



# How To ... in GMail

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

**For: CCCC Staff & Faculty**



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# HOW TO SET UP AN EMAIL SIGNATURE IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

WHO DO YOU THINK YOU ARE?

LET'S START WITH THE BASICS: YOUR NAME, YOUR WEB SITE, YOUR COMPANY, YOUR PHONE NUMBER, YOUR ELEVATOR PITCH, YOUR... WELL, ALL THE THINGS YOU'D PUT IN AN EMAIL SIGNATURE. OF COURSE, YOU CAN ADD A QUOTE, TOO.

AN EMAIL SIGNATURE COMPRISES A FEW LINES OF TEXT PLACED AT THE BOTTOM OF OUTGOING MAIL. YOU CAN USE THIS TO SHARE ESSENTIAL CONTACT INFORMATION AND GENERALLY ADVERTISE BOTH YOURSELF AND YOUR BUSINESS — IN A VERY CONDENSED FORM.

IN GMAIL, SETTING UP A SIGNATURE IS EASY.

## SET UP AN EMAIL SIGNATURE IN GMAIL

TO SET UP A SIGNATURE AUTOMATICALLY ADDED TO EMAILS YOU COMPOSE IN GMAIL:

- FOLLOW THE SETTINGS LINK IN GMAIL'S TOP RIGHT NAVIGATION MENU.
- GO TO GENERAL
- UNDER SIGNATURE ~ TYPE THE DESIRED SIGNATURE IN THE TEXT FIELD
  - IT'S BEST TO KEEP YOUR SIGNATURE TO ABOUT FIVE LINES OF TEXT
  - YOU DON'T HAVE TO INCLUDE THE SIGNATURE DELIMITER. GMAIL INSERTS IT AUTOMATICALLY
  - 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

GMAIL WILL NOW INSERT THE SIGNATURE AUTOMATICALLY WHEN YOU COMPOSE A MESSAGE. OF COURSE, YOU CAN EDIT OR REMOVE IT BEFORE CLICKING SEND.

## MOVE YOUR GMAIL SIGNATURE ABOVE QUOTED TEXT IN REPLIES

TO HAVE GMAIL INSERT YOUR SIGNATURE RIGHT AFTER YOUR MESSAGE AND ABOVE THE ORIGINAL MESSAGE IN REPLIES:

- SELECT SETTINGS FROM THE TOP GMAIL NAVIGATION BAR.
- GO TO THE LABS CATEGORY.
- MAKE SURE ENABLED IS SELECTED UNDER SIGNATURE TWEAKS.
- CLICK SAVE CHANGES.
- GO TO THE SIGNATURE EDITOR AS OUTLINED ABOVE AND ADD THE STANDARD SIGNATURE DELIMITER.

## SET UP A SPECIAL SIGNATURE FOR MOBILE GMAIL

IN THE GMAIL MOBILE WEB APP, YOU CAN ALSO SET UP A SIGNATURE DEDICATED FOR USE ON THE GO.

# HOW TO SEARCH MAIL IN GMAIL

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## SEARCH, DON'T SORT?

MAYBE YOU, LIKE ME, ARE GOOD AT COLLECTING EMAILS. THE ARCHIVE BUTTON IN GMAIL IS REALLY GOOD FOR THAT.

FORTUNATELY, MOST OF THESE ARCHIVED EMAILS ARE NEVER TO BE SEEN OR SEARCHED AGAIN. BUT OTHERS WE NEED TO GET BACK TO LATER.

OF COURSE, YOU HAVE DISCOVERED AND TESTED THE BIG SEARCH MAIL FIELD THAT RUNS ACROSS GMAIL'S TOP BORDER. USUALLY, IT WORKS. SOMETIMES, HOWEVER, THE NUMBER OF EMAILS RETURNED IS JUST TOO LARGE. MAYBE ADD A FURTHER TERM OR THE NAME OF THE SENDER?

YES, BUT DO IT SMARTLY. USING SOME CLEVER SEARCH OPERATORS, YOU CAN NARROW YOUR SEARCH SIGNIFICANTLY AND PRECISELY. YOU CAN SEARCH IN THE SUBJECT LINE ONLY, FOR EXAMPLE, OR COMBINE THAT WITH A DATE RANGE, A PARTICULAR SENDER, AND EXCLUDE ALL MESSAGES WITH ATTACHMENTS.

## SEARCH MAIL IN GMAIL

### TO FIND MESSAGES IN GMAIL:

- TYPE SEARCH TERMS IN THE SEARCH MAIL FIELD.
  - YOU CAN GO TO SEARCH MAIL QUICKLY BY PRESSING /.

### USE THE FOLLOWING OPERATORS:

- SUBJECT: - SEARCH THE SUBJECT LINE.  
EXAMPLE: "SUBJECT:BAHAMAS" FINDS ALL MESSAGES WITH "BAHAMAS" IN THE SUBJECT.
- FROM: - SEARCH GMAIL FOR SENDER NAME AND EMAIL ADDRESS. PARTIAL ADDRESSES ARE OKAY.  
EXAMPLES: "FROM:HEINZ" FINDS ALL MESSAGES FROM "HEINZ@ABOUT.COM", BUT ALSO ALL MESSAGES FROM "YOUR.HEINZ@TQN.COM"; "FROM:ME" FINDS ALL MESSAGES SENT BY YOURSELF (USING ANY ADDRESS SET UP FOR USE IN GMAIL).
- TO: - SEARCH THE TO LINE FOR NAMES AND ADDRESSES.  
EXAMPLE: "TO:QUERTYUIOP@GMAIL.COM" FINDS ALL MESSAGES SENT DIRECTLY (NOT VIA CC: OR BCC:) TO QUERTYUIOP@GMAIL.COM.
- CC: - SEARCH RECIPIENTS IN THE CC FIELD.  
EXAMPLE: "CC:QUERTYUIOP@GMAIL.COM" FINDS ALL MESSAGES THAT WERE SENT TO QUERTYUIOP@GMAIL.COM AS A CARBON COPY.
- BCC: - SEARCH GMAIL FOR ADDRESSES AND NAMES IN THE BCC FIELD. NOTE THIS ONLY WORKS WITH EMAILS YOU SENT TO BCC RECIPIENTS FROM GMAIL.  
EXAMPLE: "BCC:HEINZ" FINDS ALL MESSAGES THAT YOU SENT WITH, FOR EXAMPLE, "HEIN@EXAMPLE.COM" IN THE BCC FIELD.
- LABEL: - SEARCH GMAIL FOR MESSAGES ASSIGNED A LABEL. (REPLACE WHITESPACE CHARACTERS IN LABEL NAMES WITH HYPHENS.)  
EXAMPLE: "LABEL:TOODOO-DOLL" FINDS ALL MESSAGES LABELED "TOODOO DOLL".
- IS:STARRED - SEARCH GMAIL FOR MESSAGES THAT ARE STARRED.
- FURTHER STARS:
  - HAS:YELLOW-STAR - SEARCH GMAIL FOR MESSAGES WITH A YELLOW STAR.
  - HAS:RED-STAR - SEARCH GMAIL FOR MESSAGES WITH A RED STAR.
  - HAS:ORANGE-STAR - SEARCH GMAIL FOR MESSAGES WITH AN ORANGE STAR.
  - HAS:GREEN-STAR - SEARCH GMAIL FOR MESSAGES WITH A GREEN STAR.
  - HAS:BLUE-STAR - SEARCH GMAIL FOR MESSAGES WITH A BLUE STAR.
  - HAS:PURPLE-STAR - SEARCH GMAIL FOR MESSAGES WITH A PURPLE STAR.
  - HAS:YELLOW-BANG - SEARCH GMAIL FOR MESSAGES WITH A YELLOW EXCLAMATION MARK.
  - HAS:RED-BANG - SEARCH GMAIL FOR MESSAGES WITH A RED EXCLAMATION MARK.
  - HAS:PURPLE-QUESTION - SEARCH GMAIL FOR MESSAGES WITH A PURPLE QUESTION MARK.
  - HAS:ORANGE-GUILLEMET - SEARCH GMAIL FOR MESSAGES WITH TWO ORANGE FORWARD ARROWS.
  - HAS:BLUE-INFO - SEARCH GMAIL FOR MESSAGES WITH A BLUE I.
- IS:UNREAD - SEARCH GMAIL FOR NEW AND UNREAD MESSAGES.
- IS:READ - SEARCH GMAIL FOR MESSAGES THAT HAVE ALREADY BEEN OPENED.
- IS:IMPORTANT - SEARCH GMAIL FOR MESSAGES THAT ARE MARKED IMPORTANT FOR PRIORITY INBOX.
- HAS:ATTACHMENT - SEARCH GMAIL FOR MESSAGES THAT HAVE FILES ATTACHED TO THEM.
- FILENAME: - SEARCH WITHIN FILE NAMES OF ATTACHMENTS. YOU CAN ALSO SEARCH FOR FILE NAME EXTENSIONS TO RESTRICT YOUR SEARCH TO CERTAIN FILE TYPES.  
EXAMPLE: "FILENAME:.DOC" FINDS ALL MESSAGES WITH WORD PROCESSING ATTACHMENTS.
- IS:BUZZ - SEARCH GMAIL FOR GOOGLE BUZZ POSTS.
- IS:CHAT - SEARCH GMAIL FOR CHAT LOGS.
- LANG: - SEARCH GMAIL FOR MESSAGES IN A PARTICULAR LANGUAGE. (SPECIFY THE LANGUAGE IN ENGLISH; "CHINESE" WORKS, BUT "中文", "PUTONGHUA" OR "MANDARIN" DO NOT, FOR EXAMPLE.)  
EXAMPLE: "LANG:FRENCH" RETURNS ALL EMAILS THAT CONTAIN AT LEAST UN PEU DE FRANÇAIS.

- **IN:** - SEARCH IN A STANDARD "FOLDER". YOU CAN SEARCH IN DRAFTS, INBOX, CHATS, SENT, SPAM, TRASH AND ANYWHERE (FOR EVERYTHING, INCLUDING SPAM AND TRASH).  
EXAMPLE: "IN:DRAFTS" FINDS ALL MESSAGES IN YOUR DRAFTS FOLDER.
- **AFTER:** - SEARCH FOR MESSAGES SENT ON OR AFTER A DATE. THE DATE MUST BE GIVEN IN YYYY/MM/DD FORMAT.  
EXAMPLE: "AFTER:2005/05/05" FINDS ALL MESSAGES SENT OR RECEIVED ON OR AFTER (I.E. INCLUDING) MAY 5, 2005.
- **BEFORE:** - SEARCH GMAIL FOR MESSAGES SENT BEFORE A DATE.  
EXAMPLE: "BEFORE:2005/05/05" FINDS ALL MESSAGES SENT OR RECEIVED ON MAY 4, 2005 AND EARLIER.
- **RFC822MSGID:** - SEARCH FOR THE MESSAGE WITH THE — JUST ABOUT CERTAINLY UNIQUE — MESSAGE ID. GMAIL WILL NOT SEARCH FOR MESSAGES THAT REFER TO THE MESSAGE ID (REPLIES, FOR EXAMPLE). EXAMPLE: "RFC822MSGID:WW28FB6UF@MAIL.EXAMPLE.COM" FINDS THE MESSAGE WITH "WW28FB6UF@MAIL.EXAMPLE.COM" IN THE "MESSAGE-ID:" HEADER FIELD.

