

# Gmail Tips & Tricks

Ashby Village and UCBRC  
March 19, 2019

# Outline for today

Learn how to use Gmail on the web

- Home Section (10 min)
- Settings (15 min)
- Receiving and Sending Email (10 min)
- Attachments (5 min)
- Search (10 min)
- Labels, Filters, Snooze (15 min)

We focus on the **Gmail web interface**, not apps and other interfaces (**which may look significantly different and have different functionality**).

# Wifi for today's workshop

**Network name:**

**Password:**

What do you want to  
learn today?

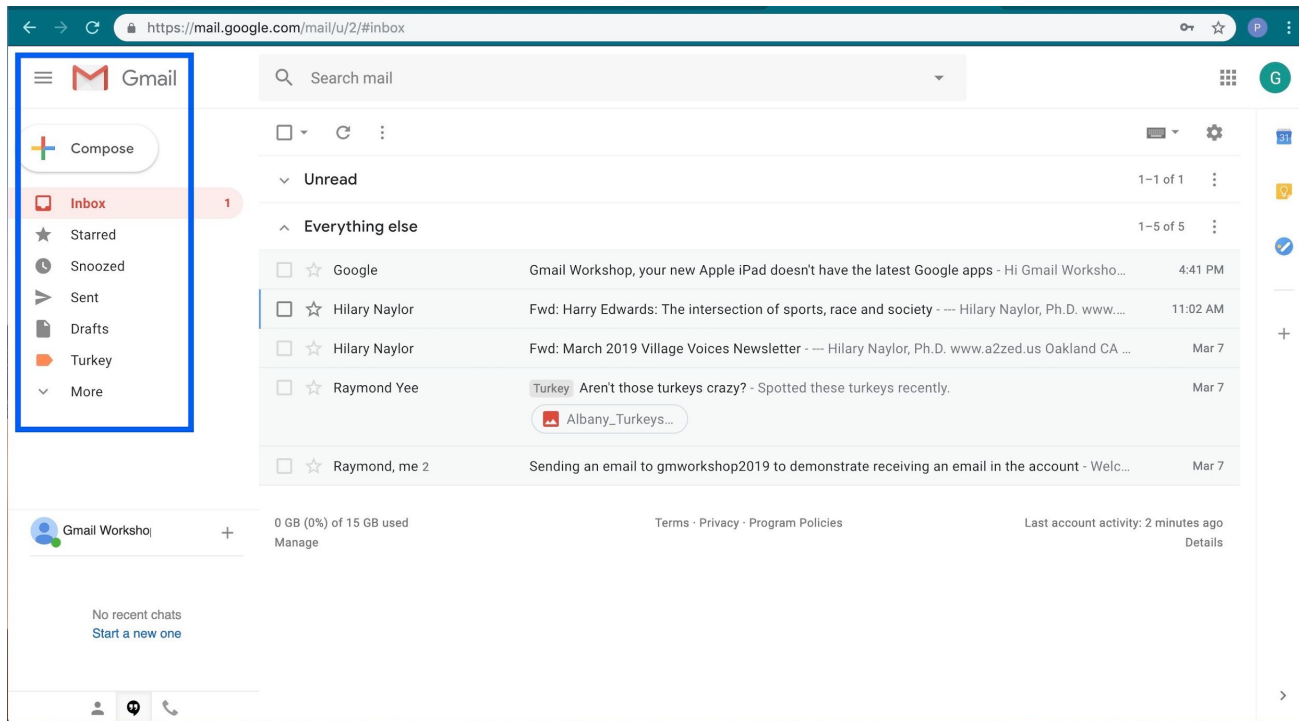
Demo email account for workshop

You will be asked to send email to:

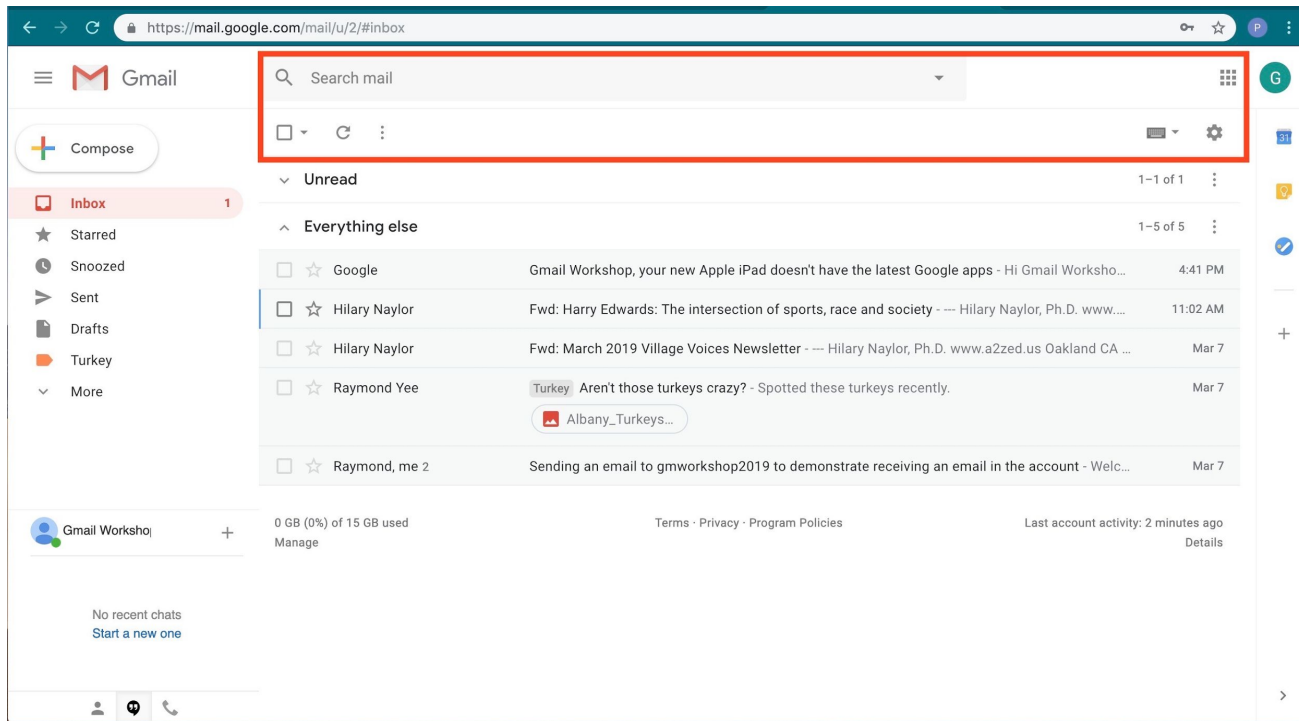
**gmworkshop2019@gmail.com**

# Home Screen

# Home Screen - “home base”

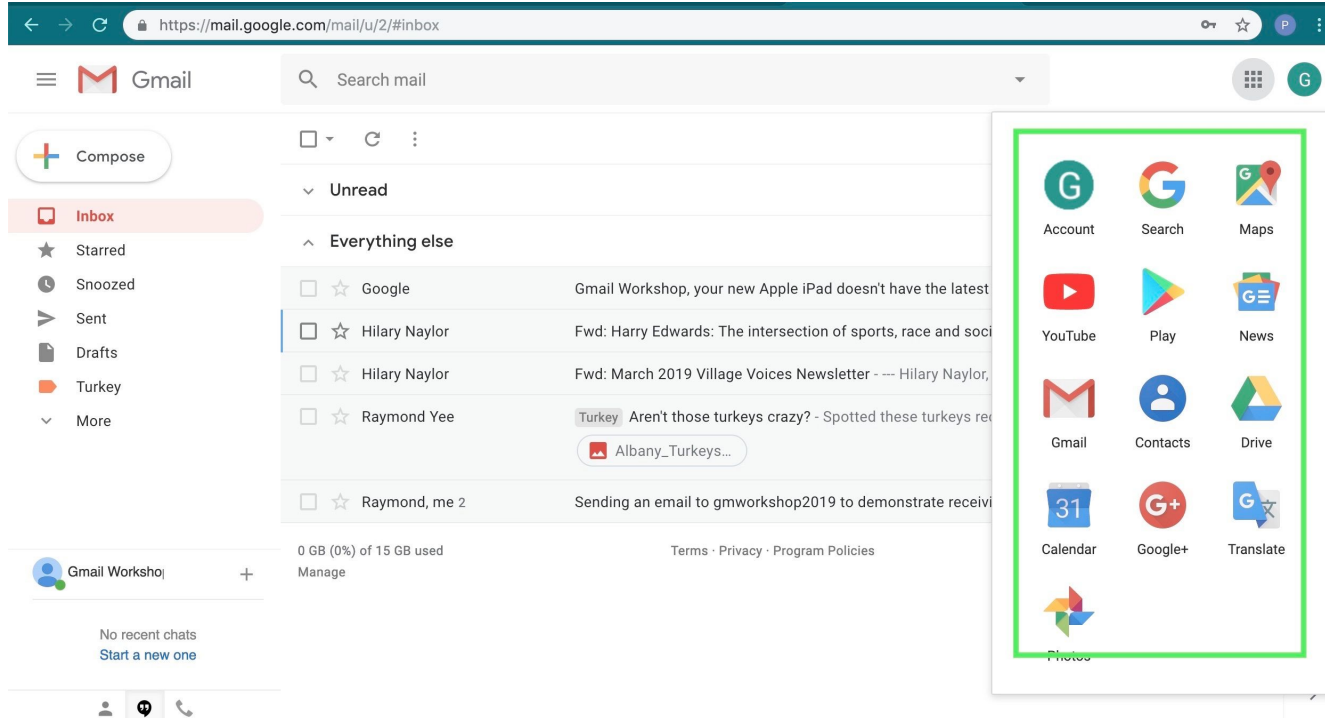


# Home Screen - “move on”

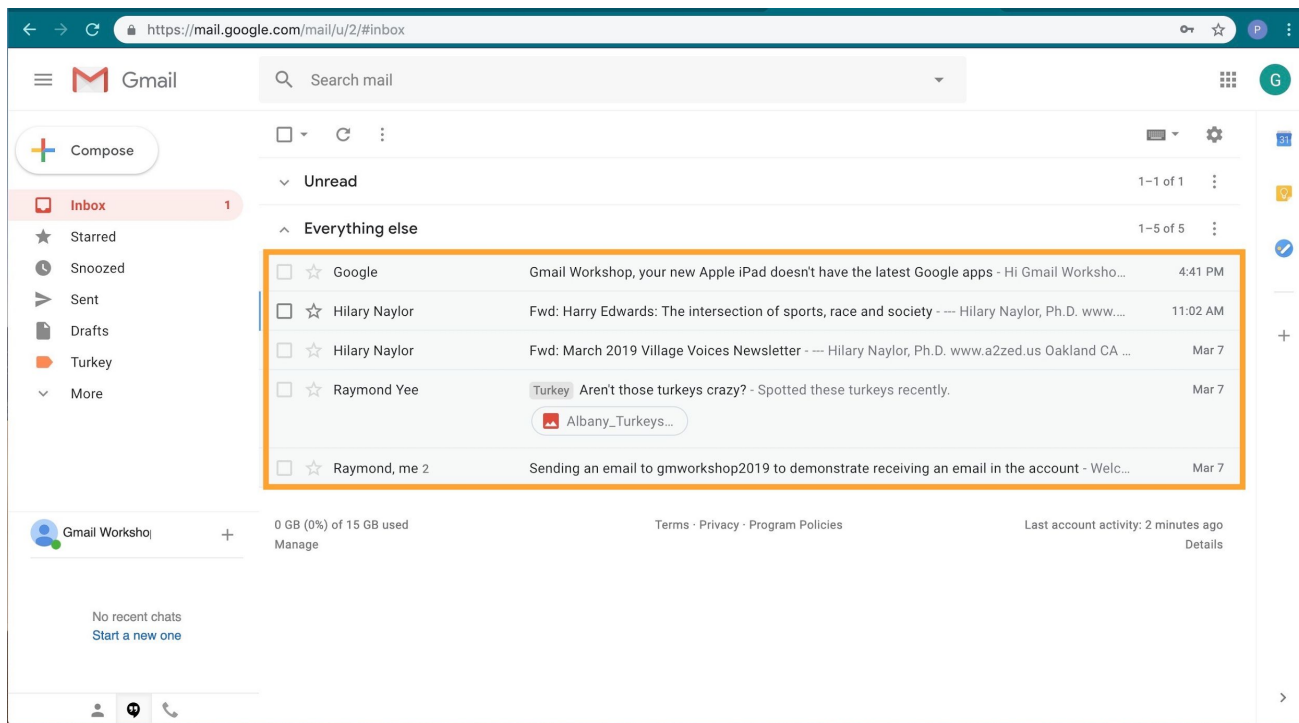




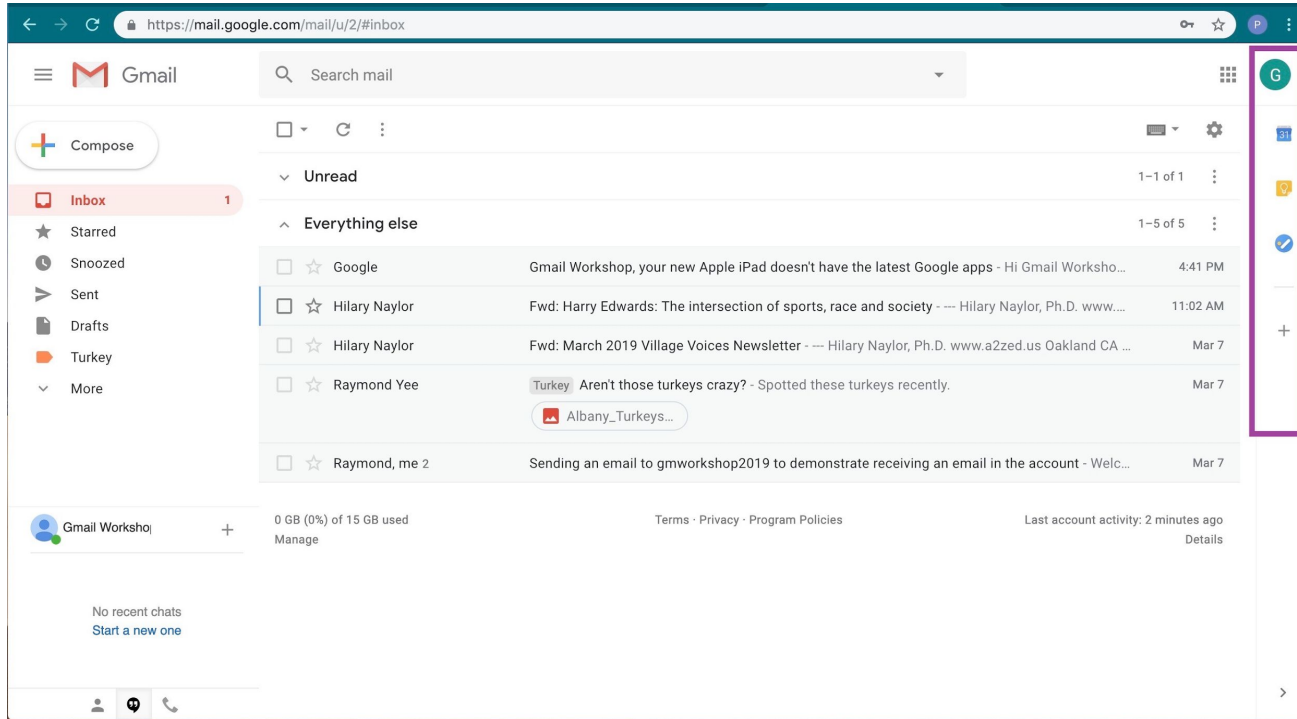
# Home Screen - “stay connected”



