



# Gmail

Instructor Guide

[Your Company Name]

**Custom****Guide**

EVALUATION ONLY

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## View Your Email

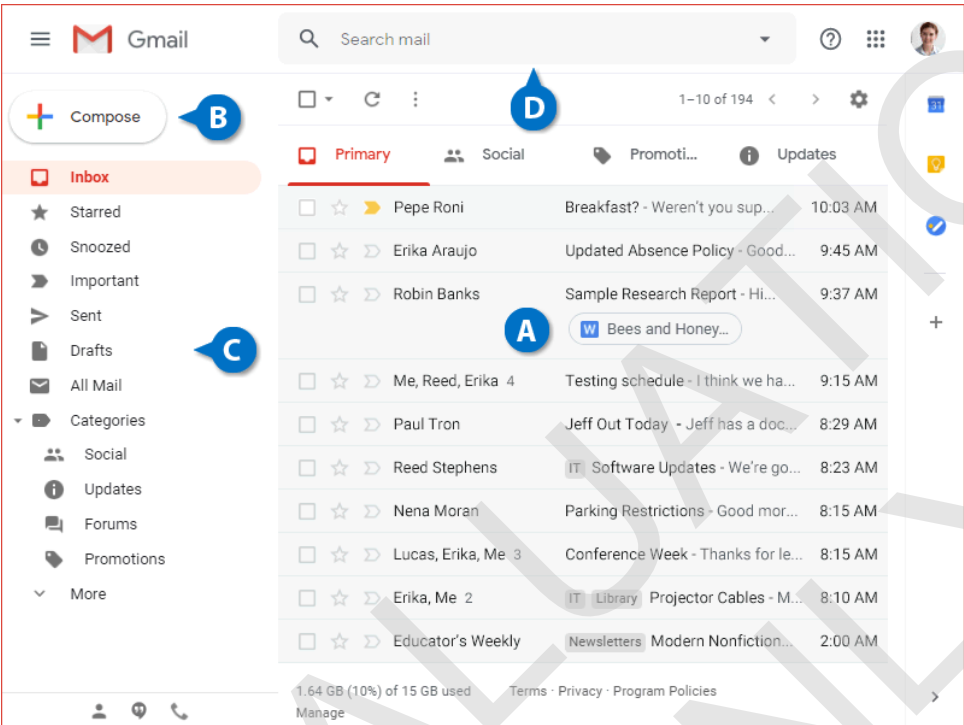
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Gmail lets you send and receive email messages while intelligently sorting your inbox. This module introduces the basics of viewing the email messages that you receive, navigating your inbox, changing your inbox type, viewing email categories, and changing your inbox theme.

### Objectives

- Navigate Your Inbox
- Read Email
- Change Your Inbox Type
- Print an Email
- View Email Categories
- Change Your Inbox Theme
- Get Help

# Navigate Your Inbox



|          |                                                                                                                           |          |                                                                                                                                                                                                                     |
|----------|---------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | <b>The Inbox:</b> Email messages you've received will be displayed as a list here. Click an email in the list to open it. | <b>C</b> | <b>The Left Pane:</b> This pane contains quick links to your inbox, sent items, drafts, and the All Mail view. Below those links, you'll see links to the automatic mail categories, and any labels you've created. |
| <b>B</b> | <b>The Compose Button:</b> Clicking this will start composing a new email message.                                        | <b>D</b> | <b>The Search Field:</b> Click here to search through all of your email.                                                                                                                                            |



## Read Email

### Commented [IG1]:

**Preparation:** Make sure that you have an inbox full of email you can use to demonstrate email basics.

When you receive a new email, it will be displayed at the top of the inbox. Emails that you haven't read yet will be highlighted in bold.

