E-MAIL

E-MAIL

Gmail
by Google

Manual

Contents

Introduction

Why choose Gmail

Gmail is the most popular free email service. It has the following features:
- It has an interface (i.e. the screens you use to make it work) that is very easy to use.
- It offers a large amount of storage space that is always increasing instead of a set amount like Hotmail, Yahoo and other providers offer.
- Gmail uses the Google account which also opens up a wide range of other Google services to the user.
- Google offers free access to a range of other applications on-line like Google docs, Calendar and Chat. These all work without any effort for Gmail users and allow sharing of documents, images and information between users.
- Gmail is a powerful and reliable email service.
- It can be easily used with most mobile phones.
- It is free!

Creating an account

A Google account and a Gmail account are not necessarily the same thing, but for our general use just remember: If you create a Gmail account, it automatically becomes your Google account with access to all of Google's services using that id and password.

So then, how do you create a Gmail account?

1. Go to http://www.gmail.com

2. Click the button that says "**Create an account**" on the top right box.
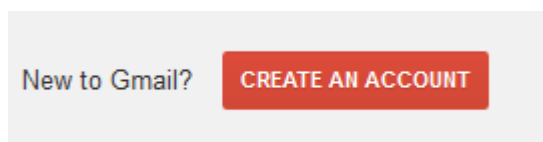
3. Carefully fill out all the fields on the form.

Name

First | Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month | Day | Year

Gender

I am...

Mobile phone

+61

Your current email address

Prove you're not a robot

☐ Skip this verification (phone verification may be required)

nicneer 189

Type the two pieces of text:

Location

Australia

☐ I agree to the Google Terms of Service and Privacy Policy

☐ Google may use my account information to personalize +1's on content and ads on non-Google websites. About personalization.

Next step

---

4. Click "**I accept. Create my account**"

You will be taken to an introduction page. Click "**Show me my account**". You will be taken to your new email account and there will be some emails from the Gmail Team welcoming you, introducing you to some of the features and helping you import your contacts and old mail.

Signing into Gmail

To sign in:

Go to www.gmail.com.

Type your username (your email address) and password, and then click **Sign in**.

Sign in | Google

Username

Password

Sign in | ☐ Stay signed in

Can't access your account?

Signing Out of Gmail
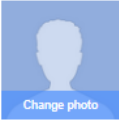
Signing out is important if you are using a shared computer (for example, at a library), because it stops other people from viewing your emails.

To sign out:

In the top-right corner of the page, click your name and select **Sign out**.

Frank Clement | 3 | + Share

Frank Clement
clement.francis25@gmail.com
Account — Privacy

Change photo | **View profile**

Add account | Sign out

Gmail as a Google Account

Now that you have a Gmail account, you can use it for any of the services below (same logon name and password):.

- Google Calendar – A calendar directly integrated with Gmail

- Google Docs – An online document editor directly integrated with Gmail; it works like Microsoft Office but is online

- YouTube – Online video streaming

- Google Sites – To create websites and wikis

- Blogger – Blogging site

- Google Dashboard – The gateway or portal to all of the Google services that can be accessed with your Gmail or Google account.

You Tube

Sign in now, and use your YouTube account to:

Keep up with your favorite channels
Save videos to watch later, watch recommendations just for you, or subscribe to get updates from your favorite channels.

Watch everywhere
Take your picks with you wherever you go — watch on your smartphone, tablet, or smart TV.

Share with your friends
See videos shared by your friends across all your social networks — all in one place.

Sign in   Google

Email or YouTube username

Password

Sign in   ☑ Stay signed in

Can't access your account?

Gmail's Interface

Most of Gmail's email functions are similar to email services. If you have used other email services you will find it easy to use. If you are new to emails then within a short time you will find that you can use Gmail.

