

Gmail Tips & Tricks – Level 1

There are 4 levels of Tips and Tricks. This seminar covers Level 1.



Level 1 – Just started using Gmail

Organize your inbox, find messages, and more.



Level 2 – Get more out of Gmail

Star emails, send photos, and more.



Level 3 – Advanced tips

Set up auto-replies, change your inbox style, and more.



Level 4 – Become a Gmail master,

Keyboard shortcuts, sharing files, and more.

Organizing your email:

Inbox tabs and category labels:

Your messages are classified into tabs such as Primary, Social, Promotions, Updates and Forums. These categories make it easy to focus on messages that are important to you and read messages of the same type all at once.

<https://www.youtube.com/watch?v=CFf7dlewJus>

You won't see tabs until you turn them on. Here's how:

1. Click the **gear icon**  in the upper right, and then select **Configure inbox**.
2. Check the boxes of the tabs you want to see.
3. Click **Save**.

Choose your tabs:

Your messages are automatically categorized into the following optional tabs:

 Primary	Messages from friends and family, as well as any other messages that don't appear in other tabs.
 Promotions	Your deals, offers, and other promotional emails.
 Social	Messages from social networks, media-sharing sites, online dating services, gaming platforms, and other social websites.
 Updates	Notifications such as confirmations, receipts, bills, and statements.

Change your inbox type:

You can always switch back if you change your mind, so go ahead and experiment with different styles. Just go back and reverse the settings.

New messages in category tabs:

When you receive new mail, you'll see an indicator in each tab that tells you how many new messages you've received since you last checked that tab. You'll also see a few of the recent senders listed below the category name. You can see what's new at a glance and decide which emails you want to read.

Unread count:

The number next to **Inbox** on the left side of your Gmail tells you how many unread messages are in your Primary tab.

Move messages between tabs:

If you see a message in your inbox that you want in a different tab, all you have to do is drag and drop it into the other tab. Another way to do this is to right-click a message while viewing your inbox.

After you move a message to a different tab, a message above your inbox will ask if you want to undo that action or choose to always put messages from that sender in the tab you chose.

Category labels:

All messages are automatically sorted into one of the five different categories. These categories can be used as automatic labels.

Here are a few things you can do with category labels:

View all messages in a category, including archived messages.

When a message is archived, it moves out of your inbox and stays in "All Mail" and any other labels applied to it. This means that messages you archive will no longer be visible in your tabs.

To view all messages in a category, follow these steps:

Hover over your label list on the left side of your Gmail (where “Sent Mail” and “Drafts” are listed).

Click **More** ▾ at the bottom of your label list (you may need to scroll down).

Find ▶ **Categories** and expand the list using the arrow to the left.

Click a category and it will show all messages in that category.

Spice Up Your Inbox

Choose any image for your inbox background.

To get started, click the gear icon  and choose **Themes**.

Tip: Images with a small clock icon change according to your time zone, so you can watch the sunset either through your window or from your inbox

Color, HD, and Classic themes:

Some themes change during the day, and if you select one of these themes, you'll see a drop-down menu to select a location. We'll use the location you provide to correctly time theme changes with your local sunrise, sunset, and/or weather. If you don't enter a city, or if you enter an invalid one, we'll set your location to the capital city of the country you selected.

You can tell which themes change by looking at the lower right hand corner of the theme's thumbnail image. Small icons indicate if the theme changes with the weather, time of day, or day of the week. Also, if you see a white corner it means that the message list background in the theme is light; if it's black, it means it is dark.

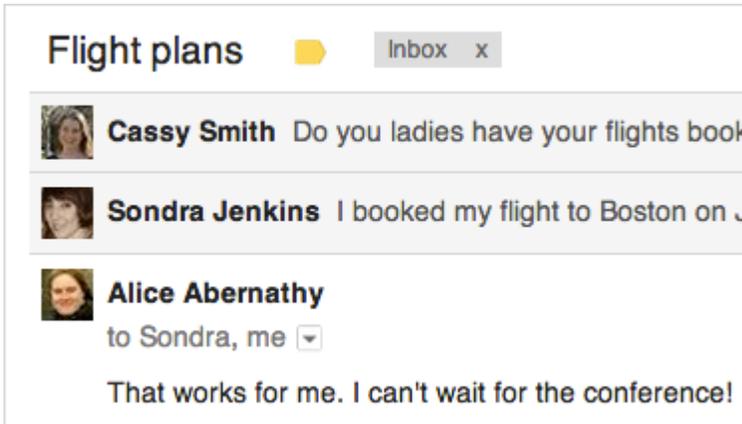
Custom themes:

Have a picture of your dog that you'd like to make your background theme? Have no fear; you can also select your own images to use as a theme. Select one of the two options under the "Custom themes" section: Light or Dark. You can then pick an image (we recommend that you select one larger than 2560 x 1920 px) from your computer, phone, photo albums, and the web.

You can also choose a custom theme from a selection of featured photos.

