

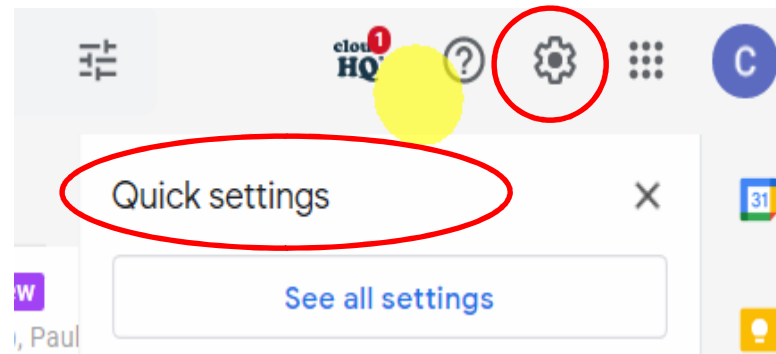
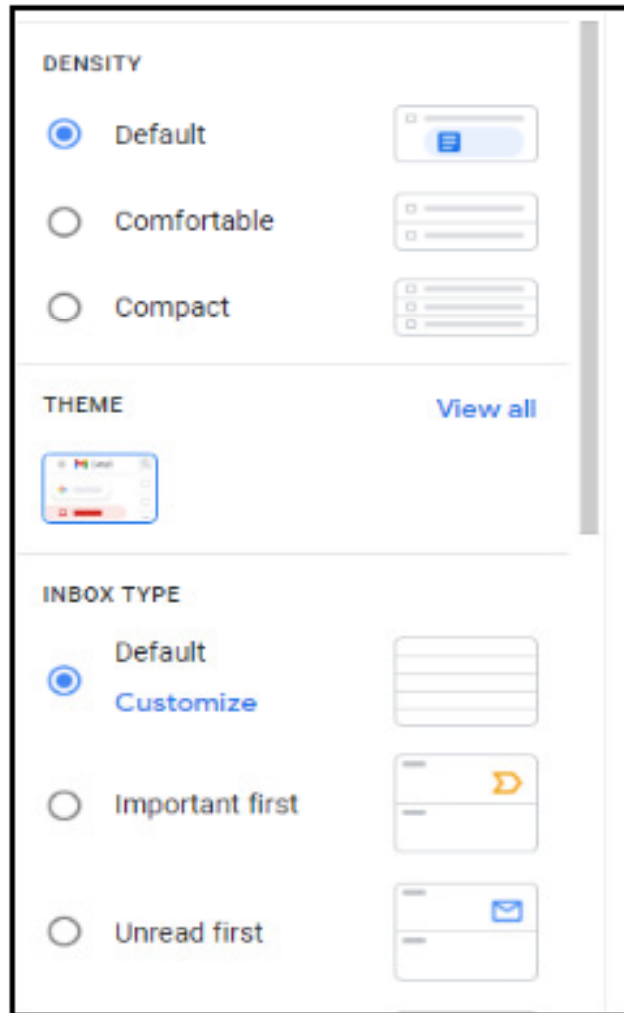
# Gmail Tips You Don't Want to Miss