Below is a simple guide to using Gmail's web interface:
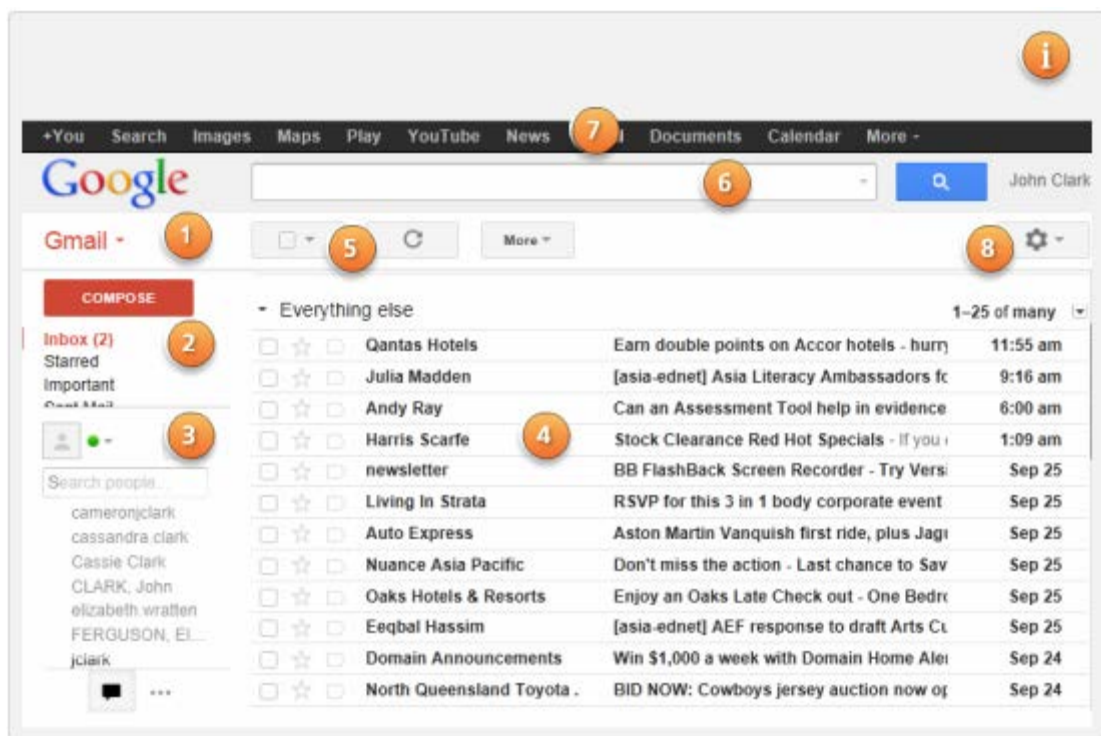
1 – Gmail Menu

The Gmail menu drops down and helps you navigate to your Mail, Contacts and your Tasks List.

If you ever get lost in Gmail, always go here to get back to the default view.

2 – Left Pane Menu

This is the menu on the left of the window. It allows you to move around (or navigate) in the mail area, compose (or write) a new email, view Sent Mail, manage Labels and much more.

In the left pane menu you will find:

Inbox

This is where you will find the email you have received and also where you will find replies you have written to those emails. Gmail sorts the messages sent between 2 or more people so you can view them all as a single strand (or 'conversation'), and easily follow conversations up as shown on the example below.

Compose Mail

It is what you would click to start writing an email. This is covered in a another section.

Drafts

Gmail will save a copy of the email you are writing as you write it as a "draft". It will do so on small time intervals, but if you decide to save it yourself, you can always just click on the button that says "Save Now" on the bottom of the compose window. When you do that, a copy gets saved on the Draft folder so you can continue to write it later if you prefer. Once you send the message, they automatically disappear from the Drafts folder.

Sent Mail

All the email you have ever sent someone can be found by clicking the "Sent Mail" button. It will separate the emails you have sent from the ones sent to you so you can clearly see only the ones you sent yourself.

More

The "More" button opens a series of options such as your "Spam" and "Trash". You can drag those labels in and out of the more button to customize how you want to view the main buttons on your email, so if you decide you want to have your "Trash" button readily available under the inbox, just drag it there, and if you decide you want your "Drafts" under the "More" button, just drag it there.