OPERATORS AND SEARCH TERMS CAN BE COMBINED WITH THE FOLLOWING MODIFIERS:

- **BY DEFAULT, GMAIL COMBINES TERMS WITH (AN INVISIBLE) "AND".**  
EXAMPLES: "SHEPHERD MACARONI" FINDS ALL MESSAGES THAT CONTAIN BOTH "SHEPHERD" AND "MACARONI"; "BEFORE:2005/05/05 AND AFTER:2005/05/04" FINDS ALL MESSAGES SENT OR RECEIVED ON MAY 4, 2005.
- **"" - SEARCH FOR A PHRASE. CASE DOES NOT MATTER.**  
EXAMPLES: "SHEPHERD'S MACARONI" FINDS ALL MESSAGES CONTAINING THE PHRASE "SHEPHERD'S MACARONI"; 'SUBJECT:"SHEPHERD'S MACARONI' FINDS ALL MESSAGES THAT HAVE "SHEPHERD'S MACARONI" IN THE SUBJECT FIELD.
- **OR - SEARCH GMAIL FOR MESSAGES CONTAINING AT LEAST ONE OF TWO TERMS OR EXPRESSIONS.**  
EXAMPLES: "SHEPHERD OR MACARONI" FINDS MESSAGES THAT CONTAIN EITHER "SHEPHERD" OR "MACARONI" OR BOTH; "FROM:HEINZ OR LABEL:TOODOO-DOLL" FINDS MESSAGES THAT EITHER COME FROM A SENDER THAT CONTAINS "EMAIL.GUIDE" OR APPEAR UNDER THE LABEL "TOODOO DOLL".
- **- - SEARCH GMAIL FOR MESSAGES THAT DO NOT CONTAIN A TERM OR EXPRESSION.**  
EXAMPLES: "-MACARONI" FINDS ALL MESSAGES THAT DO NOT CONTAIN THE WORD "MACARONI"; "SHEPHERD - MACARONI" FINDS ALL MESSAGES THAT CONTAIN THE WORD "SHEPHERD" BUT NOT "MACARONI"; 'SUBJECT:"SHEPHERD'S MACARONI" -FROM:HEINZ' FINDS ALL MESSAGES WITH "SHEPHERD'S MACARONI" IN THE SUBJECT THAT WERE NOT SENT FROM AN EMAIL ADDRESS OR NAME CONTAINING "HEINZ".
- **() - GROUP SEARCH TERMS OR EXPRESSIONS.**  
EXAMPLES: "SUBJECT:(SHEPHERD MACARONI)" FINDS MESSAGES THAT HAVE BOTH "SHEPHERD" AND "MACARONI" SOMEWHERE IN THE SUBJECT LINE (BUT NOT NECESSARILY AS A PHRASE); "FROM:HEINZ (SUBJECT:(SHEPHERD OR MACARONI) OR LABEL:TOODOO-DOLL)" FINDS ALL MESSAGES FROM A SENDER WHO HAS "EMAIL.GUIDE" IN THEIR NAME THAT EITHER HAVE "SHEPHERD" OR "MACARONI" (OR BOTH) IN THE SUBJECT LINE OR APPEAR UNDER THE LABEL "TOODOO DOLL".

#### SAVED SEARCHES

YOU CAN ALSO BOOKMARK GMAIL SEARCHES EASILY FOR LATER REPETITION.

# HOW TO CHANGE FONT FACE, SIZE, COLOR AND BACKGROUND COLOR IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

## A LOVE LETTER — IN BLACK?

## BIRTHDAY GREETINGS — SO SMALL?

## THE FINE PRINT — SO LARGE?

CLEARLY, WE NEED COLORS AND FONT SIZES FOR WRITING EMAILS IN GMAIL. HOW ABOUT THROWING IN CUSTOM FONTS (SOME AT LEAST) AND BACKGROUND COLORS FOR HIGHLIGHT, TOO?

## CHANGE FONT FACE, SIZE, COLOR AND BACKGROUND COLOR IN GMAIL

TO USE A CUSTOM FONT, CHANGE THE FONT SIZE OR COLOR, OR ADD A HIGHLIGHTING BACKGROUND COLOR WHEN COMPOSING IN GMAIL:

- MAKE SURE THE RICH-TEXT FORMATTING TOOLBAR IS AVAILABLE.
  - IF YOU SEE A RICH FORMATTING » LINK JUST ABOVE THE MESSAGE COMPOSITION AREA, CLICK IT.
- HIGHLIGHT EXISTING TEXT TO APPLY FORMATTING OR SET IT BEFORE TYPING.
- CLICK THE FONT BUTTON TO CHOOSE A CUSTOM FONT.
- USE THE SIZE BUTTON TO PICK A FONT SIZE, FROM SMALL TO HUGE.
- CLICK TEXT COLOR TO SELECT A FONT COLOR.
- USE HIGHLIGHT COLOR TO APPLY A BACKGROUND COLOR.

IF YOU PREFER A PARTICULAR TEXT STYLE, YOU CAN MAKE IT THE DEFAULT FOR NEW MESSAGES IN GMAIL.

# HOW TO ADD BCC RECIPIENTS IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

WHILE EVERY RECIPIENT CAN SEE THE TO: LINE OF AN EMAIL YOU SENT IN GMAIL, YOU CAN ALSO DELIVER A MESSAGE TO MULTIPLE RECIPIENTS WITH THEIR EMAIL ADDRESSES HIDDEN TO ALL OTHERS.

BCC, BLIND CARBON COPY, DOES THE MAGIC. THE BCC: FIELD WORKS JUST LIKE THE TO: FIELD WHEN YOU ADDRESS A MESSAGE IN GMAIL, YOU JUST HAVE TO SHOW IT BEFORE YOU CAN USE IT.

## ADD BCC RECIPIENTS IN GMAIL

TO ADD BCC RECIPIENTS TO MESSAGES IN GMAIL:

- SELECT COMPOSE FROM THE LEFT GMAIL NAVIGATION BAR.
- TYPE THE PRIMARY RECIPIENT IN THE TO: LINE.
  - TO HIDE THE ADDRESSES OF ALL RECIPIENTS, YOU CAN ALSO LEAVE THE TO: FIELD BLANK OR ENTER YOUR OWN GMAIL ADDRESS.
- CLICK ADD BCC.
- ENTER ALL THE RECIPIENTS' EMAIL ADDRESSES IN THE BCC: FIELD.
  - CLICK BCC: TO SELECT CONTACTS FROM YOUR ADDRESS BOOK.
- CONTINUE EDITING YOUR MESSAGE AND EVENTUALLY CLICK SEND.

# HOW TO CREATE LABELS AS AND WHEN YOU NEED THEM IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

LABELS YOU APPLY TO MESSAGES ARE THE FLEXIBLE GMAIL EQUIVALENT TO FOLDERS YOU PUT MESSAGES INTO. YOU CAN ASSIGN EXISTING LABELS TO EMAILS EASILY, OF COURSE. BUT HAVE YOU EVER GOTTEN AN EMAIL AND THOUGHT "ZEST, THAT'S A BILLION RUPEES IDEA! THE FIRST I GOT. LET'S... LABEL... IT"?

FOR THIS AND SIMILAR CASES, GMAIL HAS A HANDY SHORTCUT DOWN ITS MORE ACTIONS ... MENU. YOU CAN CREATE A NEW LABEL ON THE SPOT.

## CREATE LABELS AS AND WHEN YOU NEED THEM IN GMAIL

TO CREATE NEW LABELS IN GMAIL JUST AS YOU NEED THEM:

- CLICK THE LABELS DROP-DOWN MENU WITH THE MESSAGE OR MESSAGES YOU WANT TO LABEL CHECKED OR OPEN.
- SELECT CREATE NEW.
- TYPE THE DESIRED LABEL NAME UNDER PLEASE ENTER A NEW LABEL NAME:.
- CLICK OK.

# HOW TO ORGANIZE AND CATEGORIZE MESSAGES WITH LABELS IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

GMAIL DOES NOT LET YOU PUT MESSAGES IN CUSTOM FOLDERS. ALARM AND SCANDAL! URGENCY AND EGREGIOSITY!

WHAT LOOKS LIKE A LIMITATION IS AN ADVANTAGE, HOWEVER. GMAIL HAS A FLEXIBLE ALTERNATIVE TO FOLDERS: LABELS. EACH LABEL OPERATES LIKE A FOLDER. YOU CAN "OPEN" THE LABEL AND SEE ALL THE MESSAGES "IN" IT. SO FAR, SO GOOD.

## ARE GMAIL LABELS BETTER THAN FOLDERS?

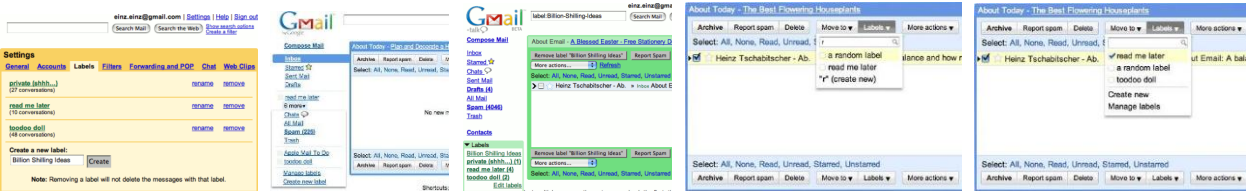
WHAT MAKES GMAIL'S LABELS BETTER THAN FOLDERS IS THAT YOU CAN "PUT" ANY MESSAGE IN ANY NUMBER OF FOLDERS. AN EMAIL CAN BELONG TO THE "MOST URGENT" MESSAGES AS WELL AS TO A PARTICULAR PROJECT AT WORK, FOR EXAMPLE. IT CAN CARRY THE "NEEDS FOLLOW-UP" AND "FAMILY" LABELS AT THE SAME TIME, AND YOU WILL FIND IT UNDER BOTH LABELS.



## ORGANIZE AND CATEGORIZE MESSAGES WITH LABELS IN GMAIL

### TO CREATE A LABEL IN GMAIL:

- >> STEP BY STEP SCREENSHOT WALKTHROUGH
  - CLICK MORE UNDER THE LIST OF LABELS IN YOUR GMAILINBOX.
  - SELECT CREATE NEW LABEL.
  - TYPE THE DESIRED LABEL NAME.
  - CLICK OK.
- STEP 1



Select *Settings* from the top Gmail navigation bar.  
Go to *Labels*.  
Type the desired name for the label under *Create a new label*.  
Click *Create*.

Click the desired label to the left (or right) of the Gmail display.  
  
If the label is not visible:  
Click *more* below the list of labels.  
Now click the desired label.

