

INBOX

Gmail Tips & Tricks @ SPS

Find **Gmail**, **Contacts** and **Tasks** located in this drop down menu

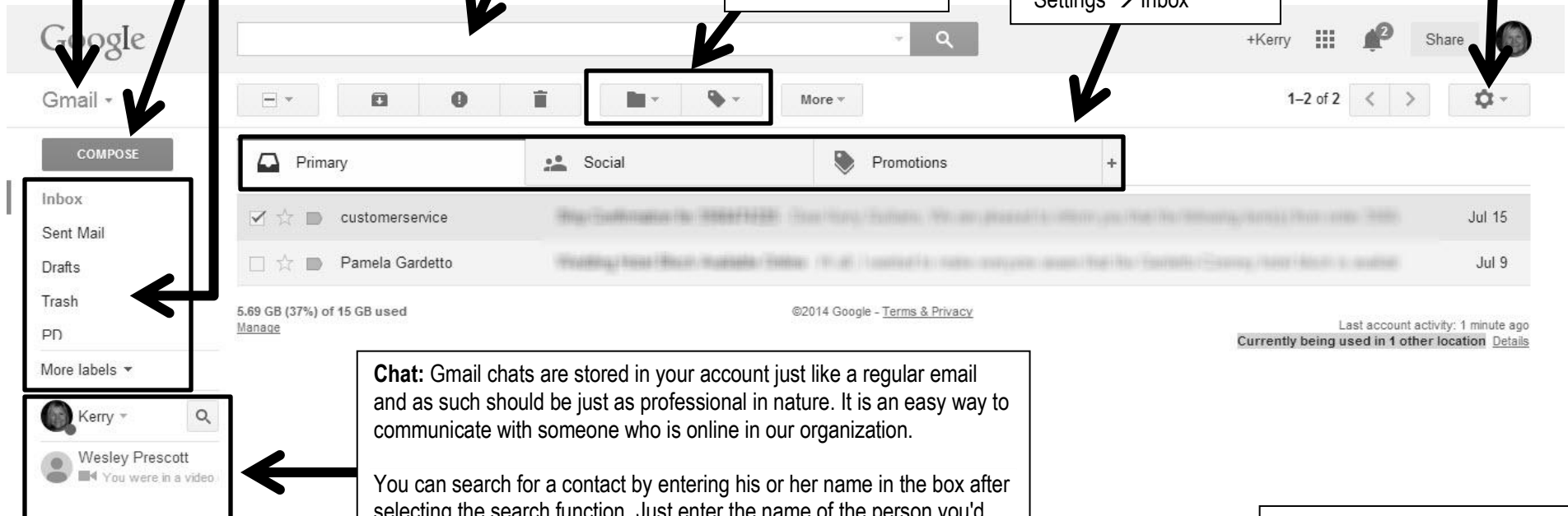
Compose – Start writing an email by clicking “Compose”

Search Bar – Search keywords, contacts, and messages sent or received by you

Labels – Read more below!

Categories: Emails are automatically categorized based on importance. Can edit categories in “Settings → Inbox”

Settings – Customize your email theme (color, etc), turn “conversation view” on or off, edit labels, add a signature, find “Labs”, etc.



Chat: Gmail chats are stored in your account just like a regular email and as such should be just as professional in nature. It is an easy way to communicate with someone who is online in our organization.

You can search for a contact by entering his or her name in the box after selecting the search function. Just enter the name of the person you'd like to chat with, and then enter your message in the chat window.

Note: If a contact doesn't have a ball next to his or her name, you won't be able to chat.

From the **Contact Manager** in Gmail:

1. Click **Contacts** along the left side of any Gmail page.
2. Select the name of the person you'd like to chat with, and click the **Chat** link to open a chat window.
3. Enter your message in the text field, and press **Enter**.
4. Wait for your contact to respond!

When you've finished chatting, click the **X** in the top right corner to close the window.

LABELS: Labels do all the work of folders and give you an extra bonus: you can add more than one to an email. This means the email will be attached to more than one label, or folder. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any mail page.

Deleting a label does not delete an email. If you delete a label, the email can then be located in “All Mail”.