## Read an Email

### Commented [IG2]:

1. Click an email in the inbox.

2. Click the Back to Inbox button to return to the inbox.

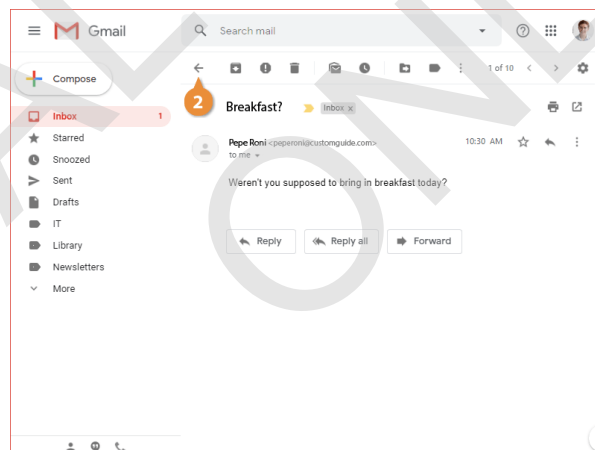
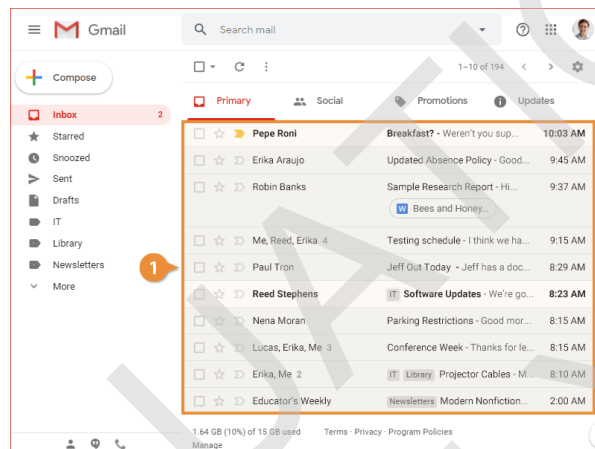
Make sure to note how the email is no longer marked as unread once you return to the inbox.

1 Click an email in the inbox.

The email opens up in the window, with its contents replacing the inbox.

2 Click the **Back to Inbox** button to return to the inbox.

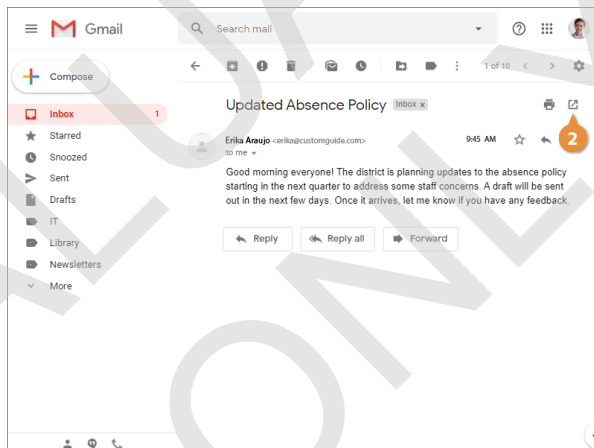
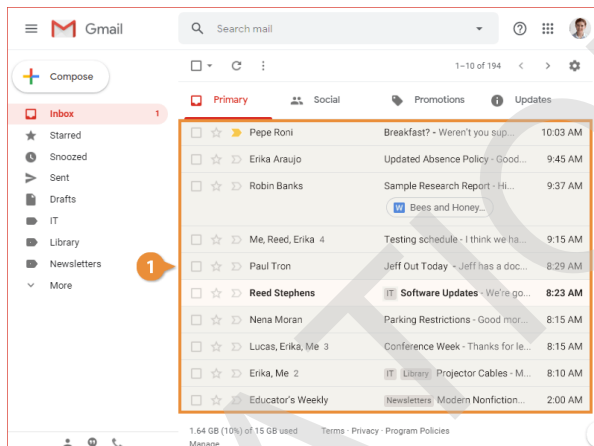
The inbox appears again, and now you can see the selected email is no longer highlighted in bold.



## Open an Email in a Separate Window

- 1 Click an email in the inbox.
- 2 Click the **In new window** button to the right of the subject line.

The email pops out into its own browser window, allowing you to return to the inbox and view another email while this one remains open.