Click the desired label

Check the message in the message list or open it.  
Click the *Labels* button.  
For even faster access, press *l*.  
Click the desired label.  
For faster action:  
Start typing the desired label's name until it is highlighted.  
Hit *Enter*

Check the labeled message in the message list or open it.  
Click the *Labels* button.  
For even faster access, press *l*.  
Click the desired checked label.  
For faster action:  
Start typing the name of the label you want to remove until it is highlighted.  
Hit *Enter*.

### TO OPEN A LABEL:

- >> STEP BY STEP SCREENSHOT WALKTHROUGH
- CLICK THE DESIRED LABEL TO THE LEFT (OR RIGHT) OF THE GMAIL DISPLAY.
- IF THE LABEL IS NOT VISIBLE:
  - CLICK MORE BELOW THE LIST OF LABELS.
  - NOW CLICK THE DESIRED LABEL.

YOU CAN ALSO GO TO ANY LABEL WITH A SWIFT KEYBOARD SHORTCUT.

### TO APPLY A LABEL TO A MESSAGE (SO THE MESSAGE SHOWS UP UNDER THE LABEL):

- USE DRAGGING AND DROPPING; OR:
- >> STEP BY STEP SCREENSHOT WALKTHROUGH
- CHECK THE MESSAGE IN THE MESSAGE LIST OR OPEN IT.
- CLICK THE LABELS BUTTON.
  - FOR EVEN FASTER ACCESS, PRESS *L*.



# HOW TO SET UP AN ADDRESS BOOK GROUP FOR LIST MAILING IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

DO YOU SEND EMAILS TO MORE THAN ONE RECIPIENT OFTEN? ARE THE RECIPIENTS OFTEN THE SAME? YOU CAN TURN THESE CONTACTS INTO A GROUP IN GMAIL AND ADDRESS MESSAGES TO ALL OF THEM MUCH EASIER AND FASTER. INSTEAD OF ENTERING THE ADDRESSEES INDIVIDUALLY, YOU JUST TYPE THE GROUP NAME AND LET GMAIL DO THE REST.

## SET UP AN ADDRESS BOOK GROUP FOR LIST MAILING IN GMAIL

TO CREATE A GROUP FOR LIST MAILING FROM EXISTING CONTACTS IN GMAIL:

- SELECT CONTACTS FROM THE LEFT SIDE NAVIGATION BAR IN GMAIL.
- CHECK ALL THE CONTACTS YOU WANT TO ADD TO THE NEW LIST.
- CLICK THE ADD TO GROUP ... DROP-DOWN MENU.
- SELECT NEW GROUP ... FROM THE MENU.
  - TO ADD THE SELECTED CONTACTS TO AN EXISTING GROUP, SELECT IT INSTEAD.
- TYPE THE NAME BY WHICH YOU WANT THE NEW ADDRESS BOOK GROUP TO GO.
- CLICK OK.

OF COURSE, YOU CAN ALSO CREATE AN EMPTY GROUP:

- SELECT CONTACTS FROM THE LEFT NAVIGATION BAR.
- GO TO THE GROUPS TAB.
- CLICK CREATE GROUP.
- TYPE THE DESIRED NAME OF THE GROUP UNDER GROUP NAME:.
- ENTER AN INITIAL SET OF MEMBERS UNDER ADD CONTACTS:..
  - YOU CAN ADD CONTACTS ALREADY IN YOUR GMAIL ADDRESS BOOK BUT TYPE FRESH EMAIL ADDRESSES, TOO. THE LATTER WILL BE ADDED TO YOUR REGULAR ADDRESS BOOK AS WELL.

## EDIT THE MEMBERS OF A GMAIL GROUP

TO ADD NEW MEMBERS TO A GROUP IN GMAIL, PROCEED AS ABOVE. TO REMOVE OR EDIT MEMBERS OF A MAILING LIST:

- SELECT CONTACTS FROM THE LEFT NAVIGATION BAR.
- SELECT THE GROUP YOU WANT TO EDIT.
- CHECK MEMBERS, SELECT GROUPS AND MAKE SURE THE CURRENT GROUP IS NOT CHECKED TO DELETE THEM FROM THE GROUP.
- CLICK ON INDIVIDUAL CONTACTS TO EDIT THEIR DETAILS.

## PICK A CONTACT'S EMAIL ADDRESS FOR A GROUP

TO HAVE GMAIL USE A CONTACT'S SPECIFIC EMAIL ADDRESS IN A CERTAIN GROUP:

- SELECT CONTACTS FROM THE LEFT NAVIGATION BAR IN GMAIL.
- FIND AND CLICK THE DESIRED CONTACT.
- FOR THE DESIRED GROUP:
  - CLICK THE DOWN ARROW NEXT TO THE GROUP'S NAME.
  - MAKE SURE THE DESIRED ADDRESS IS (OR ADDRESSES ARE) CHECKED.

# HOW TO CREATE A GOOGLE CALENDAR EVENT FROM A MESSAGE IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

"LET'S GO RIDE THE BIKE," THE EMAIL SAID, "TO THE FOOT OF THE MOUNTAINS, AND CONTINUE HIKING UPHILL NEXT WEEKEND IF THE WEATHER AGREES WITH OUR PLANS."

## IT TAKES JUST A FEW CLICKS

"SURE," I THOUGHT. THE WEATHER WAS SPLENDID. THE BIKES WERE READY. ONLY I HAD MISTAKEN THE NEXT WEEKEND FOR THE WEEKEND AFTER THE NEXT WEEKEND. (THEN, THE WEATHER WAS FINE, THE BIKES READY AND EVERYTHING WONDERFUL.)

I REALLY SHOULD HAVE ADDED THE EVENT TO MY GOOGLE CALENDAR — OR ANY CALENDAR. BUT ADDING IT TO GOOGLE CALENDAR IS EASIEST FROM GMAIL. ALL IT TAKES ARE A FEW CLICKS. GMAIL WILL EVEN, AT LEAST USUALLY, EXTRACT THE CORRECT TIME AND LOCATION SO DATA ENTRY MISHAPS ARE LESS LIKELY (ON YOUR END).

## CREATE A GOOGLE CALENDAR EVENT FROM A MESSAGE IN GMAIL

TO USE THE INFORMATION IN AN EMAIL TO CREATE A GOOGLE CALENDAR EVENT RIGHT FROM GMAIL WITH ALL THE ESSENTIAL DATA PRE-FILLED:

- OPEN THE EMAIL THAT CONTAINS THE EVENT INFORMATION.
- FOLLOW THE ADD TO CALENDAR LINK IN THE RIGHT COLUMN, NEXT TO THE MESSAGE'S TEXT.
  - IF YOU DO NOT SEE AN ADD TO CALENDAR LINK, GMAIL HAS NOT RECOGNIZED ANYTHING TO SCHEDULE. YOU CAN STILL, ON YOUR OWN, TURN THE EMAIL INTO AN EVENT. SEE BELOW.
- ENTER ANY MISSING DETAILS AND GUESTS.
- CLICK SAVE CHANGES.
  - IF YOU HAVE ADDED NEW GUESTS' EMAIL ADDRESSES, DECIDE WHETHER YOU WANT TO INVITE THEM BY EMAIL.
- CLOSE THE EVENT WINDOW.

TO ADD AN EVENT FROM AN EMAIL IN WHICH GMAIL DID NOT FIND EVENT INFO TO USE AUTOMATICALLY:

- OPEN THE MESSAGE.
- CLICK THE MORE ACTIONS... DROP-DOWN MENU.
- SELECT CREATE EVENT.
- ENTER EVENT DETAILS MANUALLY.
- CLICK SAVE CHANGES.
- CLOSE THE EVENT WINDOW.

# HOW TO HIDE AND SHOW LABELS IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

EVERY LABEL HAS ITS USE AND FUNCTION. AT THE SAME TIME, "REMOTE\_PINERC", "TODOS.MBOX (GMAIL)" AND "JUNK E-MAIL" ARE NOT THE ONLY LABELS YOU DON'T CARE TO SEE ALL THE TIME.

FORTUNATELY, HIDING LABELS IS A MATTER OF SWIFT HAND FLICKING IN GMAIL. YOU CAN EVEN HIDE LABELS PROVIDED BY GMAIL ITSELF, SUCH AS SPAM AND ALL MAIL.

## HIDE AND SHOW LABELS IN GMAIL

TO HIDE A LABEL IN GMAIL:

- CLICK THE LABEL YOU WANT TO HIDE.
- HOLD THE MOUSE BUTTON WHILE DRAGGING THE LABEL TO THE MORE LINK BENEATH THE LIST OF VISIBLE LABELS.
- RELEASE THE MOUSE BUTTON.

GMAIL CAN ALSO HIDE LABELS THAT DO NOT CONTAIN UNREAD MESSAGES AUTOMATICALLY.

TO MAKE A HIDDEN LABEL VISIBLE IN GMAIL:

- CLICK MORE BELOW THE LABELS LIST.
- NOW CLICK THE DESIRED LABEL, HOLDING DOWN THE MOUSE BUTTON.
- DRAG THE LABEL TO THE INBOX LINK UNDER COMPOSE MAIL.
- LET GO OF THE MOUSE BUTTON.

## HIDE PRESET GMAIL LABELS SUCH AS STARRED, DRAFTS, SENT, TRASH OR SPAM

TO HIDE SYSTEM LABELS IN GMAIL:

- CLICK MORE UNDER THE LIST OF LABELS IN YOUR GMAIL INBOX.
- NOW CLICK MANAGE LABELS.
- CLICK HIDE FOR ANY LABEL (EXCEPT INBOX) YOU DO NOT WANT TO BE VISIBLE ALL THE TIME.

# HOW TO SEND A FILE ATTACHMENT WITH GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

IT'S FUN TO DO FOOLISHLY — SAY, TO RE-CREATE A FILE YOU HAVE ON YOUR COMPUTER IN AN EMAIL'S BODY —, OF COURSE; BUT NOT EVERY TIME.

IT'S FUN TO WORK EFFICIENTLY, TOO — SAY, TO ATTACH THAT FILE FROM YOUR COMPUTER AND SEND IT COMFORTABLY IN GMAIL. SENDING MULTIPLE FILES IS JUST AS EASY, AND IT WORKS WITH DOCUMENTS YOU CANNOT EASILY RE-CREATE IN AN EMAIL (VIDEOS, IMAGES, SPREAD SHEETS,...) AS WELL.

