Tech Tuesday:Getting More from Gmail
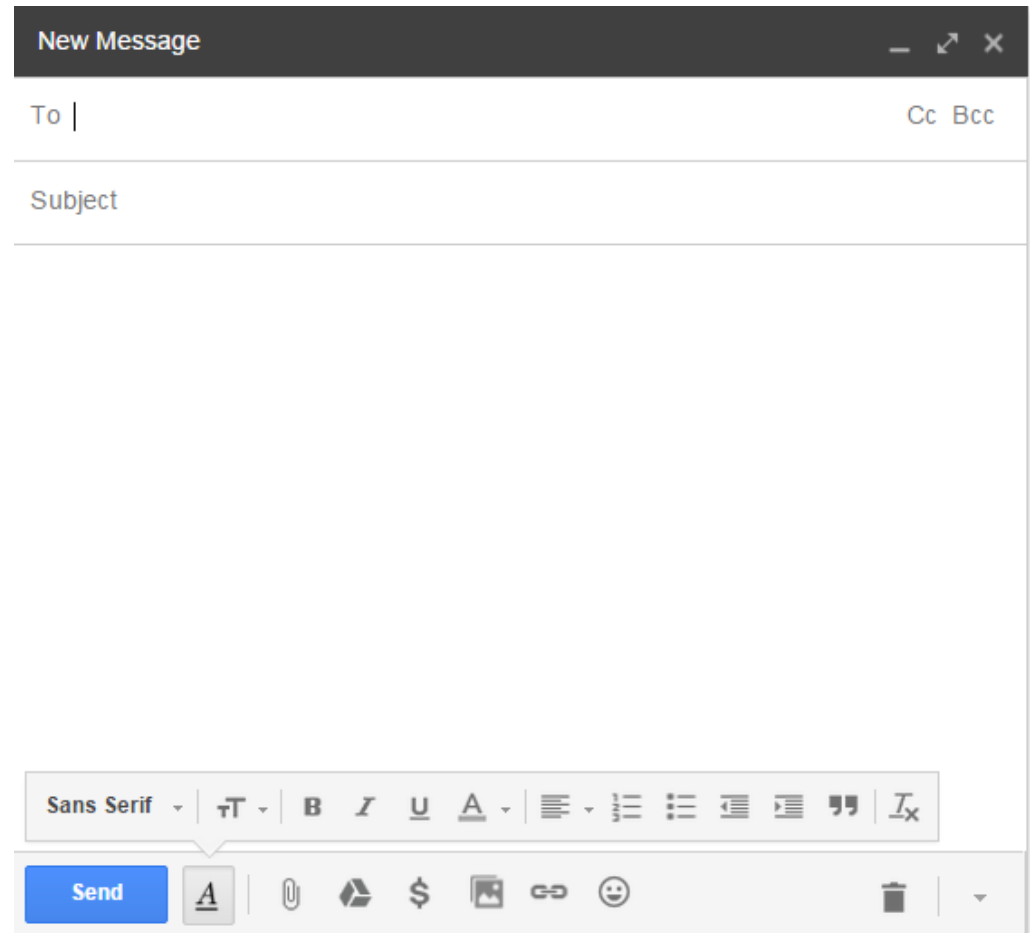
http://pbdd.org/wp-content/uploads/2015/10/PRC-TechTuesday-GettingMoreFromGmail.pdf

Beyond basic sending and receiving

Beyond Sending- Extra Content

- Formatting Text
- Sending Links
- Emoticons
- Inserting a Photo
- Add Attachment

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Beyond Sending – Extra Destinations

- Multiple Recipients
    - Manually Added
    - Reply All
- CC- More recipients
- BCC- Secret recipients –
 useful when you don't want people
to see each other's email address

New Message

To

Cc

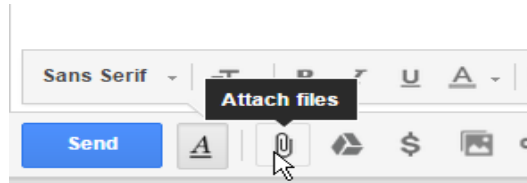Bcc

Example of BCC

To: my_email@gmail.com
Bcc: person1@gmail.com,
person2@yahoo.com,
person3@gmail.com

Then, each person receiving the email doesn't see who else got the email.
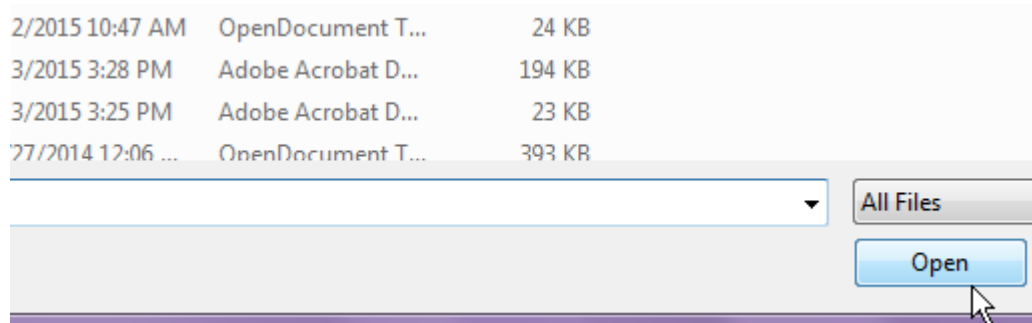And, if they type reply-all, it only goes to your_email@gmail.com