Deerfield Beach Computer Club

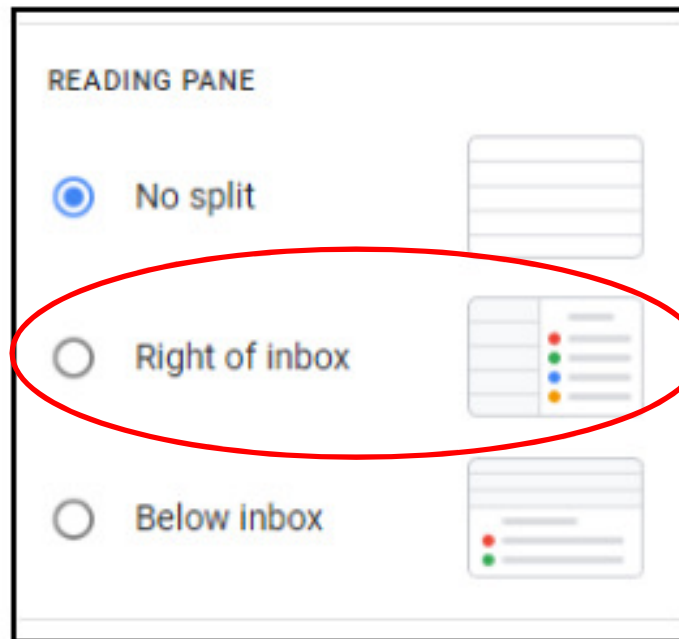
Carol Freedman,

July 9, 2021

# To Change Reading Views



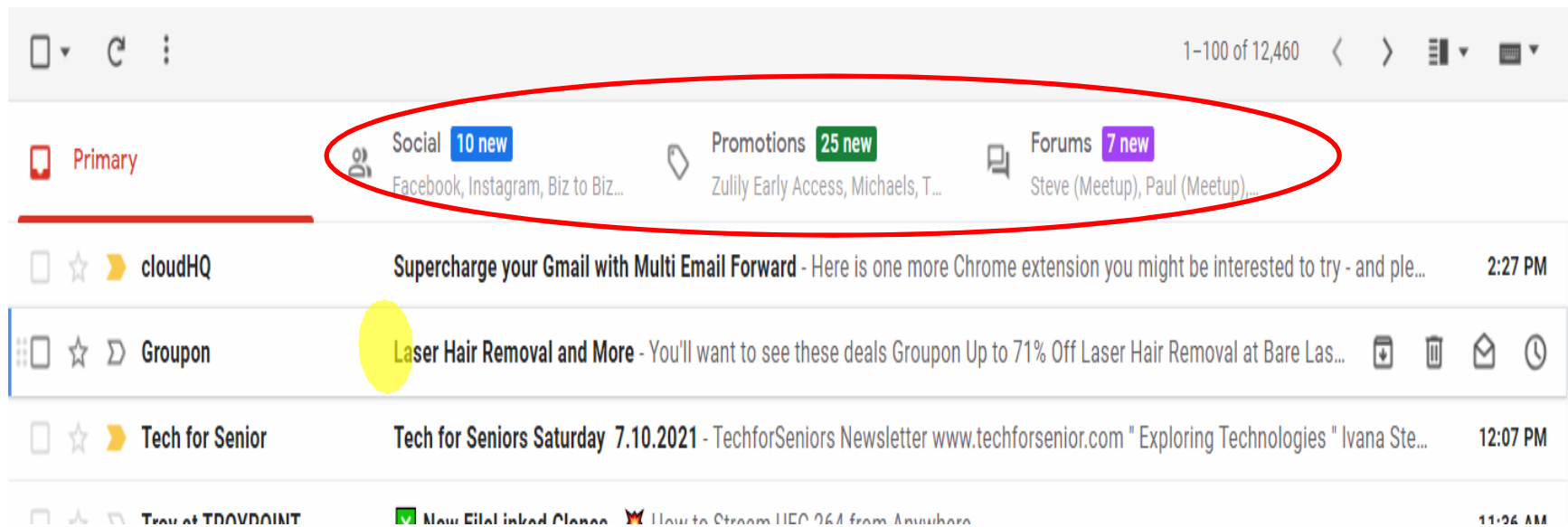
**Click Settings gear, then quick settings**



**To make it look like Outlook**

# Tab Categories

- Selected by Gmail
- Keeps them out of your main/Primary emails, so less cluttered
- You can easily open each group of them and mass delete



# Change Your Main Email Categories

## Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

Inbox type: Default ▾

### Categories:

[Learn more](#)

- ☐ Primary
- ☒ Social
- ☒ Promotions
- ☐ Updates
- ☐ Forums

### Starred messages

- ☒ Include starred in Primary

### Bundling in Promotions

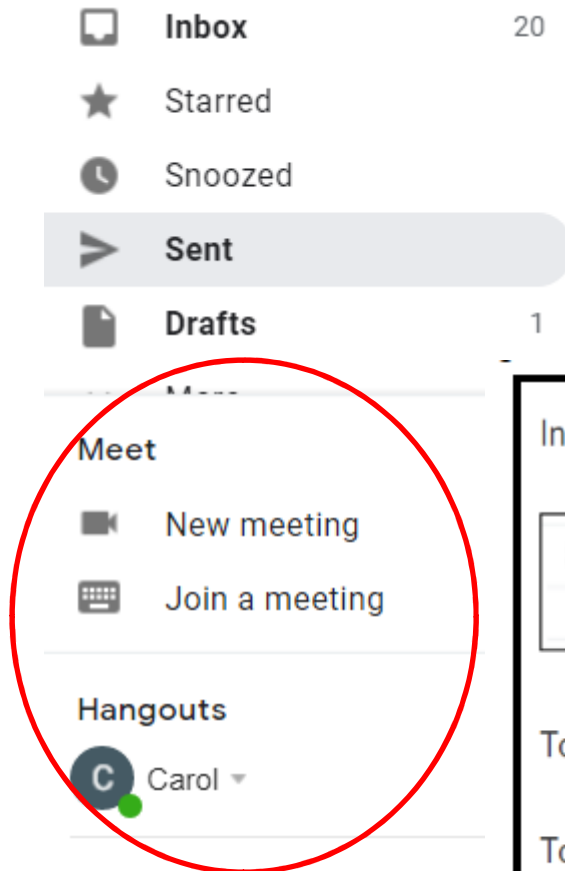
- ☒ Enable bundling of top promo emails in Promotions

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.



# Making Space in the Left Column



To open up more space for your labels in the left hand column get rid of Meet, Chat and Hangouts

In Gmail's settings, click the "Chat And Meet" tab..



To disable the Hangouts Chat section, select "Chat Off" to the right of Chat.

To disable the Google Meet section, select "Hide The Meet Section In The Main Menu" to the right of "Meet."

