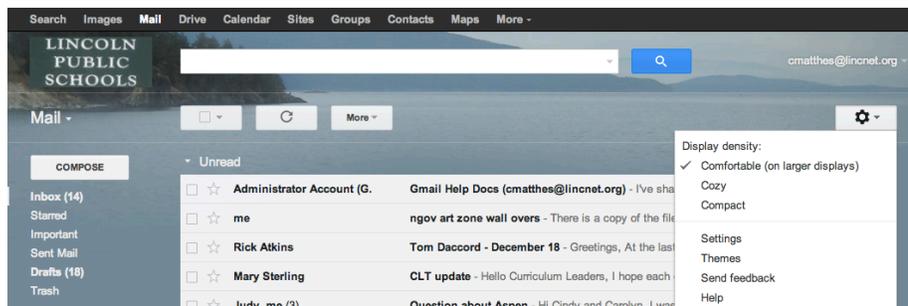


## Gmail Tips

### Settings To Simplify Your Inbox View

There are several settings you can change to clean up what you see in your inbox. Settings are found by clicking the gear icon in the upper right of your Mail window.



Here are my favorites:

1. **Settings/General** - Conversation view on. This will group emails in the same conversation.
2. **Settings/Labels** - There were several labels created automatically during the email conversion that you may no longer wish to see in your label list. You can choose to hide these labels. If you hide the labels they are still available if you click **More** at the bottom of your labels list. (I have hidden: Migrated/Migrated, Migrated/Sent Mail, Migrated/Unknown, Misc, Notes and Priority)
3. **Settings/Inbox** -
  - c. Inbox type: Unread First
  - d. Importance markers: No Markers (This turns off the orange markers that you see on many of your email messages)
4. **Settings/Chat** - Chat off
5. **Web Clips** - Uncheck show my web clips above the Inbox
6. **Themes** - These are below the settings link and are fun!

**How do I organize my mail in Gmail and what is the difference between a folder and a label?**

## Using Labels To Organize Your Mail:

Gmail uses labels rather than folders to organize email. Gmail lets you assign a label to a message and then view all messages assigned to that label. The biggest difference between folders and labels is that you can assign multiple labels to a message letting the message span multiple categories.

During the conversion from FirstClass to Gmail labels were automatically be created in your GMail account corresponding to every folder in your FirstClass mailbox.

### Create a label

Here's how to create a label that you can add to any of your messages:

1. On the left side of the page, click **More** at the bottom of your labels list. (If you don't see "More," grab the gray dividing line with your cursor and drag it down to show more labels.)
2. Click **Create new label**.
3. Type the name of your new label and click **Create**.

You can also create a new label for a message in your Inbox by selecting the box next to the message, clicking the Label button above your message list, and then clicking Create new.

### Apply your label

You can add a label to your messages in several ways:

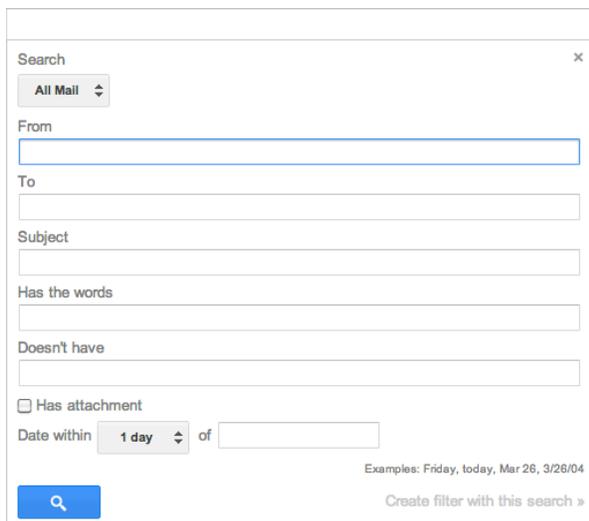
- When viewing your Inbox, select the checkbox next to those messages, click the **Labels** button, and click the label you want. (Or check the boxes next to several labels and click **Apply**.)
- When viewing a message, click the Labels button to add a label to the message. You can also click and drag a label from the left side, and drop it on the message.
- When writing a new message, use that button to add a label before sending your message.

## Searching in Gmail

Search for what you want in the search box at the top of your Mail window.

Gmail doesn't recognize special search characters like square brackets, parentheses, currency symbols, the ampersand, the pound sign, and asterisks. It also doesn't recognize partial or similar matches, so a search for travel will find travel, but not travels, traveler, or travle.

If you are not finding what you want, click the small drop down arrow in the right side of the search box. This will allow you to customize your search by specifying specific locations to search (inbox, sent mail, labels etc.) and also specific mail fields to search (from, to, subject, has the words, doesn't have, has attachment and date range.)



