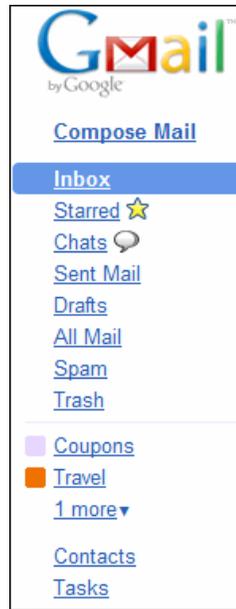


## Google Apps Mail Basics



### Using email labels (folders)

Gmail uses labels instead of folders. A message can be in more than one label at a time. Built-in or "System" Labels appear above labels you create.



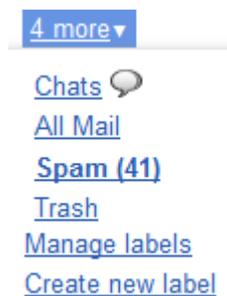
**Inbox** shows your messages.  
**Starred** shows only message you've marked with a star.  
**Chats** lists your archived Chat conversations.  
**Sent Mail** shows messages you've sent.  
**Drafts** houses messages you've started and saved to work on later.  
**All Mail** shows *almost* all of your mail (Inbox, Starred, Chats, Sent, Drafts, and archived mail)  
**Spam** is where Google sends messages it thinks are suspicious. If you don't delete them, they will be purged after 30 days.  
**Trash** is where messages you delete end up. You can empty the trash whenever you feel

like it. Once a message is in Trash, Gmail will delete it in 30 days.

- Gmail hides some labels by default. You can view them by clicking "**# more**" below your labels. You can chose which ones always display by clicking **Settings > Labels**, then "hide" or "show" as you choose.

#### To create a new label:

1. Click the "**# more**" drop down menu. Or, click **Settings > Labels**.
2. Select **Create new label**.
3. Type the name of your label
4. Click **OK** or **Create**



To create sub-labels, use a slash "/" to separate the parent and child label. We also recommend you enable the "Nested Labels" lab (**Settings > Labs**). See [www.humboldt.edu/its/google-labels](http://www.humboldt.edu/its/google-labels).

### Checking for new messages

New messages are received when you log on and at automatic 2 minute intervals.

- To receive new messages immediately, click **Refresh** on the toolbar or the **Gmail logo** in the top-left corner.

### Reading email

Select a message to open and read it. Click **Back to Inbox** to return to the Inbox.

### Conversation View

By default, Gmail displays your messages grouped in a conversation.

- Each conversation consists of the original message and all replies in context and ordered by date.
- Conversations containing unread messages are shown in bold.
- The number of messages in the conversation is displayed in parentheses after the subject.

If you prefer to see your messages separately, you can turn Conversation View off:

1. Click **Settings**.
2. In the **General** tab, under the Conversation View section, click **Conversation view** off.
3. Scroll down and click **Save Changes**.

With Conversation View off, you'll see a list of messages with the most recent message displayed first. Unread messages are shown in bold.

### Printing email messages

To send a single message to the printer:

1. Open the message
2. Click the down arrow next to **Reply** (at the top-right of the message).
3. Select **Print**.

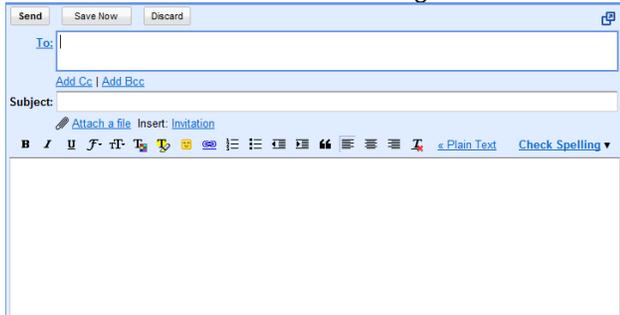
To send an entire conversation to the printer:

1. Open the conversation
2. On the right-hand side of the screen, click **Print all**.

- Do not use the browser's **File > Print** feature. The page will not be well formatted, and your message may be difficult to read.

## Composing a new message

1. Click **Compose Mail** (on the left, under the Gmail logo).
2. Complete the **To**, **Subject**, and body text as needed
3. To check the spelling in the message, click **Check Spelling**.
4. To add an attachment, click **Attach a file**.
5. Click **Add CC** or **Add Bcc** to carbon copy or blind carbon copy a recipient.
6. Click **Send** to send the message.



## Formatting messages

You can compose your message using either Rich or plain text formatting. The default editor is Rich formatting. Rich formatting can have text formatting, numbering, bullets, and links which can make messages easier to read.

## Finding addresses

You can find addresses using either automatic address completion or by searching your **Contacts**.

The auto-complete feature suggests names as you type directly into the **To**, **Cc**, and **Bcc** fields for a new message. These names come from the Global Address List (HSU's email directory) and your personal Contacts.

## Attaching files to your message

1. With the new message open, click **Attach a file**.
2. Select the file and click **Open**.
3. Repeat the steps above to attach additional files.

## Saving messages as drafts

You can save your message as a draft to be completed and sent at a later time. Messages are saved in your **Draft** label until you send them or delete them.

## Using Spell Check

To check the spelling of your message, click **Check Spelling** on the toolbar.

- Firefox (a web browser) has a built in tool that will check your spelling as you type.

## Saving sent messages

The Sent Mail label shows all of the email messages that you have sent. You can delete your copies at any time.

## Adding your signature automatically

You can create a signature for your email messages.

### To create a signature:

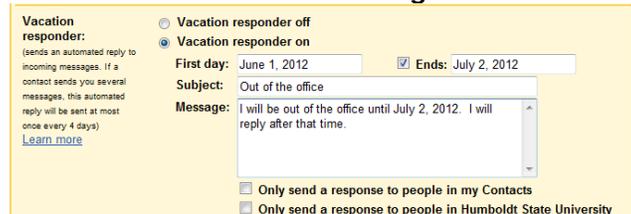
1. Go to **Settings**.
2. In the **General** tab, scroll down to the **Signature** section.
3. Enter the signature in the large text field.
4. Scroll down and click **Save Changes**.

## Creating an automatic vacation response

This feature is also known as an **Out-of-Office** or **Auto-Reply** message. You can set an **Auto-Reply** that automatically replies to people who send you messages when you are out of the office for an extended period of time. The message is sent to each recipient only once every 4 days, regardless of how many messages that person sends you during your designated away period.

### To set a vacation message:

1. Go to **Settings**.
2. On the **General** tab, scroll down to the **Vacation responder** section.
3. Check **Vacation responder on**.
4. Enter a date for the **First day** your message should be sent
5. Enter a date for the End (last day your message should be sent)
6. Enter the subject and body of your message in the **Subject:** and **Message:** fields.
7. Optionally, check the boxes next to "**Only send a response to...**" if you want to limit who receives the auto-reply.
8. Scroll down and click **Save Changes**.



### For more information:

- Call the HSU Help Desk (707-826-4357)
- Find more detailed documentation and related documents at [www.humboldt.edu/its/google](http://www.humboldt.edu/its/google)