

# 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?

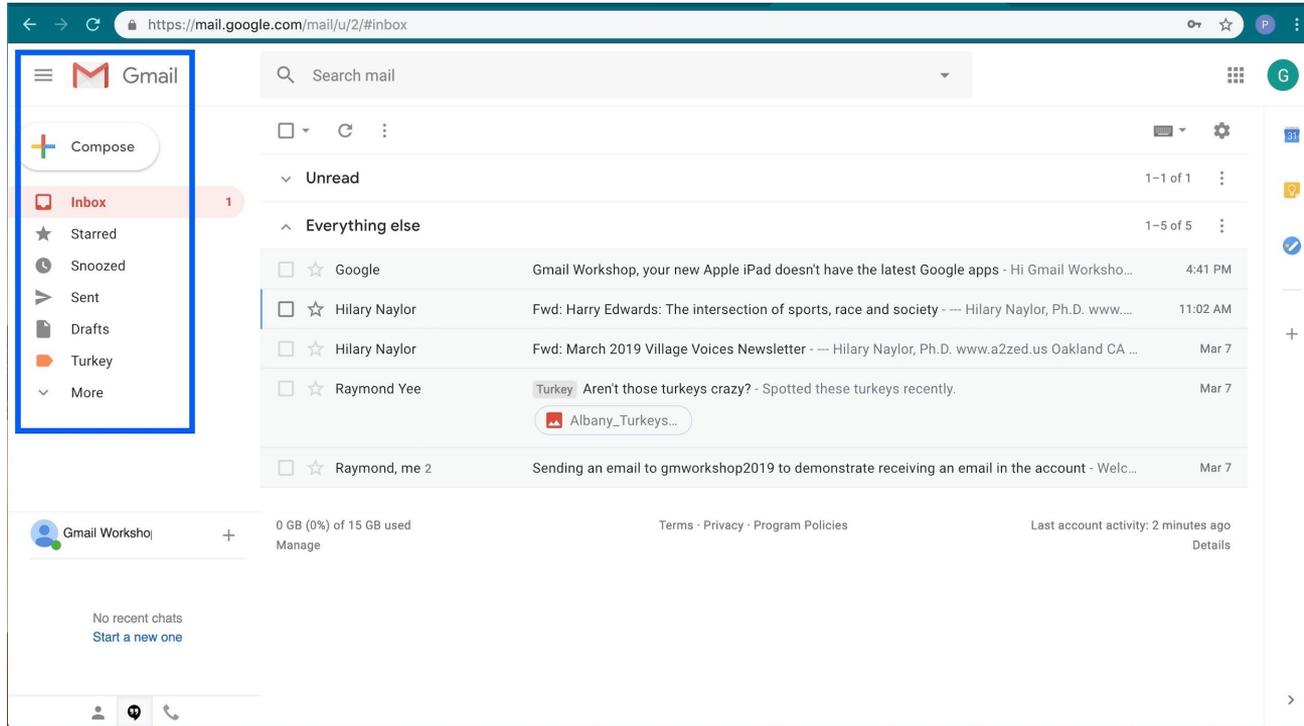
## Demo email account for workshop

You will be asked to send email to:

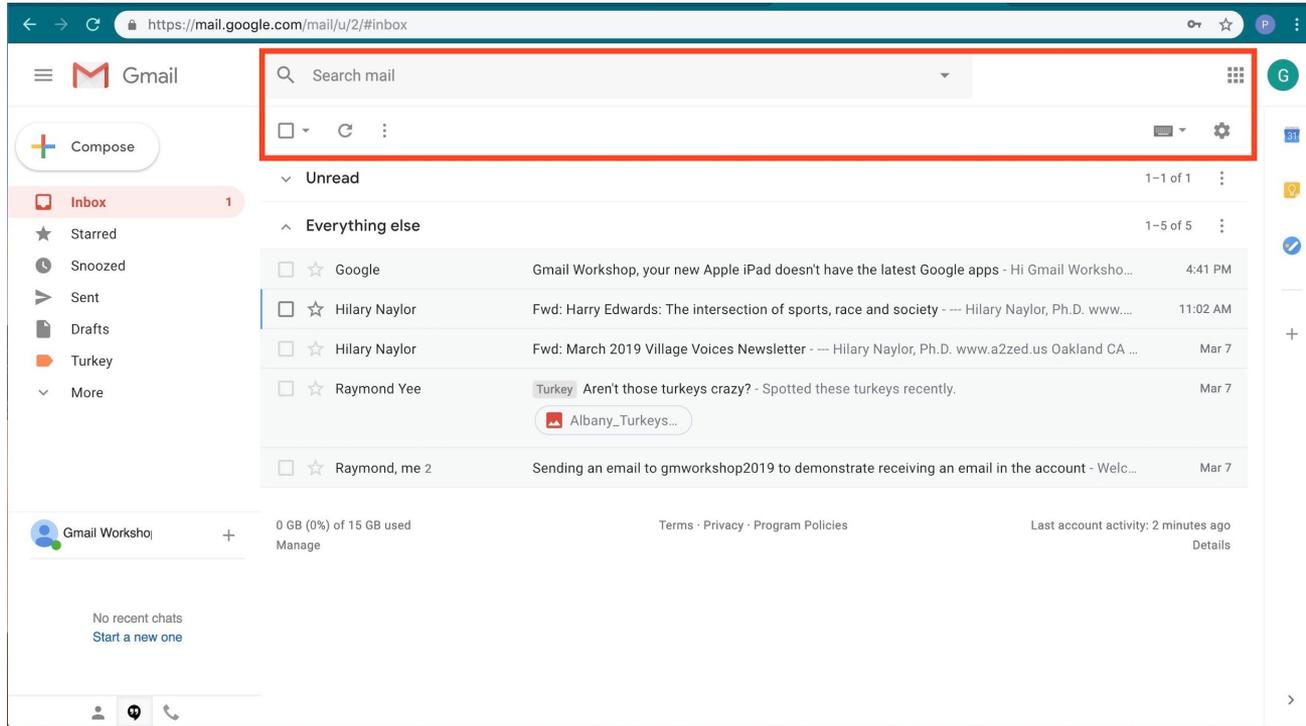
**gmworkshop2019@gmail.com**

# Home Screen

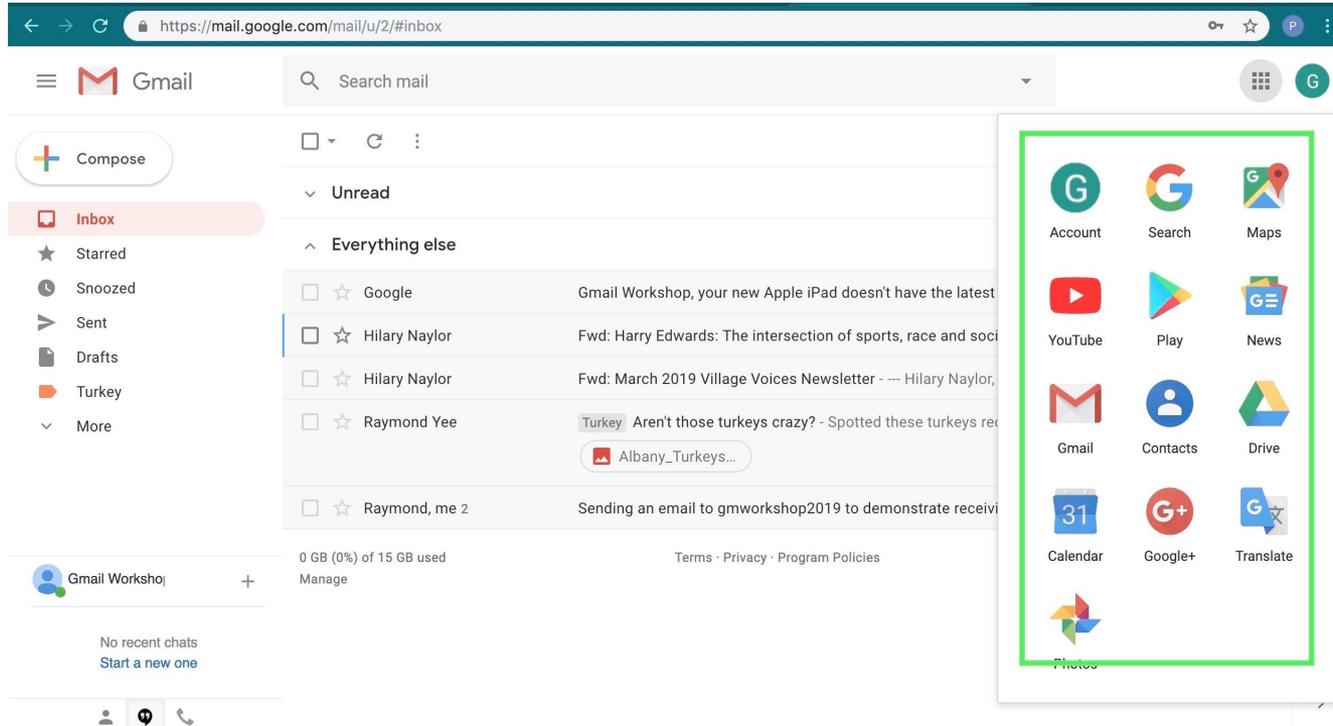
# Home Screen - “home base”



