

## Gmail

Is Gmail different from the email account you may have had before?

**No.** You receive, send and delete mail. As before, so with Gmail.

**Yes.** If you struggled with an ever-growing Inbox, set up a myriad of filters to have messages moved to folders at least semi-automatically, never seemed to find an email in the folder it should have been in or have given up long ago, you will appreciate the easy — easy — archiving, finding and labeling of messages Gmail provides.

### *How to Use Gmail*

For each message in your Gmail Inbox:

- ✓ Read the message.
- ✓ Reply right away if you can.
  - Apply all relevant labels to the message.
  - You can use the Star for urgent to-do items instead.
  - Create new labels as you need them. For example:
    - A label for mail and newsletters you want to read later.
    - Labels for all the projects you are working on.
    - A label for ideas.
    - “Follow-up” label.
- ✓ You do not have to set up labels for specific contacts. Your Gmail address book does that automatically.
- ✓ Optionally, mark the message unread to add importance and visual boldness to it.
- ✓ Archive or, if you are certain you will not have to visit the email again, trash the message.

To return to certain emails:

- ✓ Search for message content or attributes.
- ✓ Use your Gmail Contacts to find all correspondence with certain people.
- ✓ Refer to your labels to gather relevant mail.
- ✓ As soon as a label no longer applies to a message, remove it.

Use the drop-down menus on the email itself:

- ✓ Print an individual email
- ✓ Forward
- ✓ Add an individual to your contact list

Important Gmail Tips:

- ✓ Log-in at this address: <http://mail.google.com/a/raymond.k12.wa.us/> . If you try to use gmail.com, you will be disappointed.
- ✓ Install Google Notifier to be alerted when mail comes.  
<http://email.about.com/gi/dynamic/offsite.htm?zi=1/XJ&sdn=email&cdn=compute&tm=>

## Gmail

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- ✓ If you want to continue to use the “Mail” application on OS X, you can. (This is not supported by Raymond tech support, but it can be done. This link will walk you through the process. [http://email.about.com/od/macosexmailtips/qt/et\\_gmailosxmail.htm](http://email.about.com/od/macosexmailtips/qt/et_gmailosxmail.htm))
- ✓ If you would like to forward your email to another account, this link will help: <http://email.about.com/od/gmailtips/qt/et112504.htm>
- ✓ Want to send blind copies (i.e., not disclose your mailing list to everyone who receives your email)? Here’s how: [http://email.about.com/od/gmailtips/qt/et\\_undisclosed.htm](http://email.about.com/od/gmailtips/qt/et_undisclosed.htm)
- ✓ If you forget your password, here’s how to recover it. [http://email.about.com/od/gmailtips/qt/et\\_gmail\\_passwo.htm](http://email.about.com/od/gmailtips/qt/et_gmail_passwo.htm)
- ✓ If you are using Firefox (and why wouldn’t you?), you can set your start-up pages to be multiple, i.e., you can open several web pages at the same time as tabs and save them all as your start-up pages. To do so
  - Open the pages you want to set as your start pages in their various tabs
  - Go to Firefox Preferences (under the “Firefox” menu item)
  - Click on the “Use Current Pages”
- ✓ Handling spam. Your spam filter will catch almost all of the spam. Helpful hints include:
  - If something comes into your inbox that is not spam, select it and click the “Report Spam” button. Gmail will learn over time.
  - If you were expecting an email and did not receive it in your in box, it is possible the spam folder caught it. To fix this situation, select the item in the spam folder and click the “Not Spam” button. Once again, Gmail will learn.
  - Spam that remains in the spam folder more than 30 days will be deleted automatically.

Gmail itself has lots of easy-to-use help and it is context sensitive. It is in the upper right corner of the Gmail screen.

By the way, Google has more to offer than just Gmail.

- ✓ 2 GB of storage space
- ✓ Create and store documents, spreadsheets and presentations
- ✓ Maintain a personal calendar