

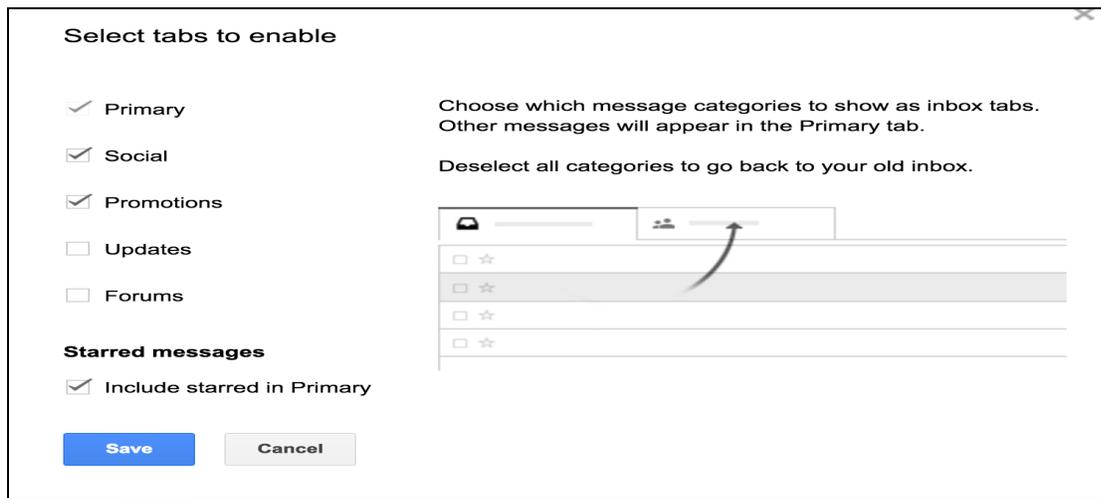
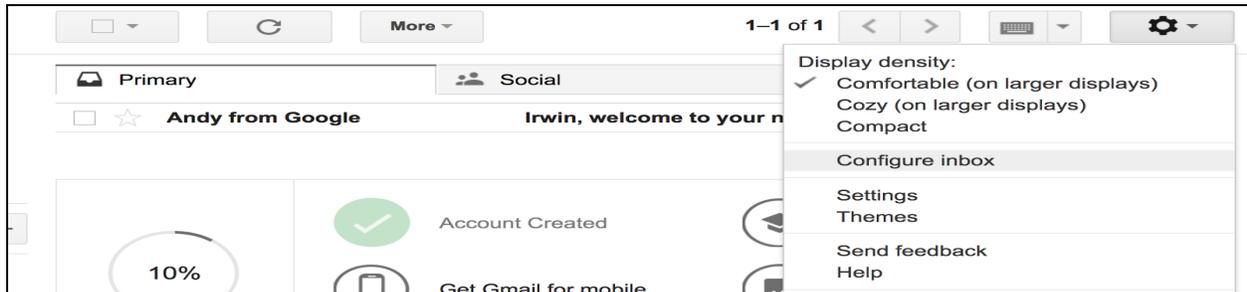
20 [or so] Tips for Using Gmail

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1. [Untab the Inbox](#)
2. [To access your mail settings:](#)
3. [Organize and Categorize Your Messages Using Labels](#)
4. [Create a New Label](#)
5. [Change the Color of a Label](#)
6. [Hide Labels with No Unread Mail Automatically in Gmail](#)
7. [CC and BCC - FYI](#)
8. [Use Dots in Your Email Address](#)
9. [Add a Plus to Your Address](#)
10. [Use Drag-and-Drop to Attach Files](#)
11. [Set up an Email Signature in Gmail](#)
12. [Use Multiple Star Designs on Your Messages](#)
13. [Use a Specific Message to Create a New Filter](#)
14. [What does archiving mean in Gmail?](#)
15. [Advanced Search Operators](#)
 1. [filename:](#)
 2. [after: & before:](#)
 3. [in:anywhere](#)
16. [What does archiving mean in Gmail?](#)

