



Effective Gmail Use

For both School Email

And

Mobile Device Use

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Major Topics

- *Making folders and labels to organize mail*
- *Empty trash and spam*
- *Setting Mobile devices to delete instead of archive*
- *Create and edit contact groups*
- *Create an email signature*
- *Create a filtering policy to automatically sort mail into folders*
- *Downloading attachments*

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MAKING FOLDERS AND TABS

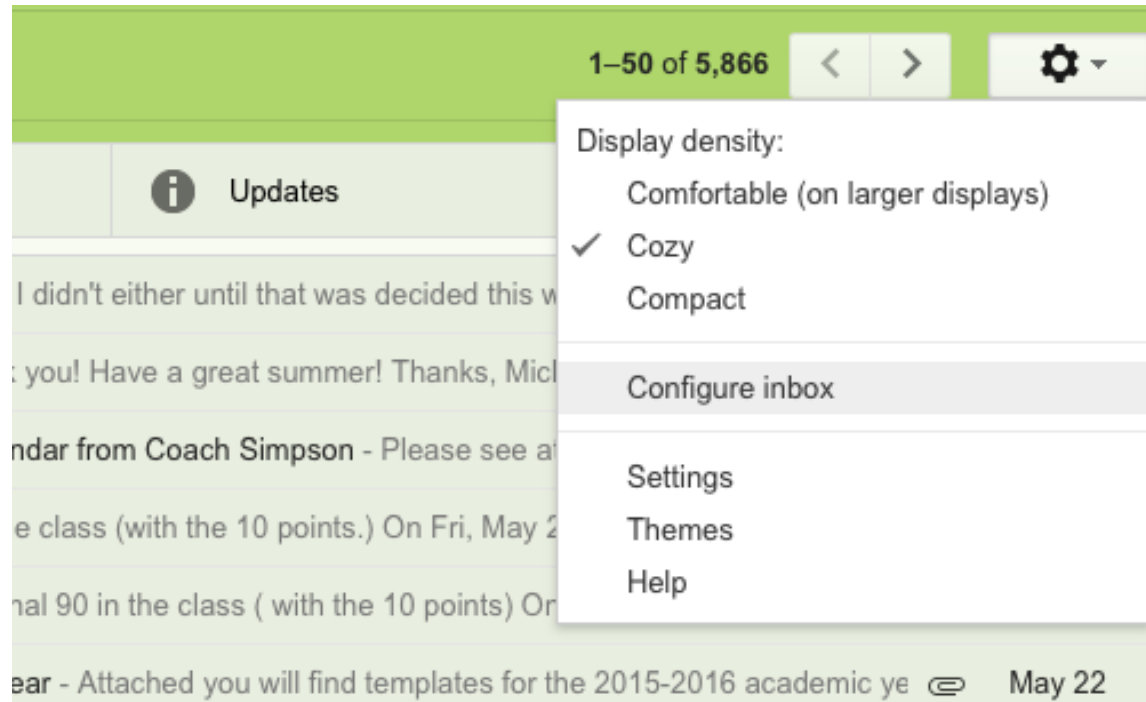
Incoming mail can be sorted easily

This can unclutter your inbox

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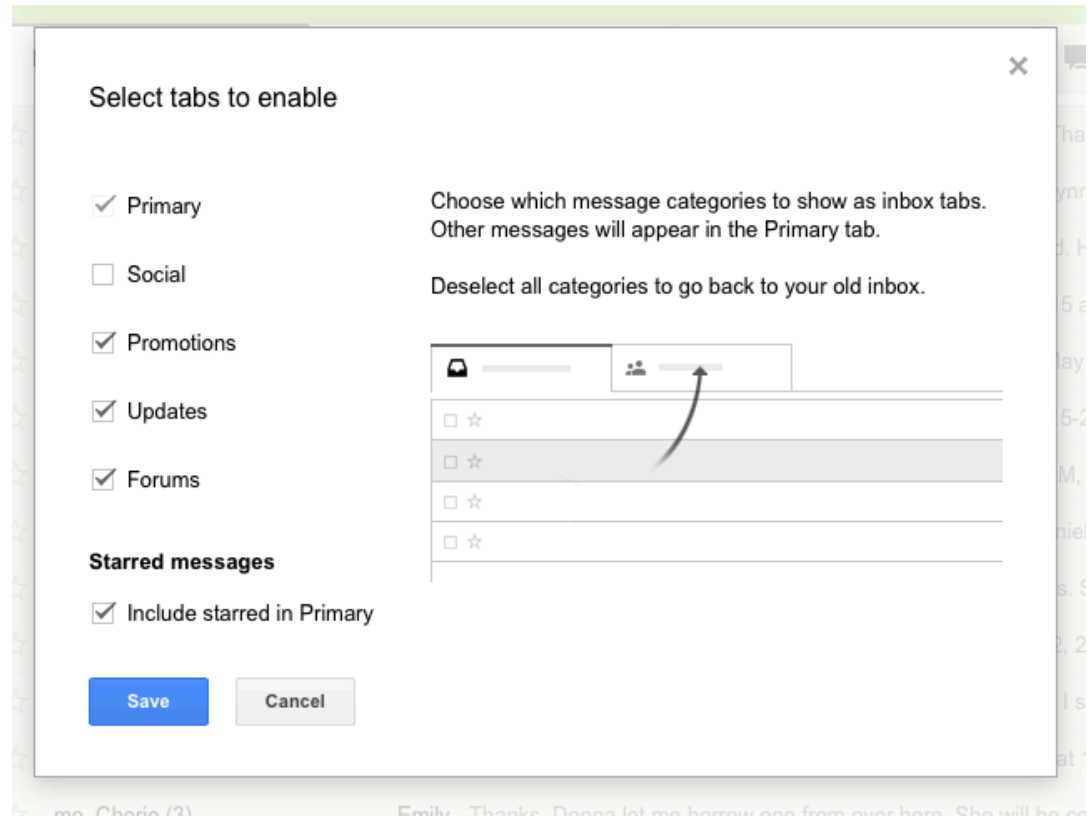


- *Click on upper right hand settings*
- *Select 'Configure Inbox'*





- *Check each box that will be used.*
- *As you select each, it will give examples of what types of emails will be placed under each tab.*





HOW TO EMPTY TRASH AND SPAM

