

GOOGLE APPS



Quick Start Productivity Guide

INSTRUCTOR:

LAURENCE SVEKIS



- 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

GOOGLE APPS - GMAIL

Create your Google account or log into your existing Google account.

<https://myaccount.google.com>

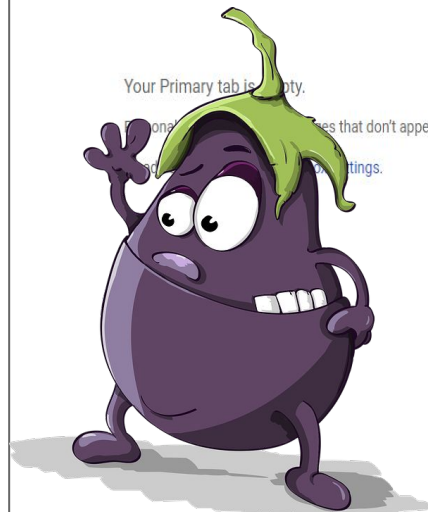
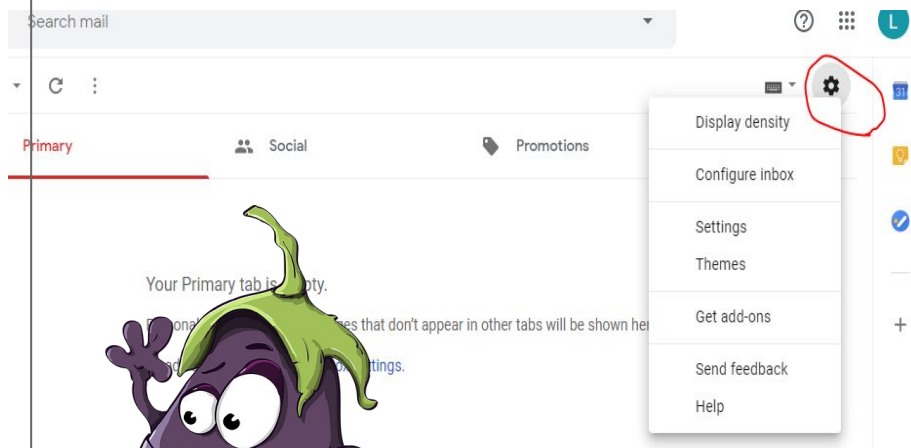
Next Go to Email

<https://mail.google.com>

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

Opens Email Settings options.

- Desktop notifications
- Signature
- Vacation responder



GMAIL - SEND EMAIL

Select the Compose button in the top left corner. Popup window will open for creating a new email.

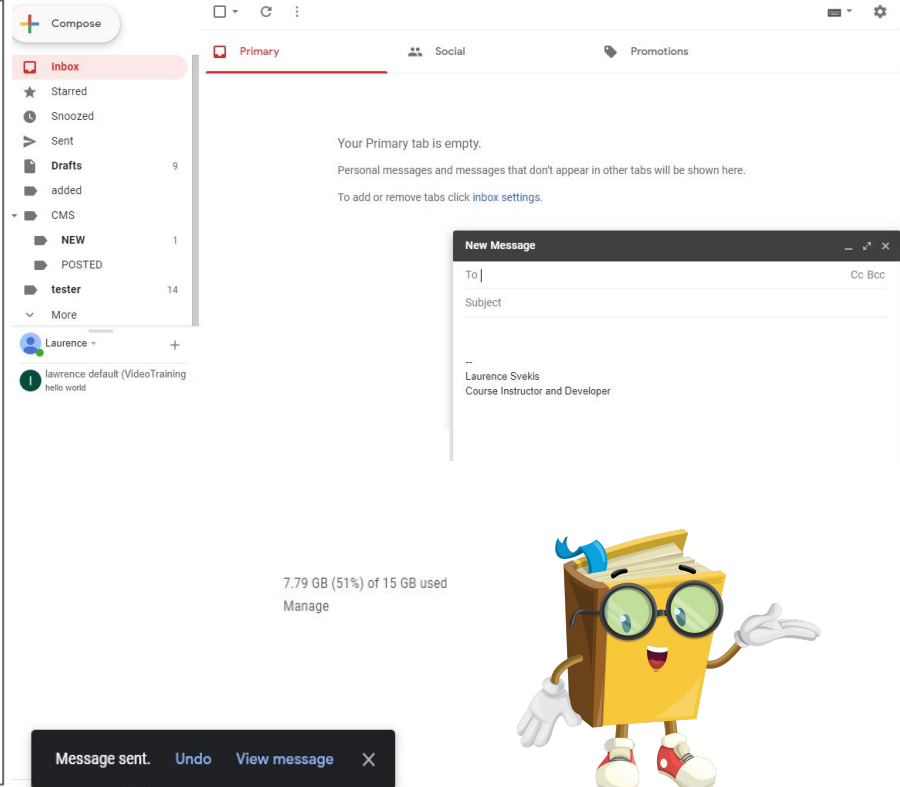
You can change the size of the window.

