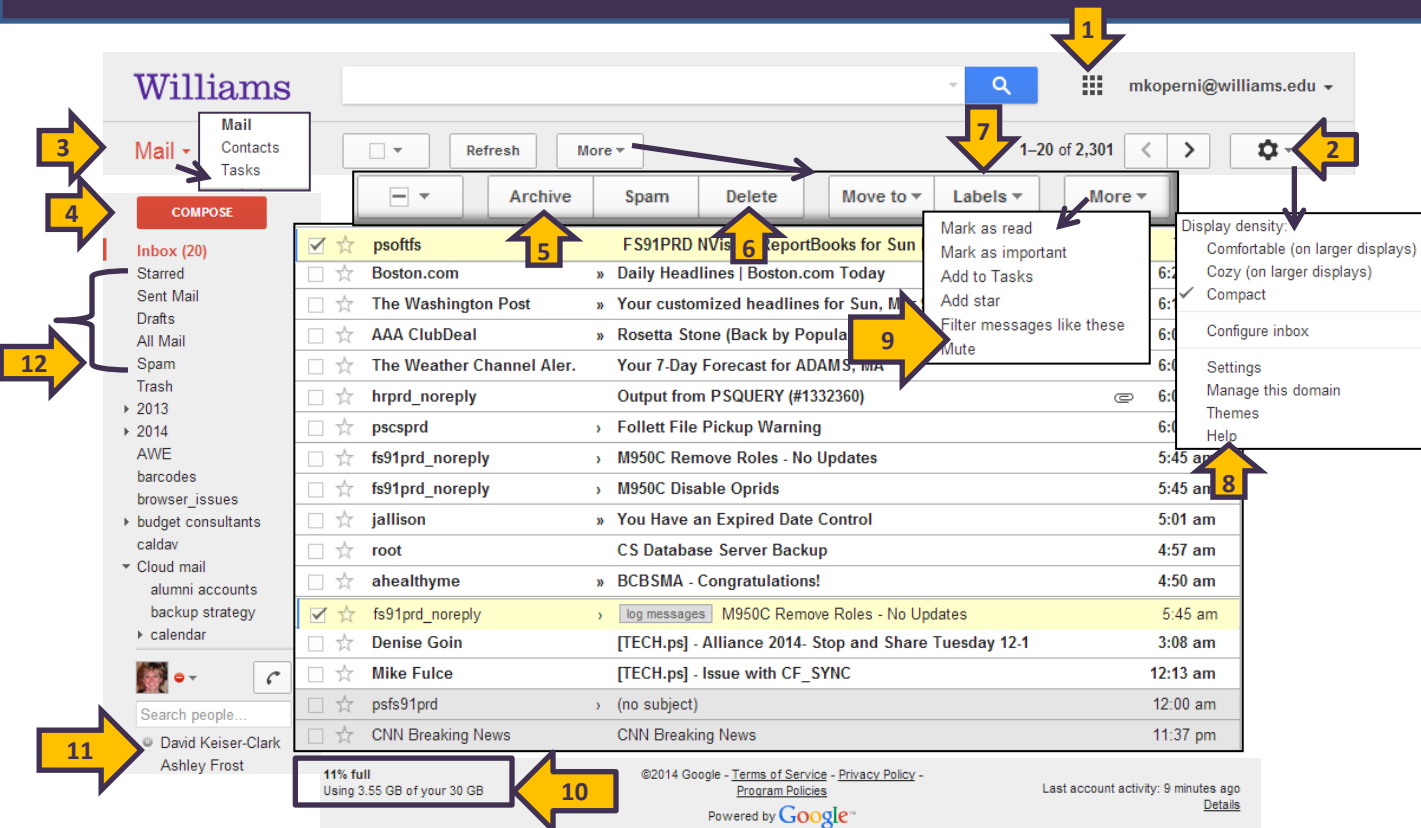


Williams Google Mail Quick Reference



1 Go to Other Google Apps

Click on a link for a Google App to go to another app in a new tab, such as **Drive**, **Calendar**, **Search**

2 Mail Settings

Click the Gear icon and then **Settings** to upload your picture, create a signature, set an auto reply (vacation responder), create labels, create filters, turn on Labs and much more.

