

Using Gmail & Google Calendar

Questions? Email us: info@hamdenlibrary.org

PDF available at <http://hamdenlibrary.org/computerlab>



H A M D E N
P U B L I C
L I B R A R Y

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Logging into Gmail

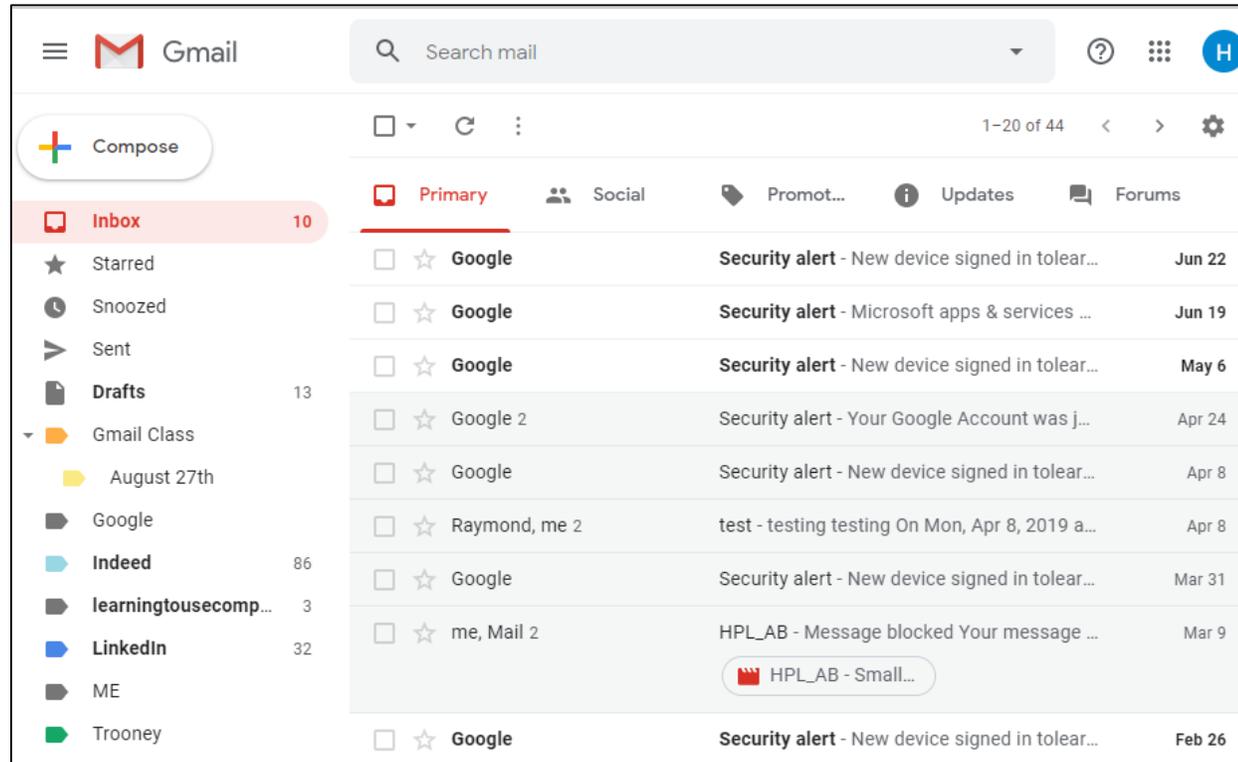
On a computer:

- Open a web browser and type the following URL into the address bar: mail.google.com
- Click “Sign in” near top right of screen.
- Enter your email address and click Next.
- Enter your password and click Next.

On your device (phone or tablet):

- Download the Gmail app for the easiest experience

The Inbox



Your Gmail inbox can be set up in several ways. To the left is the default inbox, which includes up to five tabs: Primary, Social, Promotions, Updates and Forums.

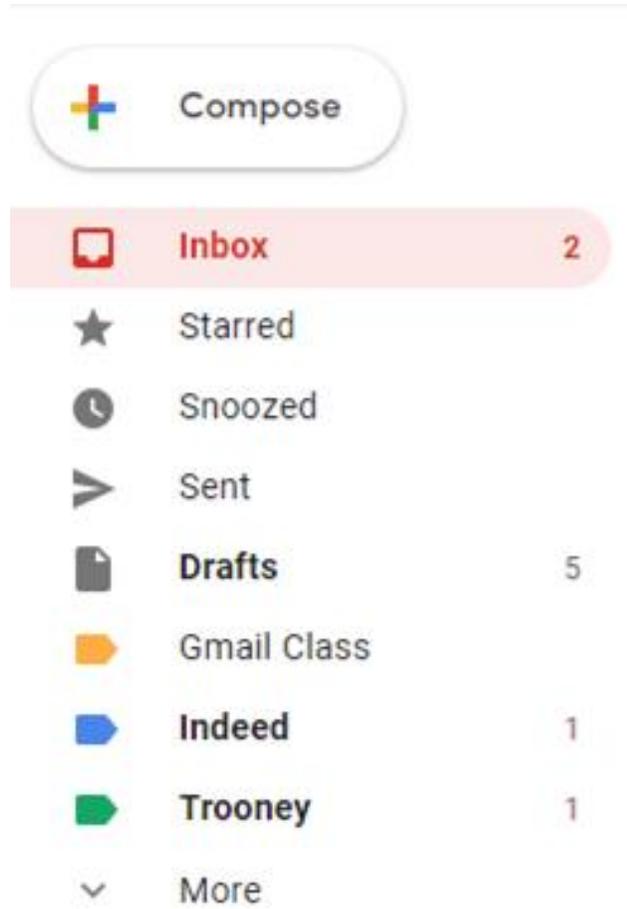
The Inbox

Besides the default inbox, you can set up your inbox in four other ways:

- Important first
- Unread first
- Starred first
- Priority inbox (Divides your inbox into customizable sections)

To switch between these at any time, click  then choose Settings. Next, click the tab labeled Inbox. Then click on the word Default next to Inbox Type. Make your selection, then click Save Changes.