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.



The screenshot displays the Gmail interface. On the left, the 'Compose' button is highlighted. The main area shows the 'Primary' tab, which is currently empty. A 'New Message' popup window is open, showing fields for 'To', 'Subject', and the body of the email. The body contains the text: 'Laurence Svekis Course Instructor and Developer'. At the bottom of the screen, a notification bar indicates 'Message sent.' with options for 'Undo' and 'View message'.

7.79 GB (51%) of 15 GB used
Manage



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

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

Phone numbers: Default country code:

Maximum page size: Show conversations per page

Undo Send: Send cancellation period: seconds

Default reply behavior: Reply
[Learn more](#) Reply all

7.79 GB (51%) of 15 GB used
[Manage](#)

Message sent. [Undo](#) [View message](#) [✕](#)



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



Experimental Access: **Enable experimental access** - Gain early access to request feedback on these features. [Learn more](#)

Conversation View: **Conversation view on**
(sets whether emails of the same topic are grouped together) **Conversation view off**

Nudges: **Suggest emails to reply to** - Emails you want to reply to. [Learn more](#)

Reply to emails

Click the reply button

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

Follow up Nudges

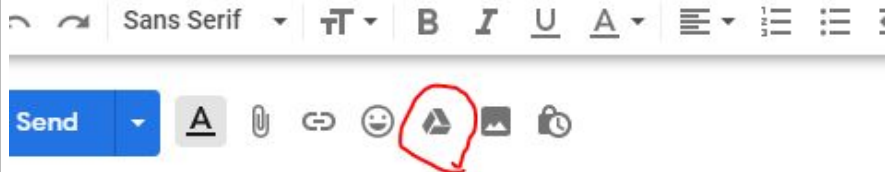
Nudges: **Suggest emails to reply to** - Emails you want to reply to. [Learn more](#)
inbox

Suggest emails to follow up on - See if you've followed up on these emails. [Learn more](#)
inbox

GMAIL - LARGE FILES

Best to upload to gDrive

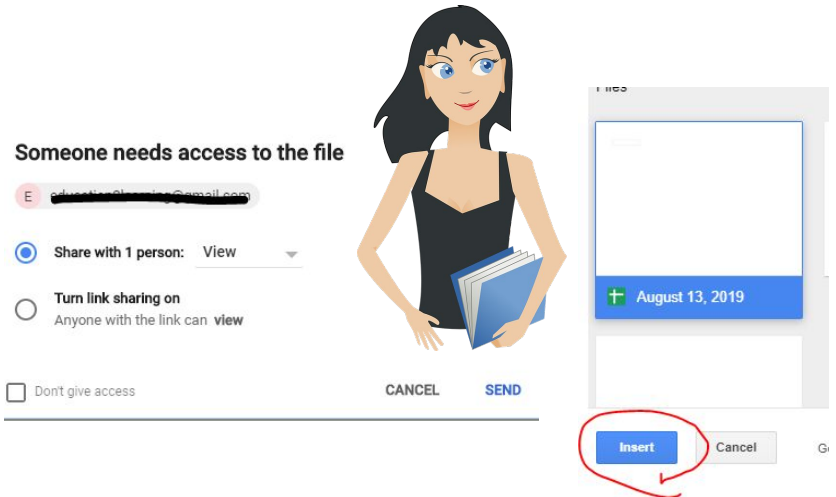
- Create email from gmail account
- Click icon to insert file from Google drive
- If the file is on your computer select upload or share existing path to the file.