## SEND A FILE ATTACHMENT WITH GMAIL

TO ATTACH A FILE OR MORE TO AN EMAIL YOU SEND FROM GMAIL:

- CLICK ATTACH A FILE WHILE COMPOSING A MESSAGE IN GMAIL. (IF YOU DO NOT SEE ATTACH A FILE, CONTINUE WITH CLICKING BROWSE OR CHOOSE FILE BELOW.)
- IF A FILE SELECTION DIALOG PUPS UP:

- HIGHLIGHT ALL THE FILES YOU WANT TO SEND.
  - USE THE CTRL (WINDOWS, LINUX) OR COMMAND KEY TO HIGHLIGHT MULTIPLE FILES.
  - USE THE SHIFT KEY TO HIGHLIGHT A RANGE.
- CLICK SELECT.
- IF YOU DO NOT GET AN INSTANT FILE SELECTOR:
  - CLICK BROWSE... OR CHOOSE FILE.
  - LOCATE THE DESIRED DOCUMENT AND DOUBLE-CLICK IT.
- CLICK ATTACH ANOTHER FILE OR ATTACH MORE FILES TO ADD ANOTHER DOCUMENT TO YOUR EMAIL.
  - NOTE THAT GMAIL CAN SEND FILES UP TO 25 MB BIG. FOR LARGER FILES, OR IF THE RECIPIENT'S EMAIL SERVICE DOES NOT ALLOW FOR FILES THAT BIG, YOU CAN USE A FILE SENDING SERVICE INSTEAD.

TO ADD A FILE TO A GMAIL EMAIL MESSAGE AS AN ATTACHMENT USING DRAGGING AND DROPPING:

- START WITH A NEW MESSAGE.
- LOCATE THE FILE OR FILES YOU WANT TO UPLOAD IN YOUR FILE BROWSER (WINDOWS EXPLORER, E.G., OR FINDER).
- CLICK THE FILE OR FILES WITH THE LEFT MOUSE BUTTON AND, KEEPING THE BUTTON PRESSED, DRAG OVER THE BROWSER WINDOW WITH THE EMAIL YOU ARE COMPOSING.
- DRAG THE FILE OR FILES TO THE AREA THAT LIGHTS UP WITH THE MESSAGE DROP FILES HERE.
  - IF YOU DO NOT SEE SUCH AN AREA, YOUR BROWSER DOES NOT SUPPORT DRAG-AND-DROP ATTACHMENTS. SEE ABOVE FOR ATTACHING FILES IN GMAIL.
- RELEASE THE MOUSE BUTTON.

#### REMOVE A FILE FROM A MESSAGE YOU ARE SENDING

TO CANCEL AN ATTACHMENT YOU HAVE ADDED TO A MESSAGE:

- CLICK REMOVE NEXT TO THE UNDESIRED FILE OR
- MAKE SURE THE BOX PRECEDING IT IS NOT CHECKED (IF THE FILE HAS ALREADY BEEN UPLOADED).

#### HAVE GMAIL REMIND YOU ABOUT ATTACHING PROMISED FILES

WITH THE RIGHT WORDS, GMAIL CAN REMIND YOU TO ATTACH PROMISED FILES.

## HOW TO BLOCK A SENDER IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

WITH A SIMPLE FILTER, GMAIL CAN SEND ALL INCOMING MAIL FROM YOUR FAVORITE FORWARDERS TO THE TRASH FOLDER AS IT ARRIVES. AS AN ALTERNATIVE, YOU CAN ARCHIVE THESE MESSAGES AND EQUIP THEM WITH A LABEL FOR LATER REVIEW.

TO HAVE GMAIL SEND MESSAGES FROM A SPECIFIC SENDER TO THE TRASH AUTOMATICALLY:

- FOLLOW THE CREATE A FILTER LINK (AT THE TOP OF ANY GMAIL MAILBOX, NEAR THE SEARCH BUTTONS).
- TYPE THE DESIRED EMAIL ADDRESS UNDER FROM:
  - YOU CAN BLOCK AN ENTIRE DOMAIN BY ENTERING JUST THAT. TO BLOCK ALL MAIL FROM BOTH NATSUKO@EXAMPLE.COM AND PJOTR@EXAMPLE.COM, TYPE "@EXAMPLE.COM".
  - TO BLOCK MORE THAN ONE ADDRESS, SEPARATE THEM WITH "|" (THE VERTICAL BAR; TYPICALLY ABOVE THE BACKSLASH ON THE KEYBOARD; NOT INCLUDING THE QUOTATION MARKS). YOU CAN BLOCK BOTH NATSUKO@EXAMPLE.COM AND PJOTR@EXAMPLE.COM BY TYPING "NATSUKO@EXAMPLE.COM|PJOTR@EXAMPLE.COM", FOR EXAMPLE.
- CLICK NEXT STEP ».
- MAKE SURE DELETE IT IS CHECKED UNDER CHOOSE ACTION.
- CLICK CREATE FILTER.

- CHECK ALSO APPLY FILTER TO \_\_\_ CONVERSATIONS BELOW TO DELETE PREVIOUSLY RECEIVED MESSAGES.

TO ARCHIVE AND LABEL INSTEAD OF DELETE MESSAGES, CHOOSE SKIP THE INBOX (ARCHIVE IT) AND APPLY THE LABEL: UNDER CHOOSE ACTION WHEN SETTING UP THE FILTER.

## HOW TO INSERT AN IMAGE INLINE IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

YOU CAN DESCRIBE THE LOOK ON YOUR FRIEND'S FACE AS SHE GOT YOUR BIRTHDAY PRESENT WITH WORDS FOR PARAGRAPHS ON END, BUT WOULDN'T IT BE NICE TO SHOW A PICTURE, TOO?

NOW THAT YOU HAVE THE IMAGE ATTACHED IN GMAIL, WOULDN'T IT BE EVEN NICER TO PUT THAT PICTURE RIGHT IN THE BODY OF YOUR EMAIL ALONGSIDE THE IMAGINATIVE DESCRIPTION?

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### INSERT AN IMAGE INLINE IN GMAIL

TO ADD AN INLINE IMAGE TO AN EMAIL YOU ARE COMPOSING IN GMAIL:

- MAKE SURE RICH TEXT EDITING IS TURNED ON IN THE GMAIL MESSAGE YOU ARE COMPOSING AND INSERT IMAGES IS ENABLED.
  - IF YOU SEE A RICH FORMATTING » LINK ABOVE YOUR MESSAGE'S TEXT EDITOR, CLICK IT.
  - SEE BELOW FOR TURNING ON IMAGE INSERTION.
- DRAG AND DROP THE IMAGE FROM ITS FOLDER TO THE DESIRED POSITION IN THE MESSAGE.
  - IN GOOGLE CHROME, YOU CAN ALSO PASTE THE IMAGE AT THE DESIRED LOCATION IN THE EMAIL FROM THE CLIPBOARD USING CONTROL-V (WINDOWS, LINUX) OR COMMAND-V (MAC).
  -

TO USE AN IMAGE YOU FOUND ON THE WEB, OR TO UPLOAD FROM YOUR COMPUTER IF DRAGGING AND DROPPING DOES NOT WORK:

- POSITION THE TEXT CURSOR WHERE YOU WANT THE IMAGE TO APPEAR.
- CLICK THE INSERT IMAGE BUTTON IN THE MESSAGE'S FORMATTING TOOLBAR.
- TO UPLOAD AN IMAGE FROM YOUR COMPUTER:
  - MAKE SURE MY COMPUTER IS SELECTED.
  - CLICK CHOOSE FILE AND OPEN THE DESIRED GRAPHIC.
  - YOU CAN CLICK CHOOSE FILE AGAIN TO ADD ANOTHER IMAGE WHILE OTHERS ARE ALREADY UPLOADING IN THE BACKGROUND.
  - MAKE SURE THE DESIRED IMAGE IS HIGHLIGHTED.
- TO USE AN IMAGE LOCATED ON THE WEB:
  - MAKE SURE WEB ADDRESS (URL) IS SELECTED.
  - ENTER THE IMAGE'S URL UNDER IMAGE URL.
- CLICK ADD IMAGE.

IMAGES YOU HAVE UPLOADED FROM YOUR COMPUTER REMAIN AVAILABLE IN THE INSERT IMAGE DIALOG WHILE YOU COMPOSE THE MESSAGE (BUT NOT FOR OTHER EMAILS).

AFTER INSERTION, YOU CAN RESIZE AND MOVE IMAGES EASILY.

### ENABLE IMAGE INSERTION IN GMAIL

TO TURN ON GMAIL'S INSERT IMAGE BUTTON:

- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO THE LABS TAB.
- MAKE SURE ENABLE IS SELECTED FOR INSERTING IMAGES.
- CLICK SAVE CHANGES.

## INSERT AN IMAGE INLINE IN GMAIL WITHOUT INSERT IMAGES ENABLED

TO INSERT AN IMAGE FOUND ON THE WEB FAST IN ANY GMAIL MESSAGE:

- MAKE SURE THE IMAGE IS LOCATED AT A WEB SERVER.
  - THAT MEANS YOU CAN OPEN THE IMAGE IN YOUR BROWSER AND HAVE AN ADDRESS LINE THAT STARTS WITH "HTTP".
  - YOU CAN UPLOAD THE IMAGE TO YOUR WEB HOST OR USE A GRAPHIC YOU FOUND ON THE WEB (WHICH YOU CAN USE WITHOUT VIOLATING ANY TERMS).
  - IF YOU DON'T HAVE A WEB SITE, TURN TO A FREE IMAGE HOSTING SERVICE INSTEAD.
  - IF THE IMAGE IS LARGER THAN SOME 640X640 PIXELS, CONSIDER SHRINKING IT TO MORE HANDY PROPORTIONS BEFORE YOU PUT IT ONLINE.
- LOCATE THE IMAGE ON THE WEB SITE OR OPEN IT DIRECTLY IN YOUR BROWSER.
  - IF THE IMAGE APPEARS ON A PAGE TOGETHER WITH OTHER ITEMS:
  - CLICK ON THE IMAGE WITH THE RIGHT MOUSE BUTTON.
  - SELECT VIEW IMAGE FROM THE MENU.
- HIT CTRL-A (WINDOWS, LINUX) OR COMMAND-A TO HIGHLIGHT THE IMAGE.
- HIT CTRL-C (WINDOWS, LINUX) OR COMMAND-C.
- MAKE SURE RICH TEXT EDITING IS TURNED ON IN THE GMAIL MESSAGE YOU ARE COMPOSING.
  - IF YOU CAN SEE A RICH FORMATTING » LINK ABOVE THE EDITING AREA, CLICK IT.
- POSITION THE CURSOR IN THE GMAIL MESSAGE WHERE YOU WANT THE IMAGE TO APPEAR.
- HIT CTRL-V (WINDOWS, LINUX) OR COMMAND-V.
- IF YOU USE AN IMAGE UPLOADED TO A FREE IMAGE HOSTING SERVICE:
  - CLICK ON THE IMAGE.
  - NOW CLICK THE LINK BUTTON IN THE RICH-TEXT FORMATTING TOOLBAR.
  - COPY AND PASTE THE IMAGE'S PAGE ADDRESS AT THE FREE IMAGE HOSTING SERVICE UNDER TO WHAT URL SHOULD THIS LINK GO?. IF YOU UPLOADED THE IMAGE TO IMAGE SHACK, FOR EXAMPLE, YOU COULD LINK TO "HTTP://IMG.IMAGESHACK.US/MY.PHP?IMAGE=EXAMPLE.JPG".
  - CLICK OK.
- CONTINUE COMPOSING THE MESSAGE.

