Google Apps

Quick Start Productivity Guide

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- Over 300 courses in technology and web applications.
- Google Developer Expert for Google Workspace

READY TO HELP YOU LEARN and ANSWER ANY questions you may have.

Course instructor : Laurence Svekis

Google Apps - GMAIL

Create your Google account or log into your existing Google account.
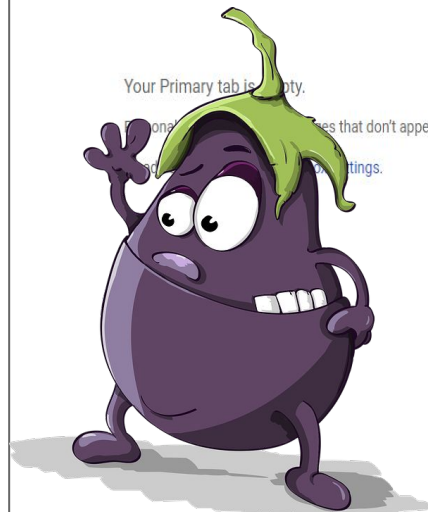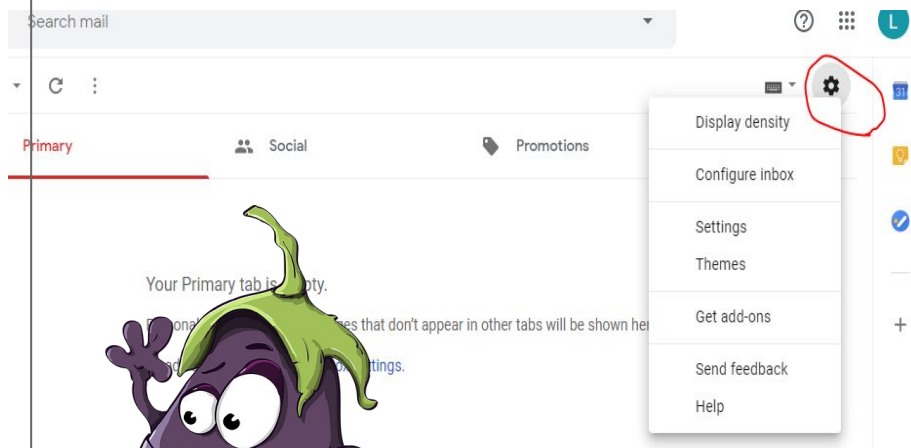https://myaccount.google.com

Next Go to Email
https://mail.google.com

Click Setting Cog wheel in top right corner, opening setting options.

Opens Email Settings options.
- Desktop notifications
- Signature
- Vacation responder

Search mail

Primary   Social   Promotions

Display density

Configure inbox

Settings

Themes

Get add-ons

Send feedback

Help

Your Primary tab is empty.

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GMAIL - SEND EMAIL

Select the Compose button in the top left corner. Popup window will open for creating a new email.
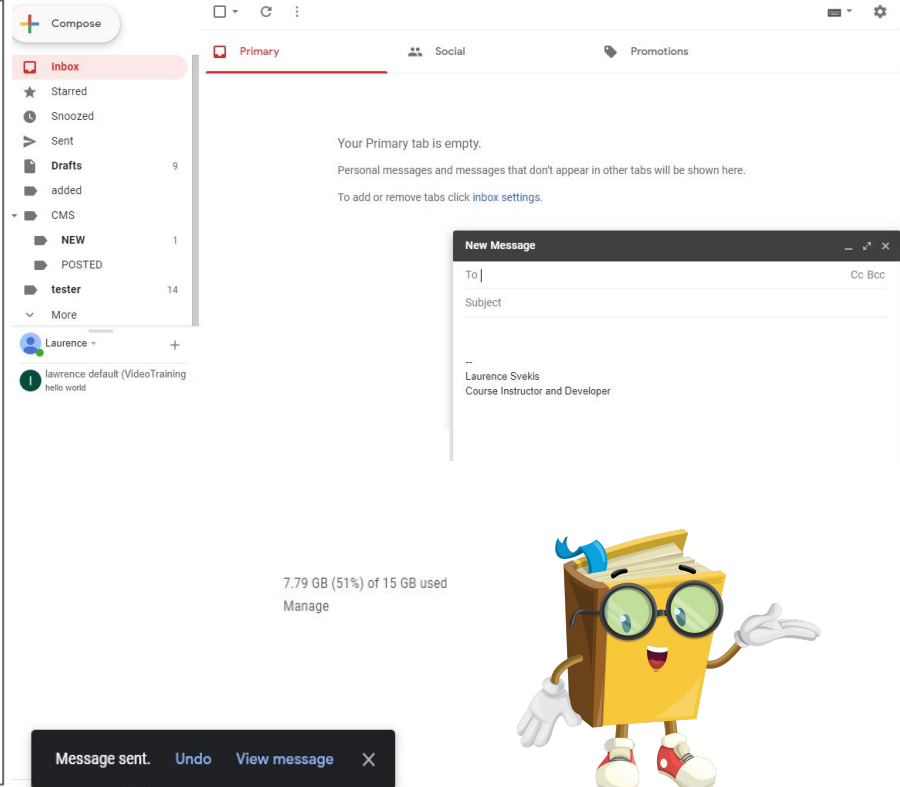You can change the size of the window.