- *This will keep the 'cloud' storage at a minimum and remove any possible viruses.*
- *Deleting messages do not completely remove messages from storage.*
- *This process will remove them completely.*

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- Scroll down the left side of the inbox.
- The down arrow will take you to the two folders; TRASH and SPAM
- Click on each and the contents will appear.
- You can either click the empty box at the top left of the mailbox window or click on the message in blue to delete the entire contents of the folder.



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MOBILE DEVICE SETTING TO DELETE MAIL INSTEAD OF ARCHIVE

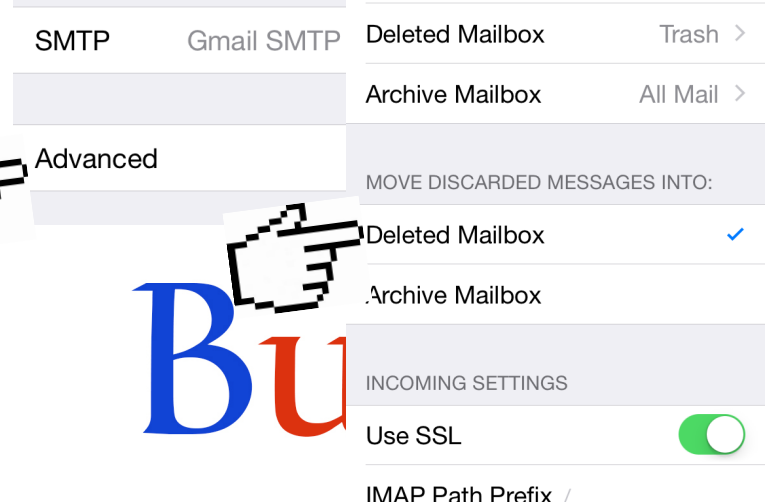
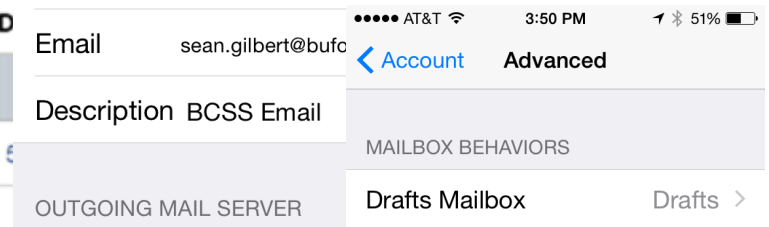
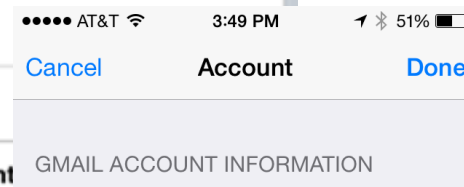
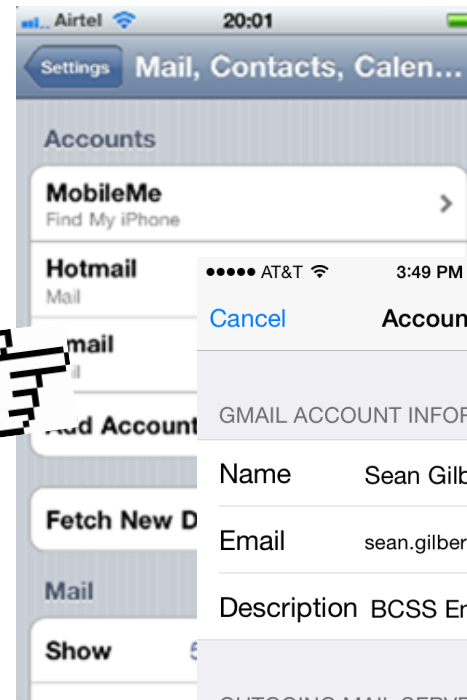
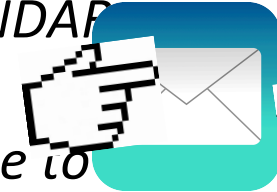
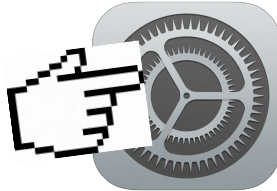
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IPHONE IOS

