of the Apps in Google Suite. Gmail allows you to send and receive emails, start video conferencing with Google Hangouts, 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.

GMAIL



The Gmail Screen

It is important to recognize a few areas of the Gmail screen to better use the system. The major areas of the screen include the toolbar, folder pane, search box, and message area. For a detailed description of the Gmail screen (Inbox), view the [Gmail Inbox link](#). Below is a picture of the Gmail screen with a few of the areas labeled. A description of the items is below the picture.



- **Show/hide** - click the show/hide button to show or hide the left panel.
- **Gmail logo** - click the Gmail logo to return to your Inbox.
- **Search mail** - click the search mail area to help find email messages. If you click the arrow at the end of the search box, you can choose numerous search options like the sender, a date range, and/or if it has an attachment.

- **Toolbar** - The toolbar appears based on whether a message is selected or not. The toolbar has more options when an email is selected.
- **Settings button** - click the settings button to choose a theme as well as options to customize the way Gmail operates.
- **Compose button** - click the Compose button to send a new email message.
- **Folder pane** - the folder pane lists folders where messages might be located. It also contains a quick link to start a Google Hangout video conference or begin a chat.
- **Message list** - this area shows a list of messages for the folder you are viewing.

Composing New Messages

A new email message is a message that you want to write to someone on a new subject. When writing a new email message there are 3 major areas to complete. The first area is the recipient area. The recipient area is at the top of the new email box and involves inputting email addresses into one of three boxes; the To, CC, or BCC boxes. The **To** box is the box for the recipient(s) who you expect to receive a reply. The **CC** box means carbon copy and the recipient(s) in this box should receive the message but a reply is optional and not necessarily expected. The **BCC** box is used to hide the recipient(s) from each other. It is a handy way to send an email to many people who should not know each other's email addresses or send a message to someone without other people knowing. Each of the three boxes can have one or many email addresses in it.

The second area to complete before sending an email is the subject line. Writing an effective subject line is important because it tells the recipient what the email is about. It will make them want to read the email message. The subject line should be concise and a recommendation is approximately 5 words long or less.

The third area to complete is the message area. It is important to know who you are sending it to determine the proper tone and level of professionalism for the message. In a general sense, email messages should be concise and have the following characteristics: a greeting, a clear topic, an introduction, good background information about the topic or situation to avoid confusion, a conclusion to give a summary of main points, no spelling or grammar mistakes, and a closing.

Grow Your Skills 6.1 - Compose a New Message to Yourself

1. Open your web browser and go to gmail.com.
2. Sign in to your Gmail account.
3. Click **Compose** on the left.
4. You should have a new message screen. To learn about the new message screen, please go to <http://bit.ly/composegmail>.
5. Click in the **To** box and type your email address.
6. Click in the **Subject** box and type **First Email**.
7. Click in the **message** area and type the message below. Only use the ENTER key to create new paragraphs. Your words may line up differently. Replace [Your Name] with your actual name.

Hi [Your Name],

I am composing and sending my first email in the Google Suite Level 1 Class. I am excited to learn email because it is a popular way for people to communicate. I am sending it to myself for practice. Also, by sending it to myself, it will appear in my Inbox and I can learn how to reply to a message I received. This is fun.


Thanks,

[Your Name]


8. Check to make sure your full email address is in the To box, the subject box has First Email, and the message area has the message in step 6.
9. Click **Send**.
10. Keep your Gmail open.

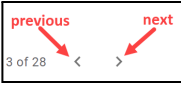

Checking for Messages

Now that you have a Gmail account you need to learn how to send, check, read, reply, and forward messages. These are the most common actions performed in email. By default, any email you receive will go to your **Inbox**. To learn about the Inbox screen go to <http://bit.ly/inbox4gmail>. Unread emails will be bold and a small number appears next to a folder indicating the number of unread messages (new) in that folder. The Inbox will show the name of the sender, the subject of the email, attachment(s), and the first few words of the email body. This means that even before reading an email, you can determine what the email is about.

When you select or read a message a toolbar  shows above the message. The toolbar has many buttons to manage the message. The toolbar allows you to return to the Inbox, archive the message, mark the message as spam, delete it, mark it as unread, snooze the message, add it to tasks, move it to a folder, label it, and much more. To learn about the Message view please visit <http://bit.ly/gmailmessageview>.