4 - Inbox

This is where the incoming messages are displayed. This area can change what it shows, but the default is your Inbox.

5 – Action Buttons

The buttons that sit along this row are action buttons. Located just above the Inbox, the buttons allow you to do several things including Select All or Refresh.

When you select a message in the Inbox, several further buttons appear in the row. These buttons allow you to perform the actions such as Archive, Report Spam, Delete and more.

6 – Search Emails

If you need to find an email in your Inbox, then by typing some keywords here and then clicking the search key, Gmail will help you find it.

7 – Other Google Services

Now that you have a Google Account, you can access these Google services that are displayed in the top ribbon menu.

8 – Gear Icon (Settings)

Gmail's settings can be found in the drop down menu that appears when you click on the gar icon. You may need to make changes to Gmail's appearance or how it works. For example, you might want to have a signature or an automatic reply or change the theme. These changes are made from the Mail settings.

To get to your mail settings:

1. Click the gear icon in the top-right corner of the page and select **Settings.**

2. Go to **Mail settings**

3. From here, you can select the category that you want to edit.

There are instructions available in the Resources tab.
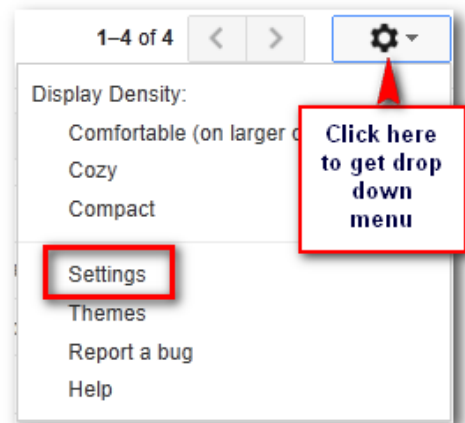
Contacts

An address book of **contacts** can be stored in Gmail. These contacts would include a peoples name, email addresses, phone numbers, birthdays, and physical addresses.

To add a contact:

1. In the Gmail drop-down menu, select **Contacts**.

2. Your contacts screen will appear. Click **New Contact**.

3. Type the person's name and email address. You can also type additional contact information if desired. All changes that you make will be saved automatically.
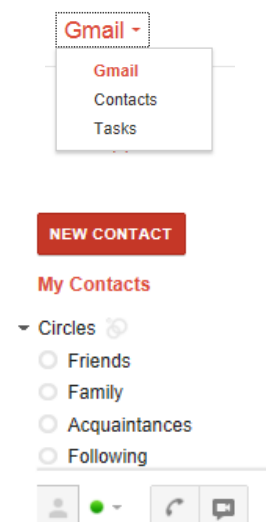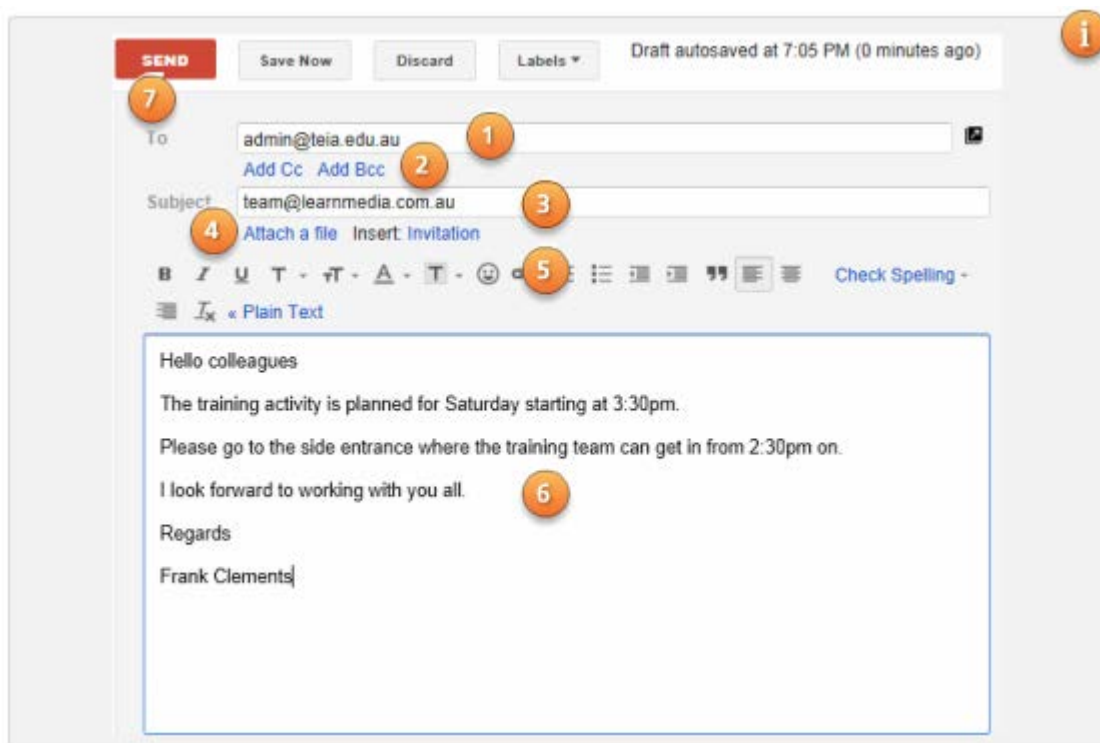
Composing an Email

