Gmail at Notre Dame

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ND Apps

⚏ trainer6@nd.edu ▾

11 — Mail ▾

10 — COMPOSE

Inbox (5)
Starred
Sent Mail
Drafts (5)
9 — ▾ Google training (5)
    My invitations (1)
More ▾

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	☑ ⭐	OIT, Google, me, Google (6)	**We're going google** - Changes are coming to our email! -- Trainer 2	Jun 4
	☐ ⭐	akolaczy@nd.edu	**akolaczy@nd.edu has shared a calendar with you** - Hello trainer6@nd.edu, We are writing to let you know that al	Jun 4
	☐ ☆	OIT, OIT (2)	**Fwd: Welcome to Going Google!** - There are some good examples of attachments in this email. On Thu, May 8, 20 📎	May 31
	☐ ⭐	University of N. (2), Draft	**Google has granted you access to their University of Notre Dame account -- accept or deny?** - Hi Google	May 30
	☐ ⭐	Gmail Team	Google training **The best of Gmail, wherever you are** - Hi Google Get the official Gmail app The best featur	

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Start a new one

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① **Apps Grid:** Access to other Google apps, such as calendar or Google drive

② **Account access:** Log into other accounts or log out of this one

③ **Gear/Settings:** Manage your Inbox density, configuration, settings, and themes.

④ **Message list navigation:** Navigate through multiple pages of messages

⑤ **Inbox tabs:** One way to organize your Inbox; go to **Settings > Inbox** to hide them

⑥ **Toolbar:** Contextual toolbar, tools available depend on whether you are working in the Inbox or a message

⑦ **Inbox:** The main location for most new mail

⑧ **Chat:** Shows your chat contacts and whether they are online

⑨ **Labels:** Messages can be labeled and stored with like messages; the labels are then listed in the sidebar

⑩ **Compose:** Opens a new message dialogue box

⑪ **Mail:** Dropdown navigation tool to move between Mail, Contacts, and Tasks

⑫ **Google ND:** Indicates you are in your ND Google

⑬ **Search:** Search within your Inbox and labels for emails using the Google search engine

CREATING A MESSAGE

1. Click the **Compose** button on the upper left of the window
2. Enter the address, subject and message, and then click **Send**

Note: To pop the Compose window out of the browser window, **Shift-click** on the double-headed arrow in the upper right.

FORMATTING A MESSAGE:

- Formatting options are at the bottom of the *Compose* window:
  - Click on the **A** to show the *Formatting* toolbar
  - Click on the icons along the bottom to insert different types of files
- You can set a default formatting style in **Settings > General**

ADDING AN ATTACHMENT:

In the *Compose* window, click the **Paperclip** icon at the bottom and attach your file

SAVING AS A DRAFT:

Google automatically saves every message or reply you start as a draft

- To return to a draft message, click the **Draft** label from the sidebar and click on the draft to resume typing
- To discard a draft, click the **Trashcan** icon at the bottom of the *Compose* window
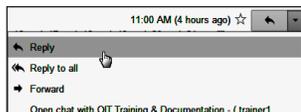
WORKING WITH MESSAGES

READING A MESSAGE:

1. From the **Inbox**, click on the sender's name or the message you want to read and the message will open in the Inbox area
2. To return to the Inbox, click the back arrow on the toolbar

REPLYING, REPLYING TO ALL AND FORWARDING A MESSAGE:

- Click the *Reply* button on the right of the message to reply only to the sender

- Click the dropdown arrow from the *Reply* button and choose the *Reply to all* or *Forward* option
- You can also make these choices in the *Reply* box at the bottom of a message
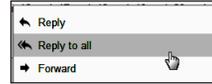
OPENING AN ATTACHMENT:

Hover over the Attachment icon at the bottom of the message.

- Click on the icon to see a preview
- Click on the **Download** arrow to download the file to your computer
- Click on the **Google Drive** icon to save it to your Google Drive space

DELETING A MESSAGE:

- In the message list, click in the box to the left of the message and then click the **Trashcan** icon in the toolbar
- In the message itself, from the **Reply** dropdown, choose **Delete this message**

  A message stays in the Trash (and Spam label) only 30 days before it is permanently deleted

PRINTING A MESSAGE:

In the message, click on the **Print** icon in the upper right, then click **Print**

CREATING A LABEL

METHOD 1:

1. In the Sidebar, click the **More** dropdown menu, then click the **Create New Label** link
2. In the dialogue box, enter a name for the label
3. Choose what other label you would like to *nest* this one, if any, and then lick **Create**

METHOD 2:

- With a message open or selected in the message list, click on the **Label** button in the toolbar and choose **Create new**
- The new label will be attached to the selected message

METHOD 3:

- From **Settings > Labels**, choose **Create new label**

WORKING WITH LABELS

LABELING A MESSAGE:

1. With a message open or selected in the message list, click the **Labels** dropdown in the toolbar
2. Select the label from the list

MOVING A MESSAGE OUT OF THE INBOX:

1. With a message open or selected in the message list, click the **Move to** dropdown in the toolbar
2. Select the label to which you want the message to move; that label will be applied and the Inbox label on the message will be removed

EDITING A LABEL:

- In the **Label** list in the sidebar, click the dropdown arrow next to the label to access a menu of settings or select **Edit** to change the name and nesting order
- Or, from the **Label** dropdown in the toolbar, select **Manage labels**
  - Change the show/hide specifications
  - Or click on **edit** next to the label you want to edit
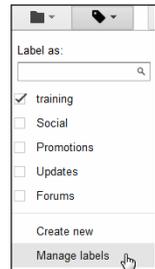
REMOVING A LABEL:

- Find the label at the top of the message and click on the **X** to remove it

- If the message list is for that label, that message will no longer be visible
- *Deleting a label does not delete the message.* A message with no labels can always be found in *All Mail*