### Commented [IG3]:

1. Click an email in the inbox.
2. Click the In new window button.

## Toggle Read Status

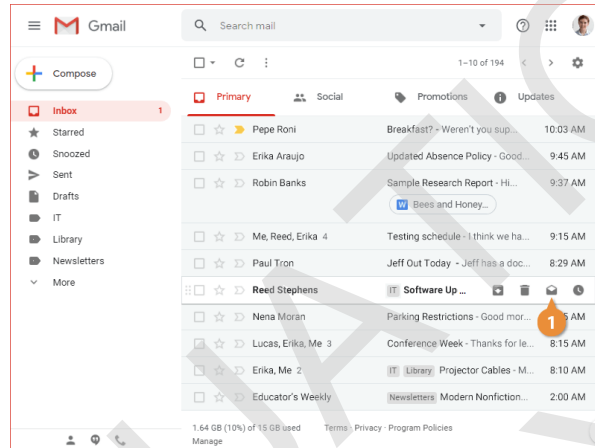
You can toggle an email's status between Unread and Read without having to open it.

When you hover your mouse over an email in the inbox, a series of buttons appears on the right side of the email.

- 1 Click an email's **Mark as read** or **Mark as unread** button.

**Tip:** You can also select an email (or multiple email messages), click the **More** : button on the toolbar, and select **Mark as read** or **Mark as unread** from the menu.

The Read status for the email is toggled.



### Commented [IG4]:

1. Click an email's Mark as read or Mark as unread button.

## Change Your Inbox Type

You can change the way your inbox displays your emails. The default view will simply show everything in a list, with most recent emails appearing first, but other views allow you to view certain categories of email in a separate list.

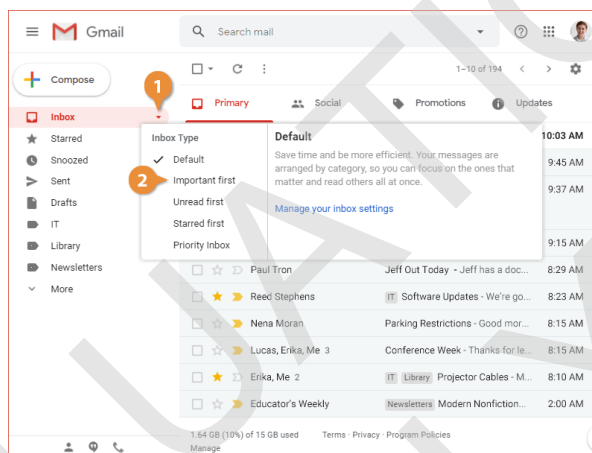
### Commented [IG5]:

**Preparation:** For this demonstration to be most effective, have a mix of emails in your inbox—some unread, some starred, and some marked with the Important marker.

## Change to Important First View

- 1 Click the **Inbox** list arrow.
- 2 Select **Important first**.

The inbox changes to show all the emails flagged as important in one section, and all of the other emails in another.



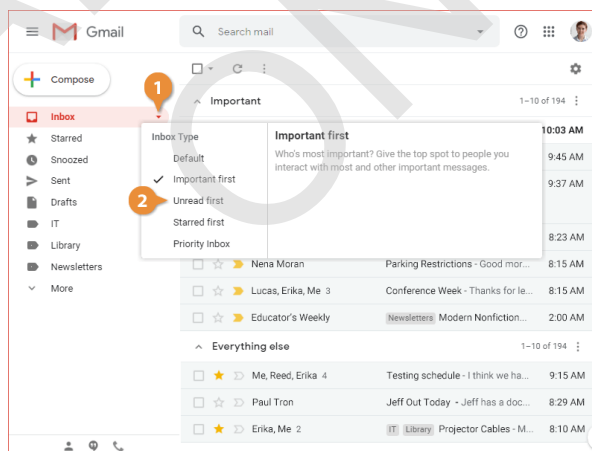
### Commented [IG6]:

1. Click the Inbox list arrow.
2. Select Important first.

## Change to Unread First View

- 1 Click the **Inbox** list arrow.
- 2 Select **Unread first**.

Unread emails are listed first, separate from the ones that you've already read.