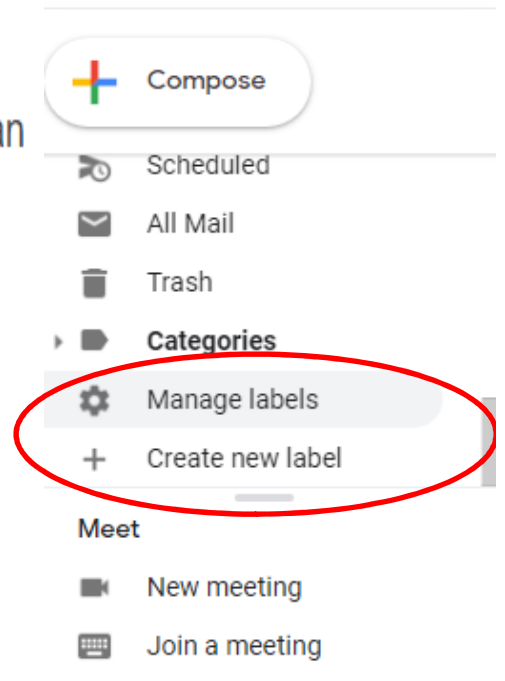
# Create Labels

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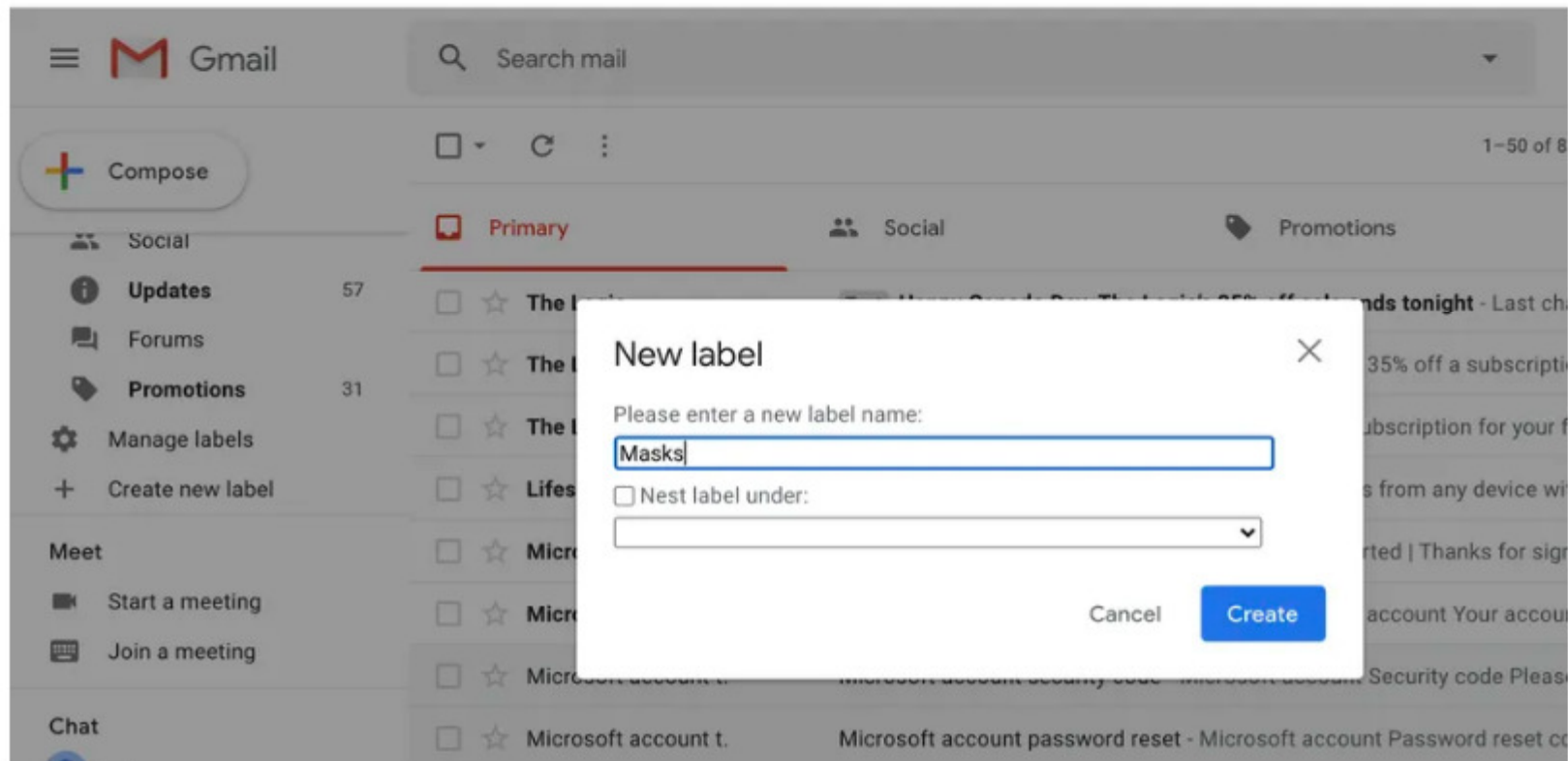
In order to start using labels, the first thing you need to do is create some. There are a couple of ways you can do that.

First, you can create a label from Gmail's left-hand column:

- In the left-hand column, scroll down from Inbox until you get to “Manage labels” and “Create new label.”
- Click on the latter and enter the name of your new label. You can nest it under an existing label if you want.