3 Contacts (Address Book)

Contacts is your address book, where you can also manage groups. Addresses are automatically added to contacts every time you send an e-mail. You can also access the Williams Directory from here.

4 Compose a New E-mail Message

Click **Compose** to write a new message. Attachments can be no more than 25 MG. If you would like to send larger files insert from Google Drive instead.

5 Archived Messages

Archive messages to remove them from your Inbox. They'll still come up on any search. If you labeled your messages, simply click on the Label in the list on the left to bring up those messages. **Archived mail is not automatically emptied from your mailbox.**

6 Trash

Deleted conversations/messages are moved to the Trash. **Trash is automatically emptied every 30 days.**

7 Use Labels to Organize Your Mail

Check the box to the left of a message and click Label. You can also drag a label from the left onto a message and apply it. Labels take the place of folders. A message can have many labels. Click on a label on the left to view all the items with that label.

8 Help with Mail

Click **Help** to see tons of help info by Google, including step-by-step guides, video tutorials, and user forums

9 Act on Multiple Messages

Click **More** to take action on one or many messages at once.. Check the box next to one or many messages, click **More** and select the appropriate action

10 Mailbox Storage Limit

Mailbox storage space is limited to 30GB. Check here to see how much space you have in your mailbox.

11 Chat


Mouse over a contact's name to initiate a chat with that person. You can start a video call or chat with this person by clicking on the video camera icon or chat icon.

12 Special Labels

Google mail doesn't have folders. All your messages are saved in All Mail. Everything else (Inbox, Starred, Drafts, user-labels, etc) are just "views" into a sub-set of the messages in All Mail. **And since there's only one copy of any message, if you delete it from any label, you're deleting the only copy, so it's gone from all of them.** If you delete a label you remove that "view", but the messages are still in All Mail and still can be viewed by any other label you assigned.

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Some important differences in behavior to note:

- **Messages you send to a list you are part of will not appear in your inbox.** When you send mail to any group or mailing list you subscribe to, Gmail automatically skips your inbox and [archives](#) the message to save you time and prevent clutter. The message will appear in your inbox if someone responds to it or if there is an error delivering the message. If you'd like to view your message, you can find it in **Sent Mail** or **All Mail** or if you want it displayed in your Inbox you will need to CC yourself using your short form email address e.g. jdoe@williams.edu, abc1@williams.edu.
- **Forget to sign out of a public computer? Sign out remotely.** If you sign into your Williams mail from multiple computers, but are worried you may have forgotten to sign out of one, you can sign out remotely. At the bottom of your inbox, you'll see information about the time and location of the last activity on your account. Click "Details" to see whether your account is still open in another location and "Sign out all other sessions" to close other open sessions.
- **What are starred messages?** Use stars to easily mark certain messages as important or to indicate that you need to reply to them later. Stars appear to the left of the sender's name in your inbox and only you can see if you've starred a message. To see all your starred messages, click **Starred** on the left side of your Gmail, under **Inbox**, or search for starred messages by typing **is:starred** in the search box. You can make starred items show at the top of your Inbox by clicking the Gear icon , then Settings, then **Inbox**. Change the Inbox Type from 'Default' to 'Starred First', Click 'Save Changes'.
- **Auto-reply messages are only sent once every four days to the same recipient.** Your vacation responder starts at 12:00 AM on the start date and ends at 11:59 PM on the end date, unless you end it earlier. In general, your reply is only sent once to people who email you. However, if the same person contacts you again after four days and your vacation responder is still on, Gmail will send another vacation response to remind the person that you're away from your email. Your vacation response will start over each time you edit it, so if someone receives your initial vacation response, and then emails you again after you've edited the subject or body of the message, he or she will receive the edited response. Messages classified as spam and messages addressed to a mailing list you subscribe to will not receive a vacation response.