

# **Gmail Therapy**

### The Guidebook

Trista Vosburgh and Nick Atchley Parkland School September 2017

## **Class Requests**

- □ How do I unsubscribe certain emails? i.e. Simple Truths
- Would like to set up automated functions, if possible, so I am not spending too much time organizing emails.
- □ How to organize mail.
- □ How to create a meeting to be place on the calendar.
- Can you save a student's response in google forms which is not fully completed and finish in class the next day without them losing their responses.
- □ Ha, pretty much just need time to clean up my email. Get rid of junk and set up some folders. I may have almost 6,000 emails in my inbox!
- □ How can I manage all the emails while trying to teach? I cannot keep up with the amount of information I am to keep track of. Thanks
- I'll take all the help I can get! My inbox is just 5000000 emails that stress me out every time I open email. Some I need to keep - but where? How???
- I don't have any questions right now. Really I am just interested in everything gmail can do. I want to make sure that I am using it correctly.
- U Ways to better organize and clean out my gmail.
- Different ways to organize and view e-mails. Setting up a folder/star organization.

Functionalities on Gmail that are new.

## **Google Therapy Step 1**

- Organize your Gmail inbox using labels
- □ Create, edit & delete labels
- □ Add or remove inbox categories & tabs in Gmail
- Search in Gmail
- Gmail themes
- Open & download attachments in Gmail
- □ I'm getting a warning message
- Send or unsend Gmail messages
- Create rules to filter your emails
- □ Turn frequent contacts into a contact group
- □ Set up "out-of-office" autoreplies

## **Google Therapy Step 2**

Organize your Gmail inbox using labels

## Organize your Gmail inbox using labels

You can organize your emails by setting up labels. Labels work like folders, but you can add more than one label to a message.

### Add a label to a message

Add a label to a message you received

- 1. Open Gmail.
- 2. Open a message.
- 3. At the top, click Label
- 4. Click the box next to each label you want to add, or type a new label.

Tip: To add a label to multiple messages, select those messages in your inbox, then click Label 🖤 .

#### Add a label to a message you're writing

- 1. Open <u>Gmail</u>.
- 2. Click Compose.
- 3. In the bottom right corner, click More options  $\overline{\phantom{a}}$  .
- 4. Click Label.
- 5. Choose a label to add.

#### Move a message to another label

- 1. Open <u>Gmail</u>.
- 2. Open the email you want to move, or select it in your inbox.
- 3. Click Move to
- 4. Choose the label you want to move the email to.

### Create, edit & delete labels

Note: Only you can see the labels that are added to your messages.

#### Create a label

- 1. Open <u>Gmail</u>.
- 2. On the left, click More.
- 3. Click Create new label.
- 4. Name your label.
- 5. Click Create.

#### Edit a label

- 1. Open <u>Gmail</u>.
- 2. On the left side of the page, hover your cursor over your label's name.
- 3. Click the Down arrow 🔭 .
- 4. Click Edit.
- 5. Make changes to your label.
- 6. Click Save.

#### Delete a label

- 1. Open <u>Gmail</u>. You can't edit labels from the Gmail app.
- 2. On the left side of the page, hover your cursor over your label's name.
- 3. Click the Down arrow 🔭 .
- 4. Click **Remove label**.

### My labels aren't showing up

Your labels might not show up on replies or new messages, depending on whether <u>conversation view</u> is on or off.

**If conversation view is off**: Labels will only show up on the individual messages you labeled. If someone replies to that message, the label won't show up on the reply. **If conversation view is on:** When you add a label to an entire conversation, the label will only show up on existing messages, not new ones.

## Add or remove inbox categories & tabs in Gmail

Messages in your inbox are sorted into categories, like Primary, Social, Promotions, Updates, and Forums. Categories help you sort your emails so you don't see all of them at one time. When you open your inbox, you'll see your Primary tab first.

### Step 1: Choose your inbox style

- 1. Open Gmail.
- 2. In the top right, click Settings Settings.
- 3. Click the Inbox tab.
- 4. In the "Inbox type" section, select Default, Important first, Unread first, Starred first, or Priority Inbox.
- 5. Choose other settings, like whether to show importance markers or how to filter mail.

### Step 2: Add or remove categories

If you don't see tabs in your inbox, follow these directions to turn on inbox categories:

- 1. Open Gmail.
- 2. In the top right, click Settings \* Configure inbox.



- 3. Check the boxes of the categories you want to use. If you hide a tab, those messages will show in your Primary tab.
- 4. Optional: Choose whether you want starred messages to show in your Primary tab.
- 5. Click Save.

### Move messages

- 1. Open Gmail.
- 2. Drag and drop your message from one category to another.

## Search in Gmail

You can search to find your messages in Gmail, including messages in Spam or Trash.

### How to search

- 1. Open Gmail.
- 2. In the search box at the top of the page, write what you're looking for.
- 3. Click Search

#### I can't find a message

If you can't find a message you're looking for, try these tips:

Inside the search box, click the Down arrow T. This opens up a page with more ways to filter your search results.

