Gmail Basics

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To access your Gmail account, visit gmail.com

Gmail is your email. On this page you can see your email’s home page

Contacts (under the App Tray) lists the email addresses of people you’ve corresponded with.

Compose opens a new message.

Inbox shows your email conversations. Conversations in bold are unread.

Starred shows you only messages you’ve marked with a star.

Sent shows messages you’ve sent.

Drafts stores messages you’ve started and saved to work on later.

Important Emails you have marked as Important

Chats lists your archived Chat conversations.

All Mail shows you almost all of your mail; you’ll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won’t see Spam or Trash.

Spam is where Google sends junk email, or items from suspicious senders.

Trash is where messages you delete end up. Messages in your Trash will be deleted automatically after 30 days, or you can empty the trash whenever you like.

Categories shows current categories you may have set up in Gmail’s tabbed inbox sections- including Social, Promotions, Updates and Forums. Like the Important category, Gmail attempts to organize these for you, but you can help Gmail improve its accuracy by moving mail into these categories yourself.

Manage Labels Label setting options

Create new label Use labels as you would use folders to organize your inbox.
### Gmail Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Return" /></td>
<td><strong>Return</strong> to previous window</td>
</tr>
<tr>
<td><img src="image" alt="Archive" /></td>
<td><strong>Archive</strong> – Use to manage your inbox. The message can be found in all mail.</td>
</tr>
<tr>
<td><img src="image" alt="Report Spam" /></td>
<td><strong>Report Spam</strong> – If you report an email as spam, Gmail will route similar emails into the spam folder.</td>
</tr>
<tr>
<td><img src="image" alt="Trash" /></td>
<td><strong>Trash</strong> – Deleted emails stay in the Trash folder for 30 days. After that time it is permanently deleted and cannot be recovered.</td>
</tr>
<tr>
<td><img src="image" alt="Mark Unread" /></td>
<td><strong>Mark Unread</strong> – If you want to remember to re-read a message later, marking it unread will return it to bold type so it looks like a new message.</td>
</tr>
<tr>
<td><img src="image" alt="Snooze" /></td>
<td><strong>Snooze</strong> – Use snooze to temporarily remove an email from your inbox. You can choose a later time for it to reappear.</td>
</tr>
<tr>
<td><img src="image" alt="Move to Label" /></td>
<td><strong>Move to Label</strong> – Move message to a label</td>
</tr>
<tr>
<td><img src="image" alt="Label" /></td>
<td><strong>Label</strong> – Organize an email into a category or folder by giving it a label. Labels can have names and different colors.</td>
</tr>
<tr>
<td><img src="image" alt="More Actions" /></td>
<td><strong>More Actions</strong> – Click on the dots to bring up a menu of more options.</td>
</tr>
</tbody>
</table>

### To read a message

1. **Click Inbox** from the toolbar on the left. Each message in your inbox will be displayed on a separate line in the middle of the window.

2. Click on the words in the **Subject** field or the Sender to open the selected message.

3. After reading the message, you can view other messages by clicking on the **Back to Inbox** link. The read message will remain in the Inbox unless you decide to delete it or archive it.
Parts of an email message

To: The email address of the person you are sending this email to.

- Must include the user name, the @ symbol and the domain name.
- Use a space between addresses if sending to more than one recipient.

CC: Carbon copy (Optional); additional addresses you are sending this message to as a courtesy.

BCC: Blind carbon copy (Optional); Send a copy of the message to someone, but his or her name is not visible to other recipients.

Subject: What the email is about.

Body - The message itself.

To compose and send a message

1. Sign in to your account.
2. Click Compose on the upper left side of the toolbar area.
3. A blank email form will open.
4. In the To field, type the name of the recipient to receive the message. Example: me@gmail.com You can email multiple recipients by including a space after each recipient’s address.
5. In the Subject field type the subject of the email.
6. Write your message in the body area.
7. Smart Compose will offer suggestions to fill in the rest of your sentence
   a. To accept the suggested text, press the Tab key on your keyboard.
8. Hit the blue Send button.
   Note: Gmail will automatically save a draft of the email every few seconds.

