

# GMAIL SIG – FEBRUARY 7, 2013

## Housekeeping your Gmail Account:

### EMAIL:

Gmail gives you 1GB of storage space for your email account. At the bottom of your Inbox you will find the information regarding how much space you are currently using and the percent of your usage.

**Spam and Trash:** Messages that have been in Trash or Spam more than 30 days will be automatically deleted. That is what Google says, but it's not necessarily true. You should periodically manually delete your Spam and Trash on a routine basis.

**Archiving Emails:** Once you put a label on an email and archive it, you are *filing* that email for future reference. It is a good idea to go through your archives once in a while and clean out old messages that are no longer useful.

**Sent Emails:** Every email you that you have ever sent is saved until you manually delete them. These can add up quickly if you don't clean them out once in a while.

**Note:** The conversation view is the default in your email account. The conversation view keeps all emails on the same subject grouped together for easier reading. If you delete one email in a conversation, you delete the whole conversation. If you only want to delete one email out of a conversation, select the message you want to delete, go to the dropdown menu next to "Reply" and select "Delete this Message".

### CONTACTS:

In my opinion your Contacts List is the most important part of your Gmail program. It can be used for so many things besides just sending email. Your contacts are divided into 3 categories – My Contacts, Most Contacted and Other Contacts.

## **MY CONTACTS:**

The first time you receive an email you have the choice of adding that person to your Contacts List by selecting the dropdown menu next to the “Reply” button and selecting “Add \_\_\_\_\_ to Contacts List”. Replying to the email will also add it to your Contact List. Both ways puts the email address in “My Contacts”.

If you have a Smart Phone you will find it especially helpful to only keep people you will email or call on the phone in “My Contacts”.

You can create Groups of contacts by putting a check mark by each contact you want in the group, select the Group icon (three headed person), select Create New and name the Group. Contacts can be listed in more than one group.

## **OTHER CONTACTS:**

Other Contacts should contain “commercial type” email addresses that you probably will never email, but want in your list of contacts so their emails do not go into your Spam Folder.

You can move contacts from My Contacts into Other Contacts by selecting the contact or contacts, selecting the Groups button (three headed person) and in the drop down menu remove the check mark from My Contacts and select Apply

## **MOST CONTACTED:**

This list of contacts is determined by the people you contact most. You have no control over this list.