



Becoming a Gmail Expert



Tasty Stuff to Make Gmail Work Better For You

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Agenda

- Organizing your inbox & "themes"
- Using Labels (folders)
- Processing mail ***automatically*** with Filters
- Importing other email accounts
- Customizing how Gmail works for you with "Labs" features

Organizing Your Inbox

The image shows a screenshot of a Gmail inbox interface. At the top, there is a search bar and a navigation bar with buttons for 'Refresh' and 'More'. Below this, the inbox is organized into four tabs: 'Primary', 'Social', 'Promotions', and 'Updates'. The 'Social' tab is currently selected. Three red arrows originate from the right side of the image and point to the 'Social', 'Promotions', and 'Updates' tabs, highlighting them as 'Inbox Tabs'. The 'Promotions' and 'Updates' tabs have '1 new' and '8 new' indicators, respectively. The main body of the inbox shows a list of email messages with their sender names and subject lines. At the bottom left, it displays storage usage: '11.63 GB (32%) of 36 GB used' with a 'Manage' link. At the bottom center, it shows the copyright notice: '©2014 Google - Terms - Privacy'.

Tab	Count
Primary	
Social	
Promotions	1 new
Updates	8 new

11.63 GB (32%) of 36 GB used
[Manage](#)

©2014 Google - [Terms](#) - [Privacy](#)

Inbox
Tabs

Setting it up

Click on:



"Settings"
then
Configure
Inbox

More ▾

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.

Save Cancel

Organizing Your Email

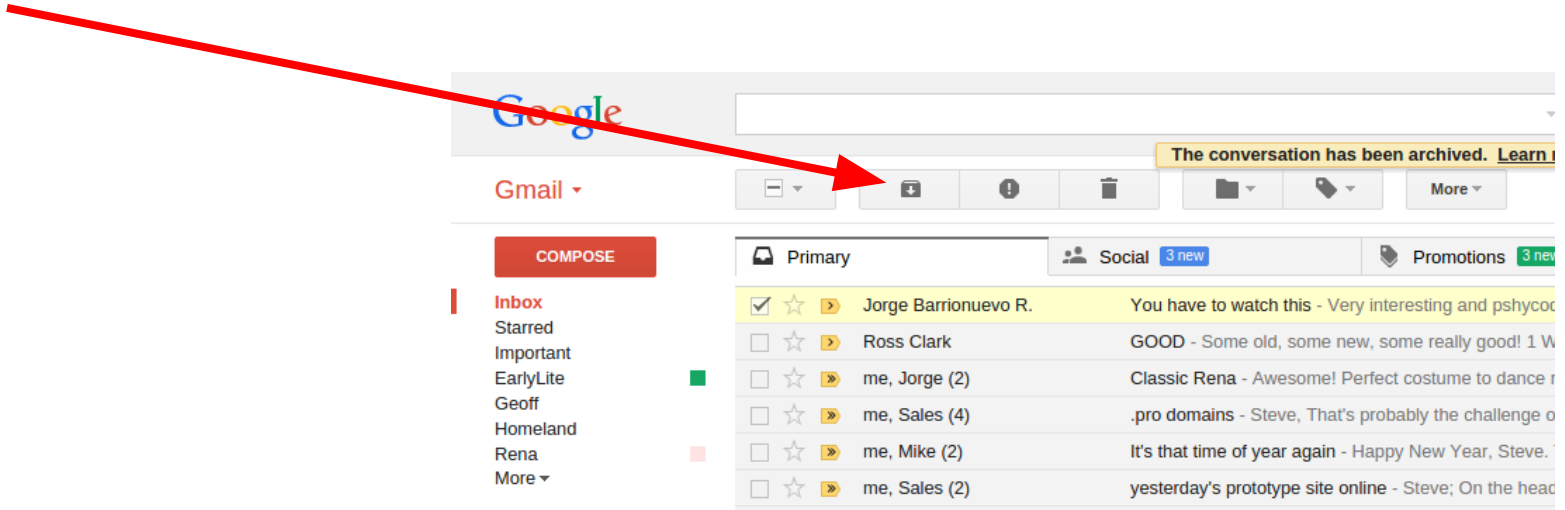
- Most Gmail-ers just archive old email and then **search** for it. This is fine for 95% of your saved email.
- Gmail offers a unique "folder-like" mechanism for "grouping" saved emails
- Gmail calls them **Labels**

Before You Go and Make a Zillion Labels (Folders)

- Gmail comes from Google. And Google is great at searching. So use the search box!
- If there is even a **remote chance** you will read the email again - just **Archive** it.
- You have oodles of free space and you will **never** run out. Trust me.

