



Guide to using gmail


Change your display name. By default when you send email it will appear to come from Last, First. You may want to change that to First Last.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the Accounts tab.
4. In the "Send mail as:" section, locate the email address you'd like to edit.
5. Click edit info next to the address.
6. In the "Name:" section, specify what you'd like your name to be and click Save changes.

Turn off conversation view. By default emails of the same topic are grouped together.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Next to Conversation View, turn off conversation view.
5. click Save changes.

Turn on Desktop notifications. Gmail desktop notifications let you know when you have a new email. You'll see a pop-up when a new message arrives so you can keep track of your mail even when you're not looking at Gmail. These notifications are available for Google Chrome, Firefox, and Safari.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Scroll down to the Desktop Notifications section.

Desktop Notifications: [Click here to enable desktop notifications for Williams College Mail.](#)
(allows Williams College Mail to display popup notifications on your desktop when new chat and email messages arrive)
[Learn more](#)

- Chat notifications on
- Chat notifications off


- New mail notifications on - Notify me when any new message arrives in my inbox or primary tab
- Important mail notifications on - Notify me only when an important message arrives in my inbox
- Mail notifications off

5. You may have to click the "Click here to enable desktop notifications for Williams College Mail"
6. Click the Allow button in Chrome.




7. Click Save Changes at the bottom of the page.

Add a Signature appended at the end of all outgoing messages.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Scroll down to the "Signature" section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.
5. Click Save Changes at the bottom of the page.

Add your full email address (First.M.Last@williams.edu). By default when you send email in the new google system your email address will appear as username@williams.edu. This can be a problem if you belong to external (non-Williams) listservs. You can add your full canonical email address and then choose which is the default, or switch on the fly as you compose messages.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the Accounts tab.
4. Click Add another email address you own. A box will pop up.
5. Enter your name and your full canonical email address.
6. Click Next Step

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

A new box pops up. Click **Send Verification**

Add another email address you own

Verify your email address

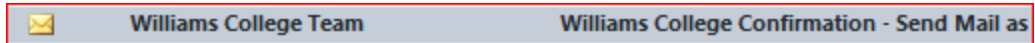
Before you can send mail as **First.M.Last@williams.edu**, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to First.M.Last@williams.edu with instructions on how to verify your address.

Cancel

« Back

Send Verification

Within a few minutes you will receive an email from the "Williams College Team" (note - SAVE THIS EMAIL - you can archive it or move it out of the inbox and label it, but please do not delete it).



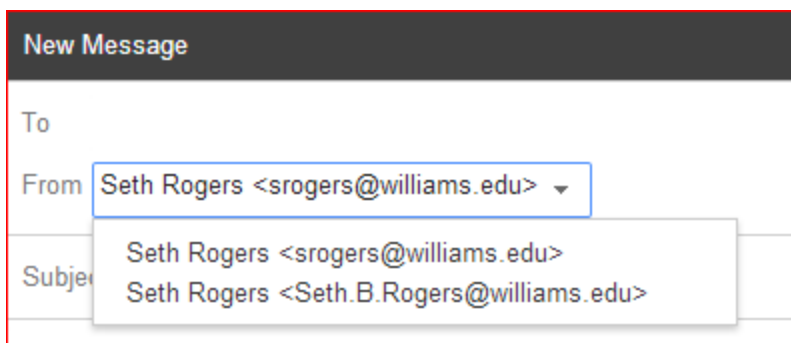
With text asking you to confirm the addition of the longer email address. Click the link to approve.

You have requested to add First.M.Last@williams.edu to your Williams College account. Confirmation code: 394086374


Before you can send mail from First.M.Last@williams.edu using your Williams College account (username@williams.edu), please click the link below to confirm your request:

<https://mail.google.com/mail/f-b3cfd694a4-First.M.Last%40williams.edu-03bpCWmgT>


From that point on you can choose which address to send from, the short version or the long version.




Changing the height of the subject lines and folders

1. Click the  gear in the top right.
2. For Display density select
 - a. Comfortable - tall subject rows
 - b. Cozy - medium subject rows
 - c. Compact - narrow subject rows

Auto-advance while in the inbox - Automatically shows the next message instead of your inbox after you delete, archive or move an email.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the Labs tab.
4. Locate the Auto-advance lab and select enable.
5. Click Save Changes at the bottom of the page.

Using Auto-reply.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Scroll down to Vacation responder
5. You can set a start date, an end date (if needed). It is recommended you set the subject line to something simple like Auto-reply.
6. Click Save Changes at the bottom of the page.

Vacation responder off
 Vacation responder on

First day:
 Last day:

Subject:

Message:

Sans Serif ▾ | ↕T ▾ | **B** | *I* | U | A ▾ | ↻ | | ▾ | | | | | | | |


[« Plain Text](#)

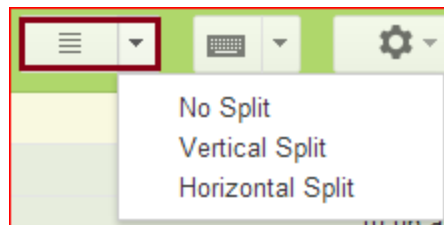
Thank you for your email. I will be away and not reading email until my return on April 4.