Navigating the Inbox - Left sidebar



The left sidebar shows you the different folders in which your emails are stored, including the Inbox, starred and snoozed emails, saved email drafts, and any user-created labels. The Sent category contains a copy of every email sent by this email address. User labels are a handy and colorful way to organize the emails already in your inbox, and you can also set up filters to automatically label emails as they arrive.

Navigating the Inbox - Tabs

 Primary

 Social **50 new**
Quora Digest, LinkedIn, Pin...

 Promotions **9 new**
Bruno from Piktochart, Mar...

Friends, family, co-workers, others in your contact list.

Facebook, Twitter, Instagram, Pinterest, any other social media sites.

Retail stores and other businesses

These are the default tabs. The Primary tab is where emails will arrive from people you know - your friends, family, co-workers, etc. The Social tab is where Gmail will put emails from sites such as Facebook, Twitter, LinkedIn, etc. Finally, the promotions tab is where Gmail will put emails from retail stores and other businesses.

Configure email tabs

The image shows a Gmail interface with a settings menu open. A red arrow points from the 'Configure inbox' option in the menu to the 'Select tabs to enable' dialog box. The dialog box has a close button (X) in the top right corner. It contains a list of message categories with checkboxes: Primary (checked), Social (checked), Promotions (checked), Updates (unchecked), and Forums (unchecked). Below this is a section for 'Starred messages' with a checked checkbox for 'Include starred in Primary'. To the right of the list is explanatory text: 'Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.' and 'Deselect all categories to go back to your old inbox.' Below the text is a preview of the inbox tabs, showing icons for Primary, Social, and Promotions. A black arrow points to the Social tab icon. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

1-50 of 71 < > ⚙

Go back to classic Gmail

Display density

Configure inbox

Settings

Themes

Get add-ons

Send feedback

Help

Select tabs to enable

- Primary
- Social
- Promotions
- Updates
- Forums

Starred messages

- Include starred in Primary

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

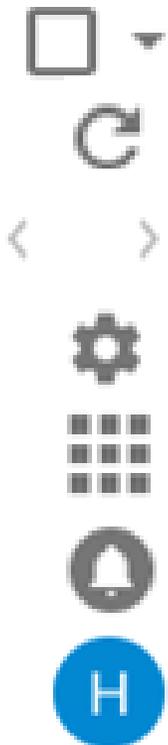
Deselect all categories to go back to your old inbox.

Cancel Save

Navigating the Inbox - Search & others



1-11 of 11



Select all emails in current view

Refresh

Email count & navigation

Settings

Google Apps menu

Notifications

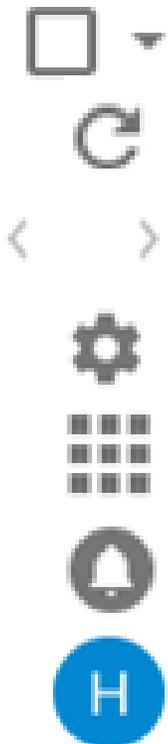
Google Account

Above the list of emails, you will find some buttons, including those listed here. The search bar is something many people overlook. If you're trying to find an email and you can remember anything about it - the date, the name of the sender, the subject, a word or words in the body of the email, etc. - you can type it into the search bar and usually find it faster than you could by looking manually.

Navigating the Inbox - Search & others



1-11 of 11



Select all emails in current view

Refresh

Email count & navigation

Settings

Google Apps menu

Notifications

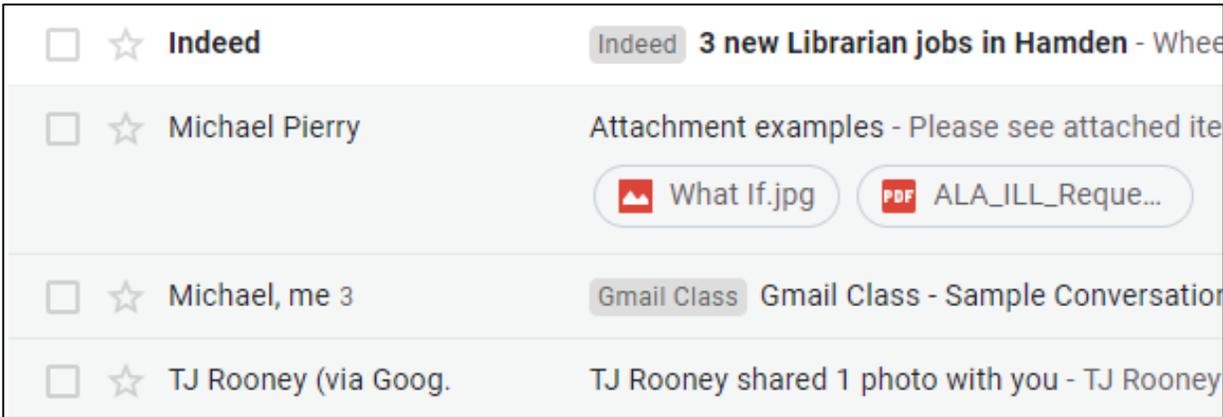
Google Account

You can also select all emails in order to mark them as read or delete them. If there are more emails in the inbox than you can see with your current view, Gmail will give you the option to select the remaining emails, as shown below:

All 20 conversations on this page are selected. [Select all 41 conversations in Updates](#)

Reading Emails

Click on an email to open it. (Unread emails are listed in bold. Once opened, the bold goes away.) Click on an email in your inbox and the email will open up to show you the contents. You will also see some new buttons just above the subject heading.



Options while viewing an email



While viewing an email, there will be a row of buttons just above the subject line. These fulfill some of the most used functions, including going back to your inbox, marking an email as spam or throwing it in the trash. We will discuss Labels and Snooze later.

	Back to Inbox		Mark as Unread
	Archive		Snooze
	Report Spam		Move to
	Delete		Labels

Display buttons as text

You may want to display buttons as text instead of icons.

- First, click on  and then select Settings.
- Scroll down until you find "Button Labels".
- Click on the "Text" button.
- Scroll down to the bottom and click on "Save Changes".
- **Note:** not every button has a text version, so there will still be some icons.
- However, even for icons, you can "hover" the mouse over any button and a label will appear. ("Hover" means point but don't click.)