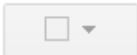
Archiving Email

Select the email and click the Archive button...



Google

Gmail ▾



More ▾

COMPOSE

Inbox

Starred

Important

EarlyLite



Geoff

Gossamer (2)

Rena



More ▾

Primary

Social

<input type="checkbox"/>			Jorge, me (2)	My pictures of San Pedro - Tha
<input type="checkbox"/>			Diane, me (2)	got your email - We can do the (
<input type="checkbox"/>			me	Arcadia Village Computer Club:
<input type="checkbox"/>			me, Barry (4)	shoebox Re: (no subject) - The
<input type="checkbox"/>			Barry D'Andrea	shoebox (no subject) - Hope y
<input type="checkbox"/>			me, Jorge, Rena (5)	Rena First cerveche attempt -
<input type="checkbox"/>			me, Jorge (2)	Amazon.com: Big Mouth Toys T
<input type="checkbox"/>			me, Cindy (3)	Chile followup - Thanks. On Jun
<input type="checkbox"/>			Jorge Barrionuevo R.	Interesting... - Well... I guess w
<input type="checkbox"/>			me, Jorge, Rena (3)	Rena Chile-Jed - hehehe looks
<input type="checkbox"/>			Jorge Barrionuevo R.	Pictures of Viña del Mar and Lin
<input type="checkbox"/>			Jorge, me (2)	Hello - Passport control and cus
<input type="checkbox"/>			me, Rena (14)	Rena Missed it. - Well if the tr