- Go to *SETTINGS*
- Select *MAIL, CONTACT, CALENDAR*
- Select the email account you'd like to adjust
- Click on 'Account'
- Go to 'ADVANCED' settings
- Select under 'Move Discarded Messages into': 'Deleted Mailbox'

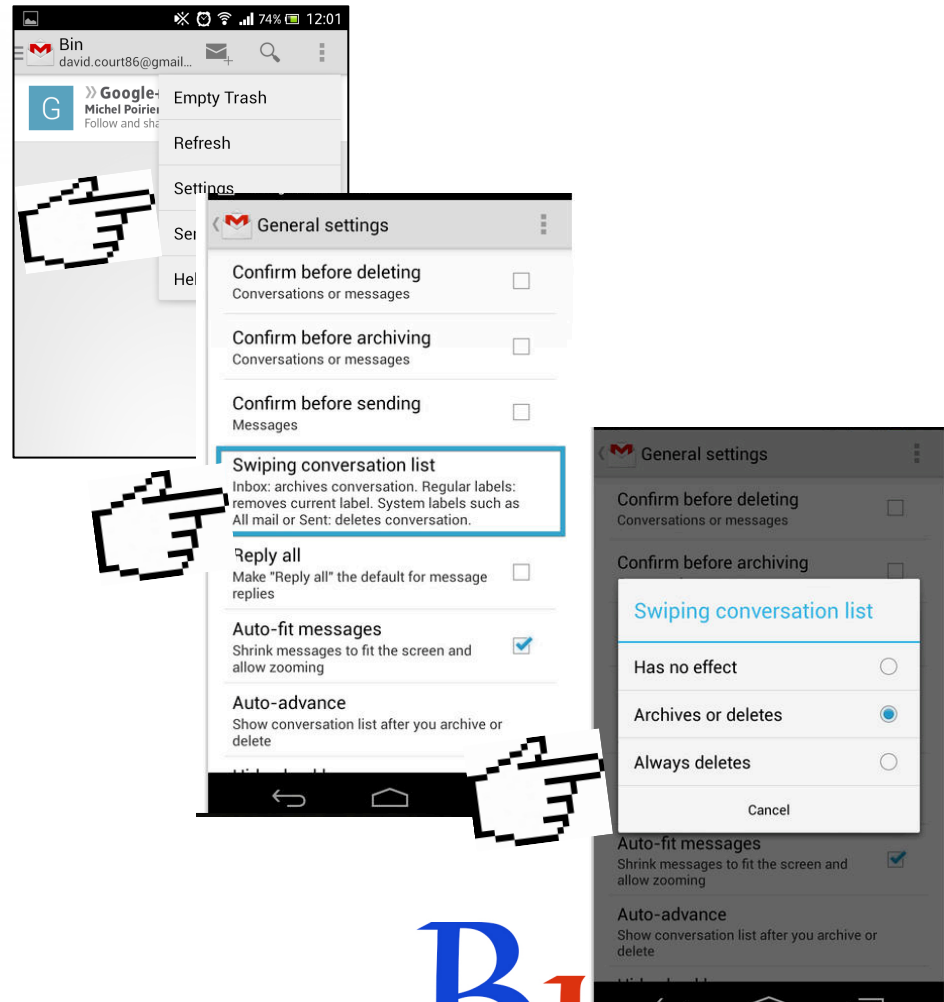


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Android Based Phones

- *Open your Email*