The screenshot shows the Gmail search interface. At the top, there is a search box with a search icon and a close button (x). Below the search box, there is a dropdown menu for "All Mail". Underneath, there are several input fields for advanced search criteria: "From", "To", "Subject", "Has the words", "Doesn't have", and "Date within". The "Date within" field is set to "1 day" and has a dropdown arrow. Below the "Date within" field, there is a checkbox for "Has attachment". At the bottom of the search interface, there is a search button with a magnifying glass icon and a link that says "Create filter with this search >".

### Advanced Search Tips:

1. If you want to find all unread email type the following in the search box: `is:unread`
2. To search within a date span type: `after:2012/04/12 before:2012/06/03`

For a complete list of advanced search features see: <http://support.google.com/mail/bin/answer.py?hl=en&answer=7190&topic=1668965&ctx=topic>

## Creating Contact Groups (Personal Mailing Lists)

With contact groups you can easily organize your contacts, making it easier to email a specific set of people. For example, if you created a contact group called "Grade 1 Team", you could just send a message to that group, rather than sending out an email to 8 different people.

### To create a contact group:

1. In the black bar across the top of the Gmail window choose **Contacts**
2. Click the **New Group** link on the left side of the Contacts window
3. Enter the name of the group
4. Click **OK**

### To add contacts to a contact group:

1. Click the name of the group you want to add new members to
2. Click the add to group button at the top of the Contacts window. The button looks like a person with a plus sign on their shoulder.
3. Type the name of the person you want to add to the group. Gmail will autocomplete the name if they are already in your directory. If they are not in your directory you can type their email address directly into your directory and the group.

4.

Search Images Mail Drive Calendar Sites **Groups** **Contacts** Maps More -

LINCOLN PUBLIC SCHOOLS

cmatthes@lincnet.org

**Contacts** Add to My Contacts More - **Abby Erickson - Maria Bursaw** < > ⚙

**NEW CONTACT**

- My Contacts (92)
- Hanscom K to 3 teacher...
- ITS (2)
- K to 5 teachers (25)
- Lincoln Middle School
- Lincoln K to 4 Faculty a...
- Most Contacted (20)
- Other Contacts (144)
- Directory
- New Group...**
- Import Contacts...

<input type="checkbox"/>	<b>Abby Erickson</b>	ericksona@lincnet.org
<input type="checkbox"/>	<b>Administrator Account</b>	admin@lincnet.org
<input type="checkbox"/>	<b>Alana McLaughlin</b>	amclaughlin@lincnet.org
<input type="checkbox"/>	<b>Alechia Torchia</b>	atorchia@lincnet.org
<input type="checkbox"/>	<b>Alexander Jennings</b>	19ajennings@hanscom...
<input type="checkbox"/>	<b>Alexandra Harwood</b>	19aharwood@hanscom...
<input type="checkbox"/>	<b>Alexandra Munoz</b>	19amunoz@hanscom...
<input type="checkbox"/>	<b>Alice Sajdera</b>	asajdera@lincnet.org
<input type="checkbox"/>	<b>Alissa Nageotte</b>	anageotte@lincnet.... (+1)
<input type="checkbox"/>	<b>Alyssa Pessaroff</b>	apessaroff@lincnet.org
<input type="checkbox"/>	<b>Amanda Boudreau</b>	aboudreau@lincnet.org

Search Images Mail Drive Calendar Sites Groups **Contacts** Maps More -

LINCOLN PUBLIC SCHOOLS

cmatthes@lincnet.org

**Contacts**  **+** More - **Barkin - Wood** < > ⚙

**NEW CONTACT**

- My Contacts (92)
- Hanscom K to 3 teacher...
- ITS (2)
- K to 5 teachers (25)**
- Lincoln Middle School
- Lincoln K to 4 Faculty a...
- Most Contacted (20)
- Other Contacts (144)
- Directory

<input type="checkbox"/>	<b>Barkin, J</b>		My Contacts K to 5 teachers
<input type="checkbox"/>	<b>Carpenito, Debbie</b>	dcarpenito@lincnet.org	My C... Lincol... K to 5...
<input type="checkbox"/>	<b>Colombo, Joseph</b>	jcolombo@lincnet.org	My C... Lincol... K to 5...
<input type="checkbox"/>	<b>Curry, Caroline</b>	ccurry@lincnet.org (+1)	My C... Lincol... K to 5...
<input type="checkbox"/>	<b>D'Agostino, Melissa</b>	mdagostino@linc... (+1)	My C... Lincol... K to 5...
<input type="checkbox"/>	<b>Daly, Jillian</b>	jdaly@lincnet.org	My C... Lincol... K to 5...
<input type="checkbox"/>	<b>Davis, Maurisa</b>	mdavis@lincnet.org	My Contacts K to 5 teachers
<input type="checkbox"/>	<b>Dexter, Scot</b>	sdexter@lincnet.org	My C... Lincol... K to 5...