More Buttons!

Inbox

Label



Click to remove this label



Click to expand the conversation



Click to print



Click to open in a new window



Click to star this message



Click to reply to this message



Click for more options

Note that every email has a label - in this case, "Inbox." Next to the label is an X that lets you remove that label. The next button expands the entire conversation so you can read the whole exchange from beginning to end. The print button will print the email, logically enough. The star button will add the message to the "Starred Conversations" category. The reply button will let you write a response to the email and send it back to the original sender.

More Buttons!

Inbox

Label



Click to remove this label



Click to expand the conversation



Click to print



Click to open in a new window



Click to star this message



Click to reply to this message



Click for more options

Clicking the “more” button gives you additional options (see below). The most

Mark as unread

Mark as not important

Add to Tasks

Add star

Create event

Filter messages like these

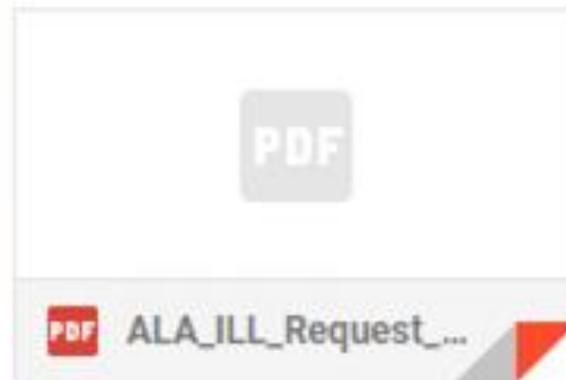
Mute

important of these is “Filter messages like these.” This will allow you to create a filter that will tell Gmail what to do with emails like this one in the future. Let’s look at an example of this on the next slide.

Viewing attachments

When viewing an email, attachments (including a preview) will appear at the bottom of the message, as shown here. Clicking on a preview will make it appear on the screen full-size.

2 Attachments



To Download Files, mouse over the preview and click on the arrow to download, or the Drive icon to add it to your Drive. To download all (or add all to Drive) use the buttons on the right.



Back to email

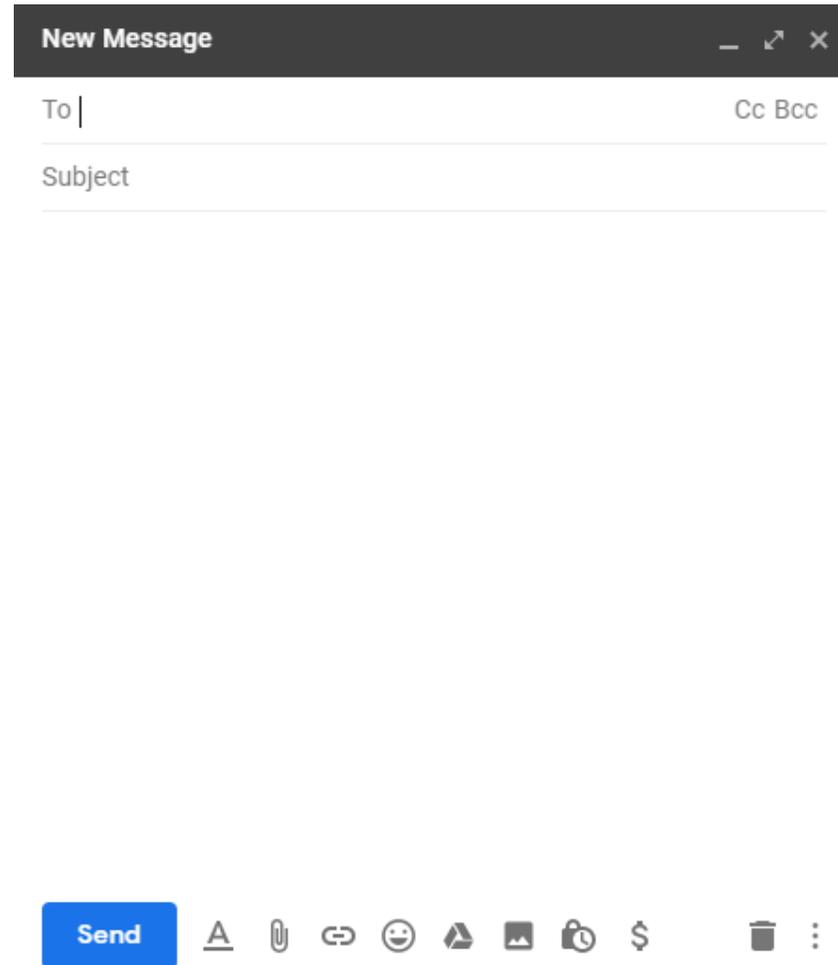
Print

ALA Interlibrary Loan Request Form					Revised by ALA RUSA STARS Codes, Guidelines, & Technical Standards Committee (2015)	
Request Date:		Max cost: \$ _____		For Use by Supplying Library		
Request Number:		Need by:		Date Shipped:	Shipped via:	
Requesting Library Name and Address:						
E-Mail: _____ Phone: _____						
Request for: <input type="checkbox"/> Loan: title, author. <input type="checkbox"/> Copy: journal/book title, article/chapter title, author.						
Year/Edition	Volume	Issue	Pages	ISBN/ISSN		
Request complies with: <input type="checkbox"/> 108 (g) (2) Guidelines (CCG) <input type="checkbox"/> Other provisions of copyright law (CCL)						
Supplying Library Name and Address:						
E-Mail: _____ Phone: _____						
				<input type="checkbox"/> Library Use Only <input type="checkbox"/> No renewals <input type="checkbox"/> Copying not permitted <input type="checkbox"/> Return insured for: \$ _____ <input type="checkbox"/> Packing/shipping requirements: <input type="checkbox"/> Other:		
				Not supplied due to: <input type="checkbox"/> At bindery <input type="checkbox"/> In use <input type="checkbox"/> Lacking vol/issue <input type="checkbox"/> Not owned <input type="checkbox"/> Non-circulating <input type="checkbox"/> Poor condition <input type="checkbox"/> Policy or license <input type="checkbox"/> Not on shelf <input type="checkbox"/> Charge exceeds limit <input type="checkbox"/> Not found as cited <input type="checkbox"/> In process/On order <input type="checkbox"/> Other reason:		
Notes:						
Renewals						
Date Requested:						
New Due Date:						



Let's write an email!