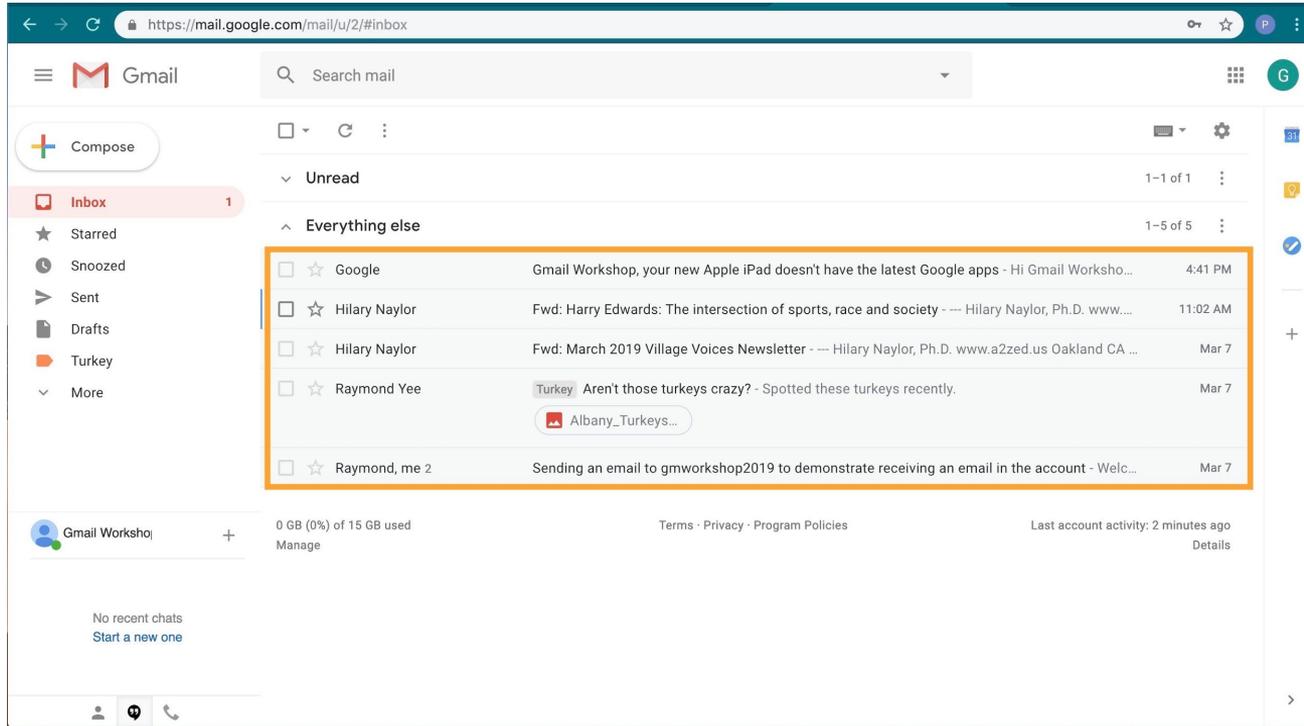
# Home Screen - “move on”



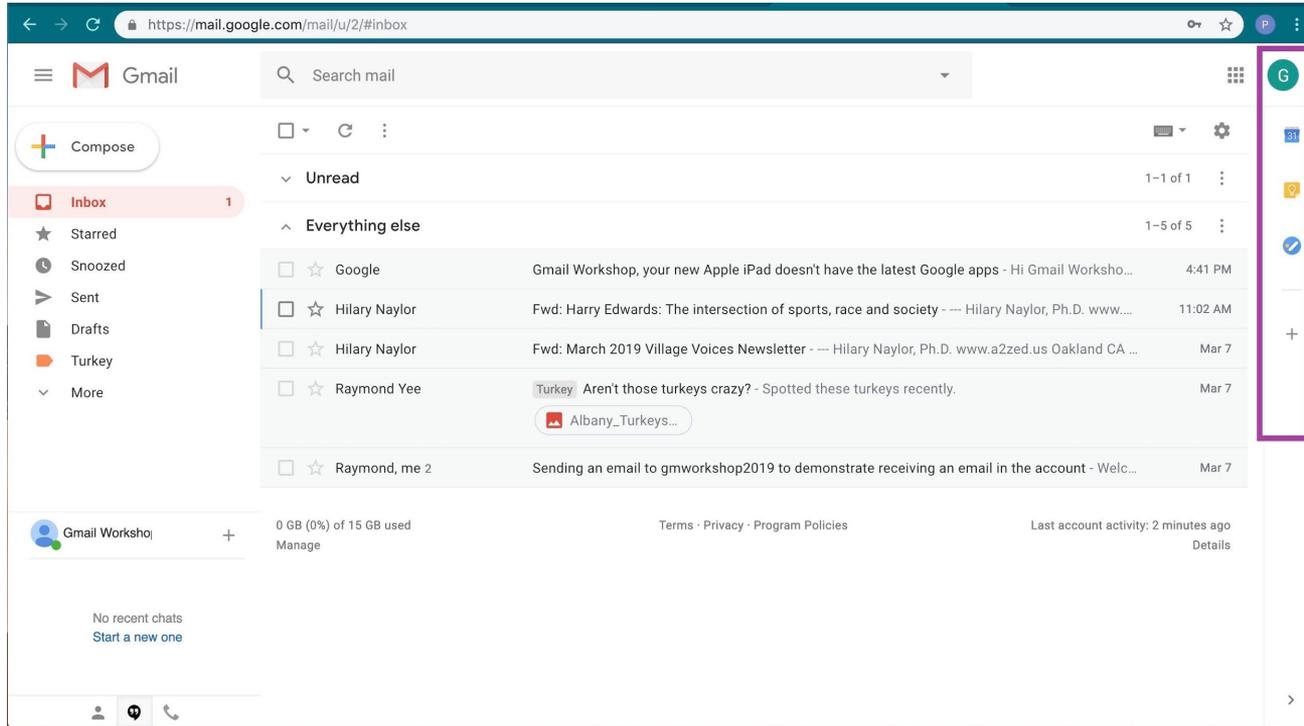
# Home Screen - “stay connected”