IF INSERTING AN INLINE IMAGE DOES NOT WORK IN YOUR BROWSER, TRY IN MOZILLA FIREFOX OR GOOGLE CHROME.

ATTACHMENT TYPES SUPPORTED FOR VIEWING AS HTML IN GMAIL WORD DOCUMENTS, OPENOFFICE.ORG SPREADSHEETS AND POWERPOINT PRESENTATIONS: THEY ARRIVE IN EMAILS FROM HERE AND THERE, AND WE USED TO HAVE VIEWERS FOR ALL OF THEM, TOO.

NOW THE VIEWER'S LIE MOSTLY DORMANT, AND EXCURSIONS WITH WIRELESS ACCESS TO OUR GMAIL ACCOUNTS USING DEVICES THAT KNOW NEITHER POWERPOINT NOR PDF CANNOT SCARE US. GMAIL TURNS THESE ATTACHMENTS INTO WEB PAGES THAT CAN BE VIEWED COMFORTABLY AND FAST FROM ANYWHERE WITH JUST A BROWSER.

LACKING ANY OF THESE OFFICE PROGRAMS, YOU CAN EVEN FORWARD MAIL TO GMAIL TO TAKE A GLIMPSE AT DOCUMENTS YOU COULD NOT OTHERWISE OPEN. BUT WHAT ARE THE FILE TYPES SUPPORTED BY GMAIL'S INSTANT VIEW AS HTML ATTACHMENT VIEWER?

ATTACHMENT TYPES SUPPORTED FOR VIEWING AS HTML IN GMAIL

- .DOC - MICROSOFT WORD DOCUMENTS
- .XLS - MICROSOFT EXCEL SPREAD SHEETS
- .PPT - MICROSOFT POWERPOINT PRESENTATIONS
- .SXW - OPENOFFICE 1 / STAROFFICE 6/7 DOCUMENTS
- .SXC - OPENOFFICE 1 / STAROFFICE 6/7 SPREAD SHEETS
- .SXI - OPENOFFICE 1 / STAROFFICE 6/7 PRESENTATIONS
- .SDW - STARWRITER DOCUMENTS

- .SDC - STARCALC SPREAD SHEETS
- .SDD - STARIMPRESS PRESENTATION
- .PDF - ADOBE PDF (PORTABLE DOCUMENT FORMAT) DOCUMENTS
- .ZIP - ZIP-COMPRESSED FILES USING THE FORMATS ABOVE
- .RAR - RAR-COMPRESSED FILES USING THE FORMATS ABOVE

YOU CAN SEND ATTACHMENTS OF THESE TYPES TO GMAIL USERS WITHOUT HAVING TO WORRY ABOUT THEM NOT BEING ABLE TO OPEN YOUR FILES.

## HOW TO ACCESS GMAIL WITH OUTLOOK

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

YOU LIKE YOUR EMAIL TO BE WHERE YOUR CALENDAR IS AND YOUR TO-DO LIST, TOO?  
OUTLOOK IS YOUR CALENDAR, AND YOU DO ALREADY ACCESS WORK EMAIL IN IT? YOU FANCY GETTING YOUR GMAIL MESSAGES IN IT?

FORTUNATELY, SETTING UP A GMAIL ACCOUNT IS EASY IN OUTLOOK. INCOMING MESSAGES CAN STILL BE ARCHIVED AND ACCESSED VIA THE GMAIL WEB INTERFACE, OF COURSE, AND OUTGOING MAIL IS AUTOMATICALLY STORED THERE AS WELL.

### ACCESS GMAIL WITH OUTLOOK USING IMAP

TO SET UP SEAMLESS ACCESS TO ALL YOUR GMAIL MAIL AND LABELS IN OUTLOOK 2007 (YOU CAN ALSO ACCESS GMAIL WITH OUTLOOK 2002 OR 2003):

- MAKE SURE IMAP ACCESS IS ENABLED IN GMAIL.
- SELECT TOOLS | ACCOUNT SETTINGS... FROM THE MENU IN OUTLOOK.
- GO TO THE E-MAIL TAB.
- CLICK NEW....
- MAKE SURE MICROSOFT EXCHANGE, POP3, IMAP, OR HTTP IS SELECTED.
- CLICK NEXT >.
- TYPE YOUR NAME (WHAT YOU WANT TO APPEAR IN THE FROM: LINE OF MESSAGES YOU SEND) UNDER YOUR NAME:.
- ENTER YOUR FULL GMAIL ADDRESS UNDER E-MAIL ADDRESS:..
  - MAKE SURE YOU INCLUDE "@GMAIL.COM". IF YOUR GMAIL ACCOUNT NAME IS "ASDF.ASDF", MAKE SURE YOU TYPE "ASDF.ASDF@GMAIL.COM" (NOT INCLUDING THE QUOTATION MARKS), FOR EXAMPLE.
- MAKE SURE MANUALLY CONFIGURE SERVER SETTINGS OR ADDITIONAL SERVER TYPES IS CHECKED.
- CLICK NEXT >.
- MAKE SURE INTERNET E-MAIL IS SELECTED.
- CLICK NEXT >.
- SELECT IMAP UNDER ACCOUNT TYPE:.
- TYPE "IMAP.GMAIL.COM" UNDER INCOMING MAIL SERVER:.
- ENTER "SMTP.GMAIL.COM" UNDER OUTGOING MAIL SERVER (SMTP):.
- TYPE YOUR GMAIL ACCOUNT NAME UNDER USER NAME:..
  - IF YOUR GMAIL ADDRESS IS "ASDF.ASDF@GMAIL.COM", FOR EXAMPLE, TYPE "ASDF.ASDF".
- TYPE YOUR GMAIL PASSWORD UNDER PASSWORD:.
- CLICK MORE SETTINGS ....
- GO TO THE OUTGOING SERVER TAB.
- MAKE SURE MY OUTGOING SERVER (SMTP) REQUIRES AUTHENTICATION IS CHECKED.
- NOW GO TO THE ADVANCED TAB.



- SELECT SSL UNDER USE THE FOLLOWING TYPE OF ENCRYPTED CONNECTION: FOR BOTH INCOMING SERVER (IMAP): AND OUTGOING SERVER (SMTP):.
- TYPE "465" UNDER SERVER PORT NUMBERS FOR OUTGOING SERVER (SMTP):.
- CLICK OK.
- NOW CLICK NEXT >.
- CLICK FINISH.
- CLICK CLOSE.

NOW YOU CAN ELEGANTLY MARK MAIL AS SPAM OR APPLY GMAIL LABELS RIGHT IN OUTLOOK, TOO.

TO PREVENT OUTLOOK FROM DISPLAYING DUPLICATE ITEMS IN THE TO-DO BAR (ONE FROM, SAY, YOUR GMAIL INBOX, THE OTHER FROM ALL MAIL):

- >> STEP BY STEP SCREENSHOT WALKTHROUGH
- MAKE SURE THE TO-DO BAR IS VISIBLE IN OUTLOOK.
  - SELECT VIEW | TO-DO BAR | NORMAL FROM THE MENU.
- MAKE SURE THE TO-DO BAR'S TASK LIST IS ENABLED.
  - SELECT VIEW | TO-DO BAR | TASK LIST FROM THE MENU IF IT IS NOT.
- CLICK IN THE TASK AREA IN THE TO-DO BAR TO MAKE SURE IT IS SELECTED.
- SELECT VIEW | ARRANGE BY | CUSTOM... FROM THE MENU.
- CLICK FILTER....
- GO TO THE ADVANCED TAB.
- CLICK THE FIELD DROP-DOWN MENU UNDER DEFINE MORE CRITERIA:.
- SELECT IN FOLDER FROM ALL MAIL FIELDS.
- ENTER "ALL MAIL" (NOT INCLUDING THE QUOTATION MARKS) UNDER VALUE:.
- CLICK ADD TO LIST.
- CLICK OK.
- CLICK OK AGAIN.

## HOW TO ACCESS A GMAIL ACCOUNT IN MAC OS X MAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

ALL OF BOTH WORLDS

IF YOU USE GMAIL, YOU KNOW HOW ELEGANT IT IS — ALMOST AS ELEGANT AS MAC OS X MAIL. HOW ABOUT COMBINING THE TWO?

OF COURSE, YOU CAN HAVE, FOR EXAMPLE, BOTH THE ACCESSIBILITY OF GMAIL AND THE SPEED OF MAC OS X MAIL; BOTH THE PHOTO SLIDE-SHOWS OF MAC OS X MAIL AND THE SEARCH OF GMAIL; BOTH THE CALENDAR INTEGRATION OF GMAIL AND THE FILTERS OF MAC OS X MAIL.

ACCESS A GMAIL ACCOUNT IN MAC OS X MAIL USING IMAP

NOW, TO SEND AND RECEIVE MAIL TO AND FROM A GMAIL ACCOUNT IN MAC OS X MAIL:

- MAKE SURE IMAP ACCESS IS ENABLED IN GMAIL.
- SELECT MAIL | PREFERENCES... FROM THE MENU.
- GO TO THE ACCOUNTS TAB.
- CLICK THE PLUS SIGN UNDER THE ACCOUNTS LIST.
- TYPE YOUR NAME UNDER FULL NAME:.
- ENTER YOUR GMAIL ADDRESS UNDER EMAIL ADDRESS:.
- NOW ENTER YOUR GMAIL PASSWORD UNDER PASSWORD:.
- MAKE SURE AUTOMATICALLY SET UP ACCOUNT IS NOT CHECKED.

- CLICK CONTINUE.
  - MAKE SURE IMAP IS SELECTED UNDER ACCOUNT TYPE:.
  - TYPE "IMAP.GMAIL.COM" (NOT INCLUDING THE QUOTATION MARKS) UNDER INCOMING MAIL SERVER:.
  - VERIFY YOUR GMAIL ACCOUNT NAME (WHAT PRECEDES "@GMAIL.COM" IN YOUR GMAIL ADDRESS) APPEARS UNDER USER NAME:.
  - CLICK CONTINUE.
  - TYPE "GMAIL" UNDER DESCRIPTION: FOR THE OUTGOING MAIL SERVER.
  - CHECK USE AUTHENTICATION IS CHECKED AND THAT YOUR GMAIL ACCOUNT NAME APPEARS UNDER USER NAME:.
  - CLICK CONTINUE.
  - VERIFY THE ACCOUNT SUMMARY READS LIKE THIS:
    - ACCOUNT DESCRIPTION: GMAIL
    - FULL NAME: YOUR NAME
    - EMAIL ADDRESS: YOUR GMAIL ADDRESS
    - USER NAME: YOUR GMAIL ACCOUNT NAME
    - INCOMING MAIL SERVER: IMAP.GMAIL.COM
    - SSL: ON
    - OUTGOING MAIL SERVER: SMTP.GMAIL.COM
    - SSL: ON
  - CLICK CREATE.
  - GO TO YOUR NEWLY SET UP GMAIL ACCOUNT'S MAILBOX BEHAVIORS TAB.
  - CHECK STORE JUNK MESSAGES ON THE SERVER.
  - MAKE SURE NEVER IS SELECTED UNDER DELETE JUNK MESSAGES WHEN:.
  - NOW MAKE SURE NEVER IS SELECTED UNDER PERMANENTLY ERASE DELETED MESSAGES WHEN:
  - CLOSE THE PREFERENCES WINDOW.
  - GO TO GMAIL | [GMAIL] | DRAFTS IN THE FOLDER LIST.
  - SELECT MAILBOX | USE THIS MAILBOX FOR | DRAFTS FROM THE MENU.
  - GO TO GMAIL | [GMAIL] | SENT MAIL.
  - SELECT MAILBOX | USE THIS MAILBOX FOR | SENT FROM THE MENU.
  - GO TO GMAIL | [GMAIL] | TRASH.
  - SELECT MAILBOX | USE THIS MAILBOX FOR | TRASH FROM THE MENU.
  - GO TO GMAIL | [GMAIL] | SPAM.
  - SELECT MAILBOX | USE THIS MAILBOX FOR | JUNK FROM THE MENU.
- YOU CAN ALSO STAR AND LABEL MESSAGES USING IMAP GMAIL IN MAC OS X MAIL.