- Click 
- Enter email address(es) of recipient(s)
- Add a subject
- Write your message.
- Click Send button.
- Done!



The screenshot shows a 'New Message' window with a dark header bar containing the title 'New Message' and window control icons (minimize, maximize, close). Below the header, there are two input fields: 'To |' with 'Cc Bcc' options to its right, and 'Subject'. At the bottom of the window is a blue 'Send' button followed by a toolbar with icons for text formatting (bold, italic, underline), attachments, links, emojis, images, video, currency, and a trash can with a vertical ellipsis menu.

Compose Email Buttons



Format text		Add an image	
Attach file(s)		Confidential on/off	
Insert a link		Send money	
Add emotes		Delete draft	
Attach from Drive		More options	

Here are the options available when writing an email. Try clicking the Format text button, which looks like a capital “A” with a line under it. Notice another menu comes up with some formatting choices. Now try clicking the Attach file button - it looks like a paperclip. Notice a window pops up where you can search for a file on the hard drive.

Conversations

Gmail Class - Sample Conversation Inbox x   

 **Michael Pierry** 10:34 AM (1 hour ago) ☆
Good afternoon, I would like to know some information. What can you tell me about Gm...

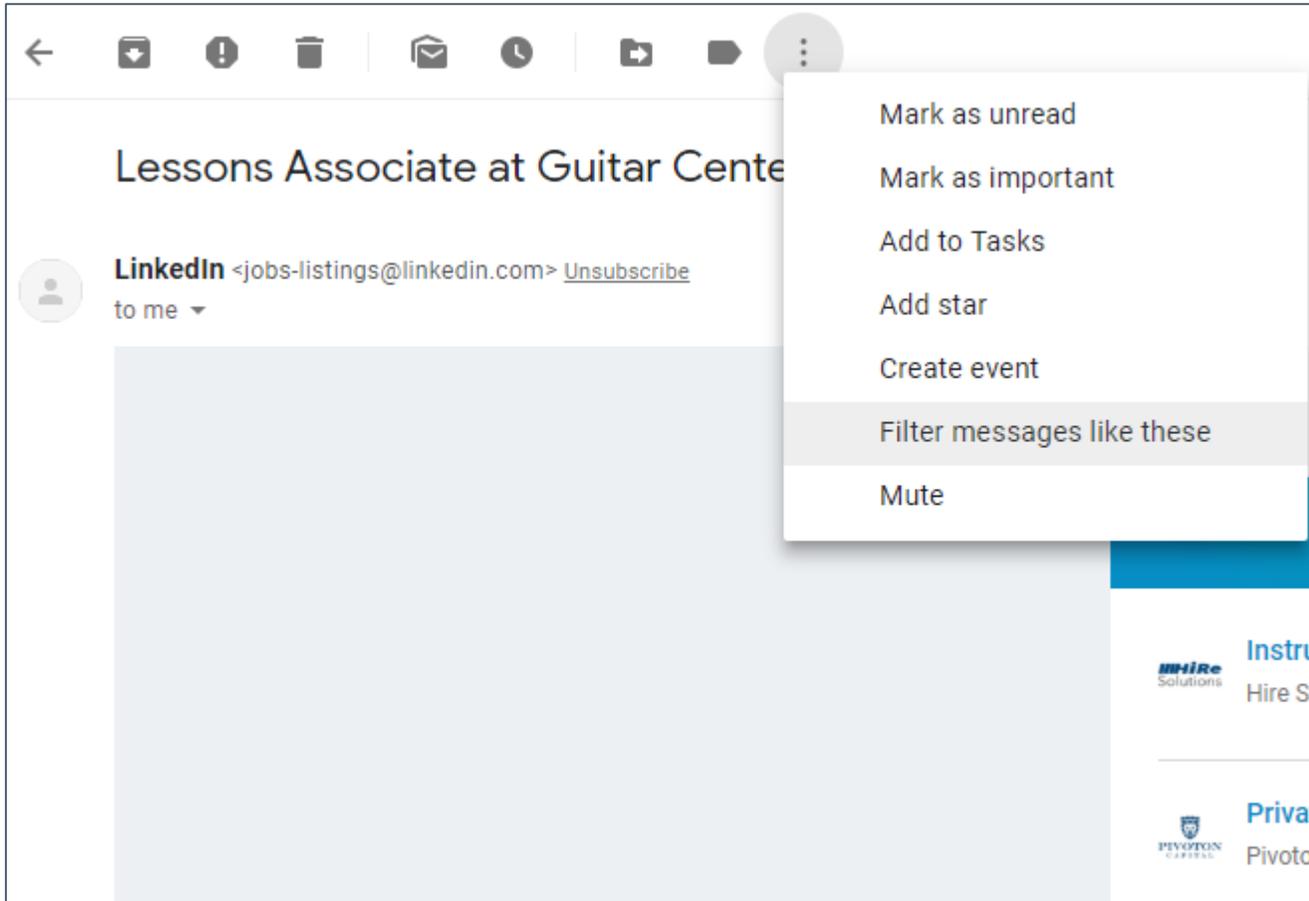
 **Hamden Library** 10:35 AM (1 hour ago) ☆
I will send you the details.

 **Michael Pierry** <mpierry@hamdenlibrary.org> 10:42 AM (1 hour ago) ☆  
 to me ▾

Great! Thank you so much.