You need to know how to compose an email within Gmail. Remember the word **compose** means to **write**.

To start writing your email you need to go to the left menu pane and click the **Compose** button.

When you select the **Compose Email** menu option the following screen appears:

1 - Recipients

The recipients are the people that you sending the email to. You require the email address of each person who is to receive your email. If the person is already in your Contacts (like an address book), then Gmail will show their full name.

You can add more than one recipient by placing a semi-colon (;) after each email address. Example: david@gmail.com; siggy@teia.edu.au;

2 – Cc and Bcc

Cc stands for '**Carbon Copy**'. This field or area is used when you wish to send a copy of an email to a person who is not the main recipient. You are sending an email to then keep them informed of what is going on, but they do not need to reply to the message.

Bcc stands for '**Blind carbon copy**'. This works the same way as the Cc field except that the email addresses you put in here are hidden from everyone else.

3 – Subject

The Subject field is what the email is about. The text here should be brief but still give the recipients an idea of what the email is about.

4 - Attachments

An attachment is a file (it could be a document, a photo, a compressed file, etc.) that is sent with the email. You can attach more than one file to an email.

For example, if you are applying for a job, you might send your resume, application letter and your references as attachments, with the body of the email being the cover letter.

It's a good idea to include a message in the body of your email explaining what the attachment is, especially if the recipient isn't expecting an attachment.

Remember to attach your file before you click **Send**. Forgetting to attach a file is a very common mistake.

To add an attachment:

1. While composing an email, click **Attach a file**.

2. Choose the file you want to attach and click **Open**.

3. The attachment will begin to upload. Most attachments will upload within a few seconds, but larger ones can take longer.

4. When you're ready to send your email, click **Send**.

5 – Formatting Tools

Gmail allows you to format your email message. You can change the font, font style (bold, italics, underline), font colour and layout.