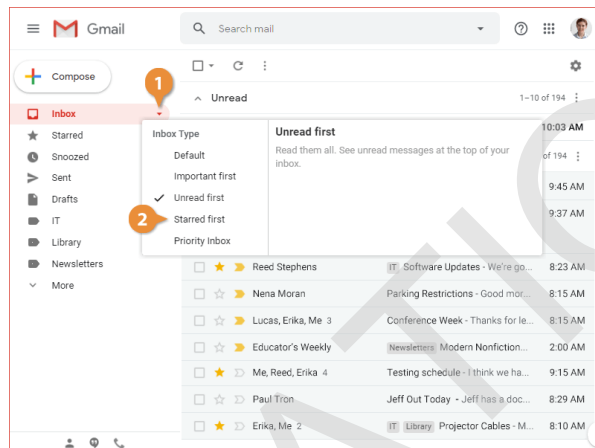
### Commented [IG7]:

1. Click the Inbox list arrow.
2. Select Unread first.

## Change to Starred First View

- 1 Click the **Inbox** list arrow.
- 2 Select **Starred first**.

Emails that you've starred as favorites, whether or not they're unread, are shown in a section before the rest of your email.



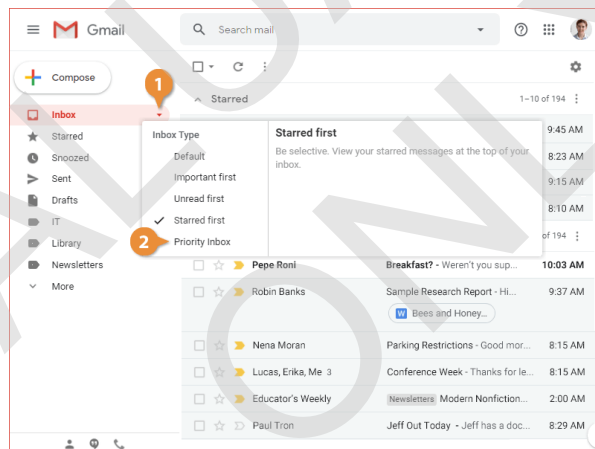
### Commented [IG8]:

1. Click the Inbox list arrow.
2. Select Starred first.

## Change to Priority Inbox View

- 1 Click the **Inbox** list arrow.
- 2 Select **Priority Inbox**.

This inbox type combines the other types into one. The first section shows emails that are important and unread, and the second shows emails that you've starred. A third section displays the rest of your email.



### Commented [IG9]:

1. Click the Inbox list arrow.
2. Select Priority Inbox.

## Print an Email

**Commented [IG10]:**

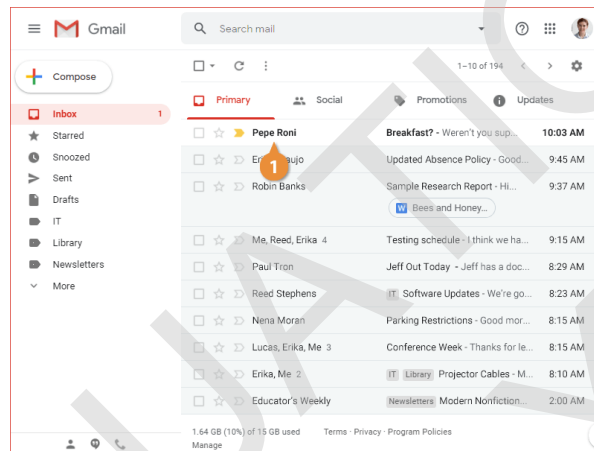
**Preparation:** Have an email in your inbox that you can print.

You can print a copy of an email that you've received in Gmail, if you need a paper copy.

### Print an Email

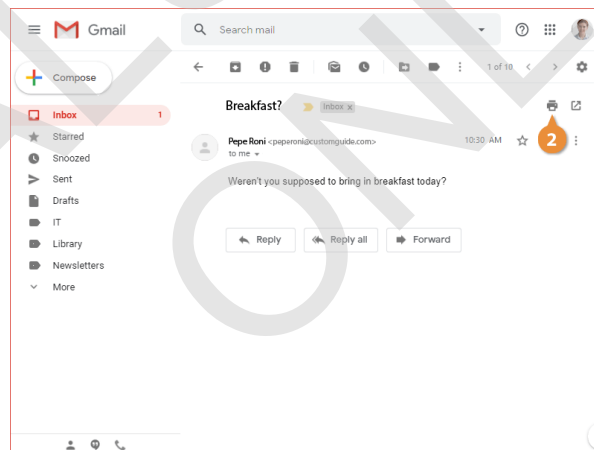
- 1 Click an email in the inbox to open it.
- 2 Click the **Print** button to the right of the subject line.