# Home Screen - “meat and potatoes”

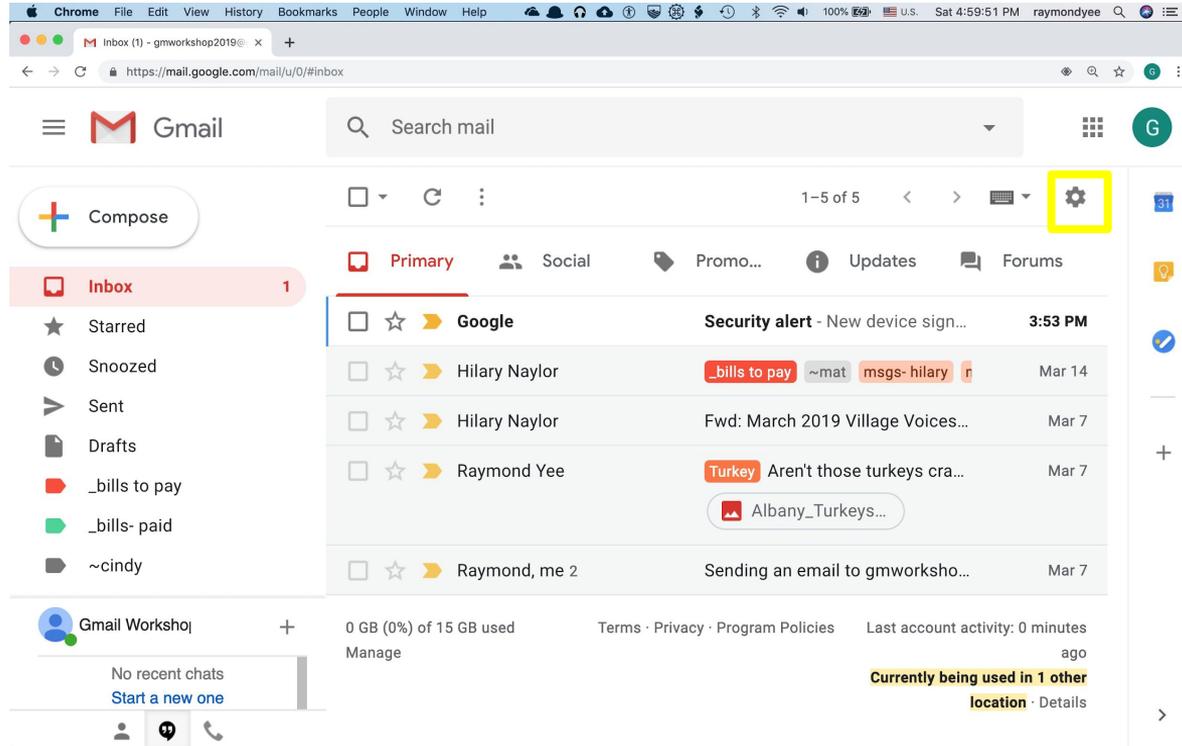


# Home Screen - “keeping me straight”



# Settings

# Where to find the Settings button



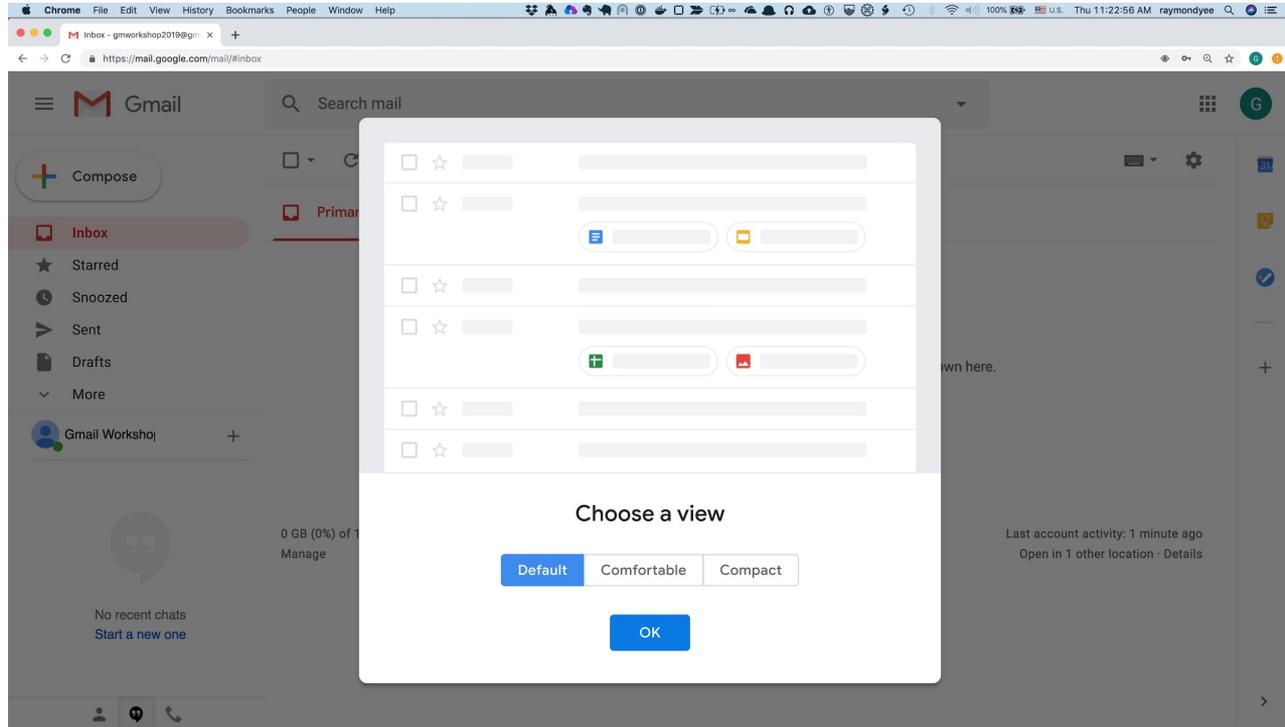
The screenshot shows the Gmail web interface in a Chrome browser. The address bar displays the URL <https://mail.google.com/mail/u/0/#inbox>. The Gmail logo and search bar are at the top. On the left sidebar, the 'Compose' button is visible. The main content area shows the 'Primary' tab selected, with a list of emails. The settings gear icon is highlighted with a yellow box. The bottom of the page shows account information for 'Gmail Worksho' and a notification that the account is 'Currently being used in 1 other location'.

Sender	Subject	Date
Google	Security alert - New device sign...	3:53 PM
Hilary Naylor	_bills to pay ~mat msgs- hilary r	Mar 14
Hilary Naylor	Fwd: March 2019 Village Voices...	Mar 7
Raymond Yee	Turkey Aren't those turkeys cra... Albany_Turkeys...	Mar 7
Raymond, me 2	Sending an email to gmworksho...	Mar 7

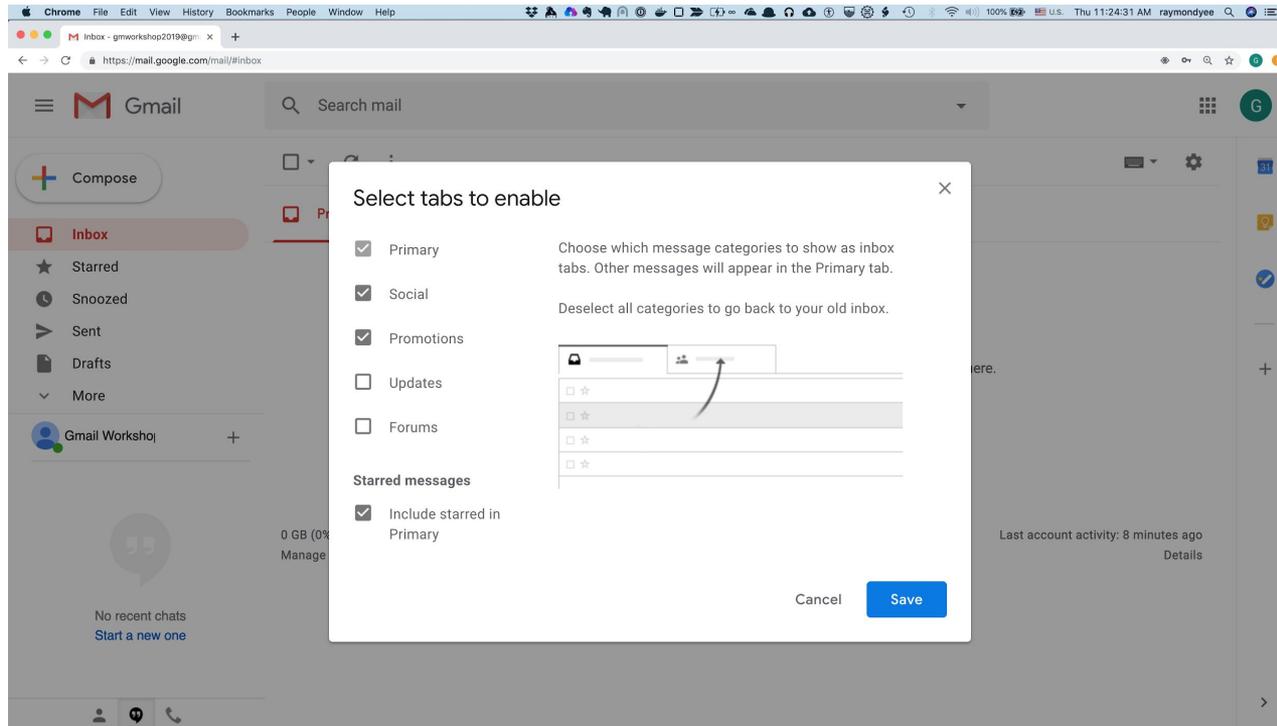
# What Settings Button Reveals

The screenshot shows the Gmail web interface in a Chrome browser. The address bar shows the URL `https://mail.google.com/mail/u/0/#inbox`. The Gmail logo and search bar are at the top. On the left, the navigation sidebar includes 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main inbox area displays three emails: one from Hilary Naylor, one from Raymond Yee, and one from Raymond, me 2. The settings gear icon in the top right is open, showing a menu with the following options: 'Display density', 'Configure inbox', 'Settings', 'Themes', 'Get add-ons', 'Send feedback', 'Help', and 'Gmail Setup (100%)'. At the bottom of the settings menu, it indicates 'Last account activity: 2 days ago' with a 'Details' link. The footer of the page shows storage usage (0 GB of 15 GB used), links for 'Terms · Privacy · Program Policies', and account activity information.