Hyperlinks and emoticons can also be added.
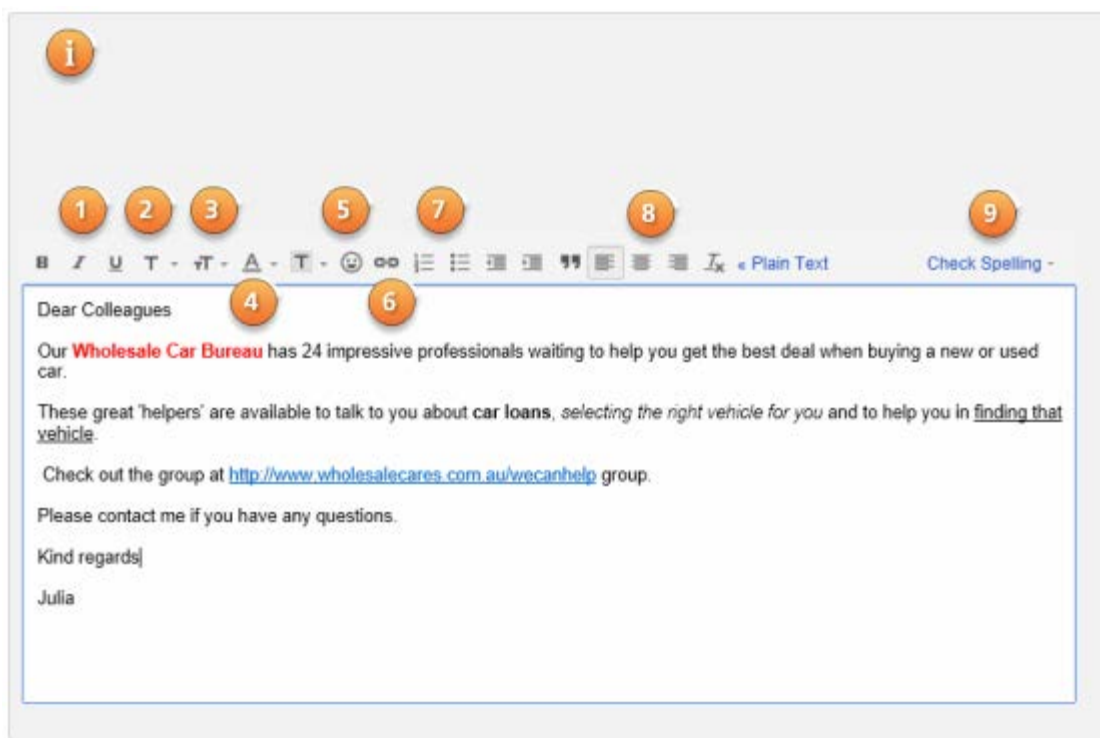
1. Bold, Italics and Underline

You can emphasise your text (make it look different) by using the bold, italics or underline format tools. Click the button to start the change; click it again to turn it off.

Bold   *Italics*   <u>Underline</u>

2. Fonts

There are many fonts you can use in your email. (Fonts are the different shaped letters). You can change the lot of your message or just a few words or letters to add emphasis.

3. Font Size

Generally you would use the standard font size in your emails but sometimes you may wish to have headings or different sized text.

Be careful you do not use this formatting tool too much as having many different fonts and font sizes makes a message harder to read and becomes annoying to the reader.

4. Font Colour

You can change the colour of your font for single words or the whole message.

Always make certain that your colours give a strong contrast against the background to make it easier to read. Avoid pale and light colours.

5. Emoticons

Emoticons are small graphics that are often used as a form of quick message to share your emotions. Emoticons should only be used with friends and never in a formal or business email.

6. Hyperlinks

If you want to share a website, Facebook page or some other site on the web, you can build a hyperlink into your email.

7. Bullets and Numbers

These formatting tools help you set up lists using bullets (symbols) and numbers. Using lists is a good way of presenting information and drawing attention to important points.

8. Alignment of text

This set of formatting tools allow you to align text to the right, centred (in the middle of the page) or to the left. Generally text is aligned to the **left**.

9. Spelling Check

This tool helps you check your spelling in the email. It is always good practice to check your spelling before sending your email.

6 – Body of the Email

The main part of the email message is called the body.

It is this part of the email that you type like a normal letter, text message or note. You give a greeting, using sentences and paragraphs and close with a salutation.

Signatures

A signature in an email is a block of text that appears at the bottom of every email you send. Gmail does not include a signature unless you set one up. A signature will generally include your name and some contact information.

To set up a signature (you only need to do it once!):

- Click the **Settings** gear in the Gmail toolbar.

- Select **Settings** from the menu that will have appeared.