A new browser tab opens, with the email message formatted for printing. Your browser's Print dialog box opens as well, where you can set up how you want this email to print.



**Commented [IG11]:**

1. Click an email in the inbox to open it.
2. Click the Print button.
3. Set the print options.
4. Click Print.

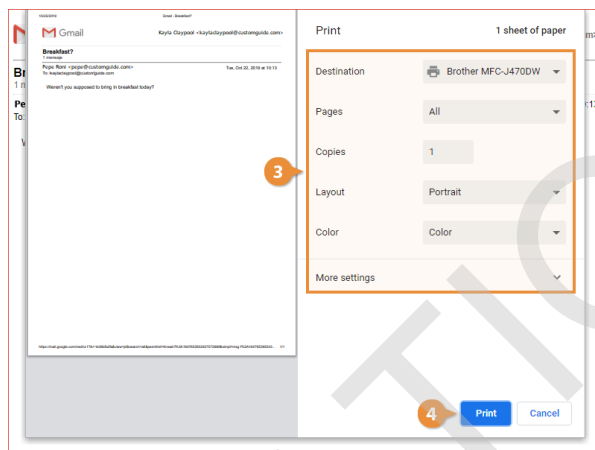


3 Set the print options you want to use.

- **Destination** specifies the printer you want to use for this email.
- **Pages** sets the range of pages to print, if the email goes on for more than one page.
- **Copies** controls how many copies of the email to print.
- **Layout** sets whether to print the page in portrait or landscape orientation.
- **Color** lets you choose whether to print the email in color, or in black and white.

4 Click **Print**.

The email is sent to the printer using the settings you chose.



## View Email Categories

**Commented [IG12]:**

**Preparation:** For this lesson to be most effective, you'll need to have received email that would fit in each category.

Gmail can sort email you receive into one of several categories, by analyzing both the content of the emails and your emailing habits.

### Inbox Categories

| Inbox Categories  | Description                                                          |
|-------------------|----------------------------------------------------------------------|
| <b>Primary</b>    | Emails sent directly to you, from people that you interact with.     |
| <b>Social</b>     | Automated messages from social networks.                             |
| <b>Promotions</b> | Deals, offers, and other marketing emails.                           |
| <b>Updates</b>    | Automatically generated updates, confirmations, bills, and receipts. |
| <b>Forums</b>     | Messages from discussion boards and mailing lists.                   |

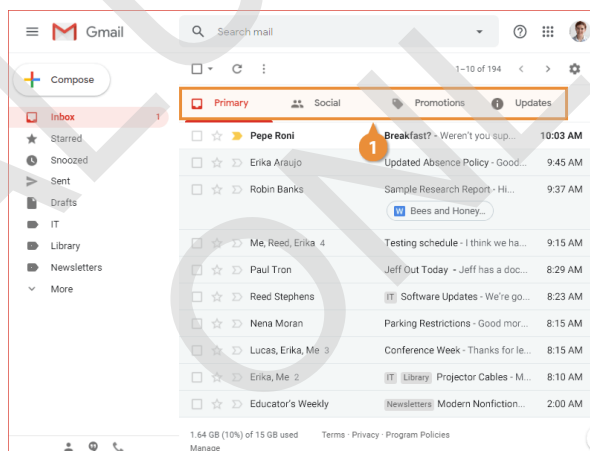
### View an Inbox Category

- 1 Click a category's tab at the top of the inbox.

The emails in the selected category are displayed.