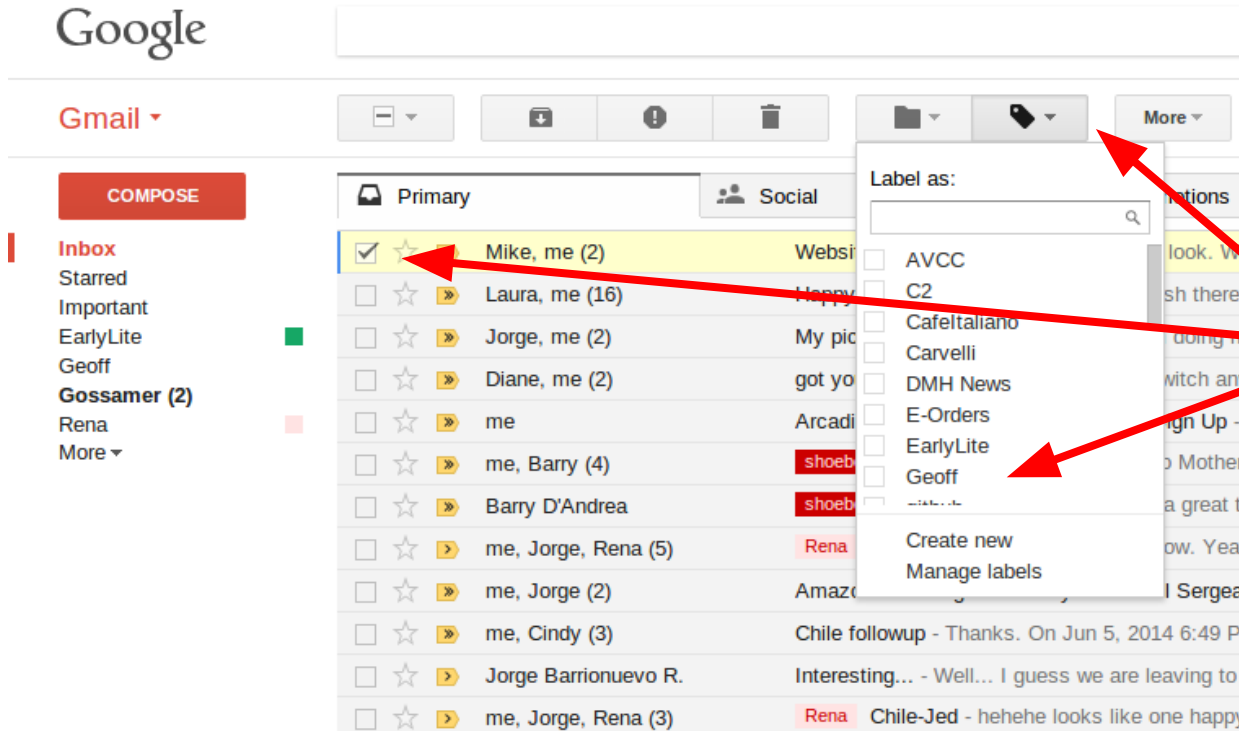
These
are
Labels

Labels Are Flexible

Every email you get has at least one label applied to it: usually **Inbox**

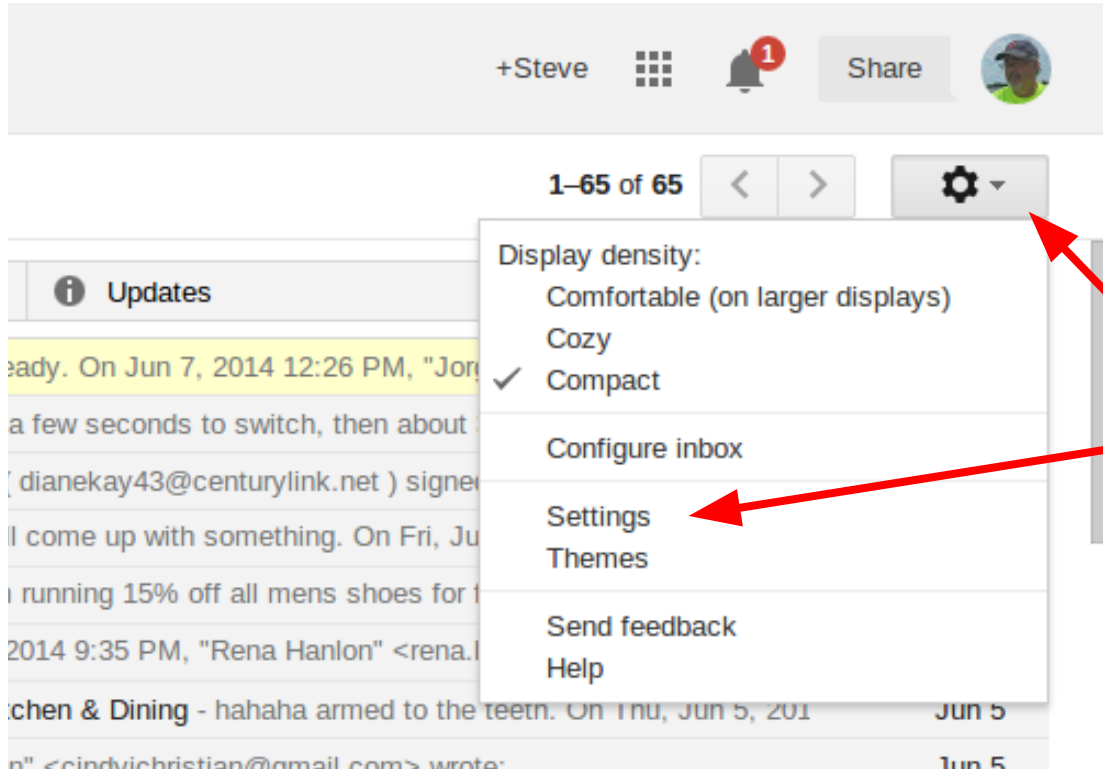
Emails can have more than one label

Labels Can Be Applied Manually



Select an email then choose the label from the label icon

Creating a Label is Easy



Click on the "gear", then Settings

Creating a Label

Settings

[General](#) **[Labels](#)** [Inbox](#) [Accounts and Import](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Offline](#) [Themes](#)

Labels

[Create new label](#)