To reply to a message

1. Open the message.
2. Click Reply to send the reply to the person who originally sent the message. Click the ▼ arrow next to Reply to choose Reply All to send the reply to all of the recipients of the original message.
3. A new blank message will appear containing the original message. The outgoing address will be filled in.
4. Compose the reply and click **Send**.

**To forward a message to other recipients**

1. Open the message.
2. Click theoxel next to Reply to choose **Forward**.
3. A new message will appear displaying the original message.
4. Enter the email addresses of your intended recipient(s). At least one email address is required.
5. Compose a message if desired.
6. Click the **Send** button.

**To print a message**

1. Open the message.
2. Click **Print All**. *This will print all the messages in the conversation.*

Or, to print just one message in the conversation click the :next to Reply on the desired message and choose **Print**.

**To delete a message**

1. Select the message from the inbox or open the message.
2. Click the Trash can. The message will be moved to the Trash. Items remain in the Trash for 30 days, at which point they will be permanently deleted from your account.

**To retrieve a message from Trash**

1. Click on Trash on the toolbar on the left.
2. Open the desired message or click the checkbox next to a message in the list.
3. Click on the Move to button and select another label for the message.

**To permanently delete a message**

1. Click on Trash on the toolbar on the left.
2. Select the message you’d like to delete.
3. Click **Delete forever**.

To permanently delete all of the messages in Trash at once

1. Click **Empty Trash now** above the list of trash messages.
2. Click **OK** to confirm and delete all messages.

Note: Messages in Trash will be permanently deleted automatically after 30 days. Messages that are permanently deleted, manually or automatically, cannot be recovered.

**Spam**

- In general, if you don’t recognize the email sender, and you don’t think you need to open it based on the subject, delete the email **without** opening it. Messages with attachments from unknown senders should never be opened as they may contain viruses which can harm your computer and files.
- Gmail has the option of marking messages as spam. This will put the email address on a blocked list so you don’t receive email from that sender again.

**To mark a message as spam**

1. Select the message by checking the box to the left of the Sender field.
2. Click the **Report spam** button. The message will be removed from the Inbox and placed in Spam.

**To delete Spam messages**

1. Click **Spam** from the label list on the left to view all spam messages.
2. Click the **Delete forever** button. The spam messages will be permanently removed from your Gmail account.

Note: If a message is marked as spam but is **not spam** you can move it to the Inbox to remove it from Spam.
Attachments

To add an attachment to an outgoing email
1. Click on the **Compose** button in the upper left.
2. On the blank email form, click on the **paperclip** link to the right of the Send button.
3. Choose the file from your computer to be attached by selecting the file, and then clicking the **Open** button in the File Upload box. Your file will now be attached to the message.
4. Finish composing your message if necessary, and click the **Send** button to send the message with the attachment.

Note:
- To remove the file from the message before sending, click on the x to the right of the attachment name. The file will be removed.

To open an attachment in Gmail
1. Open the message with the attachment.
2. You have 3 options:
   - Click directly on the file thumbnail image to view the attachment in your Google Drive viewer.
   - Hover over the file and choose the down arrow icon option to download the attachment.
   - Hover over the file and choose the right Drive option to save the attachment in your Google Drive.
3. If you choose the download option, you may be asked which program you want to open the file with. Select the appropriate program, and click OK.
4. The attachment will open.

Contacts

Your contacts include a list of email addresses that you may frequently correspond with in Gmail.

To open your Contact list
1. Click on the App Tray in the upper right side of the page.
2. Choose **Contacts**.

**To add a new contact**

1. Open your contact list.
2. Click the **Add Person** button to open a blank form.
3. Enter your contact's information in the appropriate fields.
4. Click the **Save** button in the upper right hand corner to add the contact to your list.

**To edit your contacts**

From your Contacts list:

1. Select the name of the contact you'd like to edit. The contact information form will be displayed.
2. Click the **pencil icon**
3. Select the field to be edited and make your changes.
4. Click the **Save** button on the far right.

**To delete a contact**

1. Open your Contacts list.
2. Select the name of the contact you'd like to delete.
3. Click the **three dots**
4. Click **Delete contact**.

**To exit Gmail**

1. Click the drop–down arrow beside your email address in the upper right.
2. Click **Sign out**.

**Additional Resources**

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