- Go to **General**.

- Make sure the desired account is selected under **Signature**.:

- Type your desired signature in the text field. As a guide do only a maximum of five lines.

- To add formatting or an image, use the formatting bar. If you cannot see the formatting bar, start a new message using rich-text formatting.

- Click **Save Changes**.

Organizing your Gmail

Over time, you may receive thousands of emails, and trying to find a certain email can become difficult. It is important to organise your emails so you can easily find important ones, delete ones that you no longer need and store those in ways that make sense to you. In this section you will look at some the features of Gmail that will you to organize your emails and contacts.

Conversations

You will notice when looking at your emails that they are often grouped with several other related emails. This is called a **Conversation View**. Gmail groups related emails into conversations to help keep your Inbox neat and organized. Instead of selecting a single email from your Inbox, you're actually selecting the entire conversation, and you can then choose to view or minimize individual emails.

When you're viewing your Inbox, you can tell how many messages there are in each conversation by finding the number next to the name of the sender.

To see all the messages in a conversation, just click the **Expand all** button.

A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.

The Conversation View is liked by many people but others prefer their Inbox to be organised by the date when the email was received. You can turn off the Conversation View by going to the **General** tab of the Gmail Settings, and select the radio button next to '**Conversation view off**'. When you do this, all the emails are organised separately within the Inbox based on the time and date they were received, the most recent at the top.

Viewing and Closing Emails

To view or minimize individual emails in your inbox:

1. From your Inbox, click on a conversation.

2. All of the messages in the conversation will appear to be stacked on top of one another. Click on a message to expand it.

Contacts

To add contacts (names and email addresses) to Gmail:

1. Click **Gmail** at the top-left corner of your Gmail page, then choose **Contacts**.
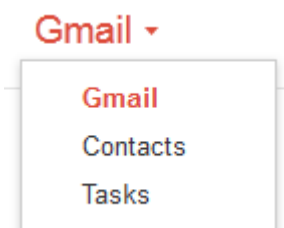
2. Click the **New Contact** button in the top-left corner.

3. Enter your contact's information in the appropriate fields. Any information you add will save automatically.

One very useful thing about Gmail is that you don't really have to add your contacts this way all the time. Gmail will automatically add the emails of everyone you replied to or have written to.

Gmail will, by default, show you initially the most used contacts you have. To view contacts that don't appear on that list, either use the search feature or click on the button that says **All**.

By clicking on the single little person with a + sign on the upper left hand side, you can add individual contacts.

By clicking on the multiple little people with a plus sign, also on the upper left hand side, you can create a group. You can move several people to each group, so when you need to email them you don't need to select them one by one. With a group you can send them all

an email at the same time by putting in one email address. Select that group on the email address field and they will all receive the email.

To start a new group go to the left pane menu under **New Contact** button and click on the menu item **New Group**. The menu will appear allowing you to enter the name of the new group.
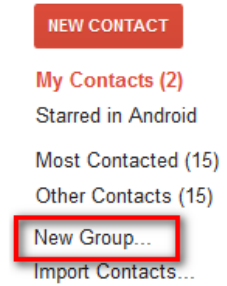
In the same left pane menu area you will notice the **Import Contacts** link.

You can import your contacts formatted as CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail and some other applications. Gmail also supports importing vCard from apps like Apple Address Book.
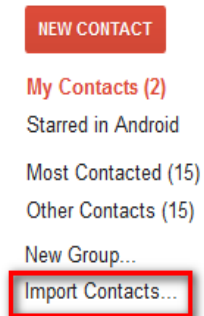
Labels

Labels allow you to organize your messages and make them easier to find. Applying a label to a message is kind of like putting it into a folder, with one important difference: You can apply more than one label to a message. For example, if you received a message about a company trip, you could label it as Travel and Work. You can choose to label just the most important messages, or you can label every single one - it's up to you. You can create new labels whenever you need to, and you can also choose a color that will make the label stand out.