If you're searching by a label name, try searching by subject line, sender, or other keyword. It's possible that the label was only added to one message in the conversation, not the message you're looking for.

Use <u>search operators</u> to filter your search results.

### Search Spam & Trash

Gmail won't show messages from Spam or Trash in your results.

Here's how to see search messages in Spam and Trash:

- 1. Open Gmail.
- 2. In the search box at the top of the page, click the Down arrow  $\overline{\phantom{a}}$  .
- 3. In the drop-down menu next to "Search," select Mail & Spam & Trash.
- 4. Fill in the boxes with the information you're looking for.
- 5. At the bottom, click Search

## **Gmail themes**

If you're using Gmail on your computer, you can pick a theme to change your Gmail background.

### Choose from existing themes

- 1. On your computer, open Gmail.
- 2. In the top right, click Settings  $\overset{\bullet}{\bullet}$  .
- 3. Click Themes Set Theme.
- 4. Click a theme. Some themes allow you to make changes using the Text Background, Vignette, or Blur buttons that appear at the bottom.
- 5. Click Save.

### Use one of your photos as your background

- 1. On your computer, open <u>Gmail</u>.
- 2. In the top right, click Settings  $\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}{\overset{\mbox{\ensuremath{\mathbb{R}}}}}}}}}}}}}}}}}}}}}}}}}}$
- 3. Click Themes.
- 4. In the bottom right, click **My Photos**.
- 5. Choose a picture, or click **Featured**. If your picture looks blurry, try uploading a larger sized photo.
- 6. Click Select.
- 7. Near the bottom, make changes to the theme by using the Text Background, Vignette, or Blur buttons.
- 8. Click Save.

## **Open & download attachments in Gmail**

When you get an email with attachments, you can download a copy of the attachment to your device.

### **Downloading options**

#### Download an attachment to your computer

- 1. Open Gmail.
- 2. Open an email message.
- 3. Hover your mouse over the thumbnail, then click Download  $\stackrel{*}{=}$  .

Your browser saves attachments you've downloaded in a download folder. Check your browser's settings to see where to find your downloads. If you use Google Chrome, learn about <u>downloading a file on Chrome</u>.

#### Download to Google Drive

**Note:** Some attachments can be seen or shared, but not saved to Google Drive.

- 1. Open <u>Gmail</u>.
- 2. Open an email message.
- 3. Hover your mouse over the thumbnail, then click Save to Drive

You can see any files you've downloaded in Google Drive.

#### Download a photo inside an email

Some photos are sent inside an email message, and not as attachments.

Here are a few ways to save photos from inside emails:

**Download:** Right-click the photo and choose the option to save the photo. **Save to Drive:** Download the photo to your computer and then <u>upload to Google Drive</u>.

### Include attachments when replying or forwarding

Attachments are included when you forward a message, but aren't automatically included when you reply to a message.

To include the original attachments when replying:

- 1. At the bottom of the reply box, click the Down arrow T.
- 2. Click Include original attachments.

To remove original attachments when replying, go to the right of the attachment, then click imes .

### Attachments won't open or download

If attachments won't upload or download, try these steps in order:

- 1. Check that you're using a <u>supported browser</u>.
- 2. Try turning off extensions you have on your browser one at a time.
- 3. Clear your browser's <u>cache and cookies</u>.
- 4. Try opening Gmail with labs disabled at this page <a href="https://mail.google.com/mail/u/0/?labs=0">https://mail.google.com/mail/u/0/?labs=0</a>. If this fixes the problem, try enabling labs one at a time.

### I'm getting a warning message

#### Attachment allows unverified scripts

#### What this warning means

We can't confirm that the message's attachments are safe to open. If you open the attachments, there's a chance malicious software could start running on your computer or device.

#### What to do if you see this warning

If the email looks suspicious, don't reply and don't download the attachment. You can <u>report it as</u> <u>spam</u> or <u>phishing</u>.

If the email is from someone you know and trust, ignore the warning.

#### Attachments can't be scanned for viruses

#### What this warning means

Some attachments, such as documents requiring a password to open, are encrypted and can't be scanned for viruses.

#### What to do if you see this warning

If the email looks suspicious, don't reply and don't download the attachment. You can <u>report it as</u> <u>spam</u> or <u>phishing</u>.

If the email is from someone you know and trust, ignore the warning.

## Send or unsend Gmail messages

You can send or unsend messages from a browser or the Gmail app.

### Write an email

- 1. Open Gmail.
- 2. In the top left, click **Compose**.
- 3. In the "To" field, add recipients. If you want, you can also add recipients in the "cc" and "bcc" fields.
- 4. Add a subject.
- 5. Write your message.
- 6. At the bottom of the page, click **Send**.

### Recall an email with Undo Send

If you turn "Undo Send" on, you can retract a message right after you sent it.