# Naming your Labels and Sub-labels



*You can create new labels from the left-hand column.*

# Another Way to Create Labels

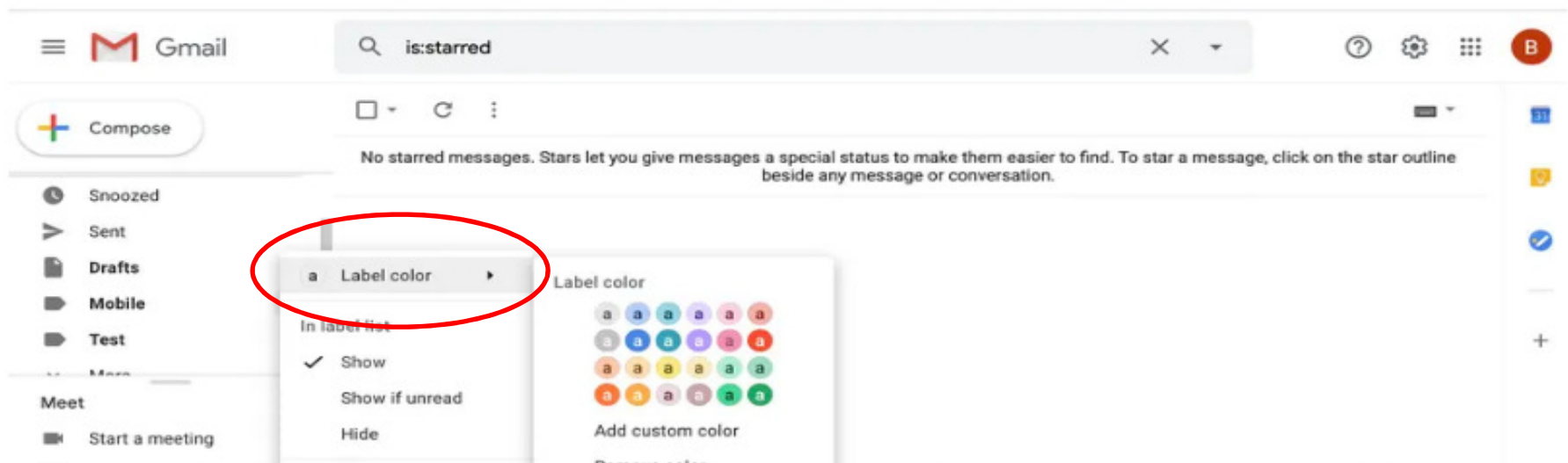
- You can also create a new label and immediately apply it to several emails:
  - Select the emails you want to label by checking the boxes to the left of the emails. When you're ready, right click.
  - Hover over "Label as." You can type the name of your new label into the field on the pop-up window and hit the Return key, or click on "Create new," where you can enter the name of your new label and nest it under an existing label if you want.



# Add Color to your Labels

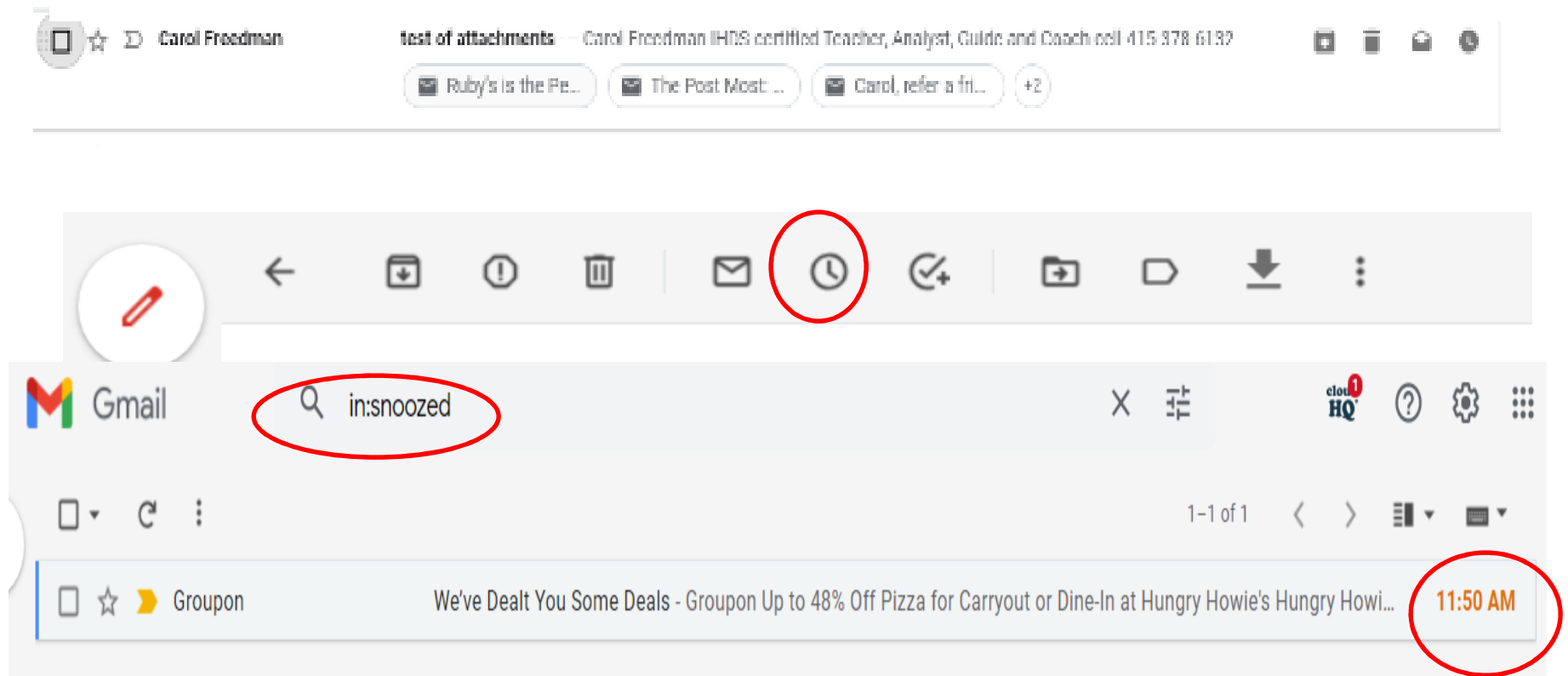
To assign colors to a Gmail label:

- Hover your cursor over the label's name in the left column.
- Click on the three dots to the right of the label's name.
- Click on "Label color."
- Select the color you want to assign to that label — you can either choose a basic color combination or create custom colors for the background and text.

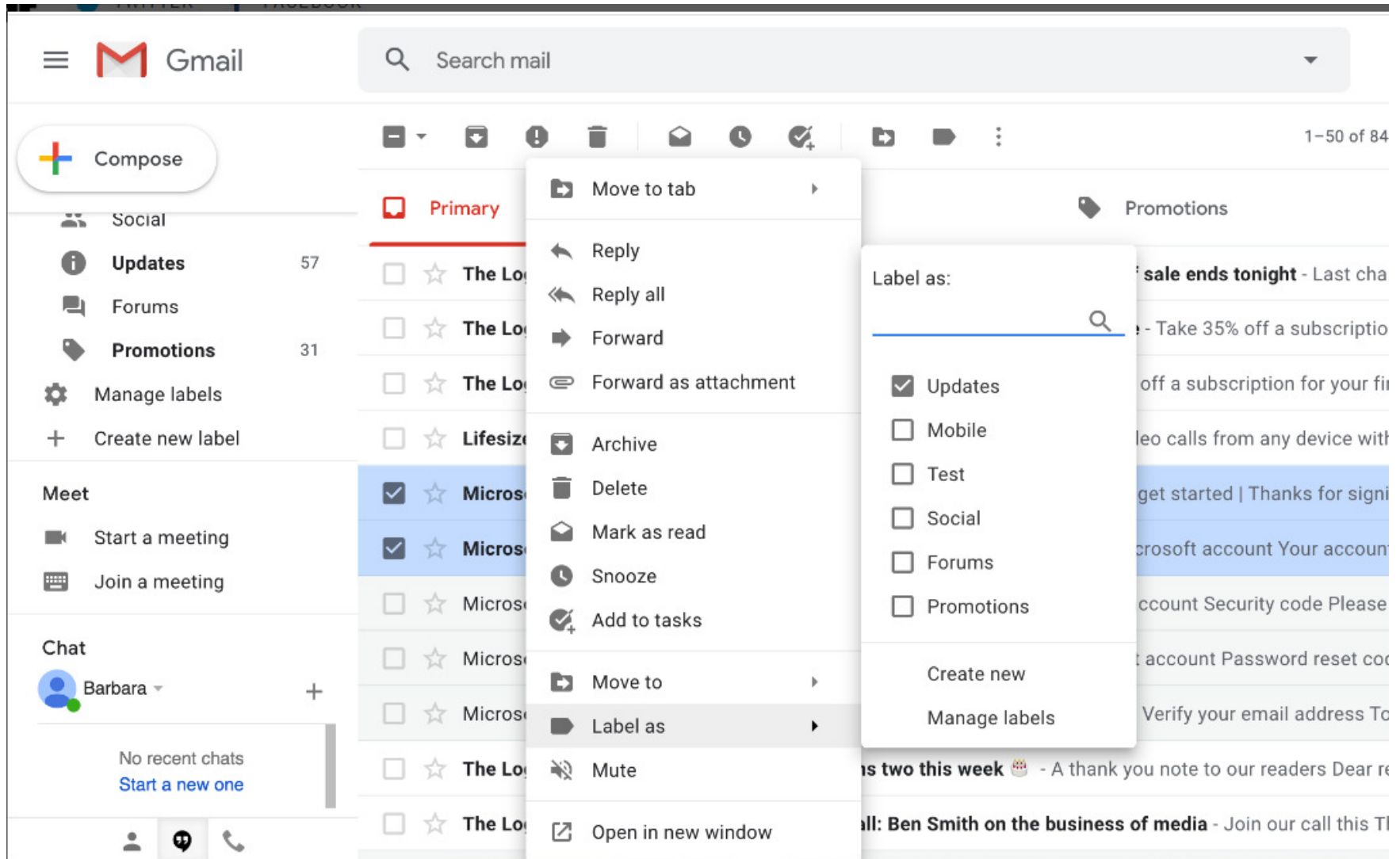


# Snooze Emails

Select or open email, then select Snooze icon from menu bar

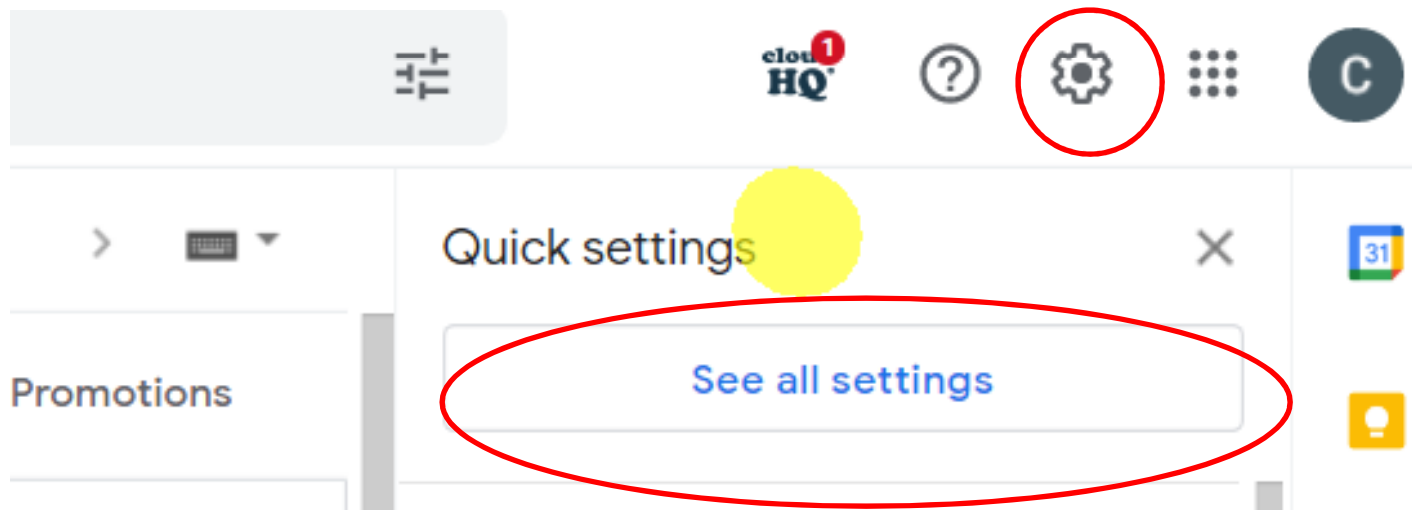


# Move Selected Emails



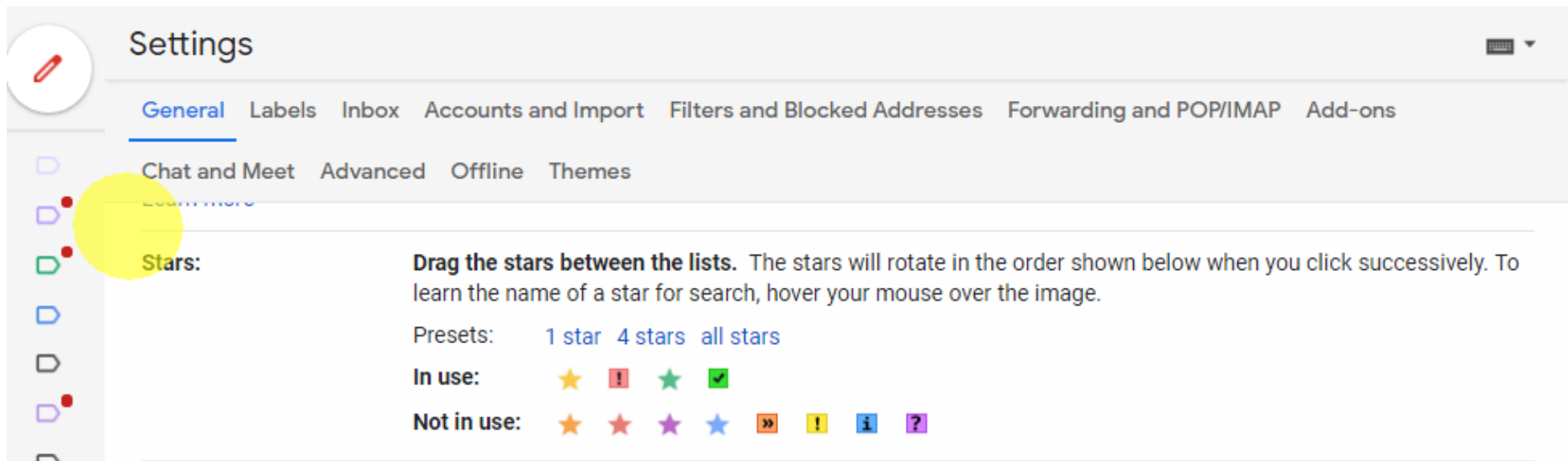
# To Get to Settings

- Click on Settings icon
- Click on 'See All Settings' button to open Settings page



# Adding Stars to the Left of Your Emails

- Go to Settings Page and select “general”
- Scroll down page to Stars Settings
- Drag desired stars and images from the lower row to the ‘in use’ one





# Keyboard Shortcuts

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## Turn on keyboard shortcuts

Some keyboard shortcuts only work if you've turned them on.


**Note:** Keyboard shortcuts aren't supported on all keyboards.

1. On a computer, go to [Gmail](#) .
2. In the top right, click Settings  > **See all settings**.
3. Click **Settings**.
4. Scroll down to the "Keyboard shortcuts" section.
5. Select **Keyboard shortcuts on**.
6. At the bottom of the page, click **Save Changes**.