# Home Screen - “meat and potatoes”

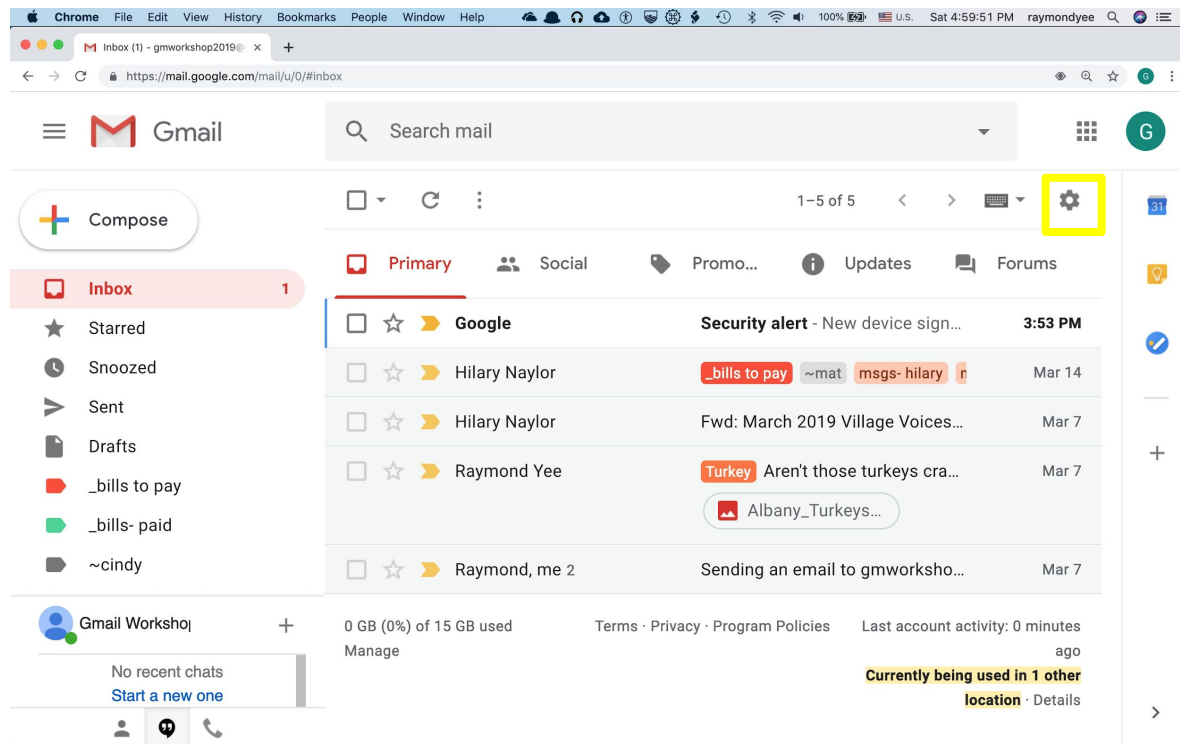


# Home Screen - “keeping me straight”

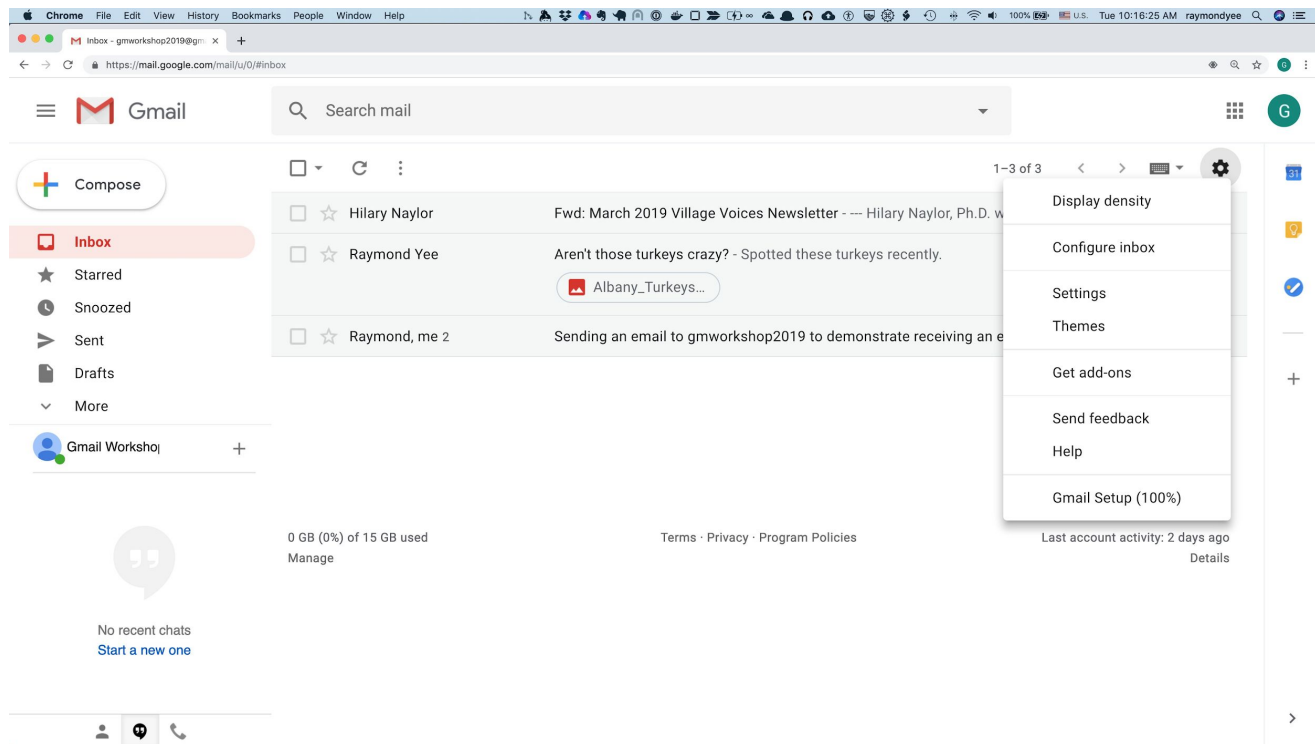


# Settings

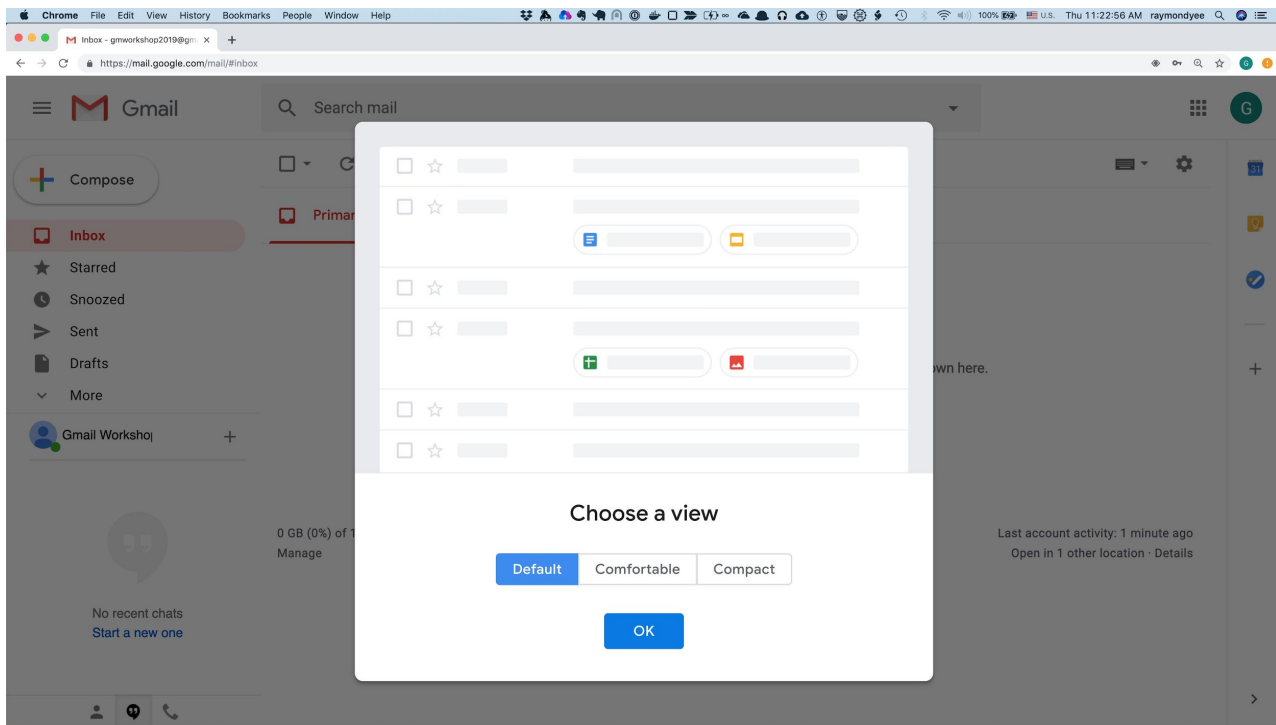
# Where to find the Settings button



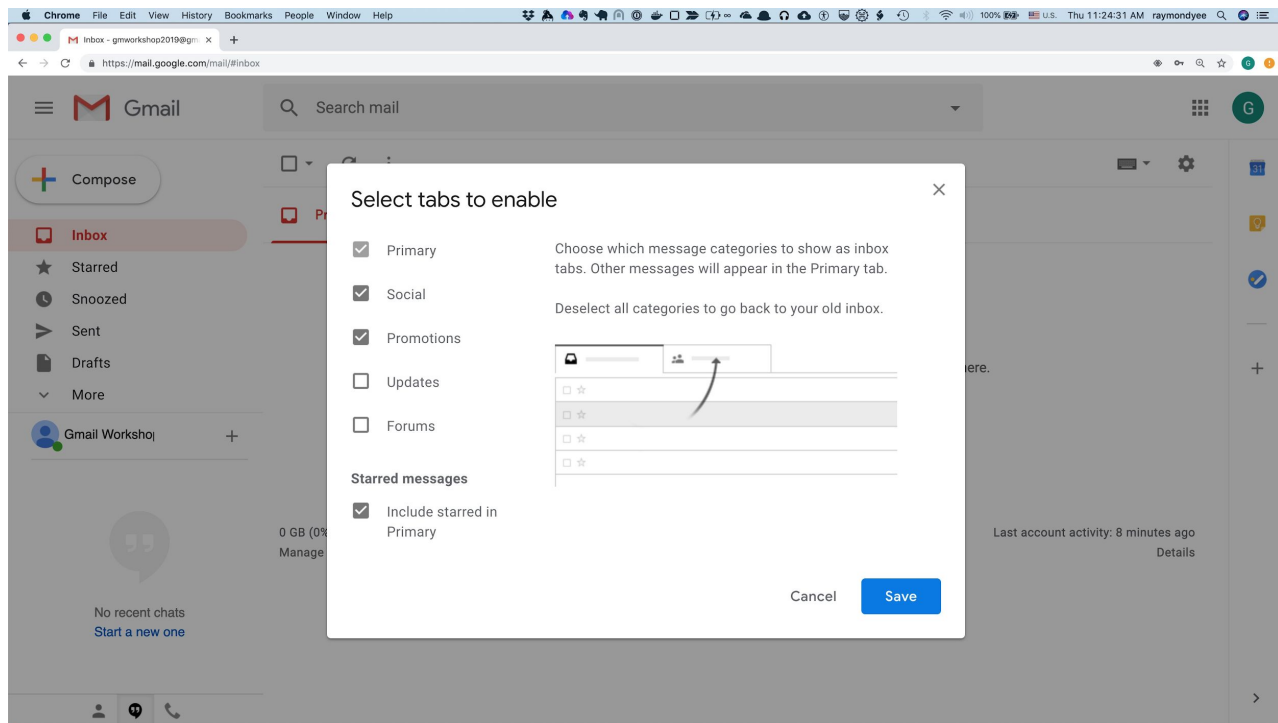
# What Settings Button Reveals



# Settings: Display density

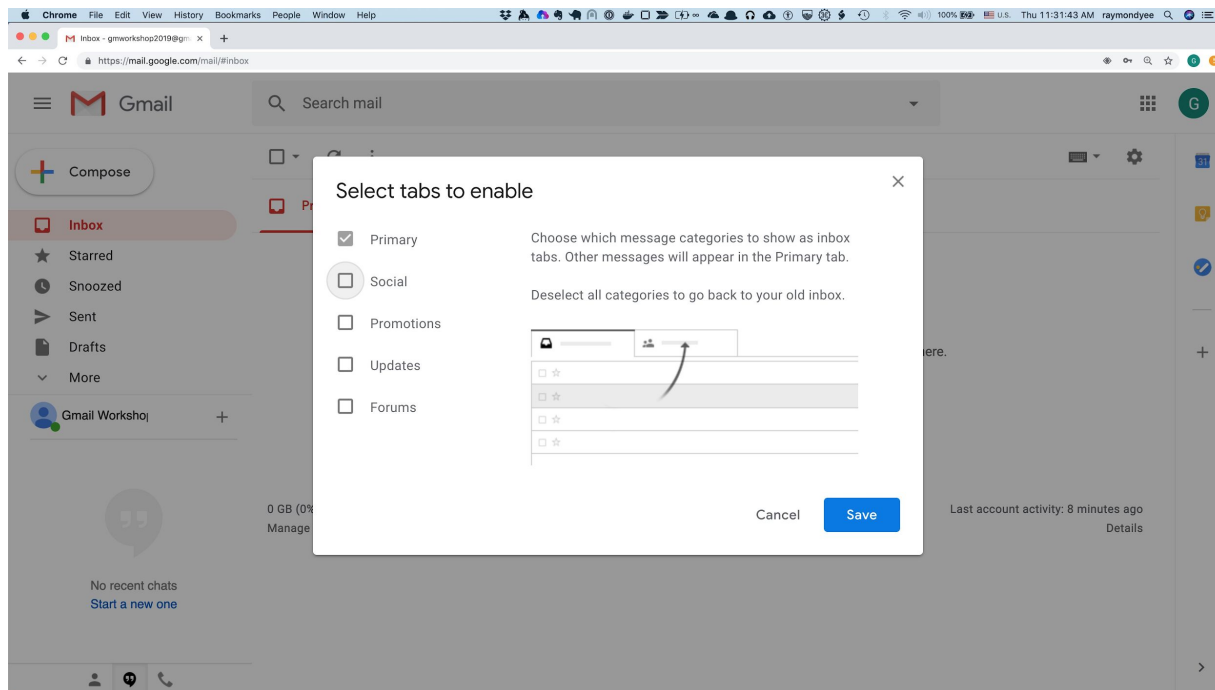


# Configure Inbox: default tabs

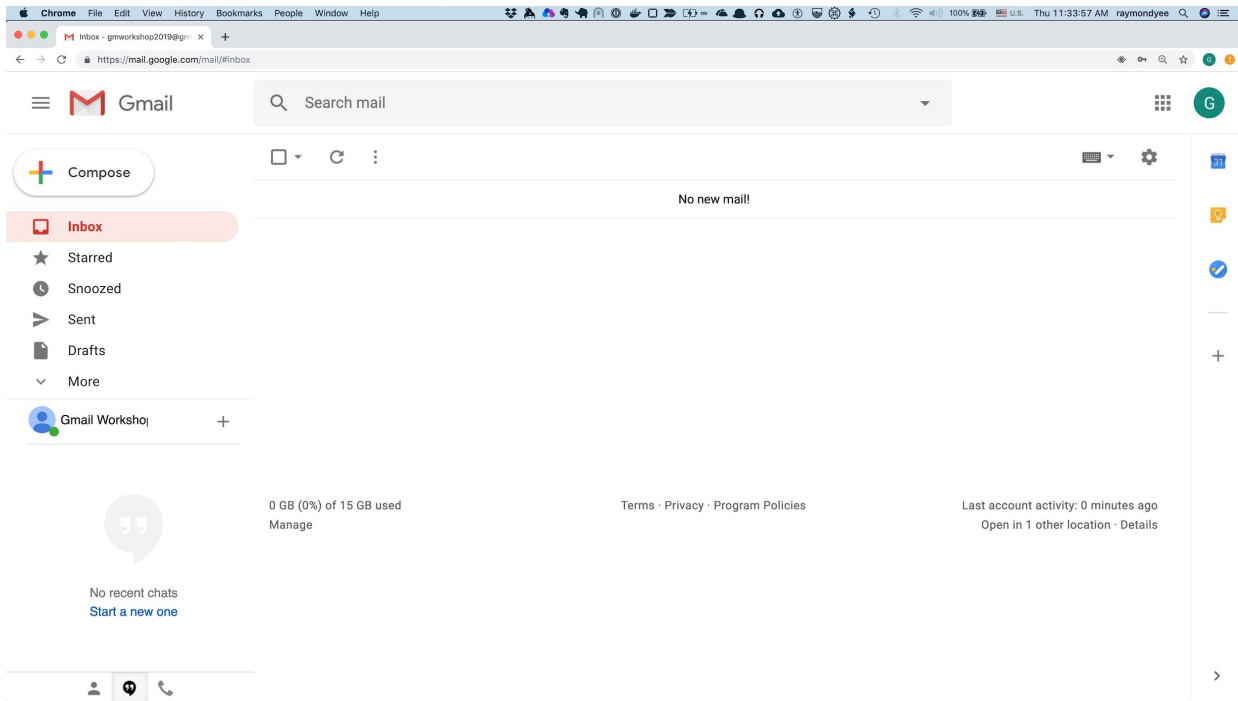




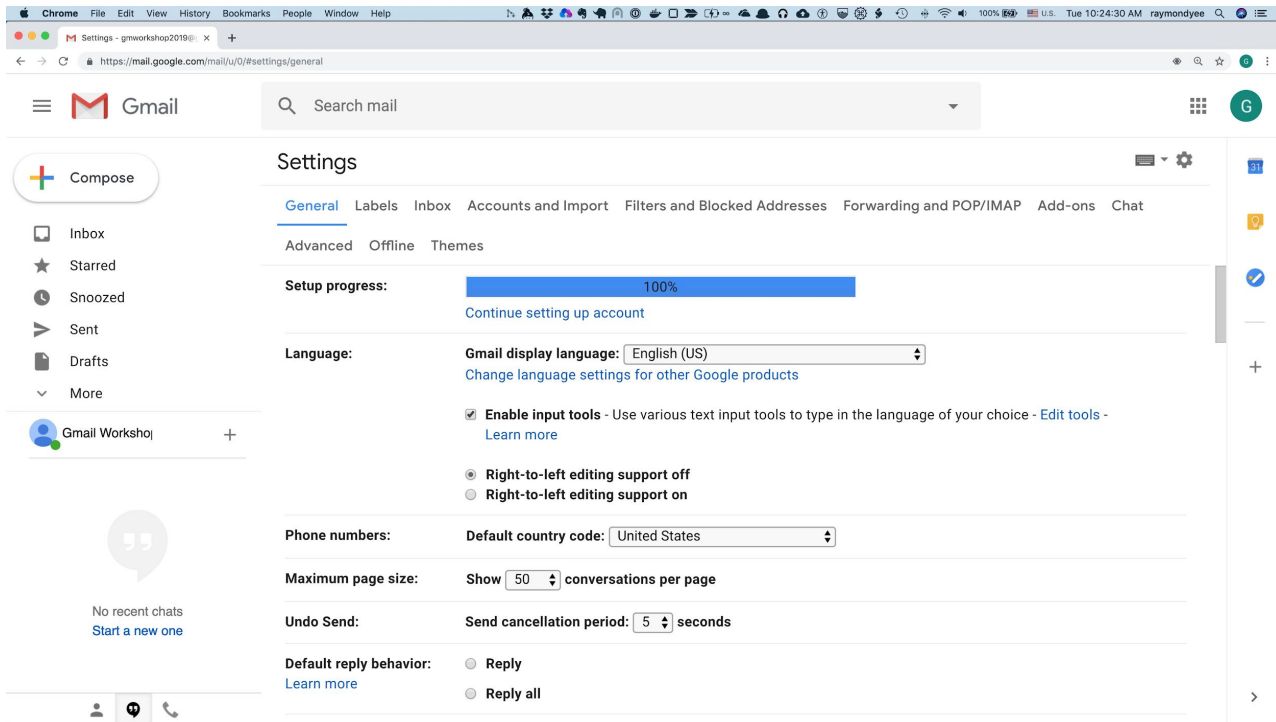
# Picking just Primary Tab



# Picking only Primary tab results in just Inbox



# There are many subsections of Settings



# Types of Inboxes: Sorting options

The screenshot displays the Gmail interface with the 'Compose' button at the top left. The left sidebar contains navigation links: 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts', 'Categories', 'Social', and 'Updates'. The main inbox area shows three email snippets. The first snippet is from 'National Popular Vo.' with the subject 'Delaware Senate passes National Pop'. The second snippet is from 'Penni, Jude 3' with the subject 'Turpin Texting this weekend(ish) - Rayr'. The third snippet is from 'Fidelity