Adding Attachment(s)

- From compose window, click on paperclip

- Locate the file you want to add (e.g. from Documents Library), and click Open


If you want to add more files, simply repeat the process

Receiving Attachment(s)

- You can tell there's an attachment if you see a paperclip (in Inbox or message)
- If you trust the sender and the message, click on the paper clip from the message
- Below the message, find the attachment and click on the arrow to Download
- Depending on your browser, Gmail will:
    - Store the attachment in your Downloads Library (Chrome)
    - Give you the chance to Open or Save the file (Firefox or Internet Explorer)
- Choose the Save option
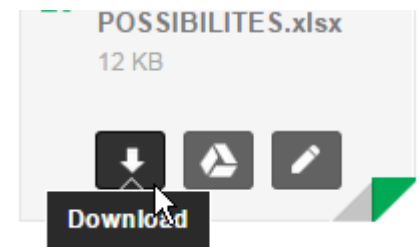
Finding a Downloaded/Saved Attachment

- From Start menu, choose the Documents Library
- On the left side of the Windows Explorer window, click on Downloads (Library)
- The most recently downloaded file should be shown at the top of the list.
- Select the file, drag it to the left into Documents (Library)
- On the left side of the Windows Explorer window, click on Documents (Library)
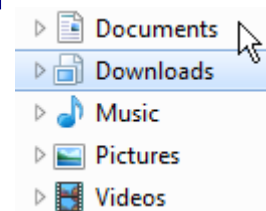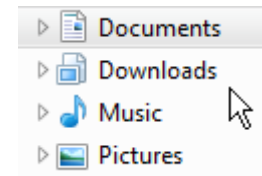
Filing Options

From your inbox, or a message, you can:

- Archive (big bucket of things to save)
- Report as Spam
- Delete
- Move to Label
- Label (copy)

Filing Options- Dealing in Bulk

From your inbox, you can select:

- A single message
- A collection of messages (click the box to the left of the star)
- Select a range of messages (shift click)
- Select all messages on the page (above first message)
- Select all messages in the Category
- Deselect some of the selected messages
- Deselect all of the selected messages
- Deal with all selected messages at once (with action from previous page)
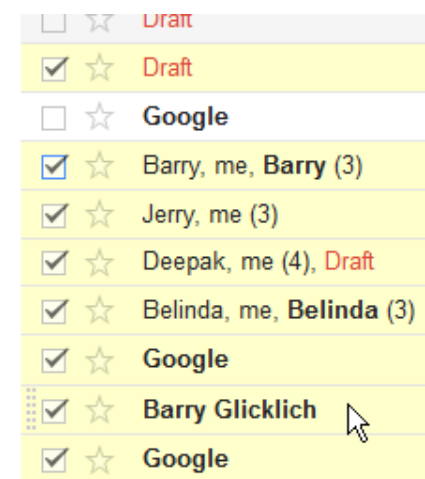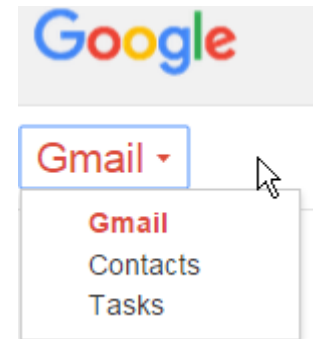
Managing Your Contacts

- Add additional information
- Create groups of people
- Mail to a group
- Select people to email
- Import/Export contacts
- Find/Merge duplicates

Google

Gmail ▾

Gmail
Contacts
Tasks

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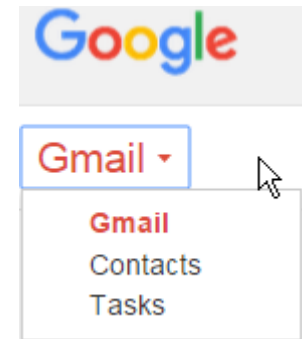
Example: Managing Your Contacts

- In the upper left, where it says Gmail, click on the red triangle and choose Contacts

- Click New Contact to add a contact, or click on the name of an existing contact

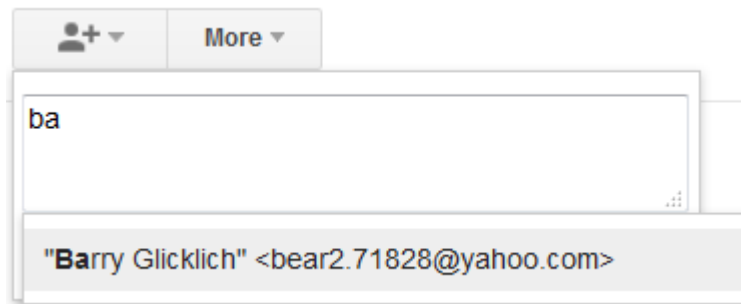- Add extra fields (like mailing address) by clicking on the triangle by Add