Select file sharing options.

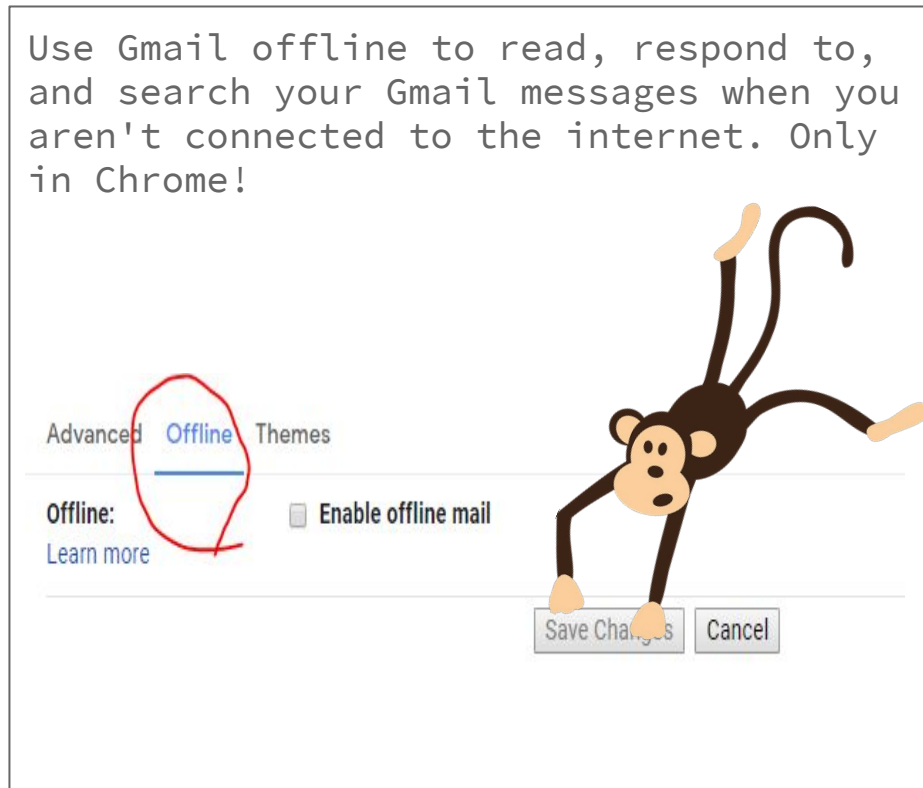
Shared files can be downloaded or viewed via the link in the email.

On send file options will show.