**Commented [IG13]:**

1. Click a category's tab at the top of the inbox.

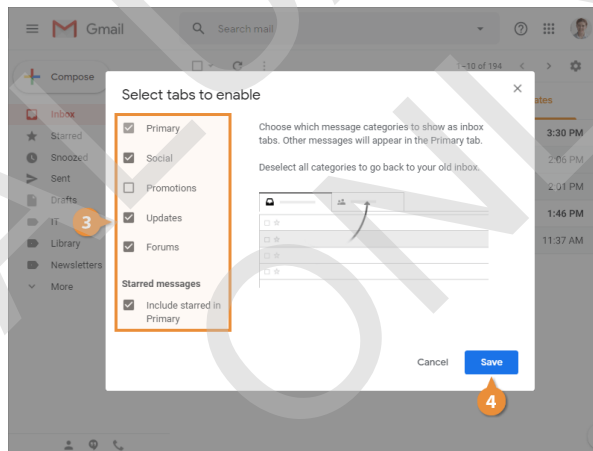
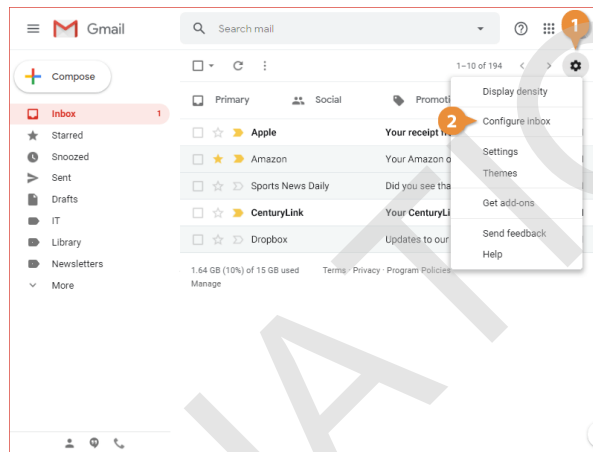


## Enable or Disable Tabs

You can select which categories you want to appear at the top of the Inbox, so you see just the categories that are relevant to you.

- 1 Click the **Settings** icon while viewing the inbox.
- 2 Select **Configure inbox**.
- 3 Toggle categories on or off by checking or unchecking checkboxes.
- 4 Click **Save**.

The tabs at the top of the inbox change to show only the tabs you've chosen.



### Commented [IG14]:

1. Click the Settings icon in the inbox.
2. Select Configure inbox.
3. Toggle the Promotions category off, and the Forums category on.
4. Click Save.

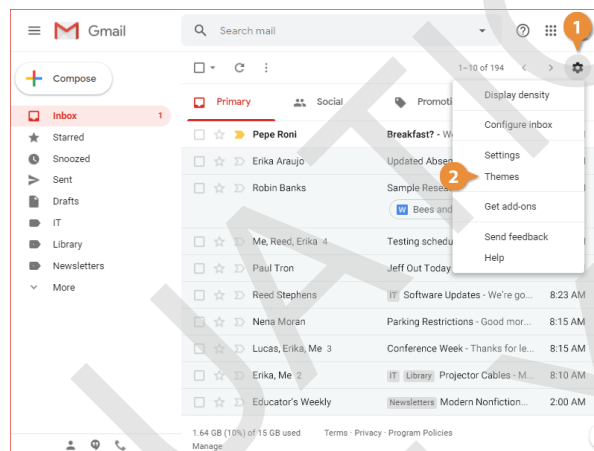
# Change Your Inbox Theme

If the plain white background of your inbox is getting boring, you can change themes to give it a more interesting look.

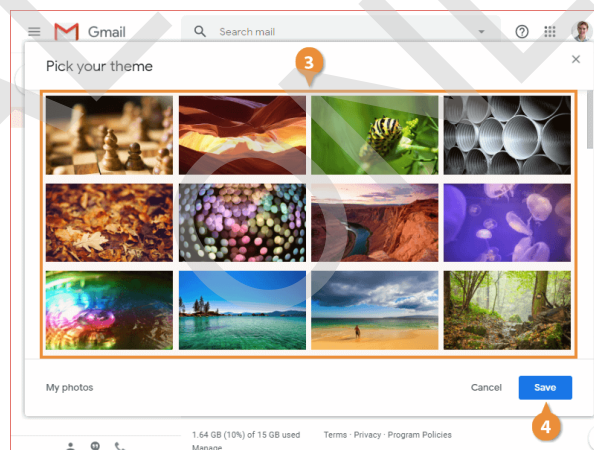
## Change the Inbox Theme

- 1 Click the **Settings** button.
- 2 Select **Themes**.  
A themes gallery appears, showing a variety of themes to choose from. The top of the gallery shows some curated images you can use as a background.
- 3 Select a theme from the gallery.
- 4 Click **Save**.