Add email recipients and subject to email.

Add message in the body of the email, add attachments

Click Send.

Need more time or Undo? Note the Undo option in the bottom.

GMAIL - UNDO SEND CANCELLATION

When you send an email you have by default 5 seconds to cancel it.

- Click Settings
- On the General tab, scroll to the **Undo Send feature.**
- Update cancellation period

7.79 GB (51%) of 15 GB used
Manage

Message sent. Undo View message ✕

Right-to-left editing support off
Right-to-left editing support on

Phone numbers: Default country code: Canada ▼

Maximum page size: Show 50 ▼ conversations per page

Undo Send: Send cancellation period: 5 ▼ seconds

Default reply behavior: Reply
Learn more   Reply all

GMAIL - Conversation View & REPLY

Just want to see the new content without all the previous conversation content? turn off conversation view.

- Get to Settings
- In General tab select Conversation View.
- Turn off and save

Reply to emails

Click the reply button
You can also forward the email to a new person(s)

Follow up Nudges

GMAIL - Large Files
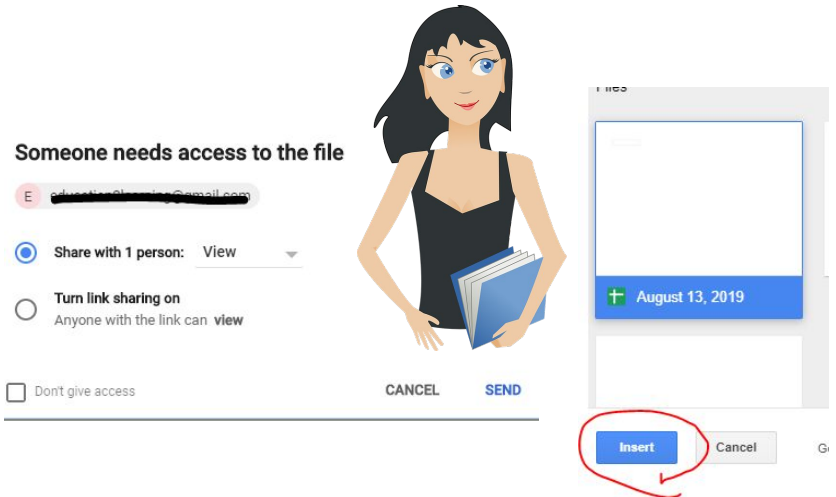
Best to upload to gDrive

- Create email from gmail account
- Click icon to insert file from Google drive
- If the file is on your computer select upload or share existing path to the file.
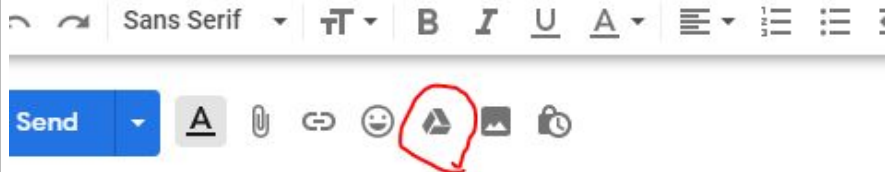
Select file sharing options.
Shared files can be downloaded or viewed via the link in the email.
On send file options will show.