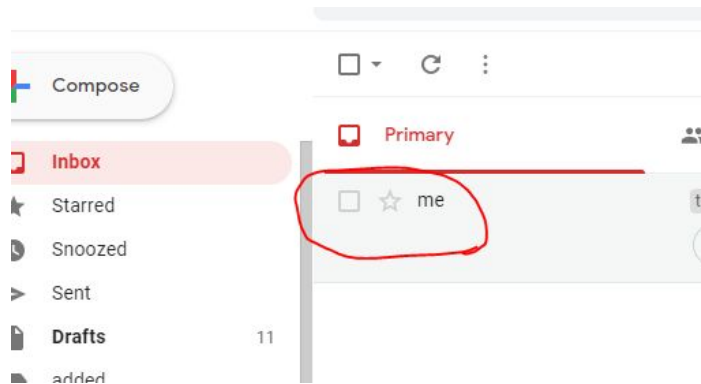
GMAIL - NO INTERNET OFFLINE AND STAR IMPORTANT

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

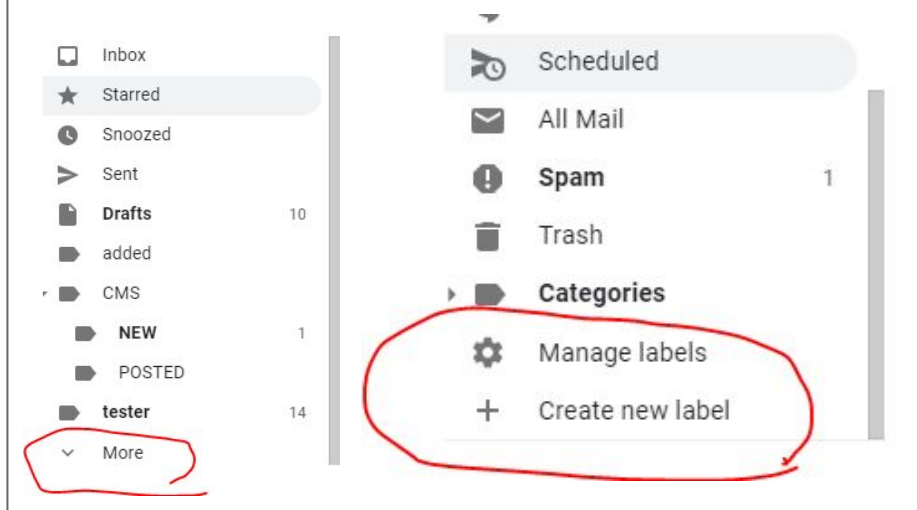
tester test email - Added this content to the new docurl : https://doc...



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

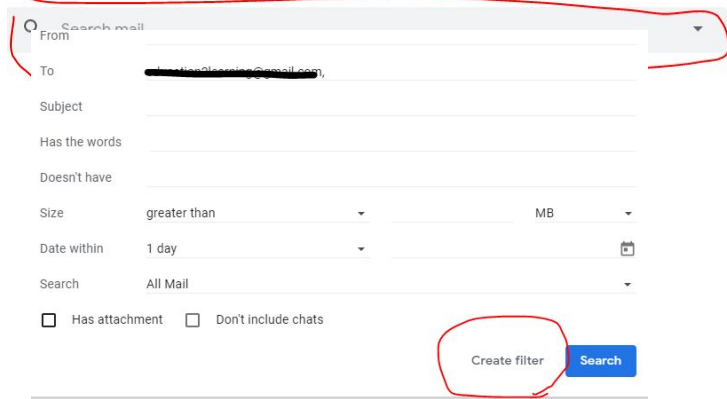
Left panel, point to label click More. Point to Label color and choose a color.

Move from inbox to label - select move to.

GMAIL - FILTERS

Manage your incoming email automatically with Gmail's filters.

Go to search drop down.



A screenshot of the Gmail 'Create filter' dialog box. The 'From' field is highlighted with a red circle and a red arrow pointing to the search dropdown. The 'To' field contains a redacted email address. The 'Subject' field is empty. The 'Has the words' field is empty. The 'Doesn't have' field is empty. The 'Size' field is set to 'greater than' and 'MB'. The 'Date within' field is set to '1 day'. The 'Search' field is set to 'All Mail'. There are checkboxes for 'Has attachment' and 'Don't include chats'. At the bottom, there are buttons for 'Create filter' and 'Search', with the 'Create filter' button circled in red.

Select filter options

Apply label and choose label

Can be applied to specific people or subject line. You can apply to existing emails.

← 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... ▾
- Also apply filter to 5 matching conversations.

[Learn more](#)

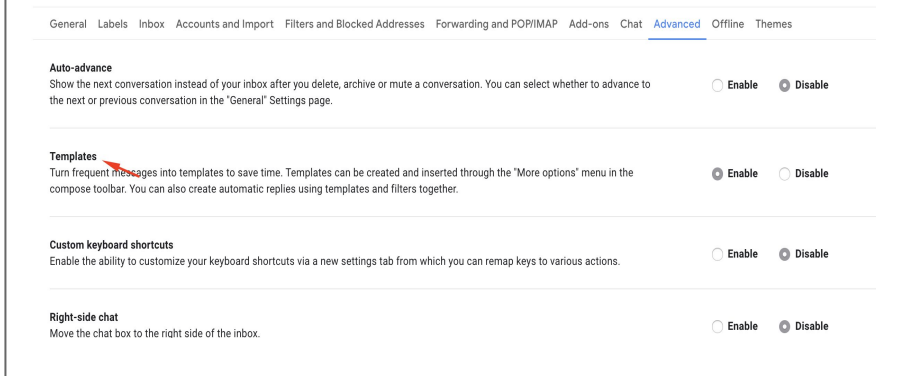


[Create filter](#)

GMAIL - CANNED RESPONSES

Email template - same info to emails.