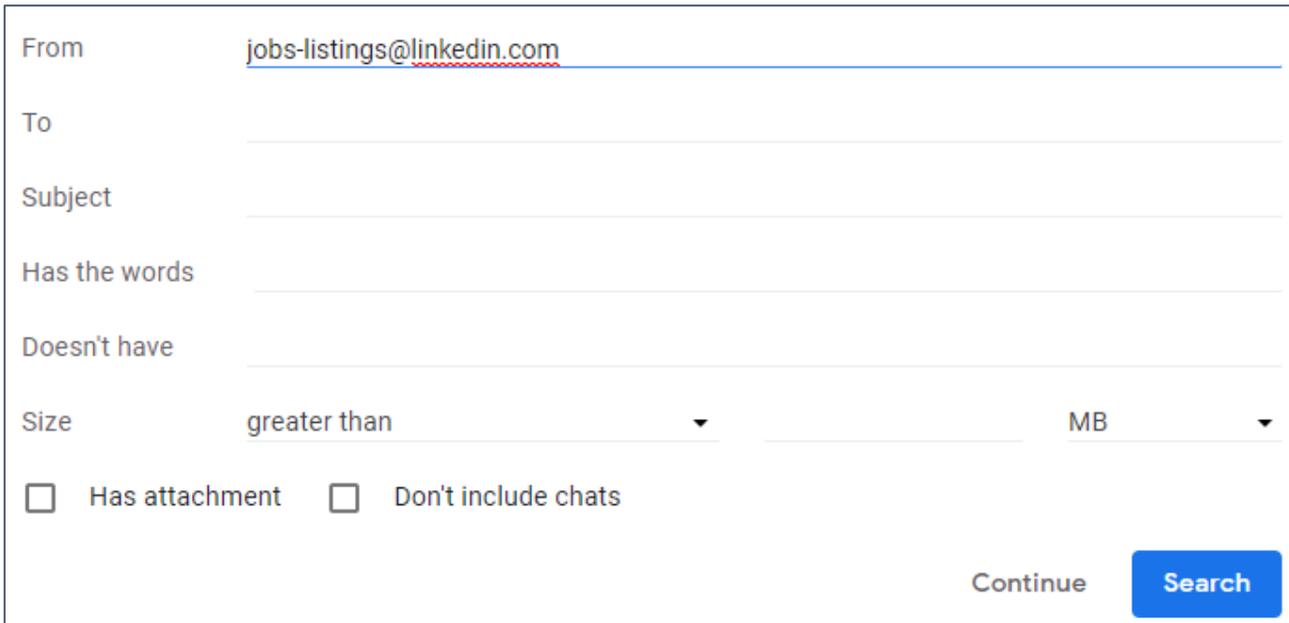
Gmail groups emails together in “conversations,” which consist of all replies to an email together with the original one. This can be a big time-saver. This is an example of a conversation. Notice that, at a glance, I can see the contents of three emails on one screen. Conversation view is on by default.

Filtering emails



A typical example. We're getting lots and lots of emails from LinkedIn and we don't want them to clog up our Inbox. We start by opening one of these emails, clicking the button with three dots to get the more options drop-down menu, and then select "Filter messages like these."

Filtering emails



The screenshot shows the Gmail filter creation interface. The 'From' field is populated with the email address jobs-listings@linkedin.com. Below this are empty input fields for 'To', 'Subject', 'Has the words', and 'Doesn't have'. The 'Size' field is set to 'greater than' with a dropdown arrow, followed by a blank space and 'MB' with another dropdown arrow. At the bottom, there are two checkboxes: 'Has attachment' and 'Don't include chats', both of which are unchecked. In the bottom right corner, there are two buttons: a grey 'Continue' button and a blue 'Search' button.

Gmail suggests a filter based on the email. In this case it's going to filter all messages coming from jobs-listings@linkedin.com, which is perfect. So we click the Continue button.

Filtering emails

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: LinkedIn ▾
- 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 **8** matching conversations.

? Learn more

Create filter

Now we can tell Gmail what we want to do with these emails as they arrive in our inbox. In this case, we want to select “Skip the Inbox (Archive it),” as well as “Apply the label: LinkedIn” and “Also apply filter to matching conversations.”

Filtering emails

← When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: LinkedIn ▾
- 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 **8** matching conversations.
- [Learn more](#)

Create filter

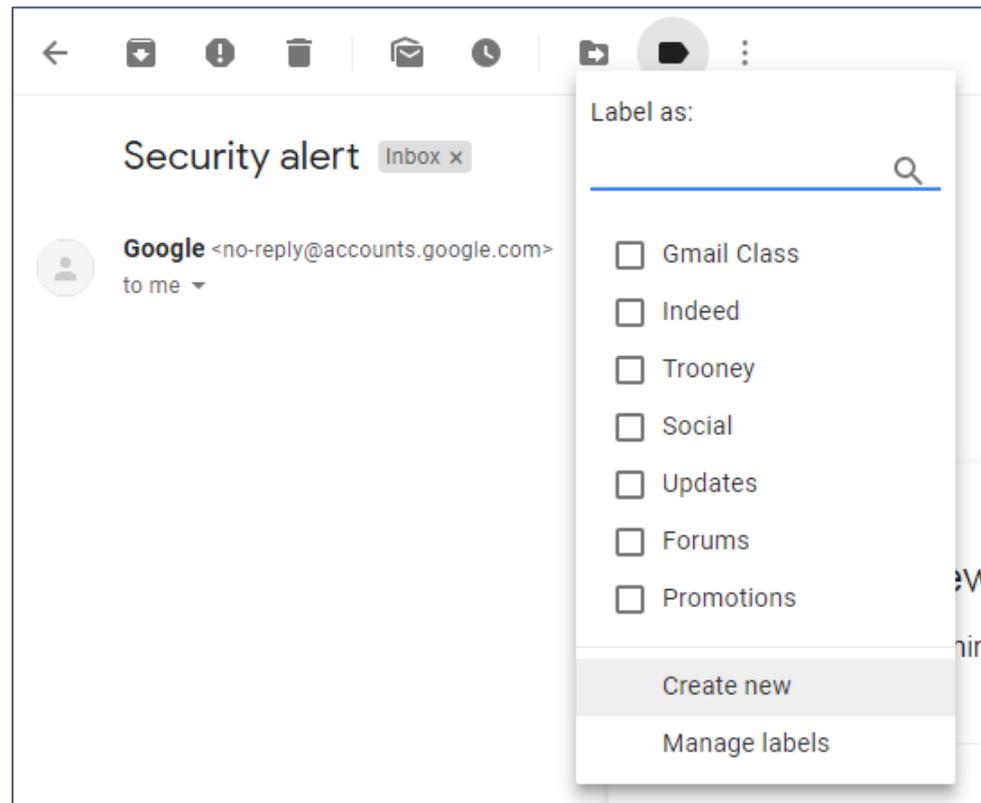
Skip the Inbox tells Gmail not to send any of these emails to the inbox. When we select “Apply the label” we can either select a label that already exists or create a new one. Finally, the “also apply filter” option will immediately apply the filter to emails already in our inbox. Very handy if you’ve already got lots of these and need them to go away.