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Example: Creating a Group

- On the left, choose New Group
- Provide a Name and click OK
- Along the top row, choose the icon for adding to the group

- Start to type the name of one of your then click on it
- Click Add

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Useful Settings

- Change how many conversations are shown per page
- Turn off Conversation mode (each message shown)
- Undo Send
  You can set a delay between the time you hit "Send" and the message going out, so you can Undo it if you hit send by mistake
- Receive Notifications on your Desktop when you receive messages
- Automated Reply (vacation response)
- Forward Emails to another account
- Multiple stars
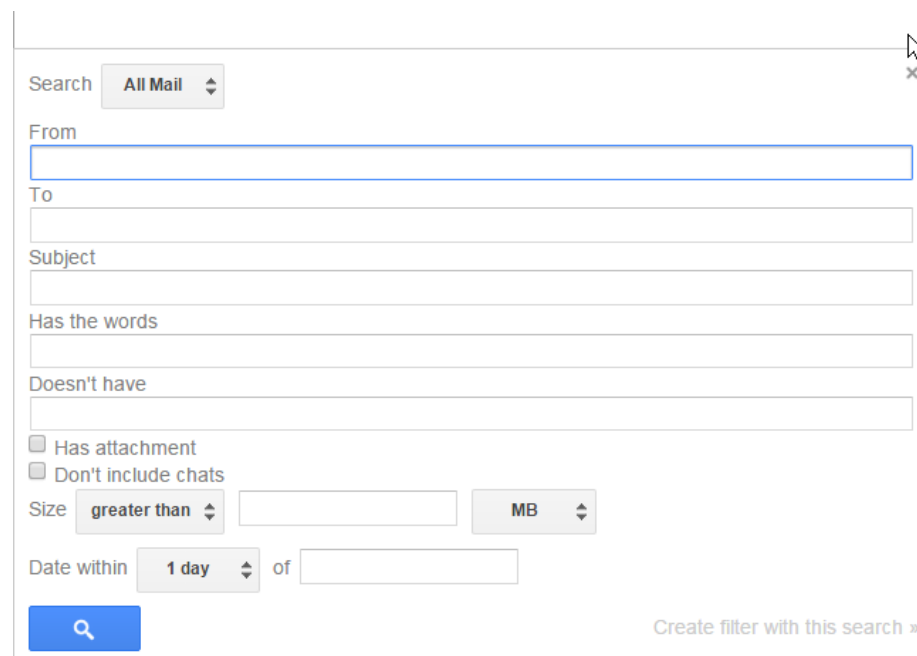
Beyond Email: Google Groups groups.google.com

- Group can be restricted (public, anyone can ask to join, or by invitation only)
- Members can be added or invited to join
- Send emails to the group address (not a list of individuals)
- Group members can set their own email delivery preferences
  - All email, as it is sent
  - Digest (grouping of emails, up to 25 in one message)
  - Abridged (daily summary)
  - No email (available to be read from group web page)
- Group can be moderated, or individual members can be moderated
- Archive of messages are maintained on-line

Getting Fancy: Filtering (1 of 2)

- Define treatment of messages as they arrive
- Filter based on From, To, Subject, Contains Words, Excludes Words, Date, Attachments, or size

Getting Fancy: Filtering (2 of 2)

- Treatment can include immediate archive, deletion, labeling, starring, and categorizing

When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)
☐ Mark as read
☐ Star it
☐ Apply the label: Choose label... ⬍
☐ 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... ⬍

Beyond Normal Gmail Use

- Adding extra Information to your email address
  My email address is prc.barry@gmail.com
  If you send things to prc.barry+otherStuff@gmail.com, those
   will come to me also. If I have filters set up, I can use these
   different email addresses in different ways
- Modify Reply-To email address
  If you want responses to your email to go to a different
   address, you can change a setting

Edit email address

Edit information for prc.barry@gmail.com
(your name and email address will be shown on mail you send)

Name:	⦿ **Barry PRC** (your name in Google accounts)
	○ [ ]
Email address:	**prc.barry@gmail.com**
Reply-to address:	[alfred.e.neuman@madmagazine.com]
	(a reply to mail you send will go to this address. Learn more)

[Cancel] [Save Changes]

Special Additions (Plug-ins)

- Send mails at a scheduled time
  Boomerang
  code.google.com/p/gmail-delay-send
- Send a message that will self-destruct or can be revoked
  Dmail
- Has email been opened? Have links been clicked?
  Signals
- Remind you to deal with an email later
  Snooze
- Freeze your Gmail from receiving messages
  Inbox pause