Someone needs access to the file

E   eductaion@learning@Gmail.com

⦿ Share with 1 person: View ▾

○ Turn link sharing on
  Anyone with the link can **view**

☐ Don't give access   CANCEL   SEND

Sans Serif   ┬T   **B** *I* U A ▾   ≡ ▾   ≣   ≣

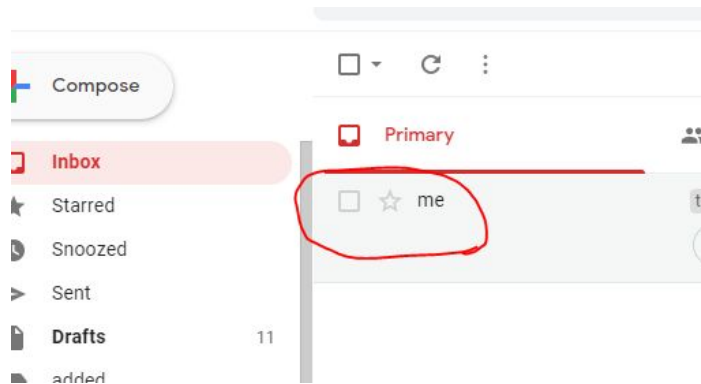Send ▾   A   📎   🔗   😊   🟢   🖼   🕐

Insert   Cancel

GMAIL - No INTERNET OFFLINE AND STAR IMPORTANT

Use Gmail offline to read, respond to, and search your Gmail messages when you aren't connected to the internet. Only in Chrome!
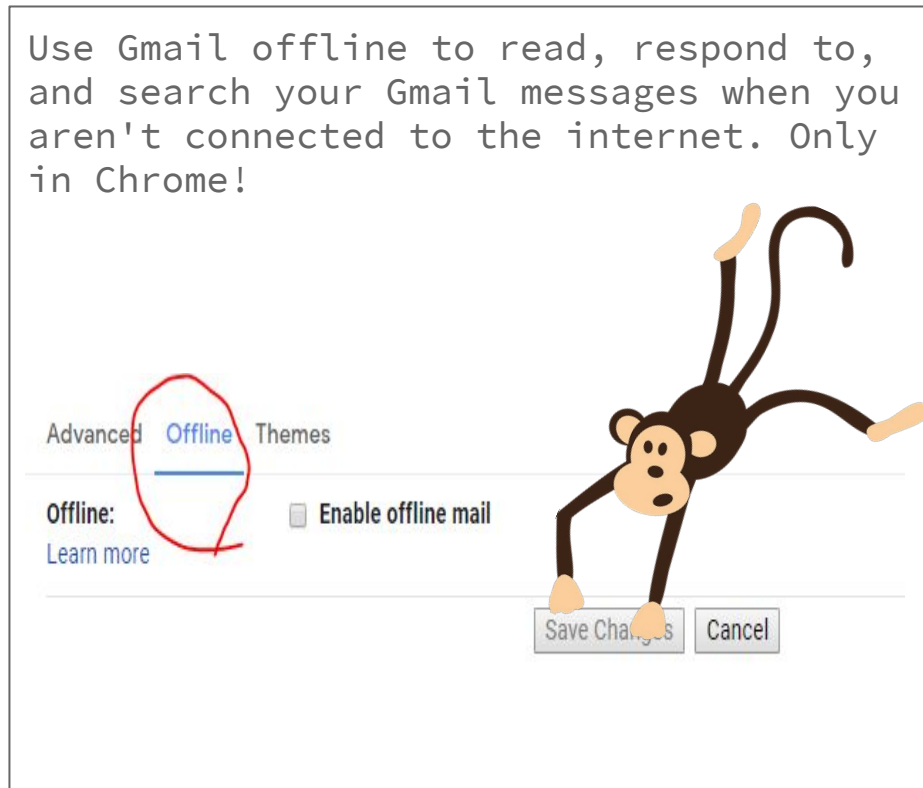
To flag an important email click Star next to an email.
To see all your starred email, in the left sidebar, click Starred.

GMAIL - EMAIL SNOOZE Archive or delete

Postpone email Under Snooze until - choose a time.
The email automatically moves out of your inbox. You will get a reminder about the snoozed email after the specified time.

Archived email move out of your inbox but stay under All mail, so that you can find them later. Deleted email move to the Trash and get permanently deleted after 30 days.

me

tester test email - Added this content to the new docurl : https://doc...

GMAIL - Labels

Several default labels already in account by default - you can add more.