#### First, turn on Undo Send

- 1. On your computer, open Gmail.
- 2. In the top right, click Settings Settings.
- 3. In the "Undo Send" section, check the box next to "Enable Undo Send."
- 4. In the "Send cancellation period" section, set the amount of time you want to decide if you want to unsend an email.
- 5. At the bottom of the page, click **Save Changes**.

#### Undo sending your message

After you turn on Undo Send, you can cancel sending an email.

- 1. After you send a message, you'll see the message "Your message has been sent" and the option to Undo or View message.
- 2. Click Undo.

13 of

### Options for adding message recipients

#### Add recipients (cc)

When you add recipients to your message, you have the option to add a "cc" field. Anyone in this field will see the other recipients of the message.

"Cc" is often used to add recipients to an email who don't need to take any action.

#### Hide recipients (bcc)

If you're sending a message and want to hide a recipient's email address, you can add them in the "bcc" field.

#### How "bcc" works

The recipients won't know that you added anyone to bcc.

Anyone you add to the "bcc" field will see that they were added using "bcc." They will also see message recipients in the "to" and "cc" fields. **Note**: If they don't use Gmail, they may not see this information.

People you add in "bcc" can't see the name or email address of anyone else you add in the "bcc" field.

If people reply all to a message, people in "bcc" won't see the reply.

#### Send an email to multiple recipients

# When you write a message, you'll add the recipients in the "to," "cc," or "bcc" fields.

To add multiple recipients, put a comma between the names or email addresses of the recipients.

If you need to send an email to a large number of people, you can also <u>create a group</u>, then add that group's email address in the "to" field.

## Create rules to filter your emails

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

#### Create a filter

- 1. Open Gmail.
- 2. In the search box at the top, click the Down arrow
- 3. Enter your search criteria. If you want to check that your search worked correctly, see what

emails show up by clicking Search

- 4. At the bottom of the search window, click Create filter with this search.
- 5. Choose what you'd like the filter to do.
- 6. Click Create filter.

**Note:** When you create a filter to forward messages, only new messages will be affected. Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

### Use a particular message to create a filter

- 1. Open Gmail.
- 2. Check the checkbox next to the email you want.
- 3. Click More.
- 4. Click Filter messages like these.
- 5. Enter your filter criteria.

#### Edit or delete filters

- 1. Open Gmail.
- 2. At the top right, click Settings 🍄 .
- 3. Click **Settings**.
- 4. Click Filters and Blocked Addresses.
- 5. Find the filter you'd like to change.
- 6. Click **edit** or **delete** to remove the filter. If you're editing the filter, click **Continue** when you're done editing.

7. Click Update filter.

You can create as many filters as you like, but only 20 filters can forward to other addresses.

#### Export or import filters

If you're a filter pro and have a great filter system that you want to use in another account or share with a friend, you can export and import filters.

- 1. Open <u>Gmail</u>.
- 2. At the top right, click Settings 🍄 .
- 3. Click Settings.
- 4. Click Filters and Blocked Addresses.
- 5. Check the box next to the filter.

### Export a filter

- 1. At the bottom of the page, click **Export**.
- 2. This will give you a .xml file, which you can edit in a text editor if you'd like.

### Import a filter

- 1. At the bottom of the page, click **Import filters**.
- 2. Choose the file with the filter you'd like to import.
- 3. Click Open file.
- 4. Click Create filters.

### Turn frequent contacts into a contact group

If you send email or event invites to the same people all the time, create a contact group for them. The next time you compose a message, send email to that contact group to reach everyone at once. You can use the same contact group to schedule Google Calendar meetings.

#### • Create a group

- 1. In <u>Gmail</u>, click COMPOSE.
- 2. Next to To, enter the individual email addresses.
- 3. Click To.
- 4. (Optional) The email addresses appear at the bottom. Check the box next to another contact to add them to your group.
- 5. Click Save as group.
- 6. Name the group and click Save.
- Email a group

### Set up "out-of-office" autoreplies

If you'll be away from your Gmail account, like on a vacation or without access to the Internet, you can set up a vacation responder to automatically notify people that you won't be able to get back to them right away. When people send you a message, they'll receive an email response containing what you've written in your "out of office" autoreply.

- Set up an "out-of-office" autoreply
  - In <u>Gmail</u>, click Settings settings > Settings.
  - Scroll down to the Vacation responder section.
  - Select the Vacation responder on option.
  - Enter the date range, subject, and message.
  - $\circ$  (Optional) Under your message, select who to send the response to.
  - At the bottom, click Save Changes.
  - Note: If you have a Gmail signature, it will be shown under your autoreply.
- Turn off an "out-of-office" autoreply
  - If you've set a date for the vacation responder to end, it turns off at that time. Otherwise, when your vacation reply is on, you'll see a banner across the top of your inbox that shows the subject of your vacation response. To turn it off, click End now.