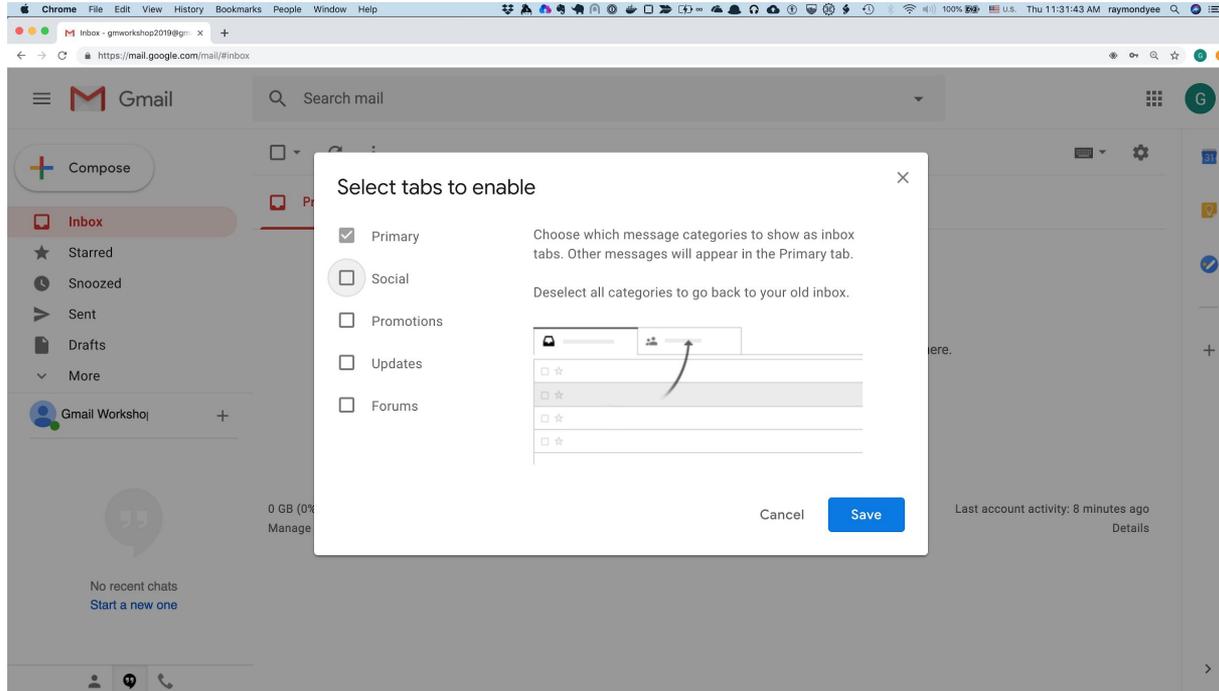
# Settings: Display density



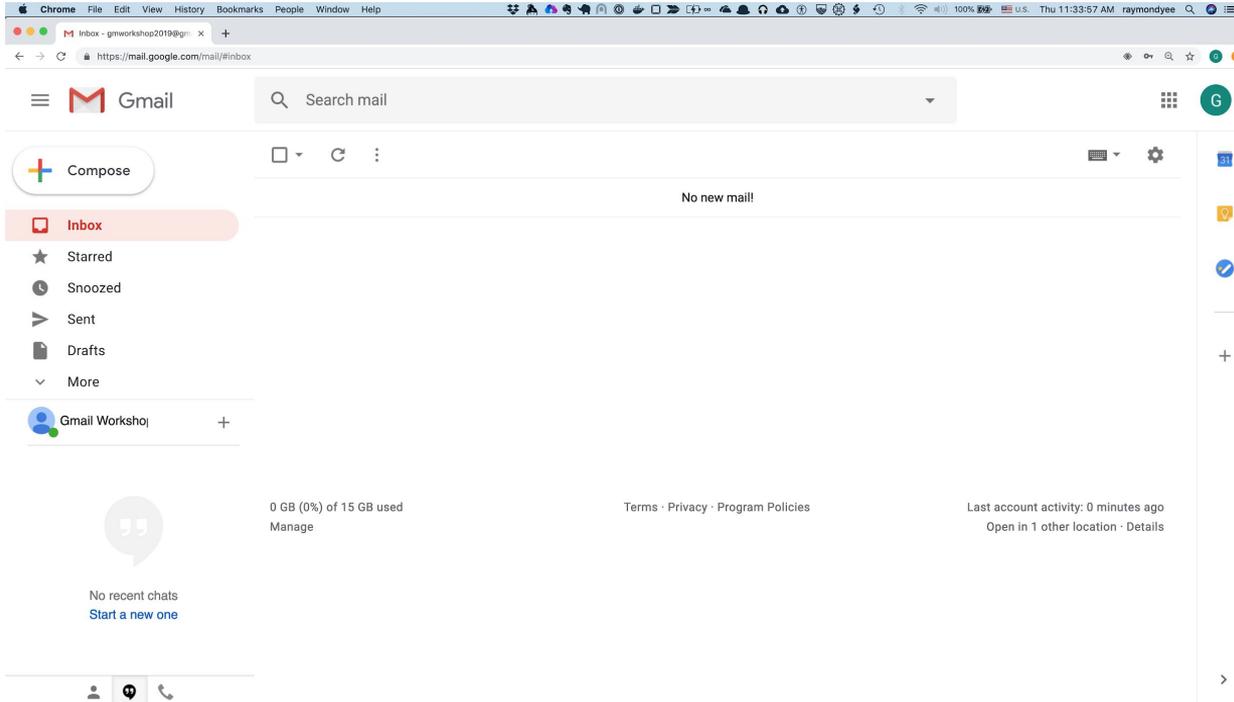
# Configure Inbox: default tabs



# Picking just Primary Tab



# Picking only Primary tab results in just Inbox



# There are many subsections of Settings

The screenshot shows the Gmail Settings page in a Chrome browser. The browser's address bar displays the URL `https://mail.google.com/mail/u/0/#settings/general`. The Gmail interface includes a search bar at the top, a left sidebar with navigation options (Compose, Inbox, Starred, Snoozed, Sent, Drafts, More, and a profile for 'Gmail Workshop'), and a main content area titled 'Settings'. The 'General' tab is selected, showing a 'Setup progress' bar at 100% and various configuration options:

- Language:** Gmail display language is set to 'English (US)'. There is a link to 'Change language settings for other Google products'.
- Input Tools:** The checkbox for 'Enable input tools' is checked. Below it are radio button options for 'Right-to-left editing support', with 'off' selected.
- Phone numbers:** The 'Default country code' is set to 'United States'.
- Maximum page size:** Set to 'Show 50 conversations per page'.
- Undo Send:** The 'Send cancellation period' is set to '5 seconds'.
- Default reply behavior:** Radio button options for 'Reply' and 'Reply all', with 'Reply' selected.

# Types of Inboxes: Sorting options

The screenshot displays an email inbox interface. At the top left is a 'Compose' button with a colorful plus icon. Below it is a sidebar with navigation options: 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts', 'Categories', 'Social', and 'Updates'. At the bottom left is a user profile for 'Raymond'. The main inbox area shows three email entries:

- National Popular Vo. - Delaware Senate passes National Pop
- Penni, Jude 3 - Turpin Texting this weekend(ish) - Rayr
- Fidelity Investments - Reminder: Fidelity Customer Satisfacti

A dropdown menu is open over the 'Inbox' label, showing 'Inbox Type' options: 'Default' (checked), 'Important first', 'Unread first', 'Starred first', and 'Priority Inbox'. To the right of this menu is a notification box titled 'Try them all, keep what fits' with a close button (X). The notification text reads: 'Try out all of the new inbox styles to see what fits you best. You can always switch back if you change your mind.' Below the text is a blue link that says 'Try the tabs again'.