Its not a great idea to create a filter that moves emails directly to the trash. If you don’t want these emails in the first place, you should consider unsubscribing (or mark them as spam). Filters are mainly there to help you stay organized.

Labels

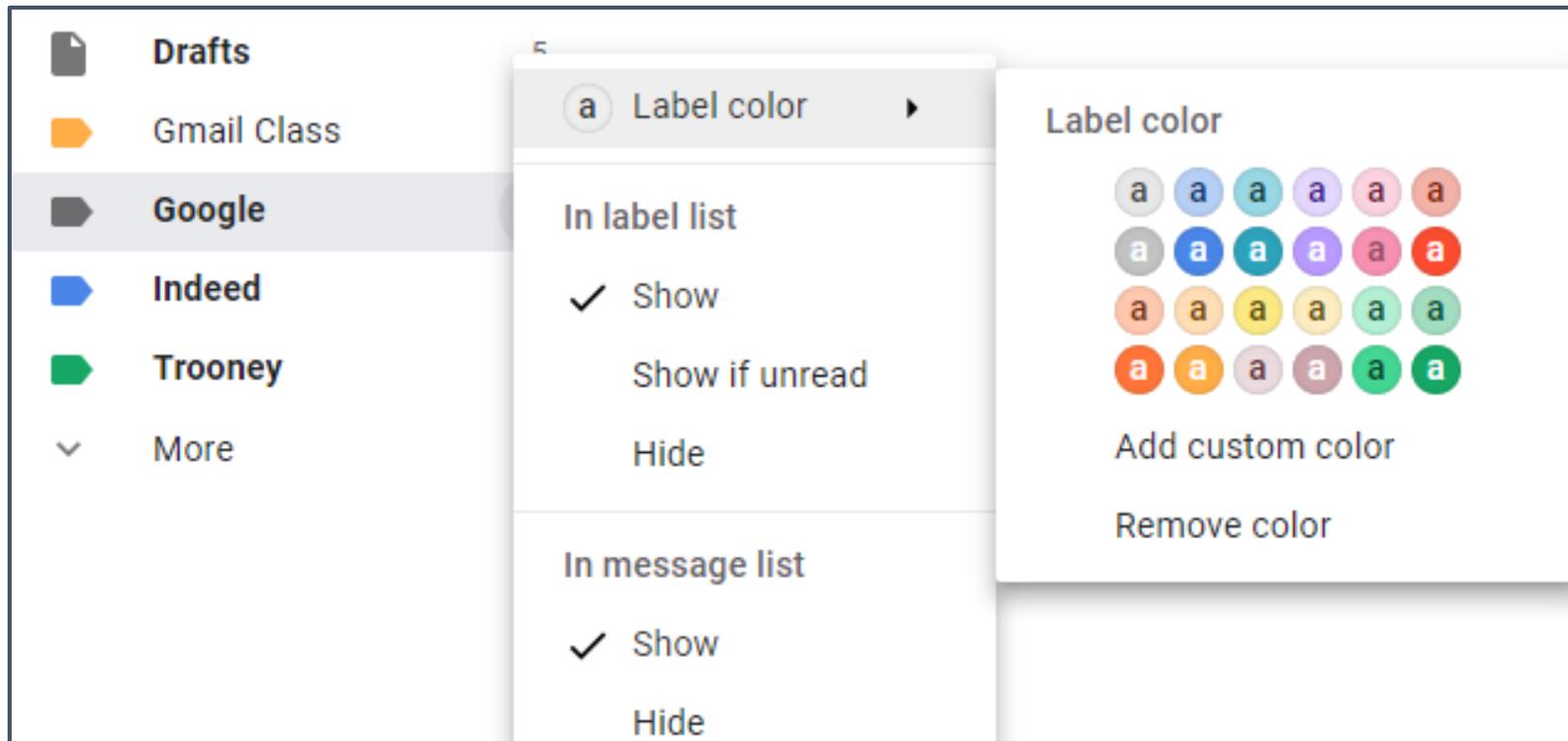
You can assign your emails one or more labels to make it easier to find them later. To create a label from an existing email, click the  button and select “Create new.”

(Note that an email can have multiple labels.)



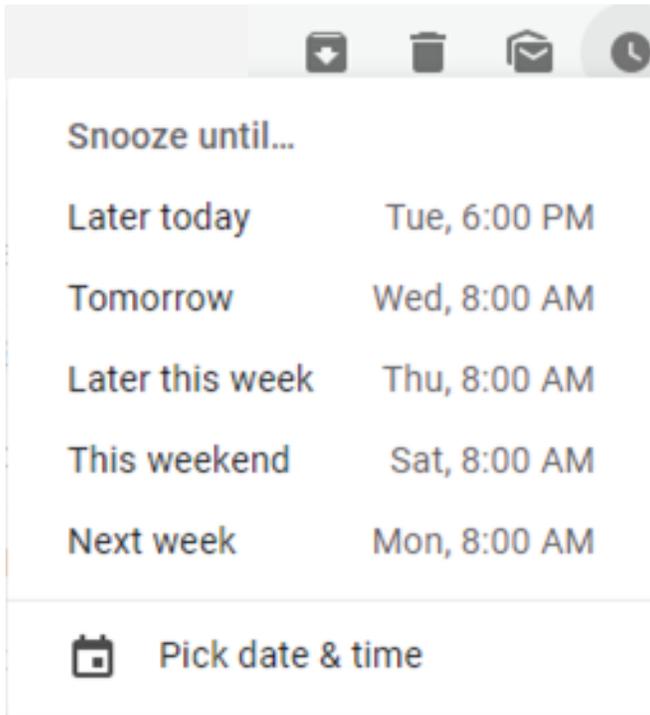
Add color to labels

Adding color to labels is easy. Click the  button to the right of the label and click on Label color to bring up the list of colors.