#### ACCESS A GMAIL ACCOUNT IN MAC OS X MAIL USING POP

- MAKE SURE POP ACCESS IS TURNED ON FOR YOUR GMAIL ACCOUNT.
- SELECT MAIL | PREFERENCES... FROM THE MENU.
- GO TO THE ACCOUNTS TAB.
- CLICK THE PLUS SIGN UNDER THE ACCOUNTS LIST.
- TYPE YOUR NAME UNDER FULL NAME:.
- ENTER YOUR GMAIL ADDRESS UNDER EMAIL ADDRESS:.
- NOW ENTER YOUR GMAIL PASSWORD UNDER PASSWORD:.
- MAKE SURE AUTOMATICALLY SET UP ACCOUNT IS CHECKED.
- CLICK CREATE.

# HOW TO ACCESS GMAIL IN IPHONE MAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

WITH SAFARI AND A SUPERB GMAIL WEB INTERFACE ON THE IPHONE, WHO NEEDS MAIL IN A SEPARATE APP? PEOPLE LIKE YOU, OF COURSE. PEOPLE WHO LIKE THE SPEED AND STYLE OF A DEDICATED EMAIL APPLICATION. PEOPLE WHO VALUE FOCUS AND FINESSE. FORTUNATELY, IT'S EASY TO SET UP ACCESS TO A GMAIL OR GOOGLE APPS EMAIL ACCOUNT IN IPHONE MAIL.

## PUSH GMAIL IN IPHONE MAIL

IN ADDITION TO ADDING GMAIL AS AN IMAP OR POP ACCOUNT AS DESCRIBED BELOW, YOU CAN ALSO ADD GMAIL AS AN EXCHANGE ACCOUNT. THIS LETS GMAIL PUSH NEW MESSAGES TO IPHONE MAIL BUT ALSO WORKS FOR ONE ACCOUNT ONLY AND WILL REPLACE YOUR EXISTING EXCHANGE ACCOUNT.

## ACCESS GMAIL IN IPHONE MAIL USING IMAP

TO SET UP IMAP ACCESS TO GMAIL IN IPHONE MAIL:

- >> STEP BY STEP SCREENSHOT WALKTHROUGH
- MAKE SURE IMAP ACCESS IS ENABLED IN GMAIL.
- TAP SETTINGS ON THE IPHONE HOME SCREEN.
- GO TO MAIL, CONTACTS, AND CALENDARS.
- TAP ADD ACCOUNT... UNDER ACCOUNTS.
- CHOOSE GOOGLE MAIL.
- ENTER YOUR NAME UNDER NAME.
- TYPE YOUR FULL GMAIL ADDRESS UNDER ADDRESS.
- ENTER YOUR GMAIL PASSWORD UNDER PASSWORD.
- TYPE "GMAIL" UNDER DESCRIPTION (OR LEAVE IT SET TO THE DEFAULT, YOUR GMAIL ADDRESS).
- TAP SAVE.
- NOW TAP GMAIL (OR WHATEVER YOU NAMED THE ACCOUNT) UNDER ACCOUNTS.
- TAP ADVANCED.
- SELECT REMOVE UNDER DELETED MESSAGES.
- CHOOSE NEVER.
- PRESS THE HOME BUTTON.

IF YOU HAVE SET UP YOUR GMAIL ACCOUNT TO WORK WITH OTHER EMAIL ADDRESSES, YOU CAN USE THESE TO SEND FROM IPHONE MAIL, TOO. MOVING MESSAGES, YOU CAN ELEGANTLY MARK MESSAGES AS SPAM, APPLY LABELS AND MORE.

## ACCESS GMAIL IN IPHONE MAIL USING POP

TO SET UP A GMAIL ACCOUNT IN IPHONE MAIL:

- MAKE SURE POP ACCESS IS ENABLED FOR YOUR GMAIL ACCOUNT.
- TAP SETTINGS ON THE IPHONE HOME SCREEN.
- GO TO MAIL.
- TAP ADD ACCOUNT... UNDER ACCOUNTS.
- CHOOSE GMAIL.
- TYPE YOUR NAME UNDER NAME.
- ENTER YOUR FULL GMAIL EMAIL ADDRESS UNDER ADDRESS.
- TYPE YOUR GMAIL PASSWORD UNDER PASSWORD.
- TAP SAVE.

## AVOID GETTING COPIES OF MESSAGES YOU SEND FROM IPHONE MAIL

NOTE THAT YOU WILL GET COPIES OF ALL MAIL YOU SEND FROM IPHONE MAIL THROUGH YOUR GMAIL ACCOUNT. IT IS BEST TO IGNORE AND DELETE THESE.

YOU CAN TRY DISABLING GMAIL'S "RECENT" MODE TO AVOID GETTING THESE COPIES, BUT THIS OPTION IS BEST USED ONLY WHEN YOU DON'T ACCESS YOUR GMAIL ACCOUNT FROM ANOTHER EMAIL PROGRAM OR MOBILE DEVICE AT THE SAME TIME.

## ACCESS A GOOGLE APPS GMAIL ACCOUNT IN IPHONE MAIL

TO SET UP A GOOGLE APPS EMAIL ACCOUNT IN IPHONE MAIL — OR A GMAIL ACCOUNT THAT DOES NOT WORK WITH THE DEFAULT SETUP AND SETTINGS:

- MAKE SURE POP ACCESS IS ENABLED FOR YOUR GOOGLE APPS OR GMAIL EMAIL ACCOUNT.
- TAP SETTINGS ON THE IPHONE HOME SCREEN.
- GO TO MAIL.
- TAP ADD ACCOUNT... UNDER ACCOUNTS.
- TAP OTHER.
- MAKE SURE POP IS SELECTED.
- TYPE YOUR NAME UNDER NAME.
- ENTER YOUR FULL GMAIL OR GOOGLE APPS EMAIL ADDRESS UNDER ADDRESS.
- TYPE "GOOGLE APPS" UNDER DESCRIPTION.
- UNDER INCOMING MAIL SERVER:
  - ENTER "POP.GMAIL.COM" UNDER HOST NAME.
  - NOW ENTER "RECENT:" FOLLOWED BY YOUR FULL EMAIL ADDRESS UNDER USER NAME.
    - IF YOUR ADDRESS IS TEX@EXAMPLE.COM, FOR EXAMPLE, TYPE "RECENT:TEX@EXAMPLE.COM".
  - TYPE YOUR GMAIL PASS WORD UNDER PASSWORD.
- UNDER OUTGOING MAIL SERVER (SMTP):
  - ENTER "SMTP.GMAIL.COM" UNDER HOST NAME.
  - TYPE YOUR FULL EMAIL ADDRESS UNDER USER NAME.
    - AGAIN, MAKE SURE YOU INCLUDE YOUR DOMAIN NAME.
  - NOW TYPE YOUR GOOGLE APPS PASSWORD UNDER PASSWORD.
- TAP SAVE.

## ACCESS GMAIL IN IPHONE MAIL 1.X USING IMAP

TO SET UP IMAP ACCESS TO GMAIL IN IPHONE MAIL:

- MAKE SURE IMAP ACCESS IS ENABLED IN GMAIL.
- TAP SETTINGS ON THE IPHONE HOME SCREEN.
- GO TO MAIL.
- TAP ADD ACCOUNT... UNDER ACCOUNTS.
- TAP OTHER.
  - IN IPHONE MAIL 1.1.3 AND LATER, YOU CAN CHOOSE GMAIL AND HAVE YOUR GMAIL ACCOUNT CONFIGURED AUTOMATICALLY. NOTE, THOUGH, THAT DELETING A MESSAGE FROM THE INBOX WILL THEN MOVE IT TO THE GMAIL TRASH INSTEAD OF ARCHIVING IT TO ALL MAIL. TO ARCHIVE A MESSAGE IN AUTOMATICALLY CONFIGURED GMAIL, MOVE IT TO THE [GMAIL]/ALL MAIL FOLDER.
- CHOOSE IMAP.
- ENTER YOUR NAME UNDER NAME.
- TYPE YOUR FULL GMAIL ADDRESS UNDER ADDRESS.
- ENTER "GMAIL" UNDER DESCRIPTION.
- UNDER INCOMING MAIL SERVER:
  - ENTER "IMAP.GMAIL.COM" UNDER HOST NAME.

- TYPE YOUR GMAIL ACCOUNT NAME ("ASDFGH", FOR EXAMPLE, IF YOUR GMAIL ADDRESS IS "ASDFGH@GMAIL.COM") UNDER USER NAME.
- ENTER YOUR GMAIL PASSWORD UNDER PASSWORD.
- UNDER OUTGOING MAIL SERVER (SMTP):
  - ENTER "SMTP.GMAIL.COM" UNDER HOST NAME.
  - TYPE YOUR GMAIL ACCOUNT NAME UNDER USER NAME.
  - ENTER YOUR GMAIL PASSWORD UNDER PASSWORD.
- TAP ADVANCED.
- SELECT ON THE SERVER | [GMAIL]/DRAFTS UNDER DRAFTS MAILBOX.
- SELECT DELETED MESSAGES UNDER SENT MAILBOX.
- SELECT ON THE SERVER | [GMAIL]/TRASH UNDER DELETED MAILBOX.
- MAKE SURE INCOMING USES SSL IS ON.
- MAKE SURE OUTGOING USES SSL IS ON.
- NOW CHECK PASSWORD IS SELECTED UNDER AUTHENTICATION.
- GO BACK TO YOUR IPHONE'S HOME, SAVING THE NEW ACCOUNT.

## HOW TO CHANGE THE DEFAULT COMPOSE FONT FACE AND COLOR IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

WHY START IN THE BLACK WHEN YOU CAN HAVE RED RIGHT FROM THE GET-GO? WHY CHANGE THE FONT SIZE EVERY TIME WHEN YOU CAN WRITE IN LARGER TYPE AUTOMATICALLY? WHY PICK YOUR FAVORITE TYPEFACE FROM THE LIST WHEN GMAIL CAN PRESET IT FOR YOU?