Investments' with the subject 'Reminder: Fidelity Customer Satisfacti'. A dropdown menu is open over the 'Inbox' link, showing 'Inbox Type' options: 'Default' (selected with a checkmark), 'Important first', 'Unread first', 'Starred first', and 'Priority Inbox'. To the right of this menu, a message box titled 'Try them all, keep what fits' contains the text 'Try out all of the new inbox styles to see what fits you best. You can always switch back if you change your mind.' and a blue link 'Try the tabs again'.

Compose

**Inbox**

- Starred
- Snoozed
- Important
- Sent
- Drafts
- Categories
- Social**
- Updates**

Raymond

☐   National Popular Vo. Delaware Senate passes National Pop

☐   Penni, Jude 3 Turpin Texting this weekend(ish) - Rayr

☐   Fidelity Investments Reminder: Fidelity Customer Satisfacti

**Inbox Type**

- ✓ Default
- Important first
- Unread first
- Starred first
- Priority Inbox

**Try them all, keep what fits**

Try out all of the new inbox styles to see what fits you best.  
You can always switch back if you change your mind.

[Try the tabs again](#)

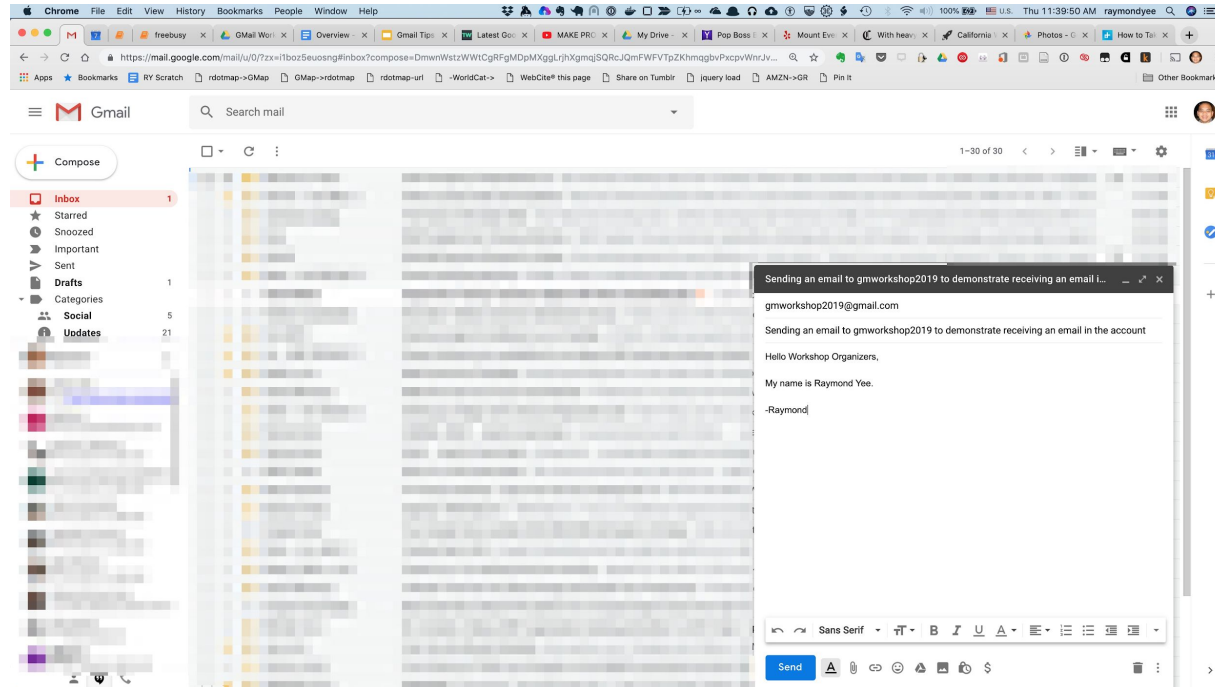
# Exercise: Playing with various Settings

Try the various Settings we've looked at so far:

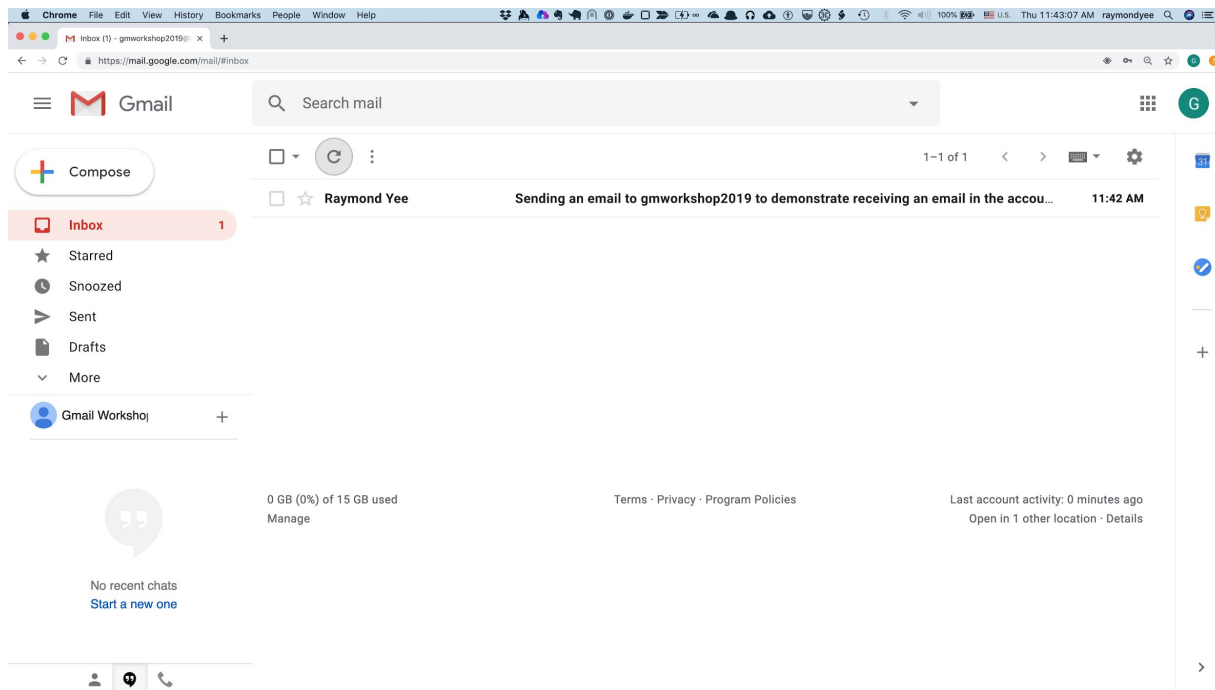
- configure the Display density
- configure the Inbox Tabs
- try the different inbox sorting options

# Receiving and Sending Email

# Sending an email to gmworkshop2019@gmail.com

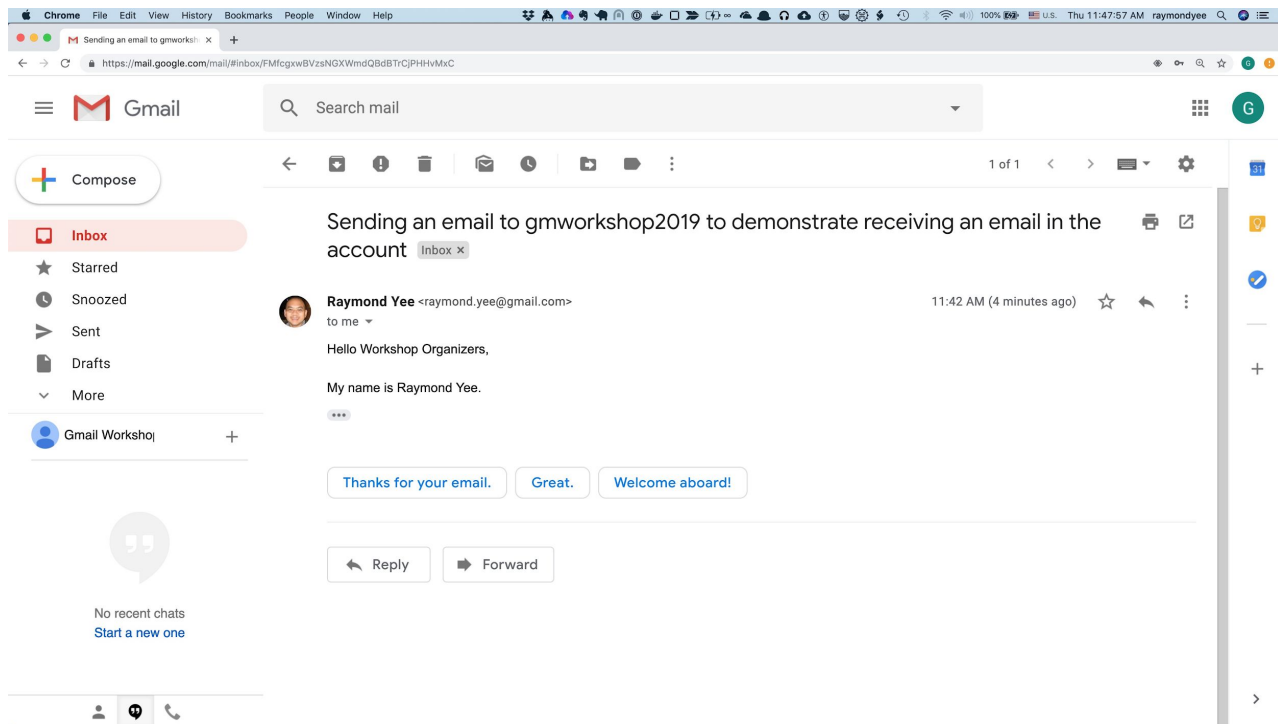


# What it looks like to receive email into inbox

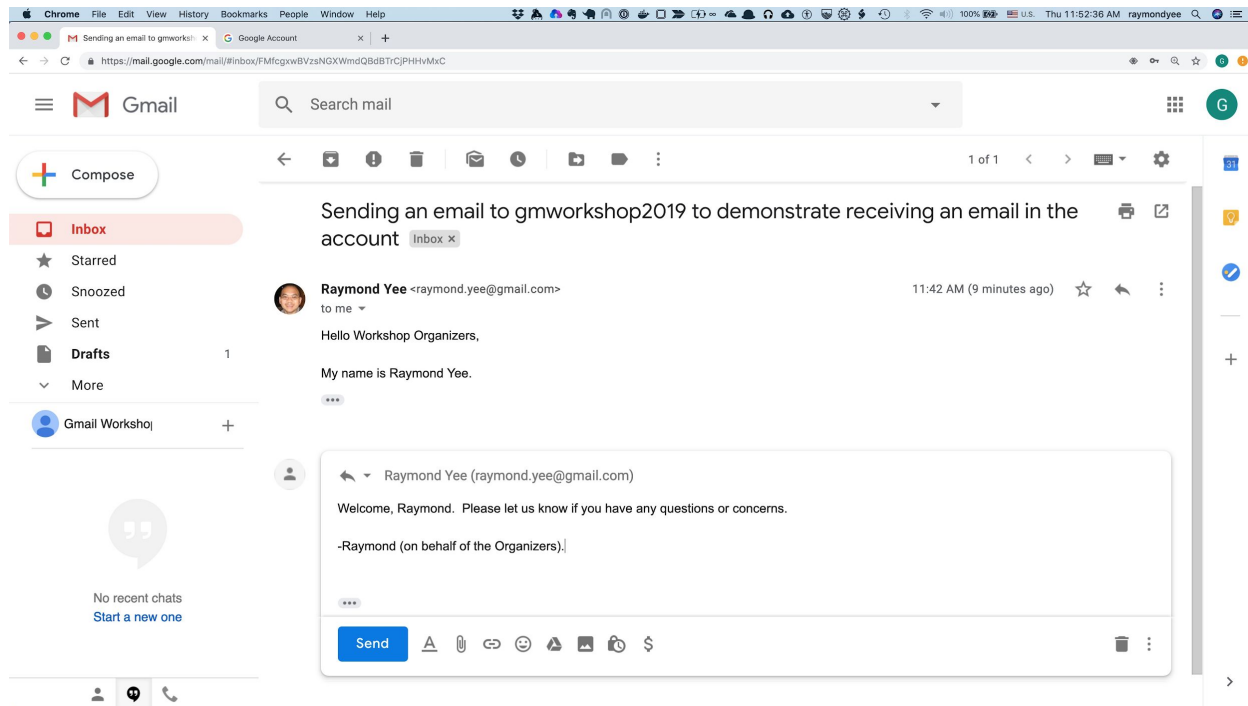




# Looking at the email that was sent



# Replying to the email



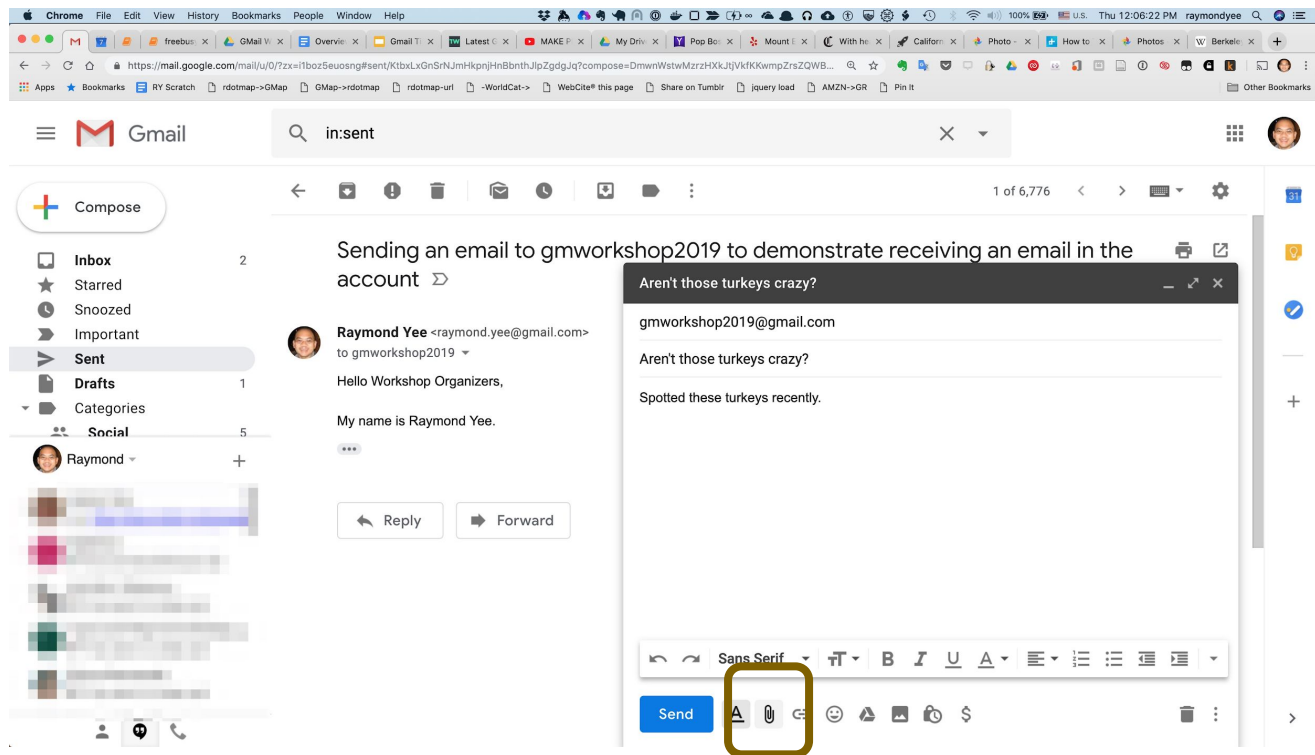
Exercise: send us an email

Send email to:

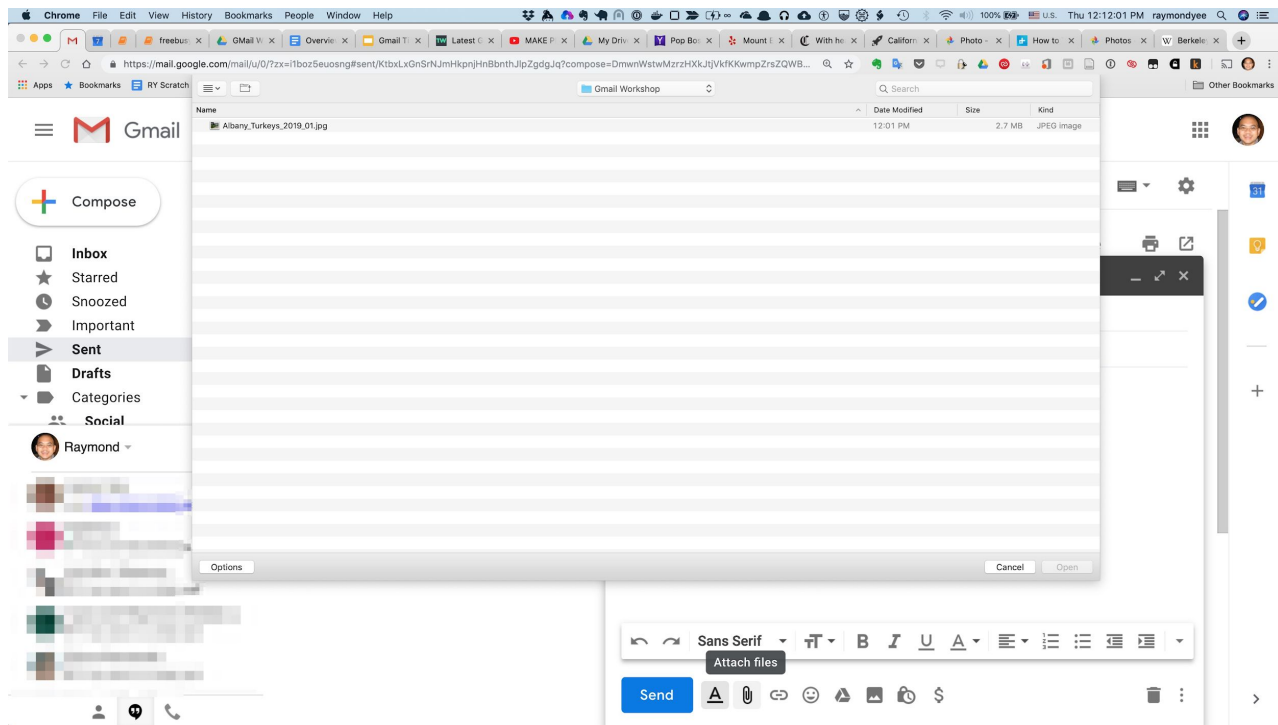
**gmworkshop2019@gmail.com**

# Attachments

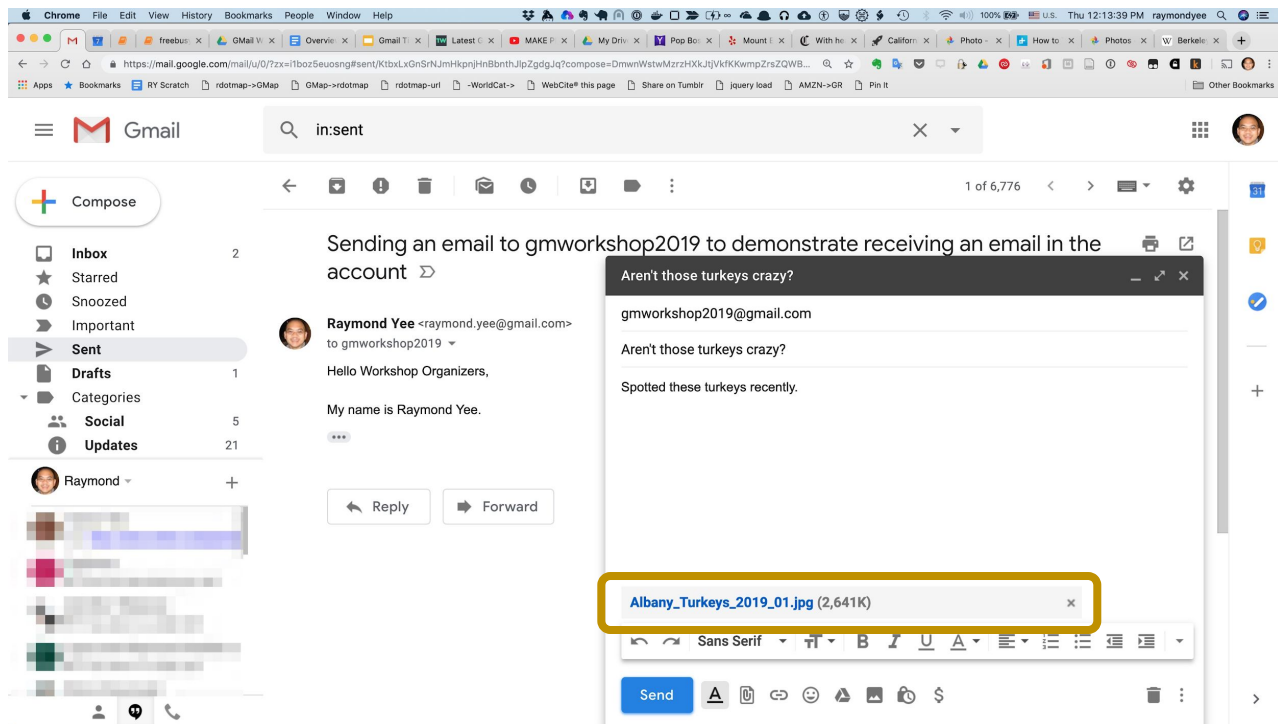
# Attaching a file to an email in Compose window