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



General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes

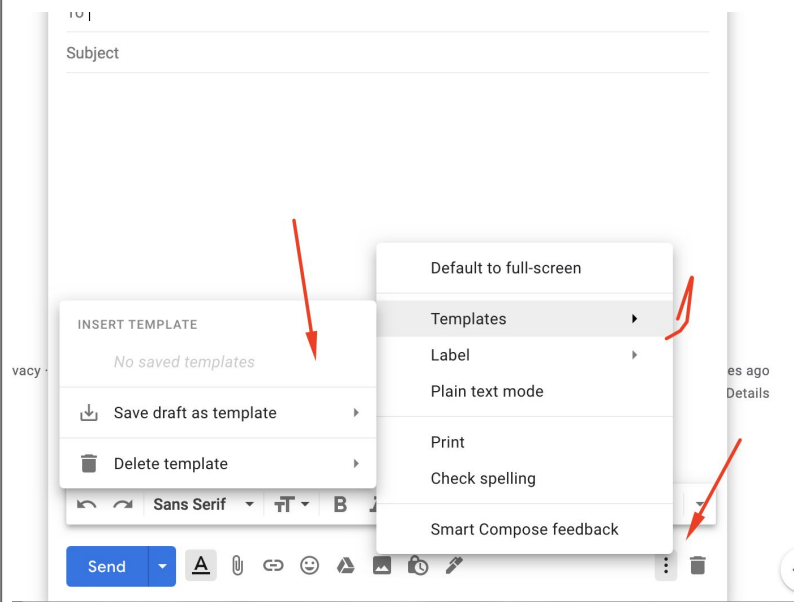
Auto-advance
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page. Enable Disable

Templates
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together. Enable Disable

Custom keyboard shortcuts
Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions. Enable Disable

Right-side chat
Move the chat box to the right side of the inbox. Enable Disable

Create a canned response or use existing canned response.



GMAIL - FIND EMAILS

Customize search options to find emails using various parameters.

Click the search box in the top of the screen

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

Q Search mail

From

To

Subject

Has the words

Doesn't have

Size greater than MB

Date within 1 day

Search All Mail

Has attachment Don't include chats

Create filter **Search**



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

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

Forwarding:
[Learn more](#)

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

POP download:

1. Status: POP is disabled

- 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.



GMAIL - STARS - DELEGATE EMAIL ACCOUNT TO OTHER

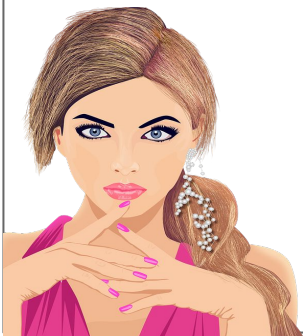
Used to quickly identify and place attention on specific messages and senders. Apply different star colors have them rotate. Click until you get color you want.

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:

[Add another account](#)

(Allow others to read and send mail on your behalf)

[Learn more](#)

- 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

Keyboard shortcuts:

[Learn more](#)

- Keyboard shortcuts off
- Keyboard shortcuts on

Button labels:

[Learn more](#)