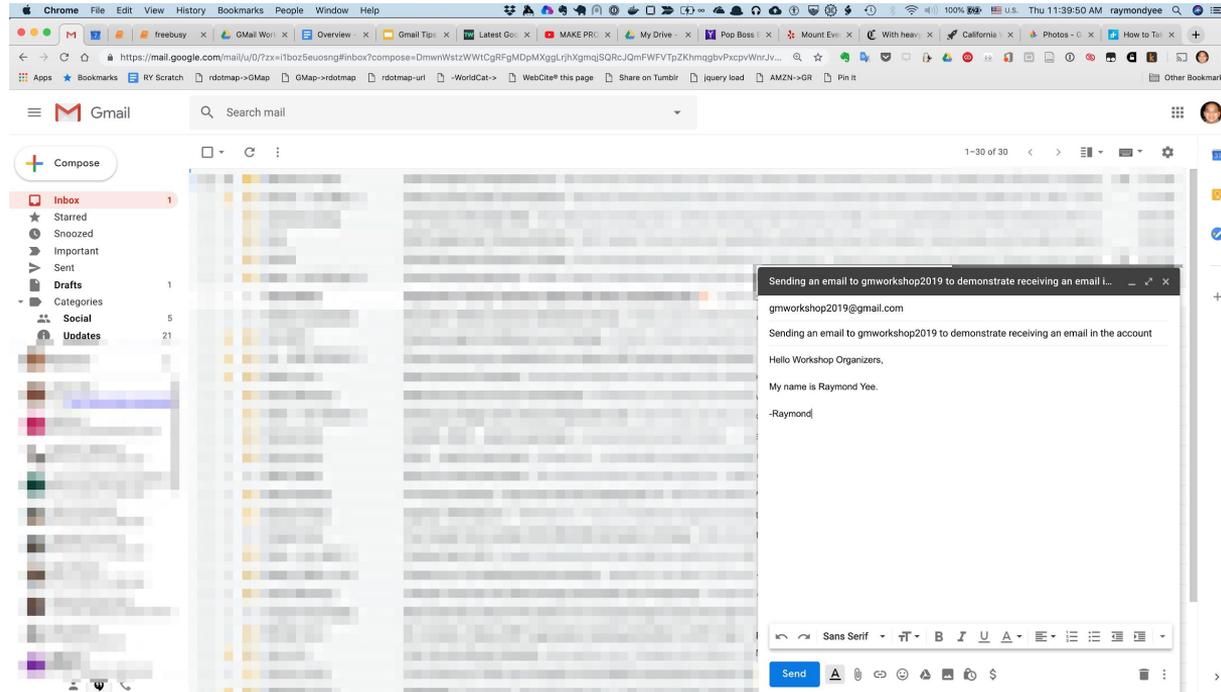
# Exercise: Playing with various Settings

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

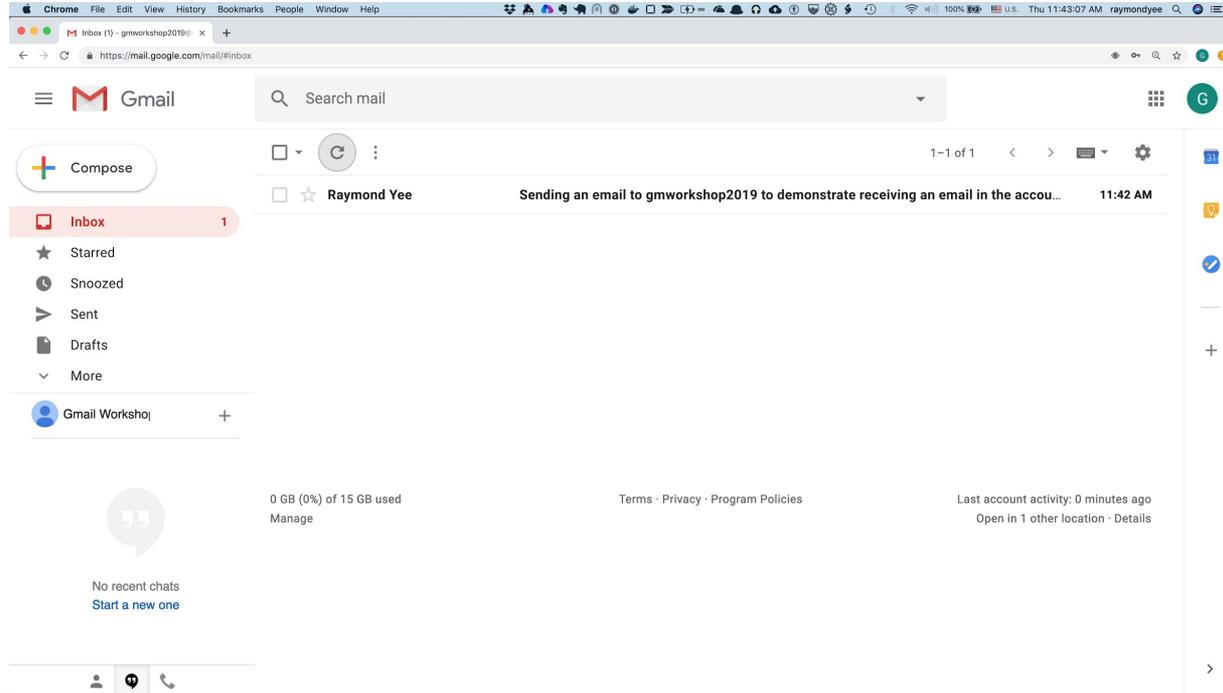
- configure the Display density
- configure the Inbox Tabs
- try the different inbox sorting options

# Receiving and Sending Email

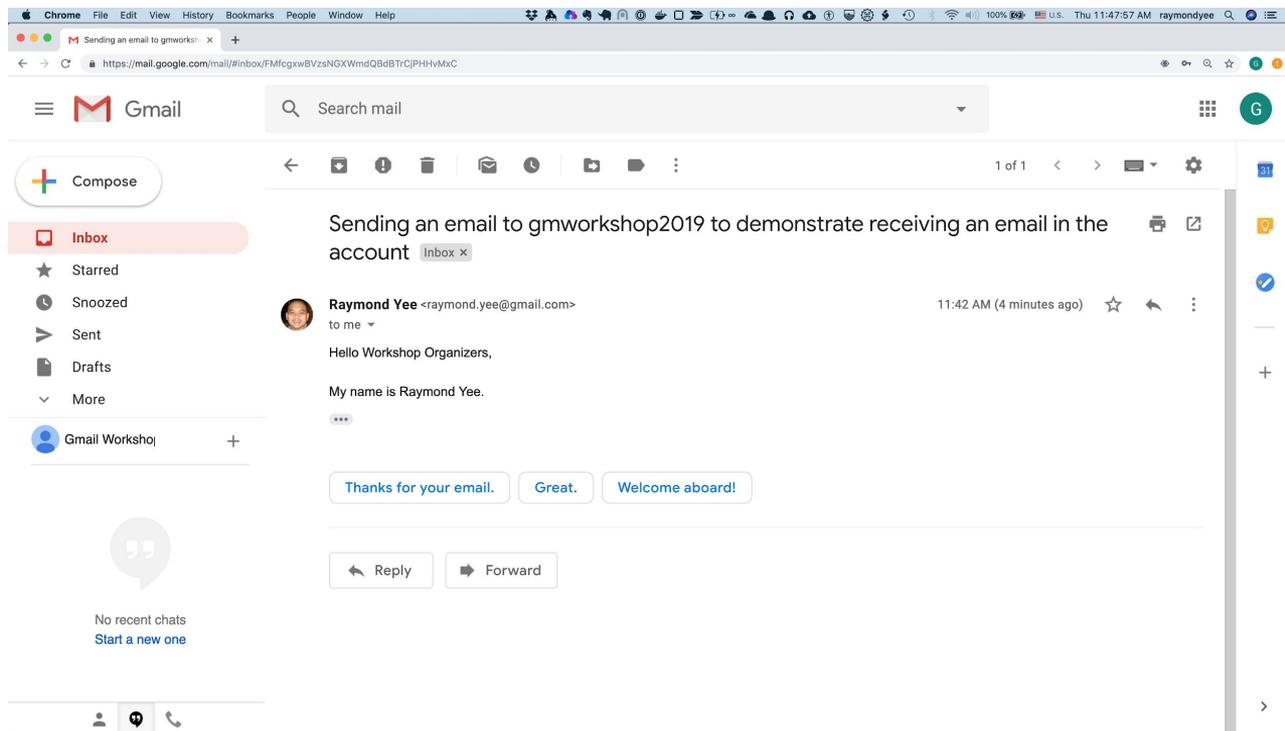
# Sending an email to gmworkshop2019@gmail.com



# What it looks like to receive email into inbox



# Looking at the email that was sent



The screenshot shows a Gmail interface in a Chrome browser. The address bar displays the URL `https://mail.google.com/mail/#inbox/FMfcgxwBVzsNGXWmdQBdBTJCjPHvMxC`. The Gmail header includes the search bar with the text "Search mail" and the user's profile icon. The left sidebar shows the "Compose" button and the "Inbox" folder, which is currently selected. Below the "Inbox" folder are links for "Starred", " Snoozed", " Sent", " Drafts", and " More". At the bottom of the sidebar, there is a "Gmail Workshoj" folder with a plus sign. The main content area shows an email from "Raymond Yee" with the subject "Sending an email to gmworkshop2019 to demonstrate receiving an email in the account". The email body contains the text "Hello Workshop Organizers, My name is Raymond Yee." and three buttons: "Thanks for your email.", "Great.", and "Welcome aboard!". Below the email body are "Reply" and "Forward" buttons. The right sidebar shows a calendar icon, a checkmark icon, and a plus sign.