Labels are used to group email messages.

Create new labels and manage labels.
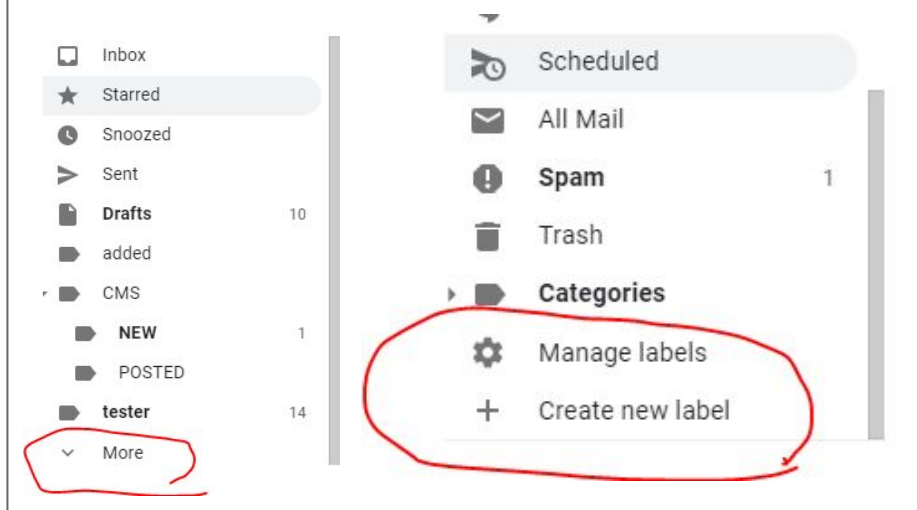
You can apply several emails to one email.

Find your message easier later by clicking the labels

You can nest labels within labels

Search for emails with a label.

You can apply colors to labels
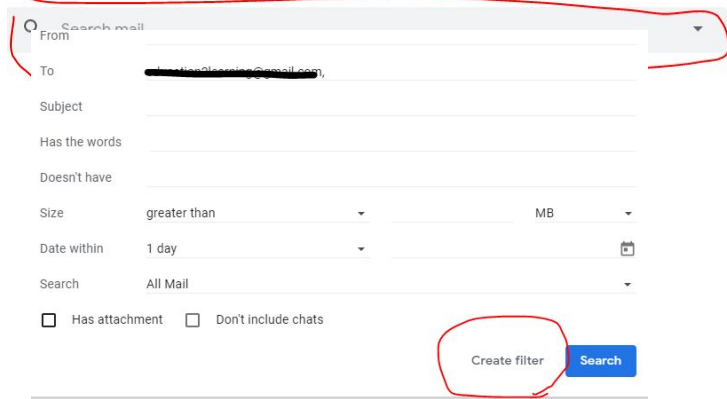
Left panel, point to label click More.

Point to Label color and choose a color.

Move from inbox to label - select move to.

GMAIL - Filters

Manage your incoming email automatically with Gmail's filters.

Go to search drop down.

Select filter options
Apply label and choose label
Can be applied to specific people or subject line. You can apply to existing emails.
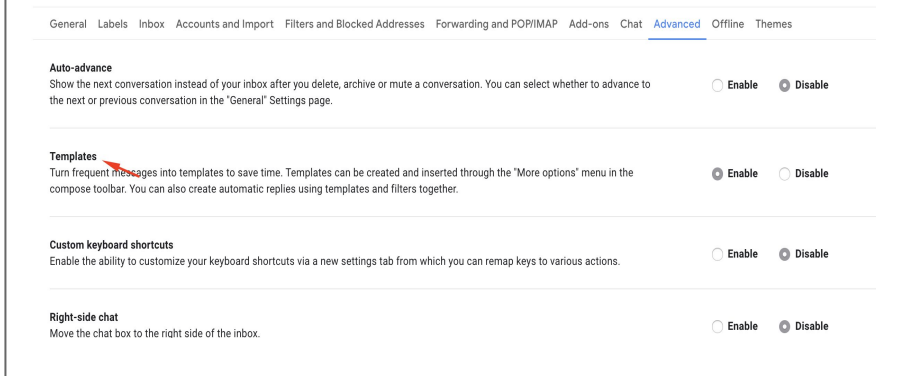
GMAIL - Canned Responses

Email template - same info to emails.