## Shortcuts you can use

You can use keyboard shortcuts to navigate your inbox and messages, format text, and complete actions like archiving and deleting.

To see a complete list of keyboard shortcuts, including which need to be turned on, type ? when you have Gmail open.


**Note:** Keyboard shortcuts work differently on PC and Mac computers. On PCs, you'll use **Ctrl** instead of .

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# Keyboard Shortcuts

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General shortcuts:

Function	Keys
Compose	C
Reply	R  
Forward	F
Drafts	G then D
Sent message	G then T
All mail	G then A
Contacts	G then C
Starred conversation	G then S

# Turning on Importance Markers

## Settings

General Labels **Inbox** Accounts and Import Filters and E

### Importance markers:

- ☒ **Show markers** - Show a marker (🟡) by messages marked as important.
- ☐ **No markers**

Gmail analyzes your new incoming messages to predict what's important, considering things like how you've treated similar messages in the past, how directly the message is addressed to you, and many other factors.

[Learn more](#)

- ☒ **Use my past actions** to predict which messages are important to me.
- ☐ **Don't use my past actions** to predict which messages are important.

Note: this will erase action history and will likely reduce the accuracy of importance predictions.

**Note: Gmail selects emails to show as “important” based on your behavior.**

**You can unselect the marker by your email.**





# Ways to Filter your Emails

- **Filtering**--can be more precise in what you want to direct and to where
  - Can send them to a label
  - Can pick by person, subject, etc.
  - Can do multiple actions--move to label, mark important and star
  - Can skip the inbox



# To Create a Filter

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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



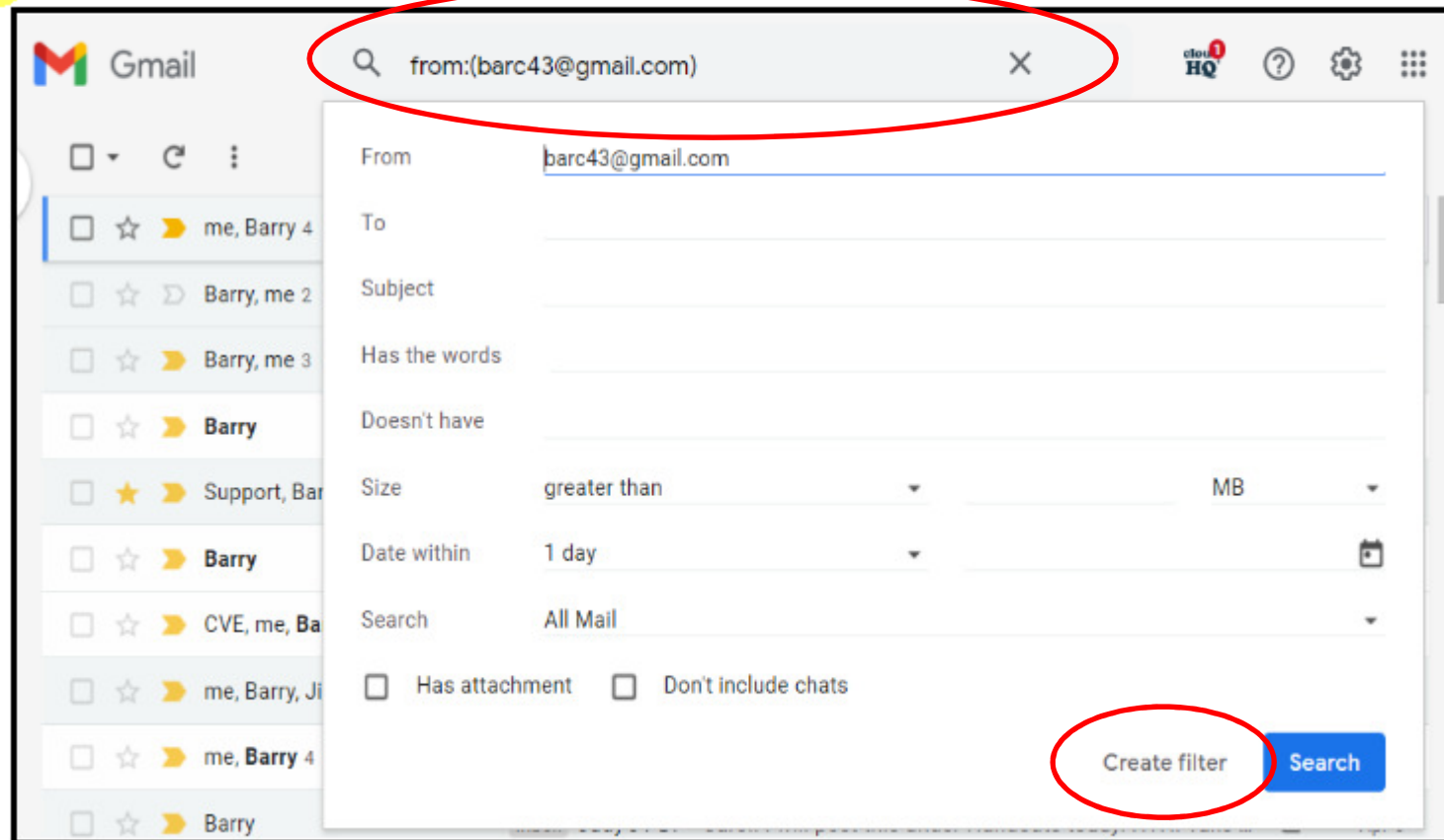
1. Open [Gmail](#) .
2. In the search box at the top, click the Down arrow .
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking **Search**.
4. At the bottom of the search window, click **Create filter**.
5. Choose what you'd like 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.