To apply a label to a message:

1. While viewing the message, click the **Labels** button. A drop-down menu will appear with a list of labels.

2. Place a check mark next to all of the labels you want, and then click **Apply**.

3. Now, when you view your Inbox, you'll be able to see the label next to the message subject.
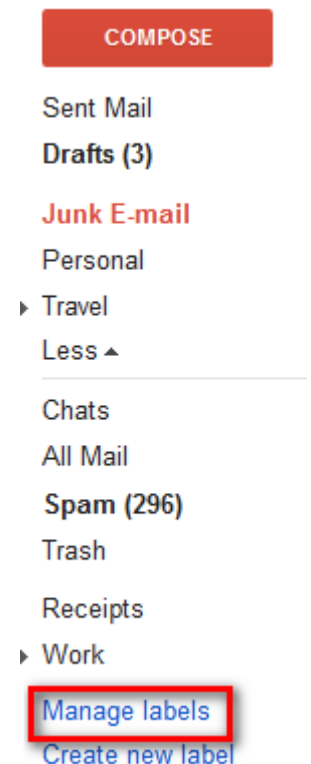
To delete or create new labels you need to open the left pane menu and click on the menu item **Manage Labels**.

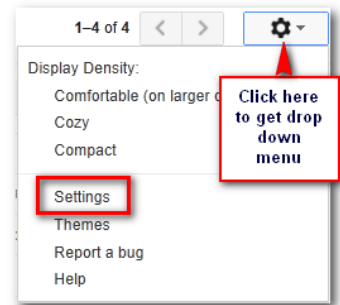This opens the **Label management table** (next page).
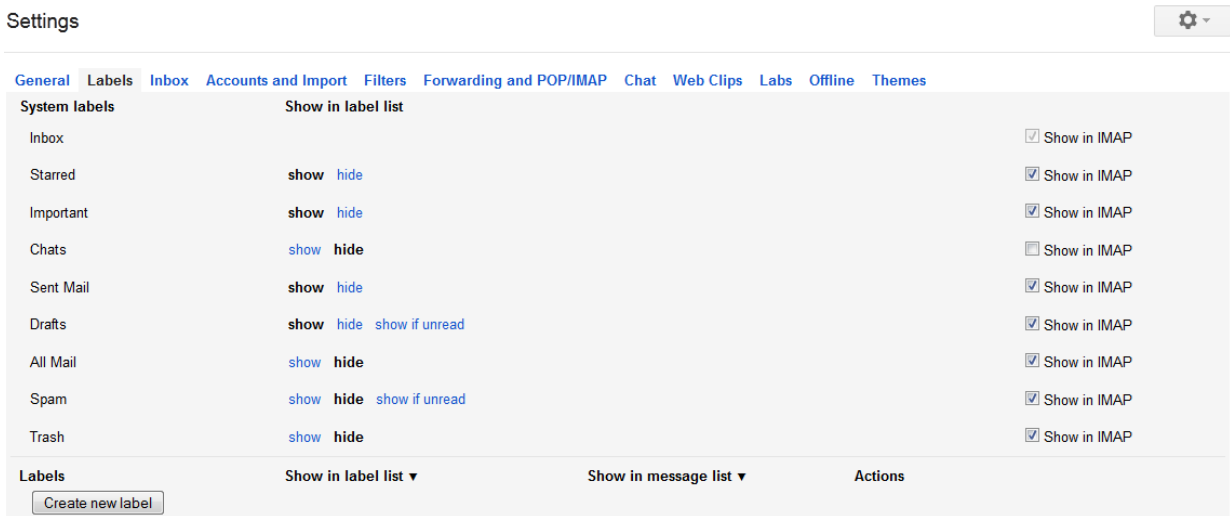
When you decide to add an email to a particular label, simply check the box next to that email, go to the label pull down and check the label you want to be associated with that email.

Click on the name of the label on the left hand side menu and all the emails you have attached that label to will appear.

Advanced Settings

There are many settings to choose from with Gmail. Some control basic features, some add features to the emails, some determine how you reply, who you receive emails from, and how you use your Gmail services.