You can create canned response or insert previously saved canned responses.

Create a canned response or use existing canned response.
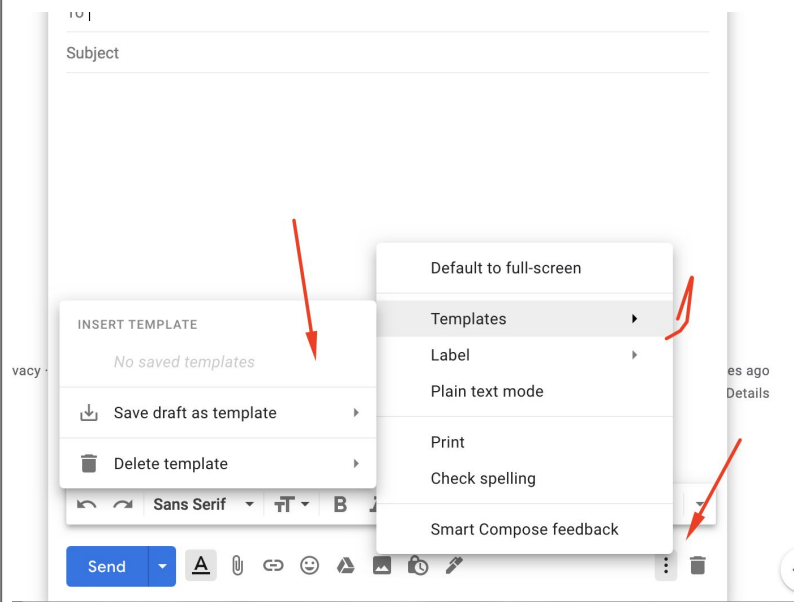
GMAIL - FIND EMAILS

Customize search options to find emails using various parameters.

https://support.google.com/mail/answer/7190?hl=en

Click the search box in the top of the screen

GMAIL - Being more Productive with Emails

- Limit email to specific times of day
- Forward all emails into one main email address so you have a main one to check regularly.
- Use filters to route emails.
- Use labels to organize your messages
- Use of aliases in emails and then apply filter. Inserting (.) or (+) creates endless variations that are directed to your inbox

- Use tasks add to tasks - select email then top menu bar three dots add to tasks or create event
- Right hand three dots of email provide additional spam filter options and message specific options.
- Unsubscribed to newsletters using unsubscribe option.
- Delete large attachments to save space.

General   Labels   Inbox   Accounts and Import   Filters and Blocked Addresses   Forwarding and POP/IMAP   Ac

Forwarding:
Learn more

Add a forwarding address

Tip: You can also forward only some of your mail by creating a filter!

POP download: 1. Status: POP is disabled

(9 days ago)   ☆   ←   ⋮

?_qCMXEuUurUwAqjJVCt3q

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GMAIL - Stars - delegate Email account to other

Used to quickly identify and place attention on specific messages and senders. Apply different star colors have them rotate. Click until you get color you want.

Stars:

Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Presets: 1 star   4 stars   all stars

In use:

Not in use:
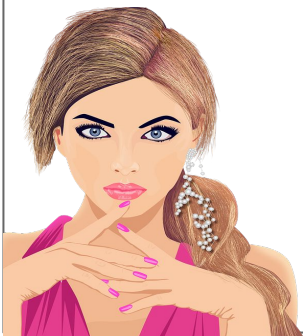
You can grant access to your Gmail account by adding a delegate. This person can read, send, and delete messages for you.

Send or reply to emails that were sent to you. When they send a message, their email address will show. For example, the sender will show as "sent by johnsmith@gmail.com."
Read messages sent to you
Delete messages sent to you

Grant access to your account:
(Allow others to read and send mail on your behalf)
Learn more

Add another account

● Mark conversation as read when opened by others
○ Leave conversation unread when opened by others

GMAIL - Shortcuts - Keyboard

https://support.google.com/mail/answer/6594?hl=en&authuser=1

Press ? key to view shortcuts

GMAIL - Email Tips

- Respond within 24 hours to an email
- Close your email tab only have it open certain times during the day when you are ready to address them
- Turn off email notifications.
- Minimize your inbox to only emails that have a clear action - otherwise archive and delete.
- Create filters to skip unwanted emails and less important emails to reduce clutter

Extensions
http://www.boomeranggmail.com/

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Congratulations on completing the course!