# Replying to the email

The screenshot shows a Gmail interface in a Chrome browser. The browser's address bar displays the URL `https://mail.google.com/mail/#inbox/FMfcgwxwBVzsNGXWmdQBdBTcJPHHvMxG`. The Gmail header includes the search bar with the text "Search mail" and a profile icon. On the left sidebar, the "Compose" button is highlighted, and the "Inbox" is selected. The main content area shows an email from "Raymond Yee" with the subject "Sending an email to gmworkshop2019 to demonstrate receiving an email in the account". The email body contains the text: "Hello Workshop Organizers, My name is Raymond Yee." Below the email, a reply composition box is open, showing the sender's name "Raymond Yee (raymond.yee@gmail.com)" and the reply text: "Welcome, Raymond. Please let us know if you have any questions or concerns. -Raymond (on behalf of the Organizers).". The "Send" button is visible at the bottom of the composition box.

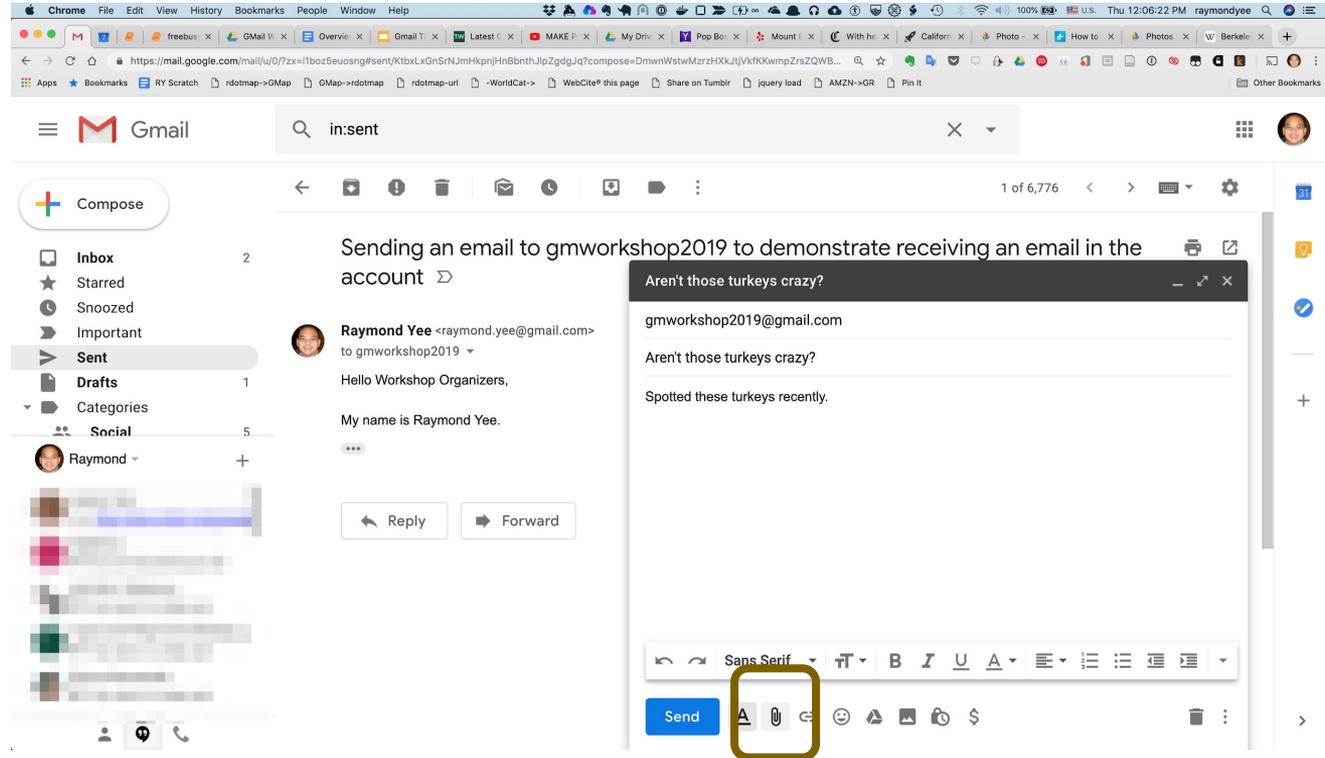
Exercise: send us an email

Send email to:

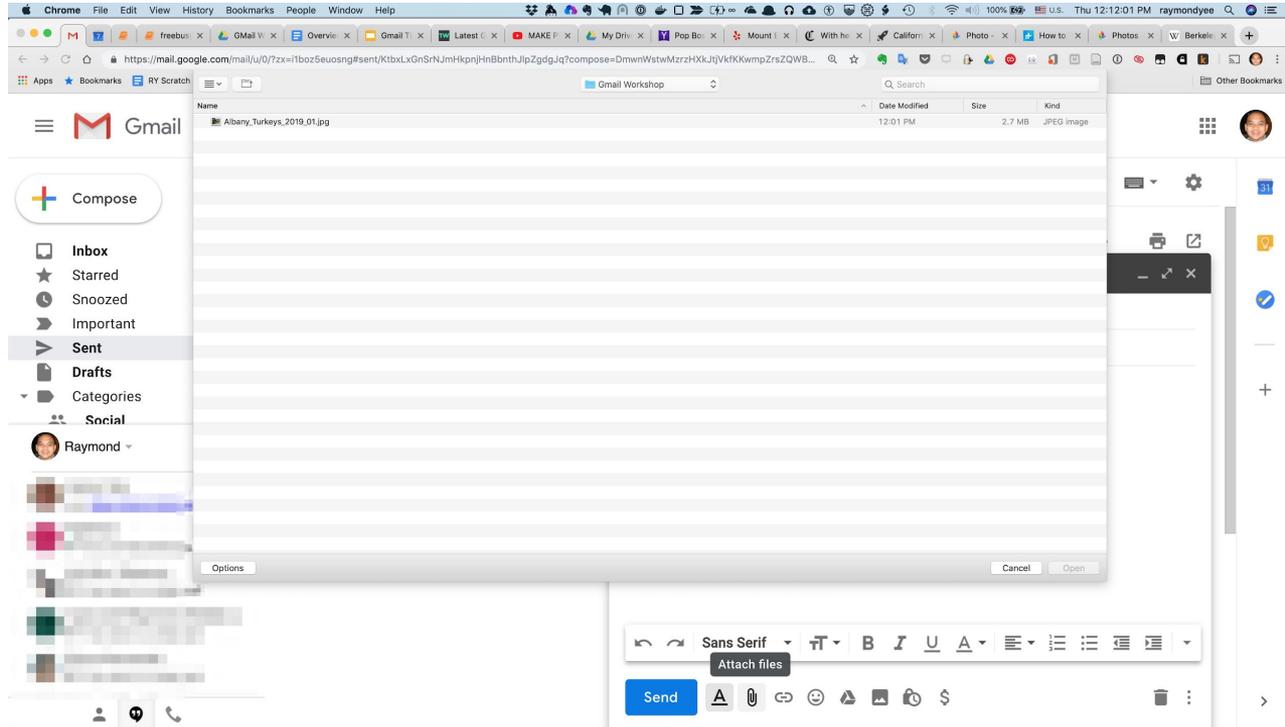
**gmworkshop2019@gmail.com**

# Attachments

# Attaching a file to an email in Compose window



# Locating a file to attach to message



# Once you've added an attachment

The screenshot shows a Gmail interface in a Chrome browser window. The browser's address bar displays a long URL for a Gmail compose page. The Gmail header includes the search bar with the text "in:sent" and the user's profile picture. On the left, the navigation sidebar shows folders like "Compose", "Inbox", "Starred", "Snoozed", "Important", "Sent", "Drafts", "Categories", "Social", and "Updates". The main content area shows an email being composed to "gmworkshop2019@gmail.com". The subject is "Sending an email to gmworkshop2019 to demonstrate receiving an email in the account". The body text reads: "Hello Workshop Organizers, My name is Raymond Yee." Below the text are "Reply" and "Forward" buttons. A text input field contains the text "Aren't those turkeys crazy?". A yellow box highlights an attachment bar at the bottom of the text field, which contains the file name "Albany\_Turkeys\_2019\_01.jpg (2,641K)". The bottom of the screen shows the rich text editor toolbar with "Send" and various formatting options.