Grow Your Skills 6.2 - Checking and Reading Messages


1. You should still be in your email, but if not sign-in at gmail.com. Click **Inbox** on the left.
2. One of the first messages on the list should be the one with the subject **First Email**. That is the message you sent yourself. Click on the message with the **First Email** subject line to read it.
3. Click the **back arrow** on the message toolbar  or click **Inbox** on the left to return to the message list.
4. Click a different message to read it.

5. To the right of the toolbar, click the previous (<) and next (>) buttons  to move between messages without returning to the Inbox.
6. Click a different message to read it.
7. Click the **back arrow** on the message toolbar  or click **Inbox** on the left to return to the message list.
8. Keep your Gmail open.

Replying to Messages

Sending a message to someone who sent you a message is called a **reply**. The message will automatically be addressed to the sender and the subject will be the same but include a Re: in the subject line. Re means replying or regarding the original subject of the original message. Once you reply to an email, the message includes a second message that Gmail groups with the original message. Gmail calls the group of messages a conversation and many conversations are called a thread.

Grow Your Skills 6.3 - Replying to Messages and Viewing Threads

9. In your Inbox, click the message with the subject **First Email**.
10. Click the  Reply button.
11. With your cursor in the **message** area, type the text below using the wraparound and the ENTER key for new paragraphs.

Hey [Your Name],

I received the message I sent to myself. When I receive a message I can send an email directly back to the sender. This is called replying to a message. It is a common task that people perform when working with email. It is like texting with longer messages. Way to cool!

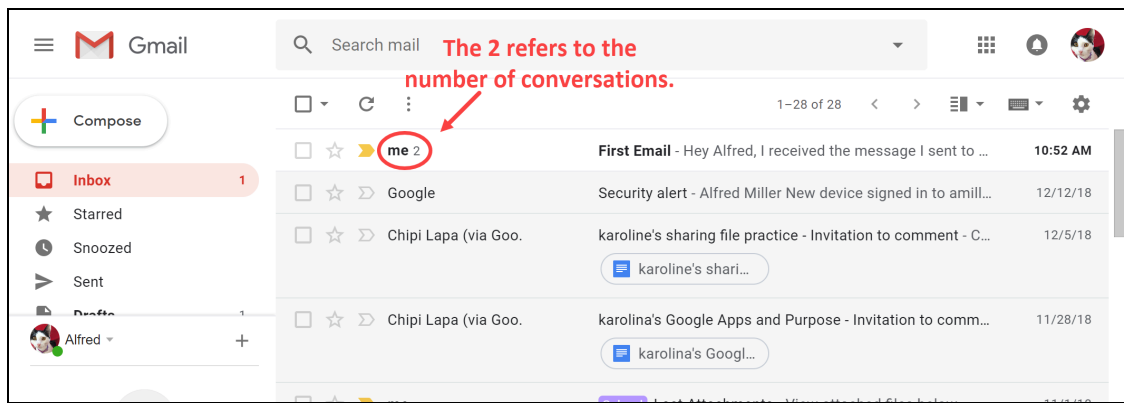
Thanks again,

[Your Name]