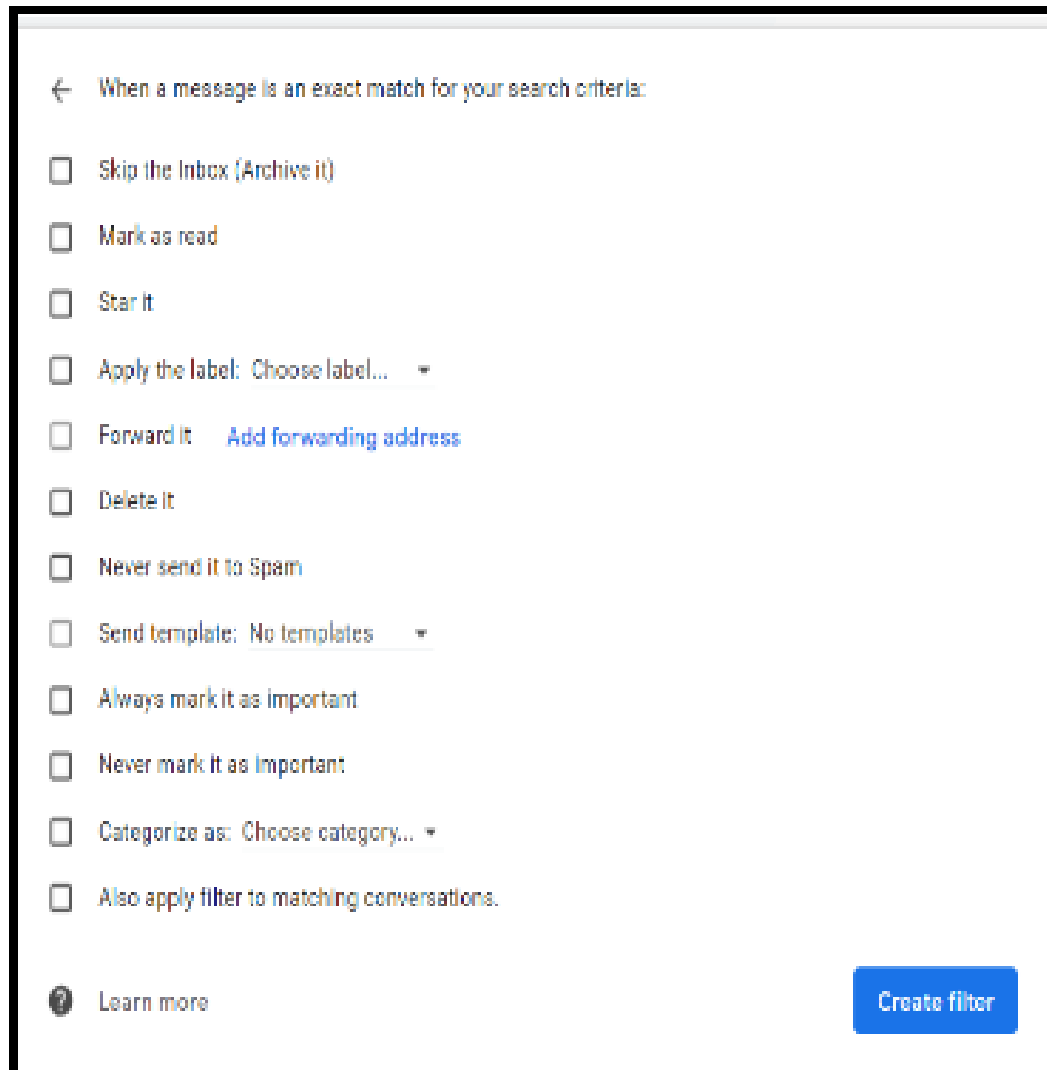
# Example: Create a Filter for Barry's emails

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Search area




# Options for Filter Actions



← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label... ▾
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Send template: No templates ▾
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▾
- ☐ Also apply filter to matching conversations.

 [Learn more](#)

[Create filter](#)

- These options show up after you press 'Create Filter'

- Notice that you can even select labels for the emails

- You can also make multiple actions at the same time

# Import Your Current Email into Gmail

## Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Chat and Meet Advanced Offline Themes

### Change account settings:



[Change password](#)  
[Change password recovery options](#)  
[Other Google Account settings](#)

### Using Gmail for work?

Businesses get yourname@example.com email, more storage, and admin tools with Google Workspace.  
[Learn more](#)

### Import mail and contacts:

[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.  
[Import mail and contacts](#)

### Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

Carol Freedman <computercoachcarol@gmail.com>

[Add another email address](#)

[edit info](#)

### Check mail from other accounts:

[Learn more](#)

[Add a mail account](#)