

Introduction to Gmail

This session is for faculty who have some or no computer experience or no experience with Gmail. The goal of this workshop is to give teachers the tools that they need to communicate and share data with other faculty members and students. We also encourage teachers to take advantage and watch out for emails from TLC after this workshop or check out our Google Shared drive for tips on how to improve on what they acquired from this training.

GMAIL BASICS

In this session you will learn the following:

- Create a Gmail account
- Create and Send Mail
- Reply and add recipients
- Saving and printing email
- Add attachment
- Creating a signature
- Turn your Vacation responder on and off
- Organize your mailbox
- Gmail - Advance
 - Create a Calendar
 - Using Google Chrome extensions in Gmail

Create a Gmail user account

Here's what you going to do:

- choose a unique email username that reflects you**
- complete the sign up form for a free Google Gmail account**

Choosing a unique Google username

Important Note: Since teachers in your institution will be following these same instructions, using a consistent naming convention helps avoid duplicate account name errors from Gmail.

To decide which username we want for John Doe's account, we're going to create an email address based on the first followed by a dot, then the last name Using this format, John Doe Google username will be "john.doe", which means he'll end up with a Gmail address "john.doe@gmail.com".

Create and send email

Open [Gmail](#)

Select Compose

Add recipients and a subject.

Enter your message.

(Important: The Email you start writing but don't send it right away is save in **Drafts**.)

Click **Send**.

Reply to email

To reply to a single email Click on the email , click Reply

When the cursor appears in the message area,

Start typing your message, When you are done, Click SEND to send the message

Sending Copies of Email to someone

Add recipients to the email:

Let's open the email and send a copy to someone,

Click on your email address, Select "Cc"

("Cc" appears below your email address) , type in recipient email addresses.

We also like to send a Blind Copy ("Bcc") to another recipient .

Select "Bcc" : "Bcc" appears below Copy ("Cc"), type in recipient email address

Click SEND to reply the email.

Create a signature

Let's add a signature to email

(Every time you send an email, this will appear under your email)

Your signature can include your name, title, and contact information.

Click Settings and select **Settings**.

Scroll down screen to the Signature

On the **General** tab, scroll down to the **Signature** section

Create your signature.

At the bottom, click **Save Changes**.

Turn your vacation responder on or off

On the top right, click Settings and Settings.

Scroll down to Vacation responder and select Vacation responder on or Vacation responder off.

You turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.

At the bottom, click Save Changes.

Managing Gmail Contacts

Creating your gmail contacts is one way to make sure you have the information you need. You will also learn to create groups and the practical ways you can use contact groups.

Go to Google Apps and select Contacts

Click New Contact

Enter required and click ADD

(optional) Create Group

Organizing your Mailbox

Keeping your inbox organize can be a nightmare. Creating labels is the best way to handle this problem.

Labels are different from folders. If you delete an email it will be deleted from every label that it's attached to and your inbox.

Create a label

On your computer, go to [Gmail](#).

On the left, scroll down, then click **More**.

Click **Create new label**.

Name your label.

Click **Create**.

Edit a label

On your computer, go to [Gmail](#).

On the left side of the page, move to the label's name.

Click More.

Edit your label.

Change the name of the label to something else.

On your computer, go to [Gmail](#).

On the left side of the page, move to the label's name.

Click More

Creating a Group in Gmail contacts

Go to Google Apps and select Contacts

Select New Group

Type in the name of New Group (i.e. English 101), select apply

Go to Contacts, select names of your students, select group, select apply

Gmail Advance

Create A Google Calendar event

Open Calendar: On the right, click Google Apps, and Click Calendar

Your daily events and a mini monthly calendar appear.

Create an event: Click on date and double click on hour.

Add Event Title

Add Reminder

Select More Options

Save Event

Adding an Attachment

Edit the same that your have been working on.

Let's add add an attachment to the email

Scroll to the bottom and select "paperclip" icon to attach files

Insert your USB drive and select a file

(Your file is then uploaded to Gmail) Click SEND to send the email

Google Extensions

Extensions are small programs that customize the browsing experience or perform a certain task. For example, you can add an extension to your Chrome Browser to save your email to a PDF file or to set up a meeting scheduler directly from Gmail. All Chrome Extensions are designed for desktop only, it is not possible to add them on Android.

Saving & Sharing A file in Google Drive

Select Google Apps

Select Google Drive

Upload a file to your Google Drive

Select File to share

Select Email address(es) or individuals to share file

Select Done