- *Select top left Menu Button*
- *Select 'Swiping Conversation List'*
- *Select 'Always Delete'*



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HOW TO CREATE OR EDIT CONTACT GROUPS

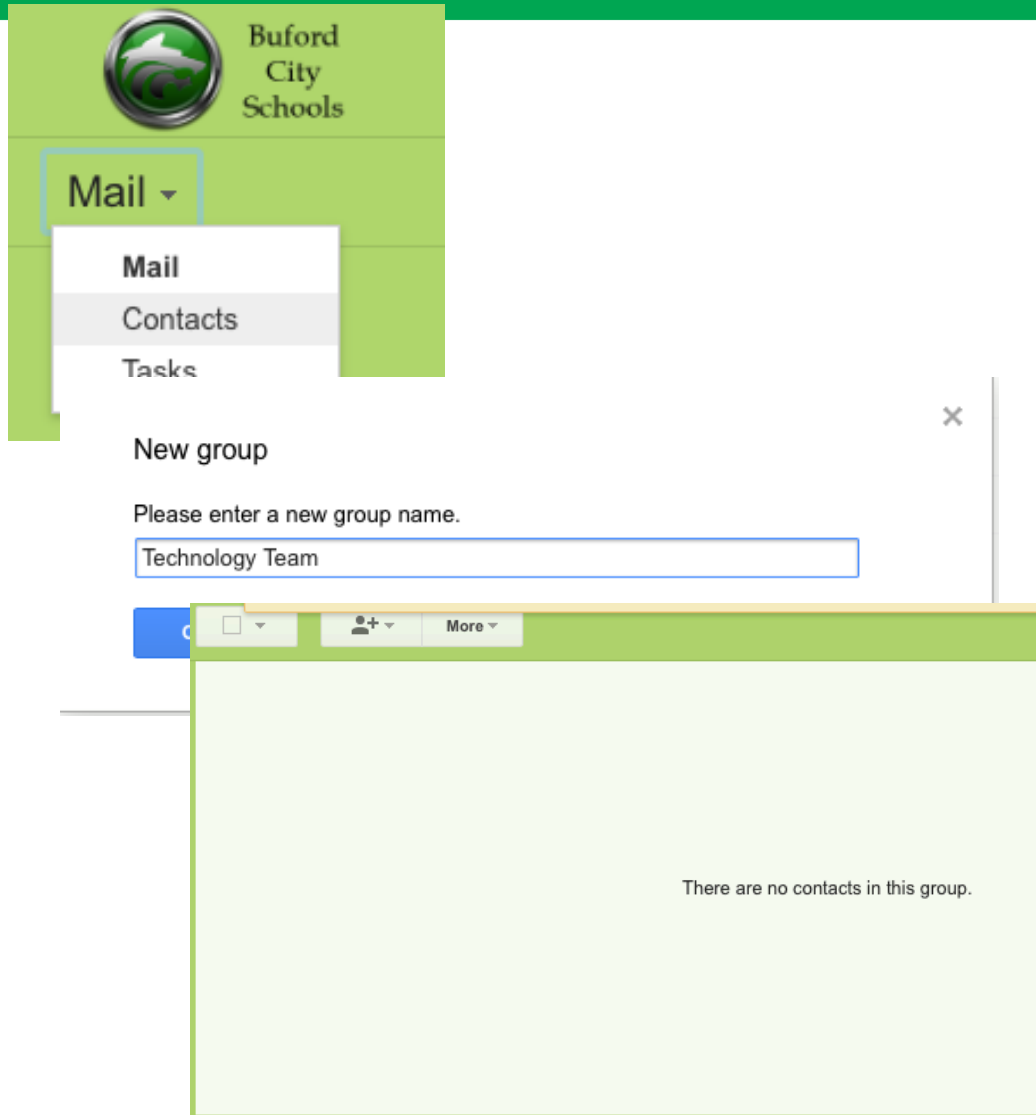
- *Easily create contact groups of people that you email frequently;*
 - Departments, Teams, Coaches, Parents, etc.