IF YOU COMPOSE RICH TEXT MESSAGES IN GMAIL AND PREFER TO DIFFER FROM GMAIL'S DEFAULT FORMATTING, YOU CAN MAKE YOUR FAVORITES THE DEFAULT FOR NEW MESSAGES.

### CHANGE THE DEFAULT COMPOSE FONT FACE AND COLOR IN GMAIL

TO SPECIFY A DEFAULT TYPEFACE, FORMATTING AND COLOR FOR EMAILS YOU COMPOSE IN GMAIL:

- MAKE SURE DEFAULT TEXT STYLING IS ENABLED (SEE BELOW).
- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO THE GENERAL TAB.
- USE THE BOLD, ITALIC, FONT, SIZE AND TEXT COLOR BUTTONS UNDER DEFAULT TEXT STYLE TO SPECIFY THE DESIRED FORMATTING.
  - CLICK THE REMOVE TEXT FORMATTING TO RESET THE FONT FACE AND COLOR TO THE DEFAULT.<
- CLICK SAVE CHANGES.

TO ENABLE DEFAULT TEXT STYLING IN GMAIL:

- SELECT SETTINGS IN GMAIL.
- GO TO THE LABS TAB.
- MAKE SURE ENABLE IS SELECTED FOR DEFAULT TEXT STYLING.
- CLICK SAVE CHANGES.

# HOW TO UNSEND AN EMAIL WITH GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

SAMW OR SAMG?

DID I JUST SEND THAT MESSAGE TO SAM W.? OUCH...

IT MAY NOT BE TOO LATE YET. GMAIL CAN HOLD BACK DELIVERING EMAILS FOR SOME SECONDS AFTER YOU HAVE CLICKED SEND. YOU CAN "UNSEND" AN EMAIL AND RECOVER FROM FALSE RECIPIENTS, SPELLING MISTAKES AND MAYBE FORGOTTEN ATTACHMENTS.

## UNSEND AN EMAIL WITH GMAIL

TO TAKE BACK AN EMAIL SHORTLY AFTER YOU HAVE SENT IT IN GMAIL:

- MAKE SURE UNDO SEND IS ENABLED (SEE BELOW).
- AFTER HAVING SENT AN EMAIL IN GMAIL:
  - CLICK CANCEL IMMEDIATELY,
  - CLICK UNDO WHEN IT APPEARS OR
  - PRESS Z.
- MAKE ANY DESIRED CHANGES TO THE MESSAGE, THEN SEND IT AGAIN.

YOU HAVE AT LEAST 5 SECONDS TO UNSEND THE EMAIL. TO INCREASE THE TIME BEFORE THE EMAIL GETS DELIVERED:

- GO TO SETTINGS IN GMAIL.
- PICK THE DESIRED TIME TO UNDO MESSAGE DELIVERY UNDER UNDO SEND: SEND CANCELLATION PERIOD: \_\_\_ SECONDS.
- CLICK SAVE CHANGES.

WHILE OFFLINE, YOU CAN AVOID HAVING EMAILS SENT — AND UNSEND THEM — FOR EVEN LONGER.

## ENABLE UNDO SEND IN GMAIL

TO HAVE GMAIL HOLD BACK DELIVERY OF SENT MESSAGES FOR A FEW SECONDS SO YOU CAN TAKE THEM BACK:

- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO THE LABS TAB.
- MAKE SURE ENABLE IS SELECTED FOR UNDO SEND.
- CLICK SAVE CHANGES.

# HOW TO SET UP AND USE EMAIL TEMPLATES IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

IT THE BEGINNING, ALL THE TYPING PRACTICE WAS GOOD. WE LEARNED TO TYPE AND TYPE FAST AS LIGHTNING BY KEYING IN THE SAME RESPONSE SOME 20 TIMES EACH DAY IN GMAIL. THEN WE LEARNED TO COPY AND PASTE. IT WAS AWKWARD, AND IT WAS NOT MUCH FASTER THAN TYPING; IT WORKED, THOUGH, AND FELT MUCH BETTER.

NOW WE CLICK. IT'S STILL THE SAME CANNED REPLY, OF COURSE, BUT NOW GMAIL STORES AND INSERTS IT.

## SET UP AND USE EMAIL TEMPLATES IN GMAIL

TO ENABLE MESSAGE TEMPLATES IN GMAIL:

- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO LABS.
- MAKE SURE ENABLE IS SELECTED FOR CANNED RESPONSES.
- CLICK SAVE CHANGES.

## SAVE A MESSAGE AS A TEMPLATE IN GMAIL

TO SAVE AN EMAIL FOR FUTURE USE AS A TEMPLATE IN GMAIL:

- COMPOSE THE MESSAGE IN GMAIL.
  - DO LEAVE THE SIGNATURE IN PLACE IF YOU WANT IT TO APPEAR IN MESSAGES SENT USING THE TEMPLATE.
  - YOU CAN LEAVE BOTH THE SUBJECT: AND TO: FIELDS EMPTY. THEY ARE NOT SAVED TOGETHER WITH THE TEMPLATE. (THE SUBJECT, IF YOU ENTER ONE, IS SUGGESTED FOR THE TEMPLATE NAME, THOUGH.)
- CLICK CANNED RESPONSES (BENEATH THE SUBJECT LINE).
- SELECT NEW CANNED RESPONSE... UNDER SAVE.
- TYPE THE DESIRED NAME FOR YOUR TEMPLATE.
- CLICK OK.

## CREATE A NEW MESSAGE OR REPLY USING A TEMPLATE IN GMAIL

TO SEND A CANNED MESSAGE OR REPLY:

- START A NEW MESSAGE OR REPLY.
- CLICK CANNED RESPONSES.
- SELECT THE DESIRED TEMPLATE UNDER OPEN.
- IF PROMPTED TO OVERWRITE WHAT YOU HAVE ALREADY TYPED IN YOUR MESSAGE (AND IF YOU INDEED WANT TO REPLACE IT WITH THE BOILERPLATE TEXT), CLICK OK.
- MAKE SURE YOU FILL THE TO: AND SUBJECT: FIELDS.
- EDIT THE MESSAGE AS NEEDED AND CLICK SEND.

NOTE THAT GMAIL WILL OVERWRITE THE ENTIRE MESSAGE WITH YOUR TEMPLATE. THIS INCLUDES ANY QUOTED TEXT FROM THE ORIGINAL EMAIL WHEN YOU REPLY.

## HAVE GMAIL SEND THE CANNED REPLIES FOR YOU

USING MESSAGE FILTERS, YOU CAN MAKE GMAIL REPLY WITH A TEMPLATE AUTOMATICALLY.

## EDIT A MESSAGE TEMPLATE IN GMAIL

TO CHANGE A TEMPLATE'S CONTENT:

- START WITH A NEW MESSAGE.
- CLICK CANNED RESPONSES.
- SELECT THE DESIRED TEMPLATE UNDER OPEN.
- MAKE THE DESIRED CHANGES TO THE MESSAGE.
- CLICK CANNED RESPONSES AGAIN.
- SELECT THE SAME TEMPLATE AS BEFORE, BUT UNDER SAVE.
- CLICK OK.



# HOW TO ADD A PREVIEW PANE TO GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

DO YOU WANT TO SEE A LIST OF EMAILS, ALBEIT A RICHLY CONCISE ONE, OR THE EMAILS THEMSELVES PLUS A LIST OF YOUR MESSAGES, STILL RICH AND CONCISE?

IN GMAIL, YOU CAN HAVE BOTH; YOU CAN EVEN PICK WHETHER YOU WANT THE MESSAGE AND LIST TO BE ARRANGED SIDE BY SIDE — IDEAL FOR WIDE BROWSER WINDOWS AND SCREENS — OR ON TOP OF EACH OTHER — IDEAL FOR WIDE EMAILS AND NARROW SCREENS.

## ADD A PREVIEW PANE TO GMAIL

TO READ MESSAGES USING A PREVIEW PANE IN GMAIL:

- MAKE SURE PREVIEW PANE IS ENABLED IN GMAIL LABS (SEE BELOW).
- CLICK THE TOGGLE SPLIT PANE MODE BUTTON IN YOUR GMAIL INBOX.
  - THE TOGGLE SPLIT PANE MODE BUTTON SHOULD BE TO THE VERY RIGHT OF THE TOOLBAR THAT ALSO INCLUDES THE ARCHIVE, SPAM AND DELETE DELETE BUTTONS, FOR INSTANCE.
- NOW SELECT ANY MESSAGE IN THE LIST TO VIEW IT IN THE PREVIEW PANE. YOU CAN CLICK ON THE MESSAGE OR HIGHLIGHT IT WITH THE BLACK TRIANGULAR ARROW (USE J AND K TO POSITION IT) AND PRESS O.

## SET UP THE GMAIL PREVIEW PANE FOR WIDESCREEN OR TRADITIONAL LAYOUT

TO TOGGLE BETWEEN A VERTICAL SPLIT THAT WORKS NICELY WITH A WIDE BROWSER WINDOW AND A HORIZONTAL SPLIT FOR THE GMAIL PREVIEW PANE THAT AFFORDS MORE WIDTH TO THE MESSAGE TEXT:

- CLICK THE DOWN ARROW NEXT TO THE TOGGLE SPLIT PANE MODE BUTTON IN YOUR GMAIL INBOX.
- SELECT
  - VERTICAL SPLIT FROM THE MENU THAT COMES UP FOR A WIDESCREEN AND
  - HORIZONTAL SPLIT FOR A TRADITIONAL LAYOUT.

## ENABLE "PREVIEW PANE" IN GMAIL LABS

- CLICK THE GEAR IN GMAIL'S TOP RIGHT CORNER.
- SELECT MAIL SETTINGS FROM THE MENU.
- GO TO THE LABS CATEGORY.
- TYPE "PREVIEW PANE" UNDER SEARCH FOR A LAB:.
  - YOU DON'T HAVE TO FINISH THE WORDS TO LOCATE THE OPTION.
- MAKE SURE ENABLE IS SELECTED UNDER PREVIEW PANE.
- CLICK SAVE CHANGES.

# HOW TO DECK OUT GMAIL IN COLORFUL AND RICH THEMES

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

IS BLUE, WELL, GIVING YOU THE BLUES? DO YOU REPAINT YOUR ROOMS ONCE IN A WHILE AND RE-ARRANGE THE FURNITURE NOW AND THEN?

CHANGE CAN BE STIMULATING, AND IN GMAIL, YOU CAN MAKE THE INTERFACE ALMOST AS INTERESTING AS THE EMAILS IT HOLDS — OR STAND BACK IN NOBLE UTILITY. YOU CAN RE-ARRANGE THE FURNITURE AND COLORS EASILY WHENEVER YOU LIKE.

## DECK OUT GMAIL IN COLORFUL AND RICH THEMES

TO DRESS GMAIL IN DIFFERENT COLORS OR APPLY AN IMAGE-RICH THEME:

- GO TO SETTINGS IN GMAIL.
- NOW GO TO THE THEMES CATEGORY.
- CLICK THE DESIRED GMAIL THEME.