12. Click **Send** to send the reply to the sender.

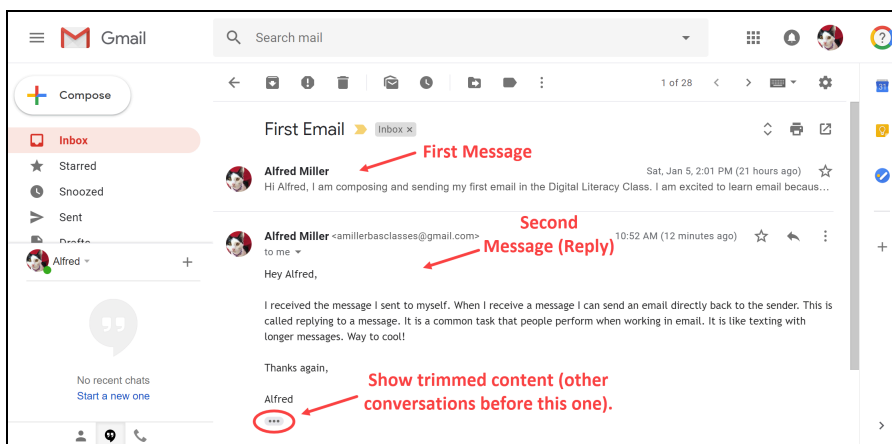
Work with Conversations and Threads


13. Click **Inbox** on the left. Your screen should look similar to the one below. Notice the email with the subject line **First Email** has a 2 in it. The 2 is the number of conversations (messages) sent related to the subject.



14. Click on the message with the subject line **First Email** to view the reply.

15. Your screen should look similar to the one below. The reply is open and the original conversation (message) is above it. Look at the picture below for details.



16. Click the Show Trimmed Content button  to show (view) all of the conversations on the subject in one message window.

17. Click the Hide Expanded Content button  to hide all of the conversations on the subject.

18. Click the first message above the one you are reading. Notice it only shows the original (first) message you sent.

19. Click the first message again and it will collapse the message to a smaller size where you cannot read the entire message.

20. Keep your Gmail open.


Working with Attachments

Now that you know how to send a message, 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 file

format files like Google Docs, Google Sheets, and Google Slides cannot be attached. They are shared via a link in the email 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.

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

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Grow Your Skills 6.4 - Sending a Message with Attachments

1. Click **Compose** on the left.
2. You will create a message to send to yourself with attachments. Click in the **To** box and type your Gmail address and amillerbasclasses@gmail.com.
3. Click in the **Subject** box and type First Email with Attachments.
4. Click in the **message** area and type the message below. Only use the ENTER key to create the new paragraphs. Your words may line up differently. Replace [Your Name] with your actual name.


[Your Name],



I am composing and sending my first email that includes at least one attachment. Attachments are files that I include with the message. A reminder that a file is any computer information that I saved. I need to know the name of the file and where it is saved to attach it.

I am excited to learn to use attachments because sometimes people ask me to email them a picture or something. Now I know they are asking me to attach files to an email. This is exciting.











Thanks,

[Your Name]


5. Add attachments. Click the **attach files** button  at the bottom of the compose message window.
6. In the Open file window, click **Documents** on the left, then double-click **Google Suite Files**, double-click the **Data Files** folder, and then double-click the **Docs** folder.
7. Click on the file named **Energy** and then click **Open**. 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, click on the file named **Groundwater** and click **Open**.
10. We will add the rest of the files at the same time. Click the **Attach More files** button . Click on the file named **India Tips**, hold down the SHIFT key, and click **SalesRpt**. All of the files from below Groundwater to the bottom should be selected. Click **Open**.

Format the Message


11. Click the **Formatting Options** Button .
12. In the message area, highlight (select) the word **composing** in the first sentence, and on the formatting bar, click the **Bold** button  to format the text as bold.
13. In the message area, highlight (select) the word **sending** in the first sentence, and on the formatting bar, click the **Bold** button  to format the text as bold.
14. In the message area, highlight (select) the word **Attachments** the first word in the second sentence, and on the formatting bar, click the Underline button  to format the text as underlined.
15. In the message area, highlight all of the text (tip: CTRL+A is a fast way to select All) and on the formatting bar, click the font button     and choose a font you like.
16. Make sure all of the text is still highlighted, click the **font color** button , and choose a color you like.
17. Click the  to hide the formatting toolbar.
18. Click **Send**.

View a Message with Attachments

19. Click **Inbox** on the left. Notice the email with the subject line **First Email with Attachments** message and the oval icons for the attached files.
20. Click the **first oval** and a preview of the file appears. If you do not have ovals, click the message to read it and click the first attachment at the bottom of the message.
21. 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.


22. Click the Next button  to preview the next attachment.

23. Click the previous button  to preview the previous attachment.


24. Click the back button  in the left corner of the preview near the filename.

25. Now click on the message (not an oval) to read the message.

26. The attachments are at the bottom with a small version of each attachment. Click on the first one. You are in preview again

27. Click the back button  in the left corner of the preview near the filename.

Download an Attachment

28. 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.