# Receiving a message with an attachment

The screenshot shows a Gmail inbox in a Chrome browser. The browser's address bar displays the URL `https://mail.google.com/mail/#inbox`. The Gmail interface includes a search bar at the top with the text "Search mail". On the left side, there is a navigation menu with options: "Compose", "Inbox" (with a red badge showing "1"), "Starred", "Snoozed", "Sent", "Drafts", and "More". Below the menu, there is a "Gmail Workshoj" link with a plus sign. The main inbox area shows two email entries:

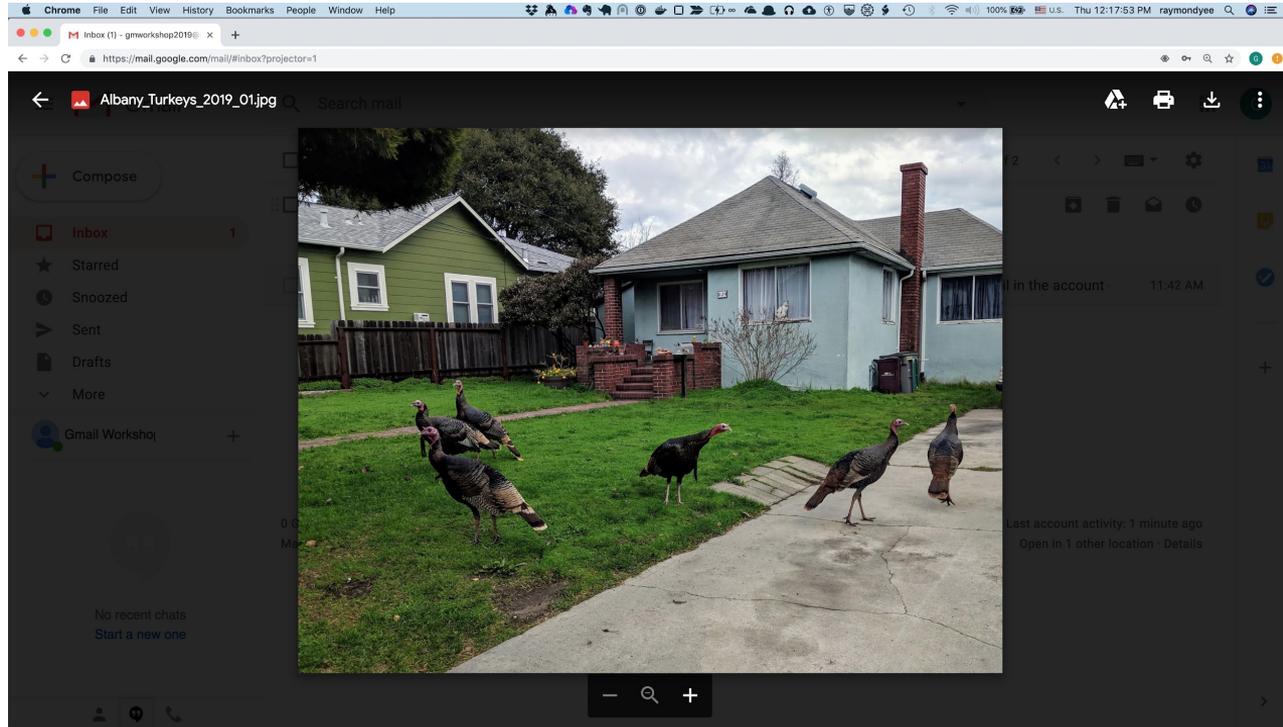
- The first email is from "Raymond Yee" with the subject "Aren't those turkeys crazy? - Spotted these turkeys recently." and a timestamp of "12:14 PM". It has a red attachment icon and the filename "Albany\_Turkeys...".
- The second email is from "Raymond, me 2" with the subject "Sending an email to gmworkshop2019 to demonstrate receiving an email in the account" and a timestamp of "11:42 AM".

At the bottom of the page, there is a status bar with the following information:

- Storage: "0 GB (0%) of 15 GB used" with a "Manage" link.
- Terms: "Terms · Privacy · Program Policies".
- Account Activity: "Last account activity: 1 minute ago" with a link to "Open in 1 other location · Details".
- Chats: "No recent chats" with a link to "Start a new one".

The bottom navigation bar contains icons for a person, a speech bubble, and a telephone.

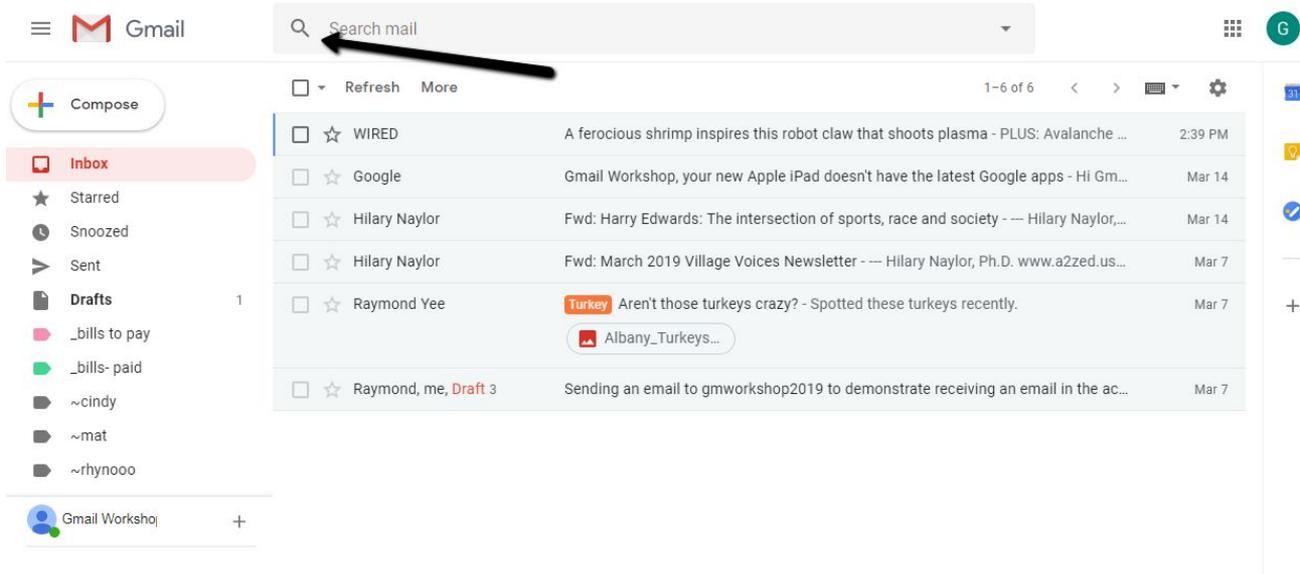
# Clicking on the attachment



# Search

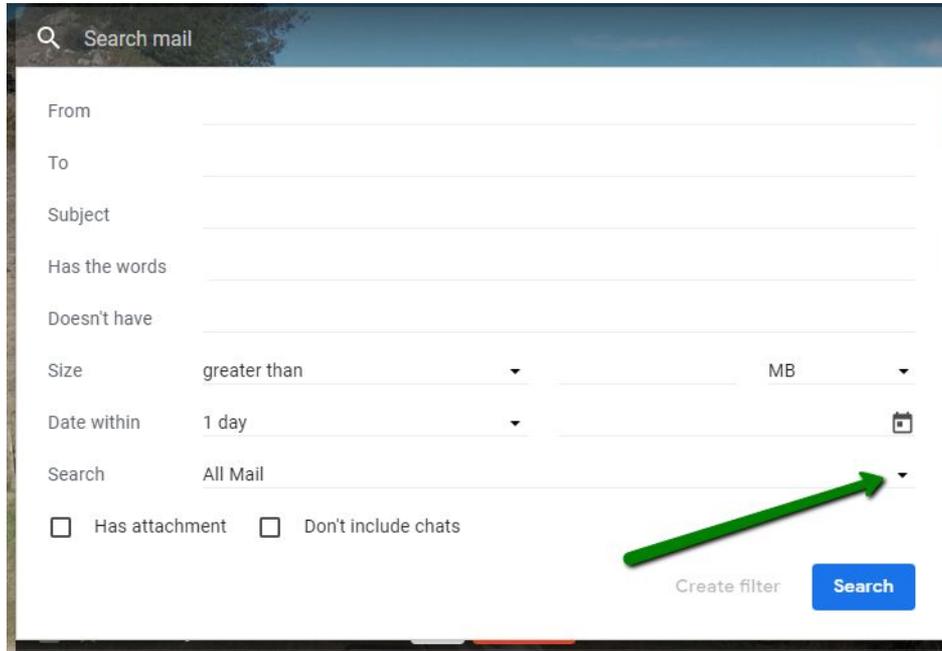
# Search (Hilary)