## CHOOSE YOUR OWN GMAIL INTERFACE COLORS

TO APPLY YOUR OWN COLOR COMBINATION TO GMAIL:

- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO THE THEMES TAB.
- CLICK CHOOSE YOUR OWN COLORS.
- FOR EACH INTERFACE ELEMENT:
  - HOVER OVER THE AREA TO BE COLORED WITH THE MOUSE.
  - CLICK THE DOWN ARROW BUTTON.
  - SELECT THE DESIRED COLOR OR COLORS.
- CLICK SAVE.

# HOW TO INSERT GRAPHICAL EMOTICONS IN YOUR GMAIL MESSAGES

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

THE UNWANTED EMOTIONS AND UNWELCOME FEELINGS: NOTHING'S AMISS IF THEY ARE BLACK AND WHITE AND SMALL AND PLAIN.

THE HAPPY GLEE AND LOVING SPARK, HOWEVER: THEY SHOULD NOT LACK COLOR AND DEPTH AND MOTION AND VERVE.

IN GMAIL, YOU CAN TYPE STANDARD TEXT SMILEYS (SAY, :-|), OF COURSE. YOU CAN ALSO INSERT GRAPHICAL EMOTICONS, HOWEVER, AND SELECT FROM QUITE LARGE AN ASSORTMENT OF COLORFUL SMILEYS, SOME OF THEM ANIMATED EVEN.

## INSERT GRAPHICAL EMOTICONS IN YOUR GMAIL MESSAGES

TO ADD A COLORFUL AND POSSIBLY ANIMATED IMAGE EMOTICON IN AN EMAIL WITH GMAIL:

- MAKE SURE YOUR EMAIL USES RICH TEXT FORMATTING.
  - IF YOU CANNOT SEE A FORMATTING TOOLBAR ABOVE THE MESSAGE BODY, CLICK RICH FORMATTING ».
- POSITION THE TEXT CURSOR WHERE YOU WANT THE INSERT THE SMILEY.
- CLICK THE INSERT EMOTICON BUTTON IN THE FORMATTING TOOLBAR (IT SPORTS A RECTANGULAR SMILING FACE).
- NOW CLICK THE DESIRED SMILEY TO INSERT IT.
  - YOU CAN SWITCH BETWEEN SQUARE AND ROUND FACES USING THE TABS AT THE BOTTOM.
  - GMAIL CAN REMEMBER THE SMILEY YOU'VE USED AND KEEP THEM IN AN EXTRA TAB FOR QUICK ACCESS. SEE BELOW.

YOU CAN HIGHLIGHT AND MOVE OR COPY GRAPHICAL SMILEYS JUST LIKE TEXT.

NOTE THAT THE GRAPHICAL SMILEYS WILL NOT BE REPRESENTED BY CORRESPONDING TEXT SMILEYS (SUCH AS :-) ) IN THE PLAIN TEXT ALTERNATIVE OF YOUR MESSAGE. IN THEIR PLACE, [?] WILL APPEAR.

## HAVE GMAIL REMEMBER THE EMOTICONS YOU USED MOST RECENTLY

TO MAKE GMAIL REMEMBER YOUR MOST RECENTLY USED SMILEYS AND PUT THEM IN AN EXTRA TOOLBAR FOR FAST ACCESS:

- SELECT SETTINGS IN GMAIL.
- OPEN THE LABS TAB.
- MAKE SURE ENABLE IS SELECTED FOR RECENTLY USED EMOJI.
- CLICK SAVE CHANGES.

## ADD EMOJI TO THE GMAIL EMOTICON MIX

TO ADD TABS FOR JAPANESE EMOJI EMOTICONS TO GMAIL'S SMILEY MAKEUP:

- FOLLOW THE SETTINGS LINK IN GMAIL.
- GO TO THE LABS TAB.
- MAKE SURE ENABLE IS SELECTED FOR EXTRA EMOJI.
- CLICK SAVE CHANGES.

# HOW TO MANAGE YOUR TASKS IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

YOU HAVE GMAIL OPEN ALL DAY LONG AND NIGHT? NEXT TO IT, YOU HAVE A POWERFUL TASK MANAGER THAT YOU USE FOR SIMPLE LISTS, AND YOU WISH YOU COULD LINK FROM TO-DO ITEMS TO RELEVANT EMAILS?

WHY NOT PUT THE TASK LIST INSIDE GMAIL, ALWAYS VISIBLE ALONGSIDE YOUR MESSAGES OR SLID ELEGANTLY OUT OF THE WAY? IN GMAIL TASKS, IT'S EASY TO CREATE TO-DO ITEMS FROM EMAILS, TOO, AND YOU CAN HAVE MULTIPLE LISTS AS WELL AS NESTED TASKS.

## MANAGE YOUR TASKS IN GMAIL

TO OPEN GMAIL TASKS:

- CLICK TASKS IN THE LEFT NAVIGATION BAR OR
- PRESS G FOLLOWED IMMEDIATELY BY K (THINK "TASK").

TO CREATE A NEW TASK:

- CLICK IN AN EMPTY AREA IN TASKS AND START TYPING.
- YOU CAN ALSO CREATE A TASK LINKED TO AN EMAIL AND MAKE TASKS SUB-TASKS OF OTHER TASKS. TO ORGANIZE YOUR TASKS FURTHER, GMAIL LETS YOU SET UP MULTIPLE LISTS.

TO COMPLETE A TASK:

- CLICK THE EMPTY CHECK MARK BOX.

TO DELETE A TASK:

- CLICK ANYWHERE IN THE TASK.
- NOW CLICK THE DELETE TASK ICON AT THE TASKS LIST'S BOTTOM.

## HOW TO MARK MAIL IMPORTANT FOR PRIORITY INBOX IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

YOU CAN OPEN MESSAGES, REPLY AND CHAT WITH CERTAIN PEOPLE, FOR EXAMPLE, TO SHOW GMAIL WHAT EMAILS ARE IMPORTANT TO YOU. THERE'S ALSO A MORE DIRECT WAY TO MARK INDIVIDUAL MESSAGES AS IMPORTANT HOWEVER, OR TO CORRECT GMAIL IF IT HAS PUT SOMETHING IN YOUR PRIORITY INBOX BY MISTAKE.

### MARK MAIL IMPORTANT FOR PRIORITY INBOX IN GMAIL

TO TELL GMAIL A MESSAGE OR CONVERSATION IS IMPORTANT (SO IT WILL GIVE SIMILAR EMAILS PRIORITY AUTOMATICALLY IN THE FUTURE):

- OPEN THE CONVERSATION OR, TO MARK MULTIPLE CONVERSATIONS, MAKE SURE ALL ARE CHECKED.
- PRESS = (OR + — SHIFT-= ON A U.S. KEYBOARD).
  - YOU CAN ALSO CLICK THE MARK AS IMPORTANT BUTTON; IT SHOWS A TAG WITH A "+" SIGN.

IN GMAIL MOBILE, YOU CANNOT CURRENTLY MARK MESSAGES AS IMPORTANT.

### MARK MAIL IMPORTANT VIA IMAP

TO MARK A MESSAGE AS IMPORTANT IF YOU ACCESS YOUR GMAIL ACCOUNT IN AN EMAIL PROGRAM OR SERVICE THROUGH IMAP:

- COPY THE MESSAGE OR MESSAGES TO THE [GMAIL]/IMPORTANT FOLDER.

### MARK MAIL NOT IMPORTANT FOR PRIORITY INBOX IN GMAIL

TO MARK A MESSAGE FROM YOUR GMAIL PRIORITY INBOX UNIMPORTANT:

- OPEN THE EMAIL, OR TO ACT ON MORE THAN ONE, MAKE SURE ALL THE CONVERSATIONS YOU WANT TO MARK ARE CHECKED.
- PRESS - (MINUS).
  - YOU CAN ALSO CLICK THE MARK AS NOT IMPORTANT BUTTON; IT DISPLAYS A TAG WITH A "-" SIGN.

IN GMAIL MOBILE, YOU CANNOT CURRENTLY CHANGE AN EMAIL'S IMPORTANCE.

## MARK MAIL NOT IMPORTANT VIA IMAP

TO MARK AN EMAIL NOT IMPORTANT IF YOU ACCESS GMAIL IN AN EMAIL PROGRAM VIA IMAP:

- DELETE THE MESSAGE FROM THE [GMAIL]/IMPORTANT FOLDER.
  - MAKE SURE DELETING DOES NOT MOVE THE MESSAGE TO THE GMAIL TRASH, WHICH WOULD DELETE IT ALTOGETHER. YOU CAN ALSO MOVE THE EMAIL TO THE INBOX OR [GMAIL]/ALL MAILFOLDERS TO AVOID THAT.

# HOW TO MARK MESSAGES USING STARS IN GMAIL

BY HEINZ TSCHABITSCHER, ABOUT.COM GUIDE

SURE, YOU CAN SET UP A LABEL CALLED "STARRED" IN GMAIL; AND ONE CALLED "TO DO" WITH A CORRESPONDING "DONE" LABEL FOR YOUR COLLABORATORS.

SPARE THE LABELS FOR PROJECTS AND RECIPES, THOUGH. GMAIL HAS STARS BUILT IN, AND THEY ARE EASILY ASSIGNED WITH CLICK OR KEY. YOU CAN EVEN CUSTOMIZE STARS TO YOUR LIKING — TO ADD A RED EXCLAMATION MARK AND A GREEN DONE TICK, FOR EXAMPLE.

## MARK MESSAGES USING STARS IN GMAIL

TO MARK AN EMAIL FOR LATER IN GMAIL:

- CLICK THE STAR OUTLINE NEXT TO THE MESSAGE (EITHER WHEN IT IS OPEN OR IN THE MESSAGE LIST).
  - CLICK AGAIN TO REMOVE THE STAR OR CYCLE THROUGH MULTIPLE STARS (SEE BELOW).
  - YOU CAN ALSO PRESS S TO ADD AND REMOVE STARS.

## CONFIGURE CUSTOM STARS IN GMAIL

TO ADD SET UP CUSTOM STARS (THROUGH WHICH YOU CAN CYCLE BY CLICKING THE STAR REPEATEDLY) IN GMAIL:

- CLICK THE GEAR IN YOUR GMAIL'S TOP RIGHT CORNER.
- SELECT MAIL SETTINGS FROM THE MENU.
- GO TO THE GENERAL CATEGORY.
- UNDER STARS:, DRAG AND DROP THE STARS TO LINE UP THE DESIRED STARS IN YOUR FAVORITE ORDER AFTER IN USE:.
  - OF COURSE, YOU CAN ALSO USE STARS: TO REPLACE THE STANDARD YELLOW STAR WITH THE RED EXCLAMATION MARK SIGN, FOR EXAMPLE. ARRANGE THE STARS SO THAT JUST THE LATTER SHOWS UP UNDER IN USE:.
- CLICK SAVE CHANGES.

YOU CAN SEARCH FOR MESSAGES BEARING ANY OF THE EXTRA MARKERS.