AVCC

0 conversations

C2

105 conversations

Cafelitaliano

26 conversations

Carvelli

1029 conversations

DMH News

17 conversations

E-Orders

143 conversations

EarlyLite

355 conversations

Show in label list ▾

[show](#) [hide](#) **show if unread**

[show](#) [hide](#) **show if unread**

[show](#) [hide](#) **show if unread**

[show](#) [hide](#) **show if unread**

[show](#) [hide](#) **show if unread**

[show](#) [hide](#) **show if unread**

show [hide](#) [show if unread](#)

Show in message list ▾

show [hide](#)

show [hide](#)

show [hide](#)

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show [hide](#)

show [hide](#)

show [hide](#)

Actions

[remove](#) [edit](#)

[remove](#) [edit](#)

[remove](#) [edit](#)

[remove](#) [edit](#)

[remove](#) [edit](#)

[remove](#) [edit](#)

[remove](#) [edit](#)



Customizing a Label

The screenshot shows the Gmail 'Settings' page for 'Labels'. On the left, a sidebar lists navigation options: COMPOSE, Inbox, Starred, Important, EarlyLite, Geoff, Gossamer (2), Rena, and More. The main content area has tabs for 'General', 'Labels', 'Inbox', 'Accounts and Import', 'Filters', and 'Forwarding and POP/IMAP'. Under the 'Labels' tab, there is a 'Create new label' button and a table of existing labels. The table has columns for the label name, a color swatch, and options to 'show', 'hide', or 'show if unread' in the label list. Three red arrows point to the 'show' option for 'AVCC', the 'show if unread' option for 'C2', and the 'show if unread' option for 'Cafeltaliano'.

Labels	Color	Conversations	show	hide	show if unread
AVCC	Green	0 conversations	show	hide	show if unread
C2	Blue	105 conversations	show	hide	show if unread
Cafeltaliano	Pink	26 conversations	show	hide	show if unread

Will the label reside under the Inbox?

Will it show if there are unread emails?