The background of the inbox changes to the picture you chose.



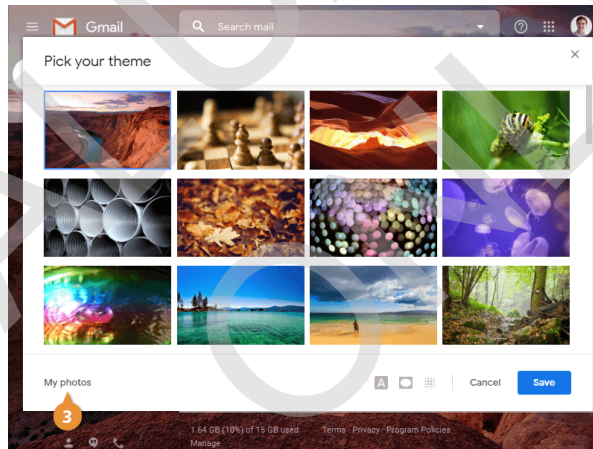
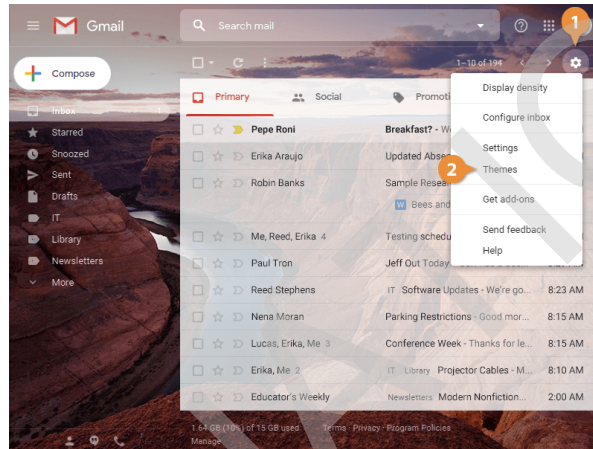
- Commented [IG15]:**
1. Click the Settings button.
  2. Select Themes.
  3. Select a theme from the gallery.
  4. Click Save.



## Create a Custom Theme

You can also create a theme from a larger set of photos, or from photos in your Google Photos library, instead of choosing from the gallery.

- 1 Click the **Settings** button.
- 2 Select **Themes**.
- 3 Click **My photos**.



### Commented [IG16]:

1. Click the Settings button.
2. Select Themes.
3. Click My photos.
4. Select Featured.
5. Select a photo.
6. Click Select.
7. Customize text background, vignette, and blur options.
8. Click Save.

Here you can choose between sources for additional photos

- **Featured** shows a larger gallery of curated background images.
- **My photos** shows all of the pictures you've uploaded to Google Photos.
- **Recently selected** shows photos you've used recently, if you want to go back to a custom theme you've used before.

4 Select a photo location.

5 Select a photo.

6 Click **Select**.

The photo is set as your inbox background.