Below is a brief guideline for some of these settings. You can access them by clicking on the **Gear icon** (Settings) button on the upper right hand corner of your Gmail window.

General Settings

There are many things you can determine from the general settings. A few examples are:

Maximum Page size: Determines how many emails you see at a time (the default is 50) and how many Contacts (the default is 20). Just remember, making these numbers much larger will slow the loading your pages.

My Pictures: Allows you to upload a picture which will be seen by your friends when they chat with you, move their mouse over your name on the chat bar, etc. The picture may be an avatar or an actual photograph of you – it does not matter.

Signature: You should set up a Signature to appear at the bottom of every email you send. A great idea is to use it to add your contact information (Name, Address, Telephone number, Email address, blog site, Facebook page, etc.) without having to type it every time.

Vacation Responder: This allows you to add a message that will automatically be sent to anyone who emails you during a certain period of time. That way if you are away, these people are informed that there may be a delay in answering their email.

Filters

The Filter tool can be set to help you manage spam and choose how to handle certain messages. Click on **Create new filter** and you can decide to filter a certain email address, subject and even specific words. You can then decide how you want that filter to be applied. There are a range of options going from **Delete it** to **Forward it to**: Each time you receive an email that fits the filter you set up, that action will be done automatically.

The Fun Stuff

Gmail is not just about work though. The folks at Google have added a few features to ensure we can also have some fun while emailing. To access any of the settings for the features below, click on **Settings** on the upper left hand corner of your email.

Chat

The chat is a quick way to communicate with friends when you need an instant reply and you know they are online. It can only be used between Gmail users and even then, only between those who have accepted and opted in to accept chats.

All you have to do to chat with someone is look for their name on the chat box on the left hand side of the screen. Check if they are online, which you can tell by looking for a small green dot next to their name. Double click on their name and a little chat window will appear. Start typing your message and click send (or enter). They will hear a little warning and a small window will appear that allows them to read your message and type back. In case they log off while you are typing, you will be told they are now offline and be given an option to send the chat as an email instead, which they will receive when they get back online.

Themes

If the standard Gmail interface gets boring you can change the theme. This allows you to choose from several looks.

To change your themes, simply go to **Settings > Themes**, and click on the one you like.
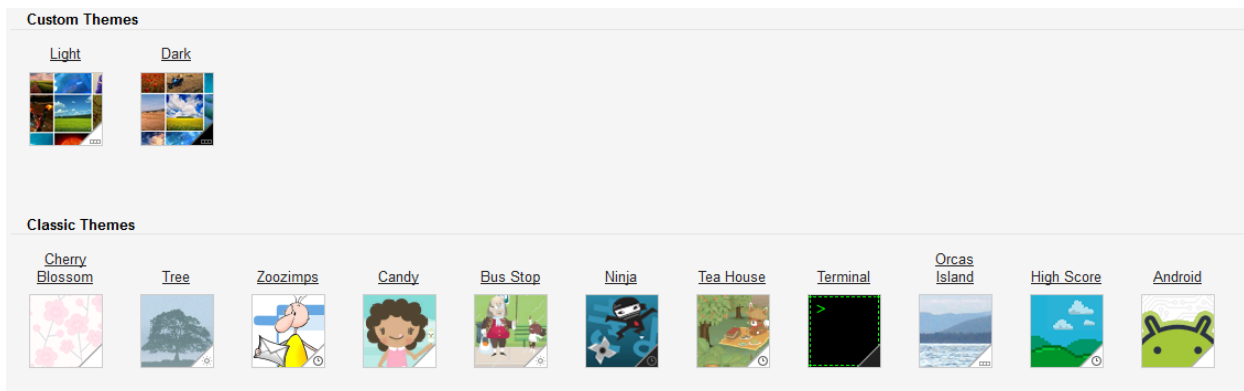
Conclusion

Gmail has many other tools and Gmail has many other features. To read even more about Gmail, conduct a search using www.google.com.au or use the Help function in Gmail.

Any questions you have will be answered there.