29. In the bottom left corner of the window, a link to the downloaded file appears.

30. 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.

31. Close the window the file opened in and you should return to your email.

Save an Attachment to Google Drive

32. Make sure you are in the **First Email with Attachments** message.

33. Point to the first attachment and click the **Add to Drive** button . Once added the icon becomes the **Organize** button .

34. Click the **Organize** button , double-click **My Drive**, double-click **Google Suite Class** and click **Move here**.

35. Practice by previewing, adding to Drive, organizing in Drive, or downloading.

Reply to a Message and Attach or Link to a Drive File

36. Make sure you are still reading the First Email with Attachments message. If not, click Inbox on the left and click the message.

37. Click **Reply**.

38. 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. Here is a link to the Google Apps and Purpose file:

Thanks,

[Your Name]

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

40. Double-click your **Google Suite Class** folder and double-click the **Docs** folder.

41. Click on the **Energy** file. Notice the choices in the bottom right-corner, **Drive link** or **Attachment**.

42. Click on **Attachment**.

43. Click **Insert**.

44. Click in the message area after the colon (:) to the right of the word file.

45. Click the **Insert files using Drive**  button again.

46. Double-click your Google Suite Class folder and double-click the **Docs** folder.

47. Click on the **Google Apps and Purpose** file. Notice the choice in the bottom right-corner is only **Drive link** because it is a Google file.

48. Click **Insert**.


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

50. Keep your Gmail open.

Managing Messages and Folders

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 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**.



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 6.5 - 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 Level 1 Class** Items for the label name and click **Create**.
4. On the left side, point to the **Google Suite Level 1 Class** label (you may need to click **more** and scroll to see the Google Suite Class label), click the menu button .
5. Point to **label color** and click the color of your choosing.
6. Click the checkbox next to the message with the subject line **First Email**.
7. Click the **Move to** button .
8. Click **Google Suite Level 1 Class**. The message is moved from the Inbox to the Google Suite Class Level 1 label (folder).
9. Check the **Google Suite Level 1 Class** label (folder). On the left side, if necessary scroll down and click **more**, and click the **Google Suite Level 1 Class** label.
10. You should see the message with the subject **First Email**.
11. Click **Inbox** on the left, click the checkbox for the message with the subject **First Email with Attachments**, click the **Move to**  button, and click **Google Suite Level 1 Class**.
12. Check the **Google Suite Level 1 Class** label (folder). On the left side, if necessary scroll down and click **more**, and click the **Google Suite Level 1 Class** label.
13. On your own, try to make a label (folder) with the name of your choosing and move a message to the label.



Archive and Recover an Archived Message

14. Click **Google Suite Level 1 Class** on the left. Click the checkbox next to the message with the subject **First Email**, click the **Move to**  button on the toolbar.
15. Choose **Inbox**.
16. Click **Inbox** on the left.
17. Click the checkbox next to the message with the subject **First Email**, click the **Archive**  button on the toolbar.


Access the Archive Folder


18. 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 **First Email** that and click the **Move to Inbox** button  .
20. Click **Inbox** on the left to return to the label and the First Email message is back.

Now we will delete and recover a deleted message.

21. Click the checkbox next to the message with the subject **First Email**, click the Delete  button on the toolbar.
22. Check the **Trash** folder (label) and recover the message. On the left side, scroll down and click **Trash** (you may need to click more and scroll to see the Trash label).
23. Click the checkbox next to the message with the subject **First Email**.
24. Click the **Move to**  button, and click **Inbox**.
25. Click **Inbox** on the left to return to the Inbox and the deleted message is back in the Inbox.

Now we will explore and change two settings.

26. Click the Settings  button and click **See All Settings**.
27. 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.
28. Scroll down to the **button labels** setting, click the **Text** option.
29. Scroll down to the bottom of the settings area and click **Save Changes**.
30. Notice the toolbar has words instead of icons.

31. Let's return the button label setting back to icons, click the **Settings**  button, and click **See All Settings**.
32. Scroll down to the **button labels** setting, click the **Icon** option.
33. Scroll down to the bottom of the settings area and click **Save Changes**.

