Staff Council Gmail Training

Season Jamison, Instructional Designer and Training Coordinator
Did you know…. Gmail

- Perform basic and advanced searches
- Understand archive in Gmail
- Understand how to print email within conversation threads
- Review tips for organizing gmail
- Create canned responses
- Attach email to calendar events, tasks, and notes
Basic Searches

You can perform basic searches in Gmail by accessing the **Search** bar at the top of your inbox.
Advanced Searches

You can also search by size, date, or by using keywords. To maximize your search use the advanced search feature by clicking the Down Arrow in the search bar.
Archiving Email

- Clean up your inbox without permanently deleting
- Emails are stored under the “All Mail” label
- When searching for emails, archived email will display in your search results
Printing Email Threads

If there are multiple emails within the same conversation, you can print just one of those emails.

1. Open the email you want to print
2. In the top right of the email, click More
3. Click Print
Organizing Your Inbox

You have five ways to organize Gmail when it comes to sorting emails as they land in your inbox.

1. Go to settings
2. Click the Inbox tab
3. Click the dropdown for Inbox type
Organizing With Labels

- Labels are a great way to organize Gmail
- They are like tags you can add to emails you send or receive
- Unlike folders, you can add more than one label to an email
Organizing With Filters

You can filter emails by subject, sender, recipient, content, and more. You can instruct Gmail on what to do with them. This includes:

- Labels
- Setting priorities
- Skipping the inbox
Creating Canned Responses

A canned response is essentially a generic email that you can send to a number of recipients. You can:

- Create more than one
- Use one automatically when setting up a filter to reply to a specific type of email
- Use one directly from your inbox when composing a message
Enabling Canned Responses Lab

1. Go to your Gmail **Settings**
2. Click on the **Advanced** tab at the top
3. Scroll down to **Canned Responses**
4. Select the **Enable** radio button
5. At the bottom of the page, click **Save Changes**
Creating a Canned Response

1. Compose an email message
2. Leave the To field blank
3. Leave the Subject field blank
4. At the bottom of your composed window, click the More Options
5. Select Canned Responses
6. Click New Canned Response
7. Enter an appropriate name for the response
8. Click Ok
9. Enter the wording for the canned response
10. Click Save
Attaching Email to Calendar Events

You can create events based on emails received. The body of the email can auto attach to the calendar event. To do so:

1. Open the email you wish to create a task for
2. Click on **More Options** at the top of the email
3. Click **Add To Tasks**
You can create tasks based on emails received. The body of the email will auto attach to the task. To do so:

1. Open the email you wish to create a task
2. Click on **More Options** at the top of the email
3. Click **Create Event**
Attaching Email to Keep Notes

You can create notes based on emails received. The body of the email will auto attach to the note. To do so:

1. Open the email you wish to create a note for
2. Click on **Notes** icon in your right navigation
Creating Contact Groups

Use labels to organize your contacts into contact groups. **First** create a new contact group label

1. Go to **Contacts**
2. Click **Create New Label** in your left navigation
3. Enter the name of the label
4. Click **Save**

![Contacts menu with Create label option highlighted]
Adding Contacts to Group Label

Second, begin to add names to your newly created contact label.

1. Check the box next to each contact name to select them
2. In the top click **Manage Labels**
3. Choose the contact label you want to apply
# Training

**April Offerings:**

- Google Docs for Beginners
- Advanced Google Docs
- Google Slides
- Introduction to Sheets
- Forms (WBT)

itservices.uncc.edu/calendar
Questions