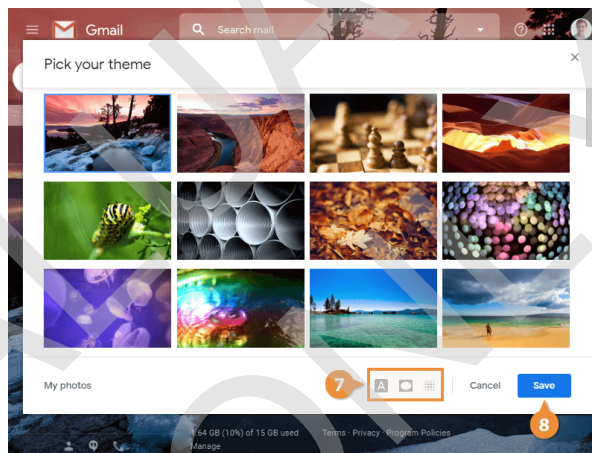
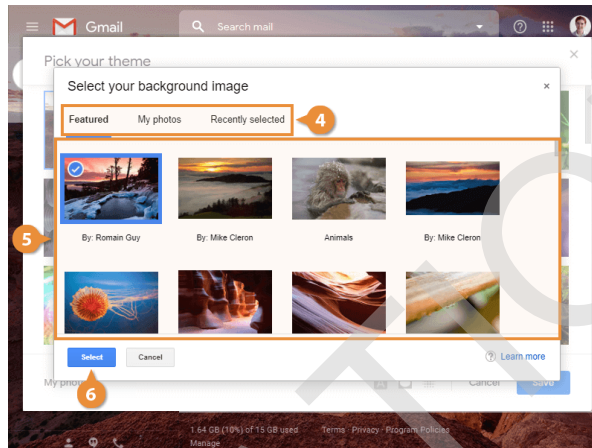
Once a photo has been selected, you can customize some additional options.

- **Text Background** lets you choose whether the theme should use dark text on a light background, or light text on a dark background.
- **Vignette** lets you add a darkening effect around the corners and edges of the photo.
- **Blur** lets you choose whether to blur the selected photo, and by how much.

7 Customize text background, vignette, and blur options.

8 Click **Save**.

The theme is updated and applied to your inbox.



# Get Help

If you don't know how to do something in Gmail, you can consult the Help window.

## Search for Help

- 1

Click the **Support** button.
- 2

Select **Help**.
- 3

The Help window appears. Here you can search for a specific topic, look through a few popular topics, or browse through all of the available articles.
- 3

Search for a topic.
- 4

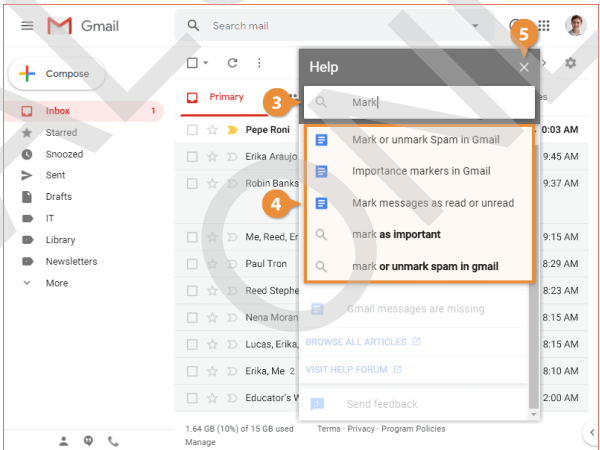
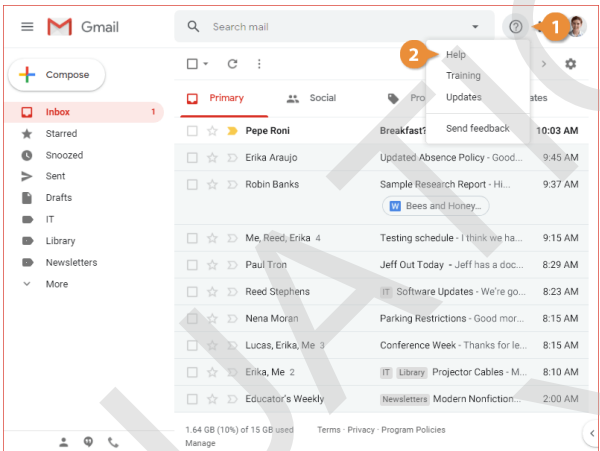
Help topics matching your search appear listed below the search field.
- 4

Select a search result.
- 5

The help topic is displayed in the Help window. When you're finished reading the topic, you can just close the Help window.
- 5

Click the Help window's **Close** button.

The Help window closes.



- Commented [IG17]:**
1. Click the Support button.

2. Select Help.

3. Search for a topic, such as "Mark Unread."

4. Select a search result.

5. Click the Help window's Close button.