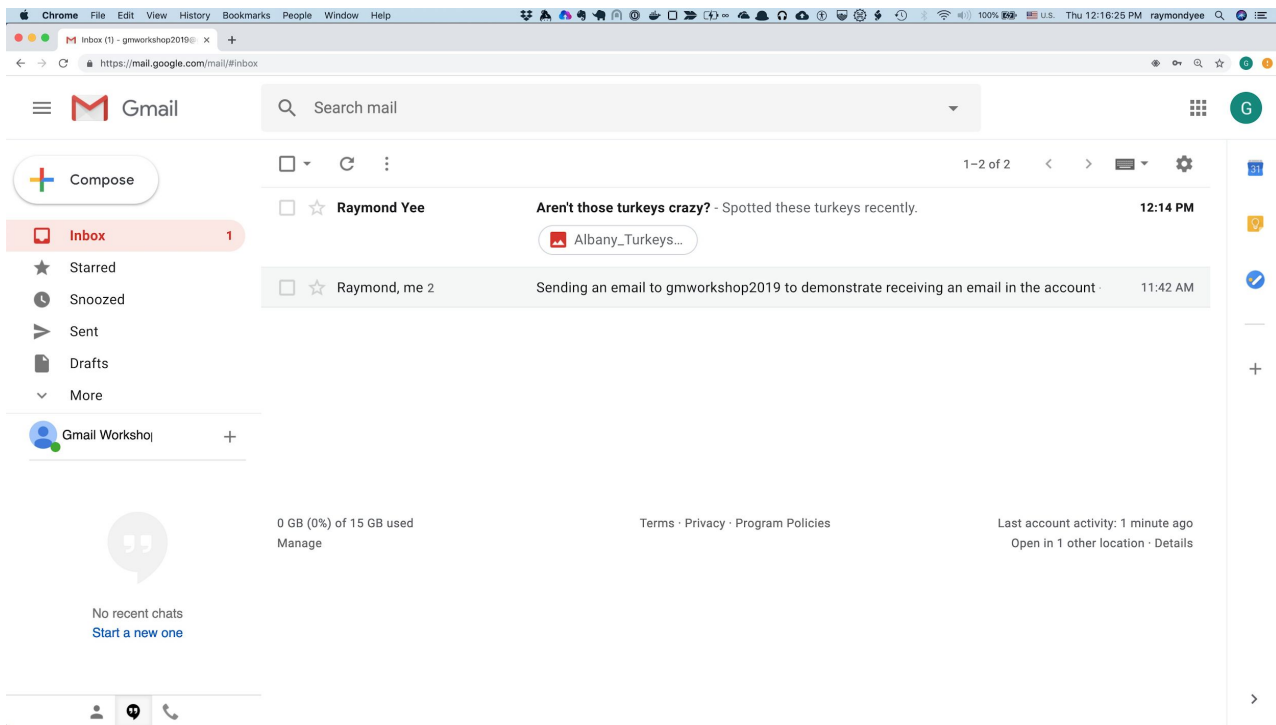
# Locating a file to attach to message



# Once you've added an attachment

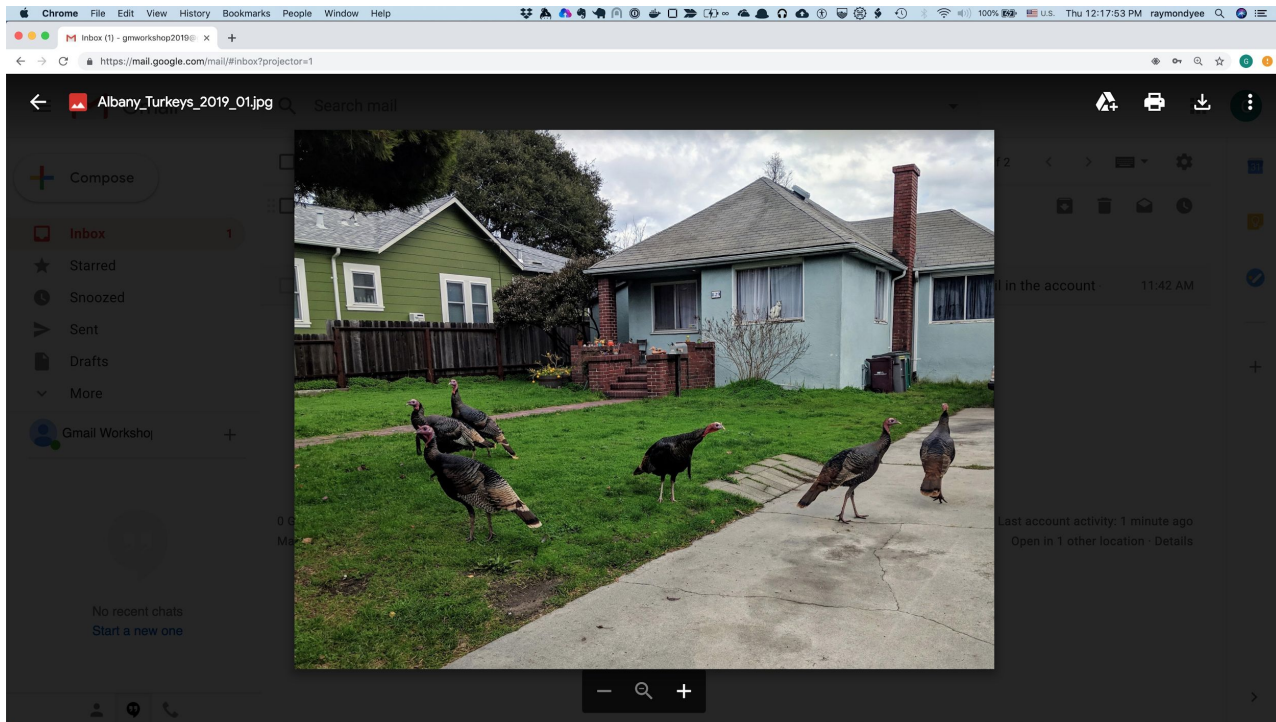


# Receiving a message with an attachment





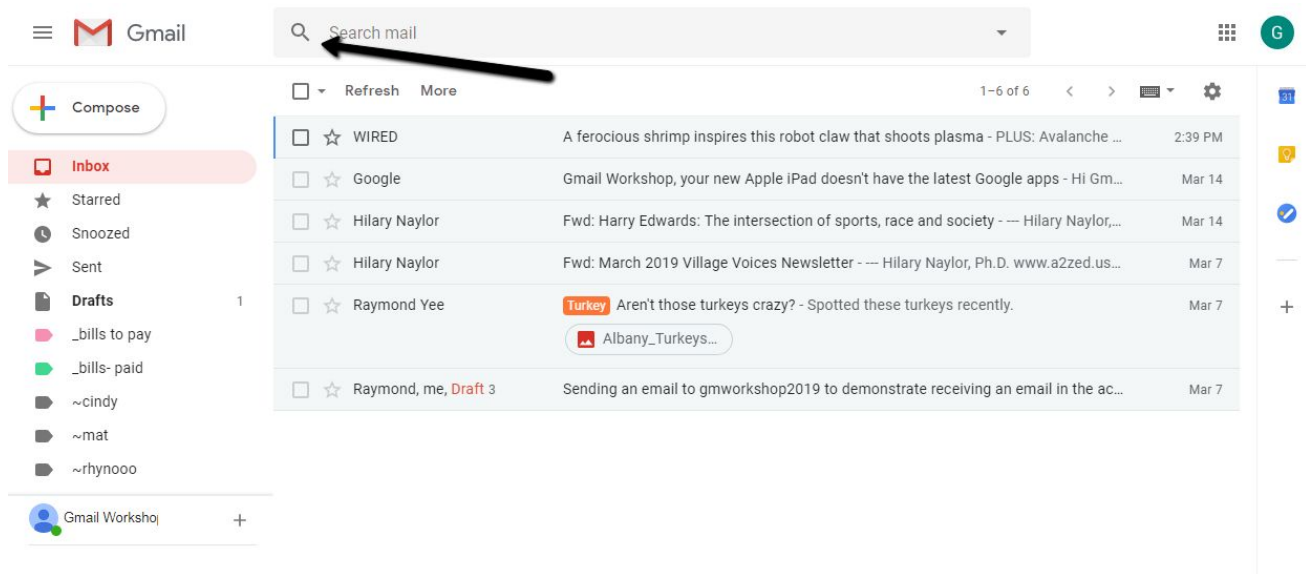
# Clicking on the attachment



# Search

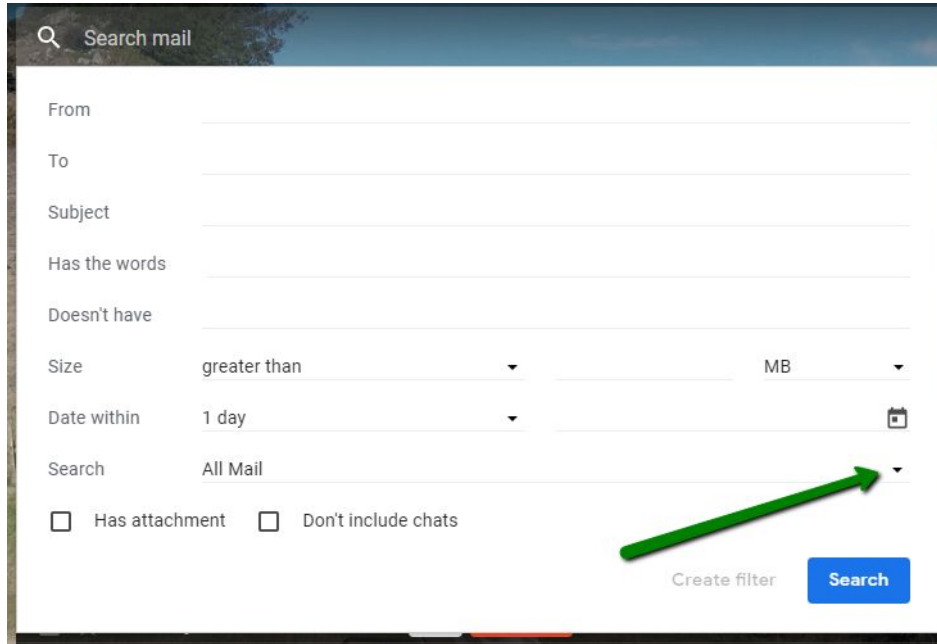
# Search (Hilary)

1. Simple search : top left (to right of "Gmail") search icon (Spotlight spyglass)



2. enter "Ashby Village" or "Center Express"
3. Comments about use of double quotes?

# Search-2



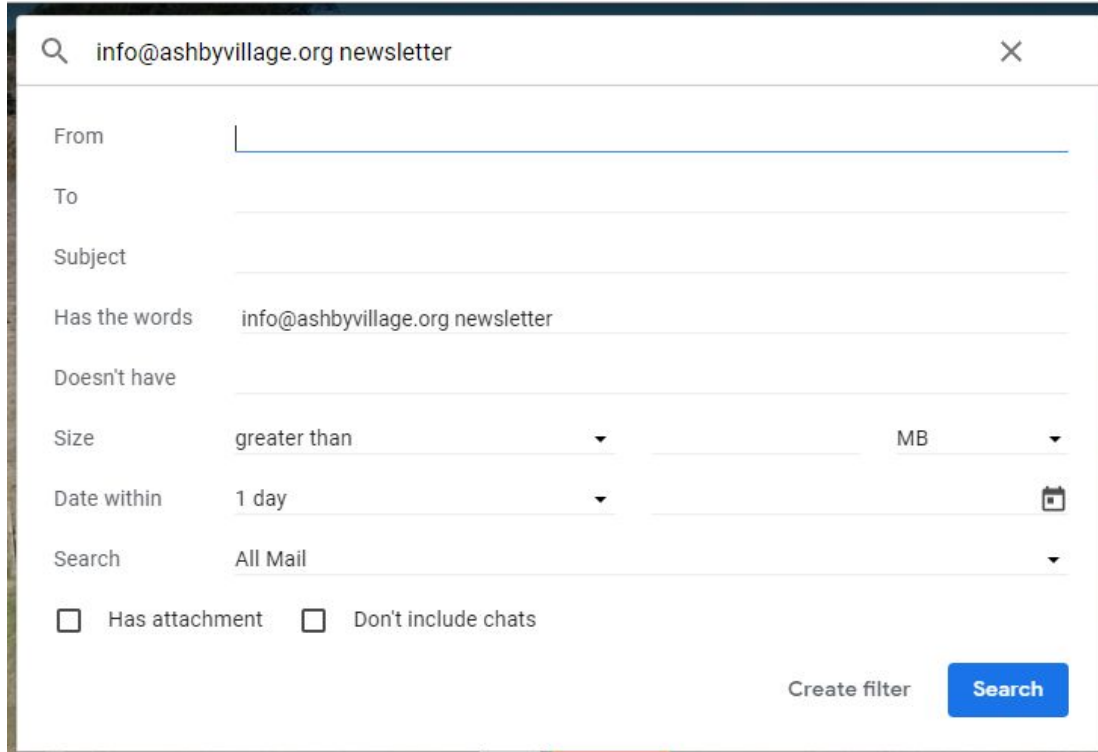
The screenshot displays the Gmail search interface with the following elements:

- Search bar:** Labeled "Search mail" with a magnifying glass icon.
- Filters:**
  - From: [text input]
  - To: [text input]
  - Subject: [text input]
  - Has the words: [text input]
  - Doesn't have: [text input]
  - Size: greater than [dropdown] MB [dropdown]
  - Date within: 1 day [dropdown] [calendar icon]
  - Search: All Mail [dropdown]
- Checkboxes:**
  - ☐ Has attachment
  - ☐ Don't include chats
- Buttons:**
  - Create filter
  - Search

A green arrow points to the "Search" dropdown menu, which is currently set to "All Mail".