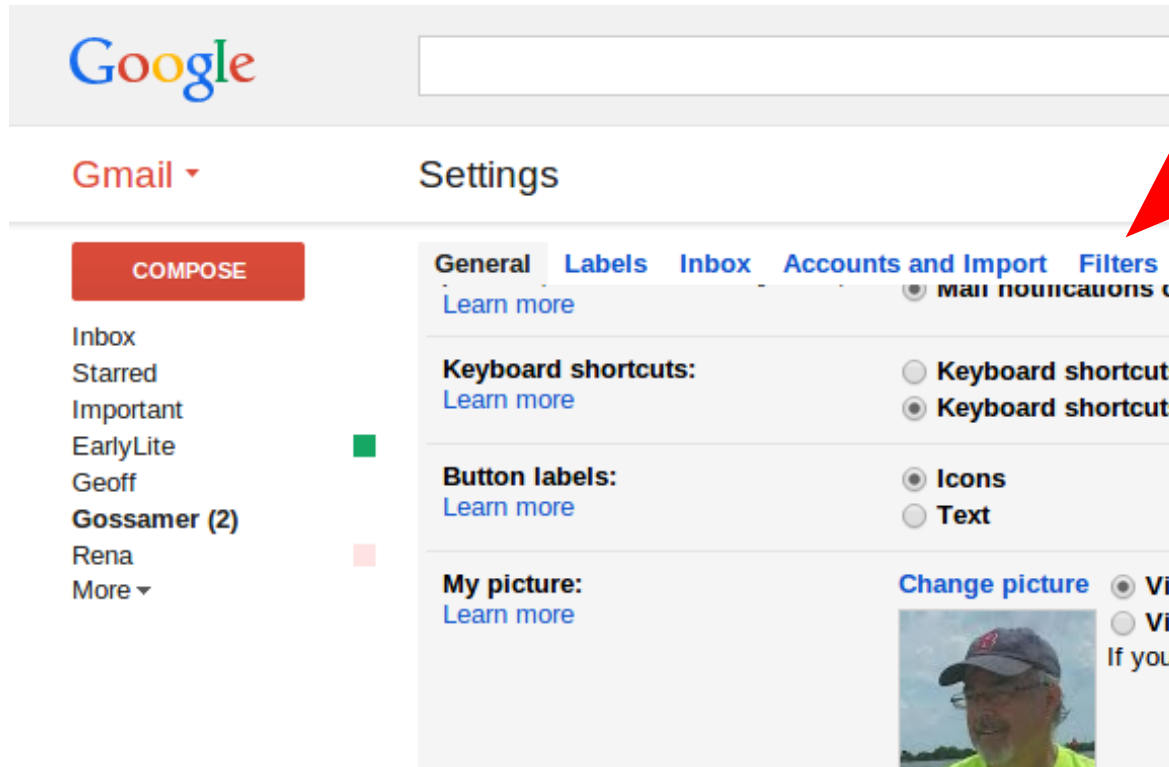
Email Automation with Filters

Filters can automatically assign labels to emails

Optionally:

- Skip the inbox
- Just archive
- Delete

Filters



The screenshot shows the Gmail interface. At the top left is the Google logo and a search bar. Below that, the 'Gmail' logo and a 'Settings' link are visible. The 'Settings' page is open, and the 'Filters' tab is selected among other tabs like 'General', 'Labels', 'Inbox', and 'Accounts and Import'. The 'Filters' section is currently empty, showing only a 'Learn more' link. A red arrow points from the text 'Under Settings: Click on Filters' to the 'Filters' tab.

Under Settings:
Click on Filters

Create a Filter

Filter ×

From
g517chase@embarqmail.com,

To

Subject

Has the words

Doesn't have

Has attachment
 Don't include chats

Size **greater than** **MB**

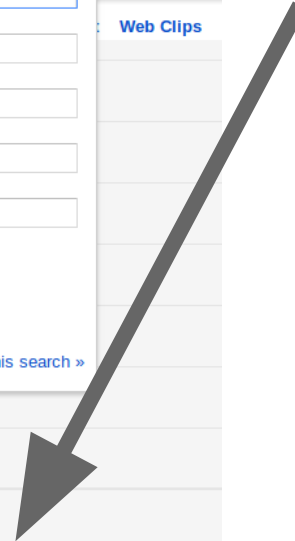
Do this: Skip Inbox, Apply label "Gossamer"

Matches: **from:(kelly@kellycalderon.com)**
Do this: Skip Inbox, Apply label "Gossamer", Never send it to Spam

Select: **All**, None

[Create a new filter](#) [Import filters](#)

Create



Add Filter Options

from:(g517chase@embarqmail.com)

[« back to search options](#)

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it to: [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as:

Also apply filter to 0 matching conversations.

Skip the Inbox

Put on a label

And do to
existing
matching
emails

Customizing Gmail with Labs

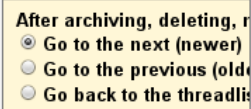
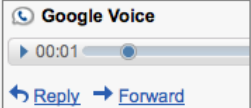
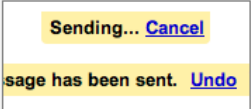

- Gmail engineers work on prototype stuff
- These features are located in:
Settings > Labs
- If it's good it finds its way into the product
- If not the feature eventually goes away

My Own Labs Options

General Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs C

Save Changes Cancel

Enabled Labs

 <p>After archiving, deleting, r <input checked="" type="radio"/> Go to the next (newer) <input type="radio"/> Go to the previous (old <input type="radio"/> Go back to the thread</p>	<p>Auto-advance by Bruce D</p> <p>Automatically shows 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.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Google Voice</p> <p>00:01</p> <p>Reply Forward</p>	<p>Google Voice player in mail by Robert D</p> <p>Lets you play voicemails left on your Google Voice account right from the email notification.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Sending... Cancel</p> <p>message has been sent. Undo</p>	<p>Undo Send by Yuzo F</p> <p>Oops, hit "Send" too soon? Stop messages from being sent for a few seconds after hitting the send button.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Inbox - mar</p> <p>← → ↻ ☆ https</p>	<p>Unread message icon by Manu C</p> <p>See how many unread messages are in your inbox with a quick glance at the tab's icon. This lab only works with Chrome (version 6 and above), Firefox (version 2 and above), and Opera.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>

My Labs List:

- Auto-Advance
- Google Voice (get my cell phone voice mails as emails)
- Undo Send (A life-saver!)
- Unread message icon