Ephraim |


Only send a response to people in my Contacts
 Only send a response to people in Williams College

Preview Pane Provides a preview pane to read email similar to many clients like Outlook, Thunderbird and Mac Mail

1. Click the  gear in the top right.
2. Select Settings.
3. Click the Labs tab.
4. Locate the Preview Pane lab and select enable.
5. Click Save Changes at the bottom of the page.
6. You can choose a horizontal or a vertical split.




Forwarding email

1. Click the  gear in the top right.
2. Select Settings
3. Select the **Forwarding and POP/IMAP** tab.
4. Click **Add a forwarding address** in the "Forwarding" section.
5. Enter the email address you want to forward to.

6. For your security, Google will send a verification email to that address. Open your forwarding account and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Go back in your Gmail account.
9. On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
10. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded. The choices are
 - a. **keep a copy in the inbox**
 - b. **mark as read**
 - c. **archive a copy** (moves it out of the inbox and into All Mail)
 - d. **delete** (forwards the message and then deletes it from gmail)
11. Click **Save Changes** at the bottom of the page.

Snippets Makes the first line or so of the email visible next to the subject line.

1. Click the  gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Scroll down to the "Snippets" section and select On.
5. Click Save Changes at the bottom of the page.

Labels

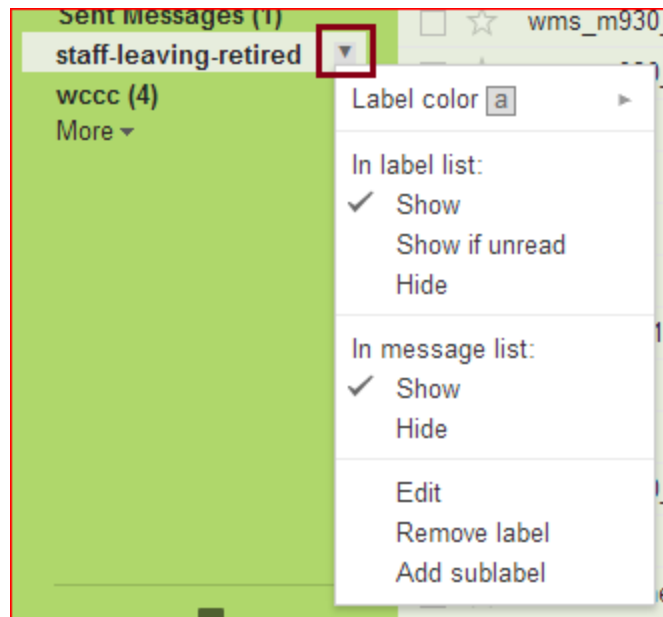
Labels are functionally very similar to folders. Gmail uses the **Archive** function to move emails out of the **Inbox** to the **All Mail** folder. Once an email has had a label applied to it *and* has been archived, the label essentially functions as a folder, which can be accessed from the left side of your Gmail home screen. You can organize labels in the same way that you can organize folders; by reorganizing them and nesting them within each other.

Labels can also be applied to email messages while still in the **Inbox**, in which case, they will have both the inbox label and the other label you chose.

An advantage to labels is that multiple labels can be applied to email messages, which can be a useful organizational tool, and searching within labels allows for more efficient searching than searching the entire Inbox.

Modifying Labels You can add color to your labels and change whether they show up in your list on the left.

1. Hover your mouse over the label (folder) you'd like to change
2. A small triangle will appear on the right. Click the triangle
3. Select a label color if you want
4. You can choose to change whether the label shows up on on the left (Show in label list), or is hidden but accessible below More (Hide in label list), or is hidden but accessible below More (Hide in label list)



Insert a calendar invitation

Insert a calendar invitation into your email by clicking the Insert invitation icon and filling out the fields. The invitation will be sent to everyone copied on the message.

New Message

Invitation

What Team meeting

When 2/13/2013 2:30pm to 3:30pm 2/13/2013 All day

Who

	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
Cassy Smith								

Note: The guest list comes from the list of email recipients. Edit the "To/Co/Bcc" fields on the email message to add or remove guests.

Where

Calendar Cassy Smith

Description Team meeting to discuss the design for the new Solamora logo.

| | | | | | (circled in red)

Team Meeting

Murthy Desdai, Benito Cacciatore, Cassy Smith, Mary Dorma,

Team Meeting

Team meeting

Team meeting to discuss the design for the new Solamora logo

When Wed, February 13, 2:30pm – 3:30pm GMT-08:00

Who

- Cassy Smith
- Murthy Desdai
- Benito Cacciatore
- Cassy Smith
- Mary Dorma

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