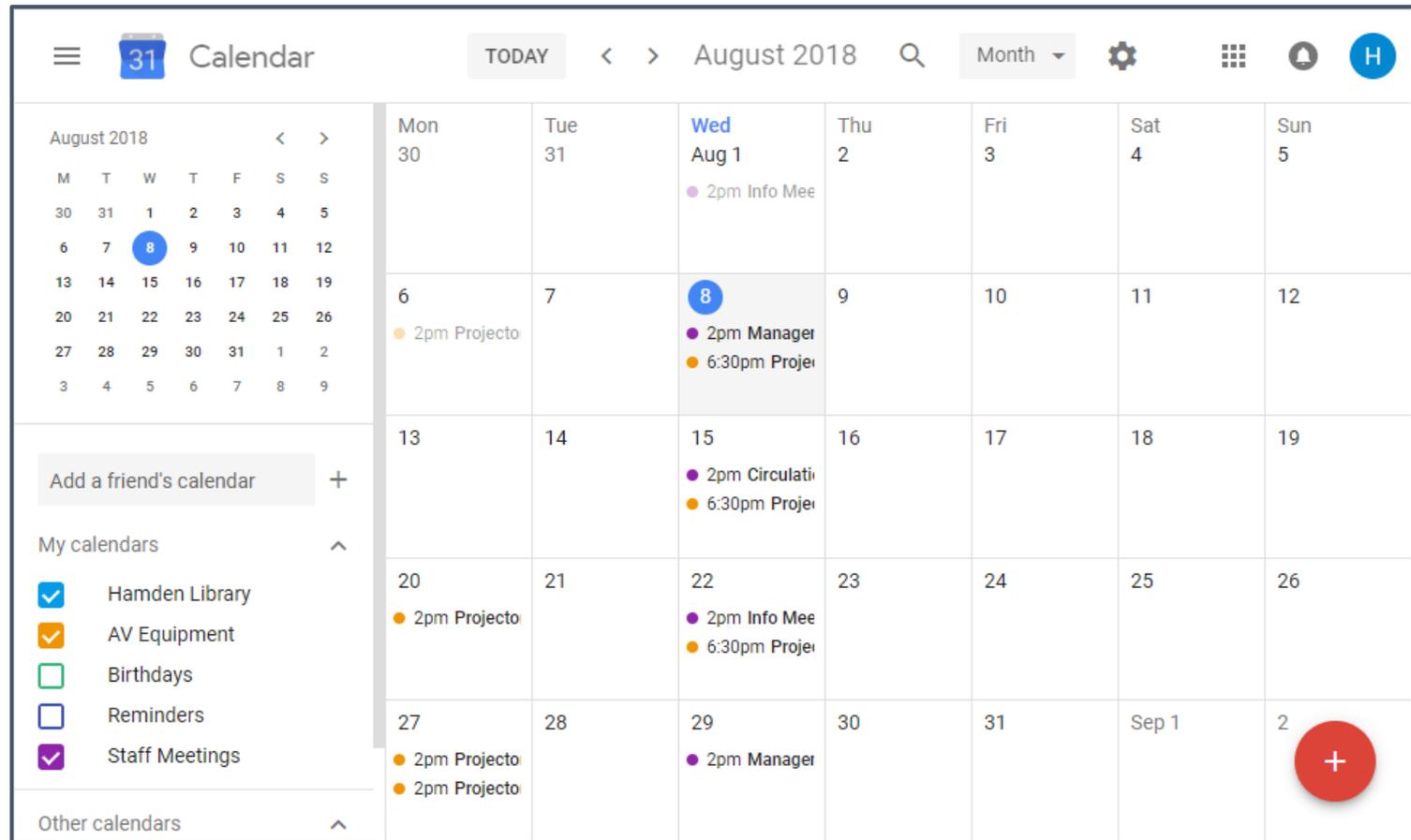
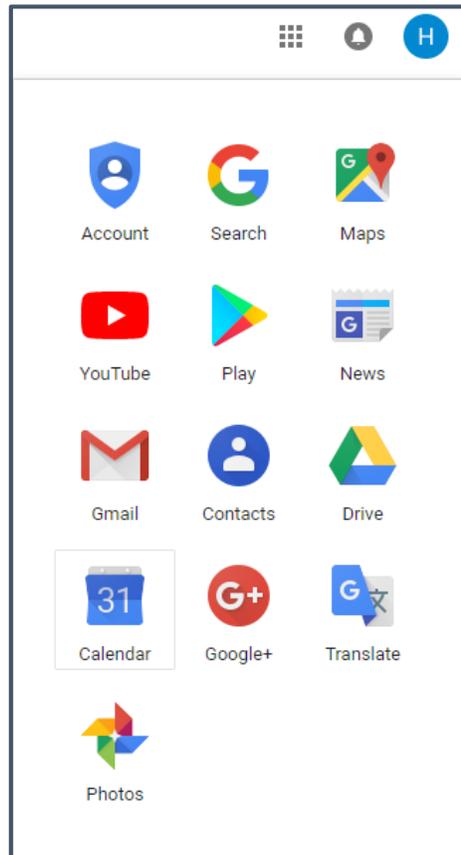
Snoozing Emails (zzz....)

Snoozing is a new feature in Gmail. It provides a way for you to clear your inbox of emails that you intend to read and respond to at a later date, just not right now. A snoozed email disappears from your inbox until the time and date you set, at which point it reappears. To snooze an email, press the  button.