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- Go to top left corner word 'Mail'
 - Select 'Contacts' on dropdown menu
- Once on Contact page, select 'New Group'
 - Give the group a name
- Add the names/ addresses of the members you are selecting.



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CREATE AN EMAIL SIGNATURE

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Add a Signature

- *Go To Settings*
- *Scroll Down to 'Signature'*
- *Include a salutation*
 - i.e. Thank You, Sincerely
- *Include your subject areas taught, activities, sports involved in.*
- *Also include website address.*

A screenshot of the Gmail 'Settings' page, specifically the 'Signature' section. The 'General' tab is selected. Under 'Create contacts for auto-complete:', the option 'When I send a message to a new person, add them to Other Contacts so that I can find them next time' is selected. The 'Signature:' section shows 'No signature' selected. Below this, a rich text editor displays a sample signature: 'Thank You, Sean Gilbert, Buford High School, AP and Honors World History, 9th Grade Football, bhsgilbert.weebly.com |'. At the bottom, there is a checkbox for 'Insert this signature before quoted text in replies and remove the "--" line that precedes it'.



FILTERING EMAILS TO GO INTO CONTACT FOLDERS

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- *Go to settings*
- *Select 'Filter'*
- *Type in the criteria for the filter*
 - Name
 - Key words
- *Select Archive*
- *Select Apply the Label*
 - Drop down menu shows all your folders that are the left margin

from:(dexter.wood@bufordcityschools.org)

« [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: [Choose label...](#)

☐ Forward it [add forwarding address](#)

☐ Delete it

☐ Never send it to Spam

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: [Choose category...](#)

[Create filter](#)

☐ Also apply filter to matching conversations.

[Learn more](#)

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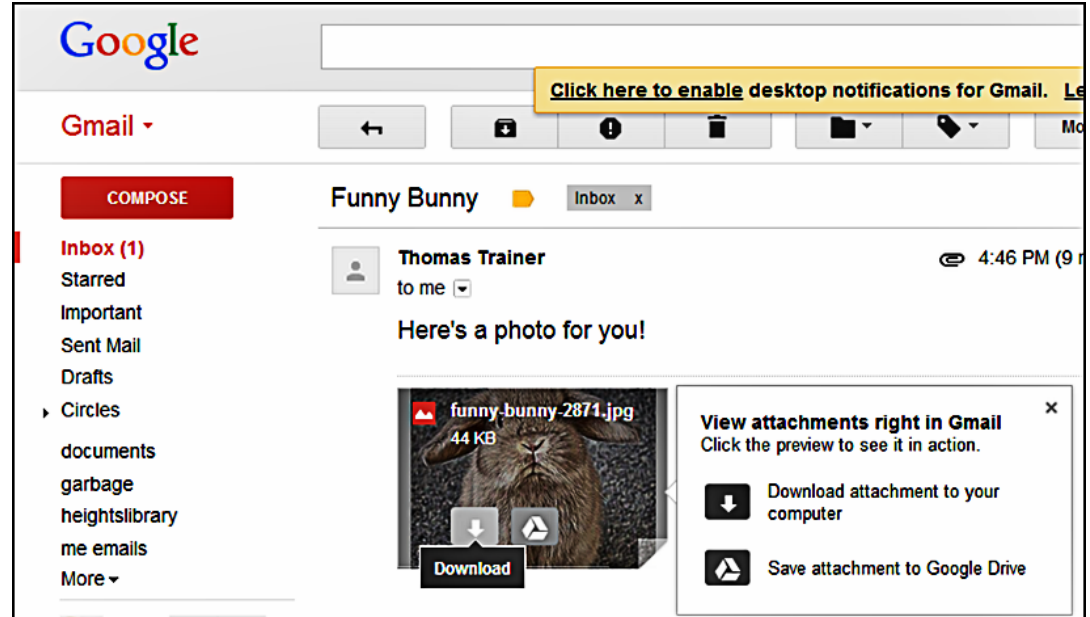
DOWNLOADING ATTACHMENTS

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- Click on email that contains the attachment
- Click on the attachment icon located in the at the bottom of page.
- Each attachment will give you the option to download the attachment to Google Drive or download to your computer.
- Do not select Google Drive, but select the Download to your computer.
- You can then select the location on your computer where you would like to save it.



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