1. Advanced search: specify sender, subject, timeframe, location
2. Search exclude

# Search-3



A screenshot of an email search interface. At the top, a search bar contains the text "info@ashbyvillage.org newsletter" with a magnifying glass icon on the left and a close "X" icon on the right. Below the search bar, there are several filter sections: "From" with an empty text input; "To" with an empty text input; "Subject" with an empty text input; "Has the words" with the text "info@ashbyvillage.org newsletter"; "Doesn't have" with an empty text input; "Size" with a dropdown menu showing "greater than" and a unit dropdown showing "MB"; "Date within" with a dropdown menu showing "1 day" and a calendar icon; and "Search" with a dropdown menu showing "All Mail". At the bottom left, there are two checkboxes: "Has attachment" (unchecked) and "Don't include chats" (unchecked). At the bottom right, there are two buttons: "Create filter" and a blue "Search" button.

Q info@ashbyvillage.org newsletter X

From

To

Subject

Has the words info@ashbyvillage.org newsletter

Doesn't have

Size greater than MB

Date within 1 day

Search All Mail

☐ Has attachment ☐ Don't include chats

Create filter Search

1. Examples: find Ashby Village newsletters

# Search-4

Result of above search

The screenshot shows a Gmail search results page. At the top, a search bar contains the text 'info@ashbyvillage.org newsletter'. Below the search bar, there are navigation options: 'Refresh' and 'More'. The search results are displayed in a list format. The first result is from 'Ashby Village' with the subject 'GMail w/s reminder email' dated 'Mar 15'. The second result is from 'AshbyVillage' with the subject 'RESPONSE: UPDATE Gmail workshop planning and to dos' dated 'Mar 14'. The third result is from 'a2zed' with the subject 'UPDATE Gmail workshop planning and to dos' dated 'Mar 11'. The fourth result is from 'AshbyVillage' with the subject 'March 2019 Village Voices Newsletter' dated 'Mar 7'. The fifth result is from 'AshbyVillage' with the subject 'February 2019 Village Voices Newsletter' dated 'Feb 1'. The sixth result is from 'AshbyVillage' with the subject 'January 2019 Village Voices Newsletter' dated 'Jan 1'. The seventh result is from 'AshbyVillage' with the subject 'Ashby Village December 2018 Village Voices Newsletter' dated '12/1/18'.


Checkbox	Star	From	Subject	Date
<input type="checkbox"/>	☆	me, Pat 4	AshbyVillage GMail w/s reminder email	Mar 15
<input type="checkbox"/>	☆	Raymond .. Patricia 11	AshbyVillage RESPONSE: UPDATE Gmail workshop planning and to dos	Mar 14
<input type="checkbox"/>	☆	Maryl, Hilary 3	a2zed AshbyVillage UPDATE Gmail workshop planning and to dos	Mar 11
<input type="checkbox"/>	☆	Ashby, me 2	Inbox AshbyVillage March 2019 Village Voices Newsletter	Mar 7
<input type="checkbox"/>	☆	Ashby Village	AshbyVillage February 2019 Village Voices Newsletter	Feb 1
<input type="checkbox"/>	☆	Ashby Village	AshbyVillage January 2019 Village Voices Newsletter	Jan 1
<input type="checkbox"/>	☆	Ashby Village	AshbyVillage Ashby Village December 2018 Village Voices Newsletter	12/1/18

# Search-5

Search: info@ashbyvillage.org newsletter

Back Archive Spam Delete Mark as unread Snooze Move to Inbox Labels More 4 of 7

## WANTED: Your Speaker and Performance Recommendations!



Some of Ashby Village's most successful events have come to the us by way of member and volunteer recommendations and offers - in other words, they came from you!


Are you interested in sharing your subject matter expertise, or artistic and musical talents, or do you know someone who may be willing to share theirs?

[Contact Sigrid](#), our Volunteer Events Coordinator, with the info!

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## Plan Ahead to Submit Articles to This Newsletter

Would you like your event or notice to appear in the Village Voices Newsletter? Use [this simple form](#) to submit your material.



It takes us time to prepare each issue! Remember that the DEADLINE for each newsletter is the 15th of the previous month. Late submissions are not guaranteed placement in the next newsletter.

Use Find to search within newsletter --

[info@ashbyvillage.org](mailto:info@ashbyvillage.org)

newsletter

The word is highlighted in yellow.

# Labels, Filters, Snooze



# Keeping your Inbox under Control

- Google provides useful tools for organizing your mail.
- Too many messages in your Inbox leads to wasted time, lost mail,  
and chaos.

# One popular method of organizing an Inbox--

- Limit Inbox messages to about 25
- All others must be sent to storage in another location, or deleted.
- Gmail provides many useful tools for accomplishing this task.
- I will discuss the five tools that I find to be the most useful.

# Five useful tools for managing mail

1. Use “LABELS”
2. Use “FILTERS”
3. Use the “SNOOZE” tool.
4. Use the “ARCHIVE” tool.
5. DELETE - but only when you are SURE a message is of no value to you.

# LABELS- (GMail has no folders!)

Definition- A label is a folder that has some additional capabilities.

Using labels, you can store a message in more than one location. For example, say I have a label for medical information and a label for newsletters. When I get a newsletter from the Cleveland Clinic, I can store it under both labels. A folder system would force me to choose between storing it as a newsletter OR as medical information. I couldn't store it under both categories.

# How can I get my device to make a label?

Unfortunately, this will take some work.

Today's devices have many different screen sizes, manufacturers, operating systems, etc. When you log in to your Gmail account, Google's software will analyze your device and send a suitable screen to it, depending on what device you are using. Sooo...

One good way to learn how to get your device to make a label is--

Go to your browser's search bar and enter information about your device. For example, enter "gmail label ipad". Or "gmail label windows laptop"

Making a new label on  
a Windows Desktop---

The screenshot shows the Gmail interface. On the left sidebar, the 'Create new label' option is highlighted with an orange hand-drawn circle. The main area displays an email list. The first email is a 'Security alert' from Google. Below it, an expandable section titled 'Everything else' is shown, containing several emails from various senders like WIRED, Google, Hilary Naylor, and Raymond Yee. The email from Raymond Yee has a 'Turkey' label and a preview snippet 'Aren't those turkeys crazy? -'.

**Left Sidebar:**

- All Mail
- Spam
- Trash
- Categories
- Social
- Updates
- Forums
- Promotions
- Manage labels
- Create new label**

**Email List:**

<input type="checkbox"/>			Sender	Subject/Preview
<input type="checkbox"/>			Google	Security alert - New device signed in
^ Everything else				
<input type="checkbox"/>			WIRED	A ferocious shrimp inspires this robo
<input type="checkbox"/>			Google	Gmail Workshop, your new Apple iPa
<input type="checkbox"/>			Hilary Naylor	Fwd: Harry Edwards: The intersection
<input type="checkbox"/>			Hilary Naylor	Fwd: March 2019 Village Voices Nev
<input type="checkbox"/>			Raymond Yee	<b>Turkey</b> Aren't those turkeys crazy? - Albany_Turkeys...

Select "Create new label" from BOTTOM of the labels list

## New label

Please enter a new label name:

home depot

☐ Nest label under:

Cancel

Create

Here I give the new label a name- (Home Depot)



And now, presenting  
the most useful tool  
offered by Gmail--

Creating a “FILTER”.

Definition- a FILTER is a tool often used to keep the nasty stuff out of your Inbox.

-- It is similar to a water filter, which is often used to keep the nasty stuff out of your drinking water.

A filter also can be used to collect certain messages in your Inbox, and then automatically send a copy to storage under a different label.

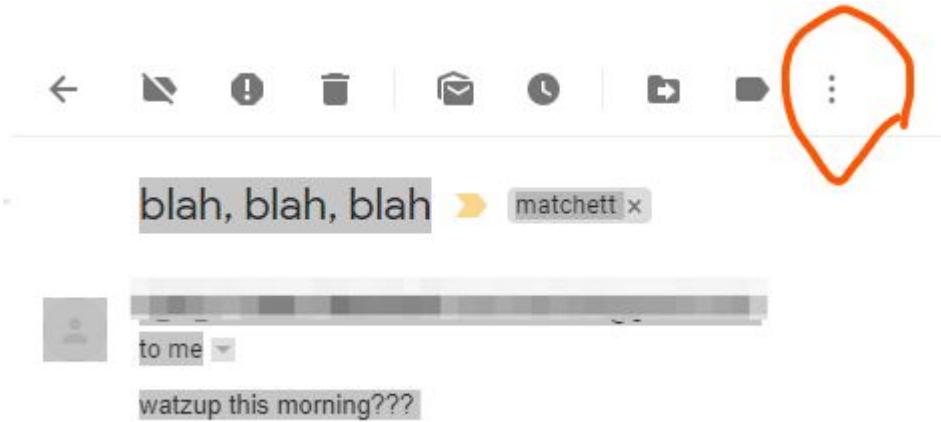
Sometimes, filters are used to make messages totally bypass your Inbox, and be stored under some other label. For example, making the Home Depot ads skip your Inbox and be stored under the “home depot” label we just made.

Let's assume that you get a lot of messages from a guy named "matchett".

The messages are important and numerous, but are never urgent, and concern things you prefer to deal with at a later time. For example, excerpts from that novella he is writing.

The easiest way to filter matchett's mail is to open a message that he has sent you. We will assume that you have already created a label called "matchett", and want to automate the process of getting his messages to bypass your Inbox.

This is also a popular way to deal with those daily ads from places like Home Depot and Target. Save the ads to look at later (if at all)-- when you in the mood.



Here is an example of a filter that causes messages to bypass the Inbox--  
Step 1- Open the message & select the 3 vertical dots, then select "Filter messages like these."

From

To

Subject

Has the words

Doesn't have

Size greater than MB

☐ Has attachment ☐ Don't include chats

Create filter Search

A dialog box will appear. The email address of the messages to be filtered already will be filled in by Gmail. Next, select “Create filter”. These examples are from a Windows 10 desktop. They will look different on other devices. Android devices do not support filters yet, but it should be coming soon.

← When a message arrives that matches this search:

- ☒ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: matchett
- ☐ Forward it [add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category...
- ☒ Also apply filter to 5 matching conversations.

? [Learn more](#)

Create filter

A second dialog box will appear. Fill it out like this example. Be sure to select “Create filter”

Now, messages from Matchett will go straight to the “matchett” label, without ever going in the Inbox.

There are 3 other important tools provided by Gmail for managing your mail:

- Snooze

- Archive

- Delete

But we are out of time for this workshop.

Please see the workshop handout entitled

“CONQUERING YOUR GMAIL INBOX: Label, Filter, Snooze, Archive, Delete”

for details.

# Other interfaces

apps:

- [Gmail - Apps on Google Play](#)
- [Gmail - Email by Google on the App Store](#)
- Recent changes: [Google Redesigns Gmail App to Match Its G Suite Siblings](#)



# Summary