Keep track of conversations:

In some email systems, replies to an email appear as separate messages in your inbox. Gmail messages are grouped into conversations so all the replies to a message are stacked neatly below it. This makes it easy to find related messages, read everything in context, and keep your inbox tidy.



Turn Conversation View on or off:

If you want replies to appear as individual messages in your inbox:

Click the gear in the top right ⚙.

Select **Settings**.

Scroll down to the Conversation View section (stay in the "General" tab).

Choose **Conversation view on** or **Conversation view off**.

Click **Save changes** at the bottom of the page.

Tidy up your inbox with Archive:

If you like your inbox looking nice and clean, you can archive the emails you've already read. Archiving just moves a message out of your inbox, but keeps it in your account.



Archiving a message is like filing it in a file cabinet. If you just hit the archive button it will go in All Mail and be very difficult to find.

First you will want to put a **Label** on the message. A label is like a file folder.

Labels help you organize your messages into categories -- work, family, to do, read later, jokes, recipes, any category you want. Labels do all the work that folders do, but with an added bonus: you can add more than one to a message.

Only you can see your labels, so whether you mark a message with "Best friend" or "Read later," the sender will never know.

Create a label:

Here's how to create a label that you can add to any of your messages:

At the top of the page, click **Labels** and select a label that has already been created or create a new Label and click **Apply**. You can select more than one Label.

If you want a Label to be automatically placed on incoming mail from a specific sender or of a specific type, click on the More button and select **Filter Messages Like These**. Fill out the criteria and select **Create Filter**. All messages that meet the criteria selected will come into your Inbox with the Label already assigned.

Keep it, toss it, or get rid of it forever:

You've got a lot of space in Gmail, so you can archive your messages and keep them around. If you'd really like to delete a message, just check the box next to the message and click the trash icon . The message, along with any replies attached to it, will live in your **Trash** for about a month, after which it's gone forever.

Delete Messages:

Open the message (or select the checkbox next to it).
Click the Trash icon .

To delete a specific message from a conversation thread, click the down arrow next to **Reply** and choose **Delete this message**.

Delete many or all messages at once:

Find the group of messages you want to delete. You can find messages by searching or by selecting all messages with a certain label.

Select messages using the checkbox in the toolbar above your messages. This selects all messages that are currently visible on the page.



Directly above your messages, you should see a sentence similar to this:

"All 20 conversations on this page are selected. Select all conversations that match this search."

Use the "Select all conversations" link to select the rest of the messages if you'd like to delete all the messages at once rather than one page at a time.

If you're confident you won't need these messages in the future, click the Trash icon 

Less spam in your inbox, less spam in the world:

Gmail fans often say that they love Gmail's great spam protection. You play an important role in blocking spam—when you report an email as spam, Gmail quickly learns to block similar messages. If you see spam in your Inbox, let them know by checking the box next to the message and clicking the spam icon .

Find what you need, fast:

Hunting around for an email you read last week? Use the Gmail search box, and click the gray arrow to filter your search with more specific information, like who sent the email. Suggestions appear instantly as you type, making your search even speedier.

Use the search box:

The search box is at the top of your Gmail screen. Simply type the word you're looking for in the search box and click the  magnifying icon. For example, if you're looking for a message with the word "shopping", type in the word **shopping**.

Refine your search:

If you're having trouble finding the result you want, you can refine your search by clicking the arrow in the search box, and entering your search in the appropriate fields (or use our [advanced operators](#)).

Gmail doesn't recognize special search characters like [], (), &, #, *, and currency symbols. Gmail will also try to search attachments so your results may show items without the search terms highlighted.

Search suggestions:

To help you search faster, Gmail suggests search terms as you begin to type. These search terms are based on information from Gmail, such as messages, contacts, labels, or past searches.

View and save attachments:

When someone sends you an attachment like a photo or document, you'll see previews of the attachments at the bottom of the email.

Click the attachment preview to instantly view the attachment or see more options like print and share. Move your mouse over the attachment preview and use the buttons to download or save to Drive.

When you receive an email with attachments, you'll see thumbnails of the attachments at the bottom of your message.



Click the thumbnail to view the attachment or see options like print and share.

Move your mouse over the thumbnail and use the buttons to  **Download** or  **Save to Drive**.

Some attachments can be viewed or shared, but not downloaded or saved to Drive. If you'd rather view attachments in a new tab, hold **Ctrl** while you click the attachment thumbnail.

Common questions:

Where do my attachments go after downloading?

Attachments are saved in a download folder set by your browser. Check your browser's settings to see where to find your downloads.

What happens to my file after I save to Drive?

After you click the  **Save to Drive** button on an attachment thumbnail, the attachment is saved to Google Drive. You can keep your file organized adding it to a Google Drive folder. After saving, click  **Show in Drive** to find your file in Google Drive.

You can always access the files you've saved to Google Drive by going to drive.google.com.

When in doubt, click the gear

If you ever want to change your settings, learn to solve a problem, or give feedback, just click the gear icon  in the top right corner of any page in Gmail. You can also visit the [Gmail Help Center](https://support.google.com/mail).