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



Search mail

From

To

Subject

Has the words

Doesn't have

Size greater than MB

Date within 1 day

Search All Mail

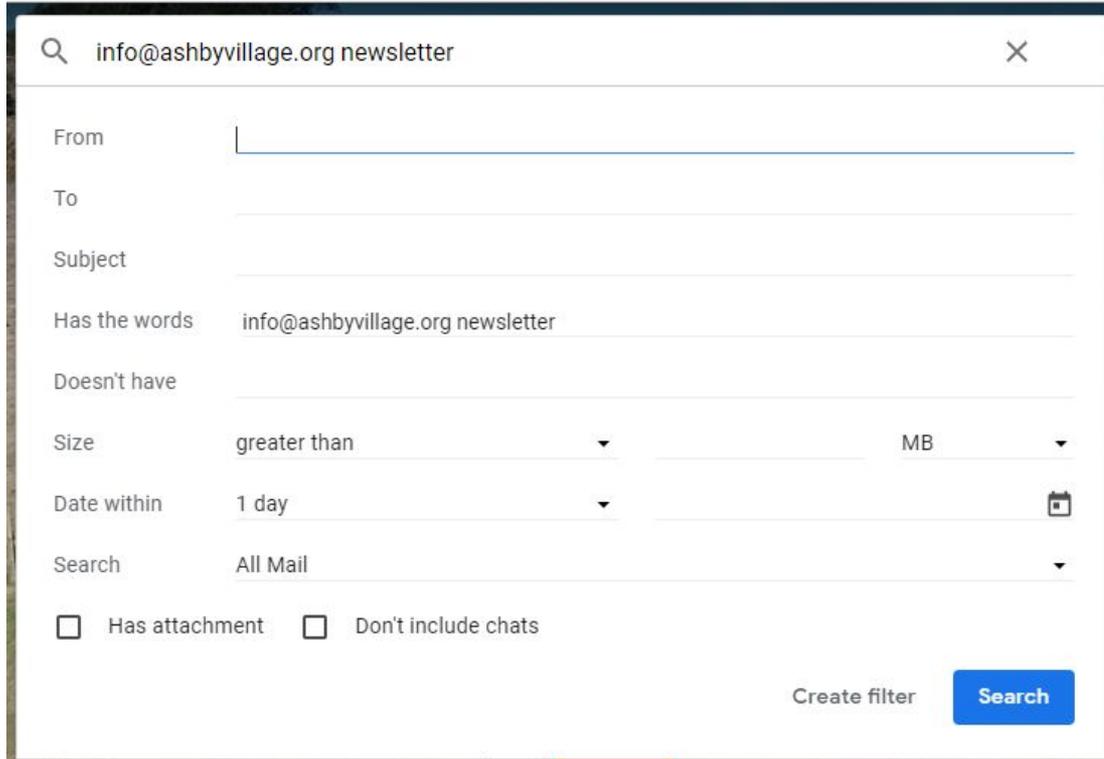
Has attachment  Don't include chats

Create filter Search

A green arrow points to the dropdown arrow next to 'All Mail' in the Search field.

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

# Search-3



A screenshot of an email search filter interface. The search bar at the top contains the text "info@ashbyvillage.org newsletter" and a close button (X). Below the search bar are several filter criteria:

- From:** An empty text input field.
- To:** An empty text input field.
- Subject:** An empty text input field.
- Has the words:** info@ashbyvillage.org newsletter
- Doesn't have:** An empty text input field.
- Size:** greater than (dropdown) MB (dropdown)
- Date within:** 1 day (dropdown) with a calendar icon.
- Search:** All Mail (dropdown)

At the bottom, there are two checkboxes:  Has attachment and  Don't include chats. On the right side, there are two buttons: "Create filter" and a blue "Search" button.

1. Examples: find Ashby Village newsletters

# Search-4

Result of above search

The screenshot shows a Gmail search interface with the search query 'info@ashbyvillage.org newsletter'. The results list several emails from 'Ashby Village' and 'a2zed' regarding newsletter updates and reminders. The interface includes a search bar, navigation icons, and a list of email entries with details like sender, subject, and date.

Sender	Subject	Date
AshbyVillage	GMail w/s reminder email	Mar 15
AshbyVillage	RESPONSE: UPDATE Gmail workshop planning and to dos	Mar 14
a2zed	UPDATE Gmail workshop planning and to dos	Mar 11
AshbyVillage	March 2019 Village Voices Newsletter	Mar 7
AshbyVillage	February 2019 Village Voices Newsletter	Feb 1
AshbyVillage	January 2019 Village Voices Newsletter	Jan 1
AshbyVillage	Ashby Village December 2018 Village Voices Newsletter	12/1/18

# Search-5

The screenshot shows an email search interface. At the top, a search bar contains the text "info@ashbyvillage.org newsletter". Below the search bar is a navigation bar with buttons for "Back", "Archive", "Spam", "Delete", "Mark as unread", "Snooze", "Move to Inbox", "Labels", and "More". The search results are displayed in a list view. The first result is titled "WANTED: Your Speaker and Performance Recommendations!". It features a photograph of a microphone and a paragraph of text. The word "Newsletter" in the second paragraph is highlighted in yellow. Below the text is a link to "Contact Sigrid". The second result is titled "Plan Ahead to Submit Articles to This Newsletter". It contains a paragraph of text where the word "Newsletter" is highlighted in yellow. To the right of the text is an image of a laptop with papers flying out of it.

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---

- ✉ All Mail
- ! Spam
- 🗑 Trash
- ▾ Categories
- 👤 Social
- 📍 Updates
- 💬 Forums
- 🏷 Promotions
- ⚙ Manage labels
- + Create new label**

☆ 📧 Google Security alert - New device signed in

^ Everything else

☆ 📧 WIRED A ferocious shrimp inspires this robot

☆ 📧 Google Gmail Workshop, your new Apple iPad

☆ 📧 Hilary Naylor Fwd: Harry Edwards: The intersection

☆ 📧 Hilary Naylor Fwd: March 2019 Village Voices New

☆ 📧 Raymond Yee **Turkey** Aren't those turkeys crazy? -  


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.

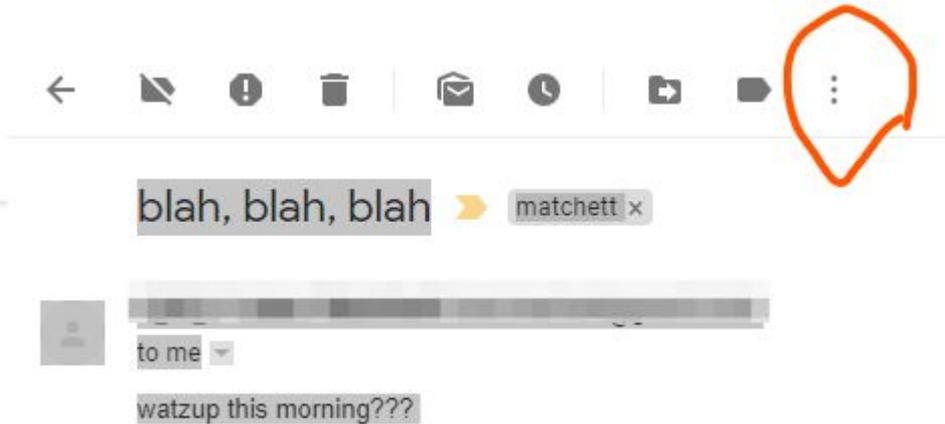
Sometimes, filters are used to make messages totally bypass your Inbox, and be stored under some other label. For example, making the Home Depot ads skip your Inbox and be stored under the “home depot” label we just made.

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  MB

Has attachment  Don't include chats

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