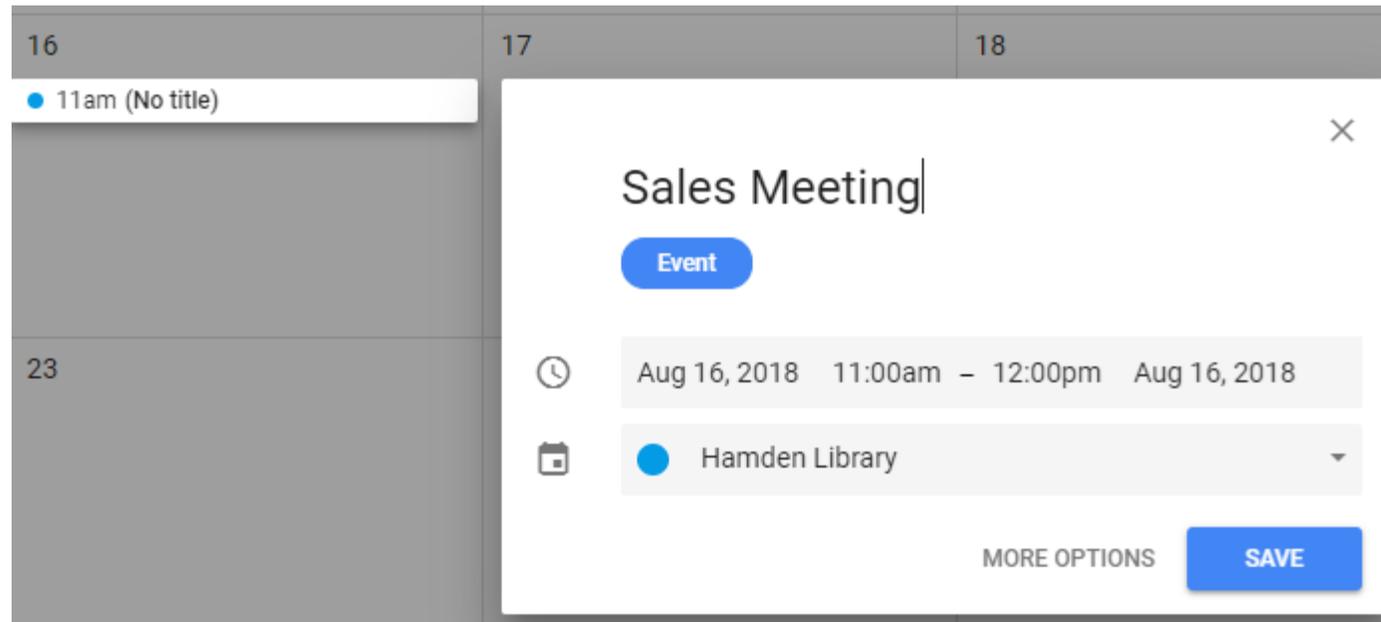
Google Calendar

Click the Apps button to make the menu appear, and then click on Calendar, as shown below.



Create an event in Google Calendar

Click on a day and enter information about the new event. Then click Save and it will be added to your calendar.



Gmail and Google Calendar

- Google Calendar works in tandem with Gmail to automate events that you send or receive emails about.
- For example, if you buy tickets to an event and get an email receipt, the event will automatically be added to your Calendar.

Create a new event

11 12 13 14

(No title)

Cat show

Event Reminder Task

Jul 14, 2019 - Jul 14, 2019 Add time

Add guests

Add location or conferencing

Add description

Hamden Library

More options Save

21

28

4

- Click on a day in the calendar to add a new event.
- Add a title for the event.
- You can add a time, guests, location, and a description.
- Then click Save to save the event.

View event details

The screenshot shows a web interface for editing an event titled "Cat show". At the top left, there is a close button (X) and the event title. To the right are "Save" and "More action" buttons. Below the title, the date is set to "Jul 14, 2019 to Jul 14, 2019". There is a checked "All day" option and a "Does not repeat" dropdown. The interface is divided into two main sections: "Event Details" and "Guests".

Event Details:

- Find a Time: Event Details (selected), Find a Time
- Add location: Input field with location pin icon
- Add conferencing: Input field with dropdown arrow
- Add notification: Input field with bell icon
- Hamden Library: Input field with dropdown arrow and a blue circle icon
- Free: Input field with dropdown arrow
- Default visibility: Input field with dropdown arrow and a question mark icon
- Add description: Rich text editor with icons for link, bold, italic, underline, bulleted list, numbered list, link, and unlink.

Guests:

- Add guests: Input field
- Guests can:
 - Modify event
 - Invite others
 - See guest list

- To edit details of an event, click on it and then click the pencil icon.
- Then you will see a screen like the one to the left.
- All day is checked by default if no time was chosen when the event was first created. Uncheck it to add start and end times.

View event details

× Cat show Save More action

Jul 14, 2019 to Jul 14, 2019

All day Does not repeat

Event Details Find a Time

Add location

Add conferencing

Add notification

Hamden Library ●

Free Default visibility ?

📎 **B** *I* U ☰ ☰ 🔗 ✂

Add description

Guests

Add guests

Guests can:

Modify event

Invite others

See guest list

- You can add a location (this is linked to Google Maps so you can quickly search for an address)
- You can add video conferencing (Google Hangouts)
- You can also add a notification, which can be an email or an alert that pops up on your device or desktop.

View event details

× Cat show Save More action

Jul 14, 2019 to Jul 14, 2019

All day Does not repeat

[Event Details](#) [Find a Time](#)

📍 Add location

🗨️ Add conferencing

🔔 Add notification

📅 Hamden Library ●

📁 Free Default visibility ?

📎 **B** *I* U ☰ ☰ 🔗 ✂️

Add description

[Guests](#)

+ Add guests

Guests can:

- Modify event
- Invite others
- See guest list

- You can also add guests and choose whether guests can modify the event, invite others and/or view the list of guests.
- If you click on More actions, you will be able to print, delete, duplicate, and publish your event.
- Choosing publish gives you a link you can share to let others add the event to their calendar.

Want to learn more?

- More help and training is available – right from your inbox!
- Click on the  and choose Training.
- You can learn basics, get cheat sheets, productivity guides, tips and more!
- Training is available for all Google products, including Gmail and Calendar.