- Icons
- Text

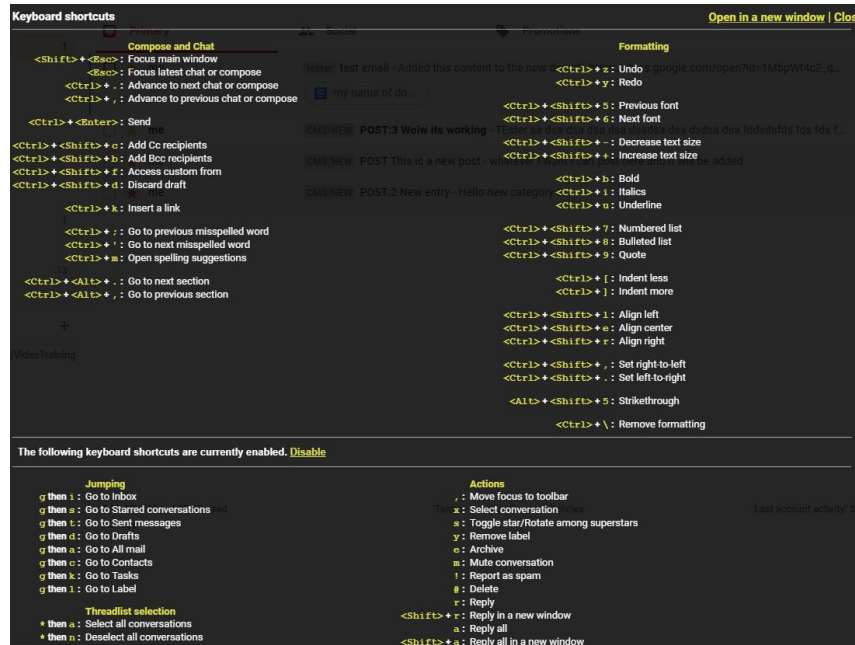
My picture:

[Learn more](#)

[Choose a picture you'd like people](#)

Create contacts for auto-

- When I send a message to a



The screenshot shows the Gmail keyboard shortcuts help page. It is titled "Keyboard shortcuts" and has a link to "Open in a new window | Close". The page is divided into sections: "Compose and Chat", "Formatting", "Jumping", "Threadlist selection", and "Actions".

- Compose and Chat:**
 - <Shift> + <Esc>: Focus main window
 - <Esc>: Focus latest chat or compose
 - <Ctrl> + .: Advance to next chat or compose
 - <Ctrl> + ,: Advance to previous chat or compose
 - <Ctrl> + <Enter>: Send
 - <Ctrl> + <Shift> + c: Add Cc recipients
 - <Ctrl> + <Shift> + b: Add Bcc recipients
 - <Ctrl> + <Shift> + f: Access custom from
 - <Ctrl> + <Shift> + d: Discard draft
 - <Ctrl> + k: Insert a link
 - <Ctrl> + .: Go to previous misspelled word
 - <Ctrl> + !: Go to next misspelled word
 - <Ctrl> + m: Open spelling suggestions
 - <Ctrl> + <Alt> + .: Go to next section
 - <Ctrl> + <Alt> + ,: Go to previous section
- Formatting:**
 - <Ctrl> + z: Undo
 - <Ctrl> + y: Redo
 - <Ctrl> + b: Bold
 - <Ctrl> + i: Italic
 - <Ctrl> + u: Underline
 - <Ctrl> + <Shift> + 7: Numbered list
 - <Ctrl> + <Shift> + 8: Bulleted list
 - <Ctrl> + <Shift> + 9: Quote
 - <Ctrl> + [: Indent less
 - <Ctrl> +] : Indent more
 - <Ctrl> + <Shift> + 1: Align left
 - <Ctrl> + <Shift> + e: Align center
 - <Ctrl> + <Shift> + r: Align right
 - <Ctrl> + <Shift> + .: Set right-to-left
 - <Ctrl> + <Shift> + ,: Set left-to-right
 - <Alt> + <Shift> + 5: Strikethrough
 - <Ctrl> + \: Remove formatting
- Jumping:**
 - g then i: Go to Inbox
 - g then s: Go to Starred conversations
 - g then t: Go to Sent messages
 - g then d: Go to Drafts
 - g then a: Go to All mail
 - g then c: Go to Contacts
 - g then k: Go to Tasks
 - g then l: Go to Label
- Threadlist selection:**
 - + then a: Select all conversations
 - + then n: Deselect all conversations
 - + then t: Select top conversations
- Actions:**
 - o: Move focus to toolbar
 - x: Select conversation
 - u: Toggle star/Rotate among superstars
 - y: Remove label
 - e: Archive
 - m: Mute conversation
 - ! : Report as spam
 - g: Delete
 - r: Reply
 - <Shift> + r: Reply in a new window
 - a: Reply all
 - <Shift> + a: Reply all in a new window

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/>



[Laurence Svekis Website](#)

Congratulations on completing the course!



[Laurence Svekis Website](#)