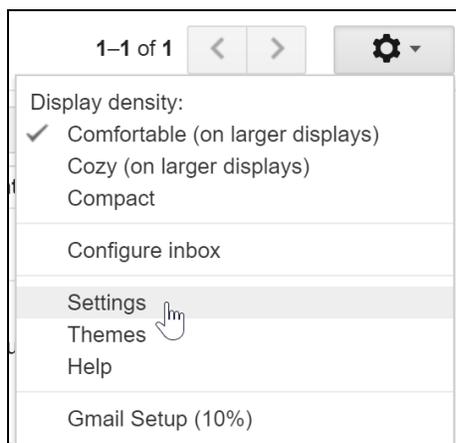
Untab the Inbox

This tip is more about turning off a feature than activating it. The tabbed interface was introduced by Google in 2013 as a way to file items in your Gmail inbox auto-magically. The tabs each have a category: Primary (which is your typical inbox), Social, Promotions, Updates, Forums. Yes, that's a "category," not a "label"—they're not the same thing.



To access your mail settings:

Click the **gear icon** in the top-right corner of the page, then select **Settings**.



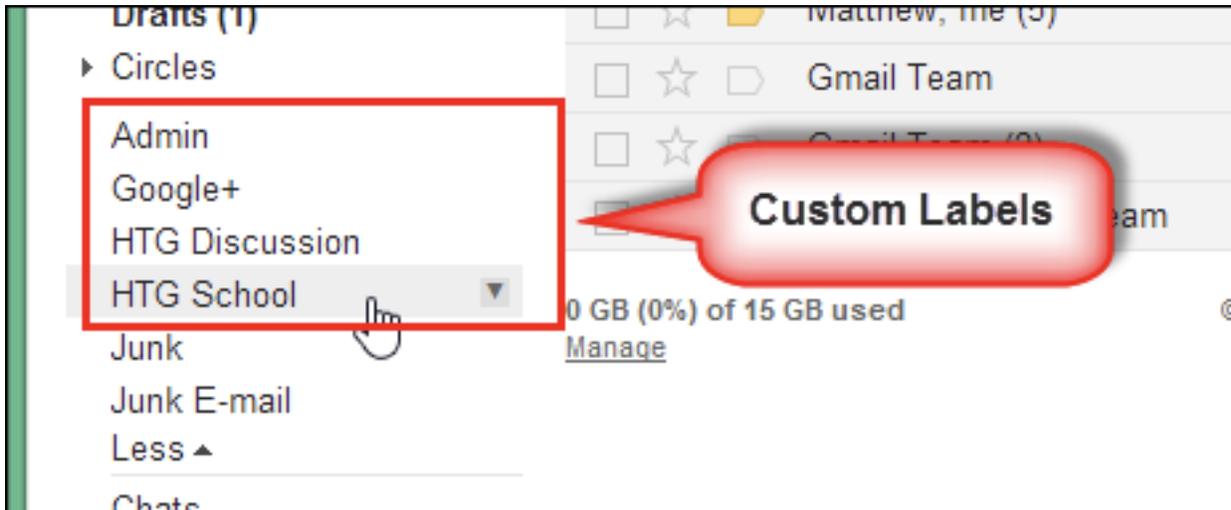
The mail settings tab is one of the places you will most frequently visit if you are a power gmail user.

This is where you organize all of your emails, add extra features, and decide how your gmail will most benefit your life.

Organize and Categorize Your Messages Using Labels

We briefly introduced you to labels in Lesson 1 of this series. Labels allow you to organize your email messages into categories. They are similar to folders however, unlike folders, you can apply more than one label to a single message.

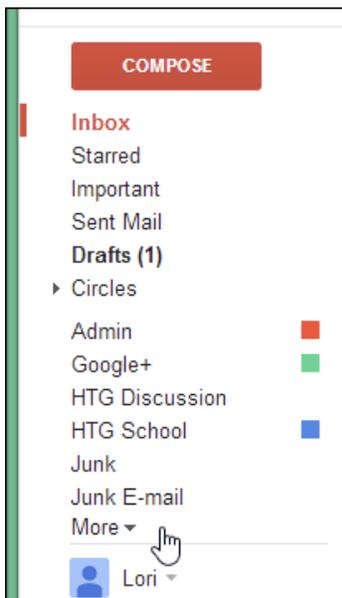
NOTE: Gmail supports a maximum of 5,000 labels, including sub-labels. If you exceed this limit, you may find that your Gmail experience is slower, and you may experience errors. Remove the labels that you might not be using anymore. Deleting labels does not delete messages.



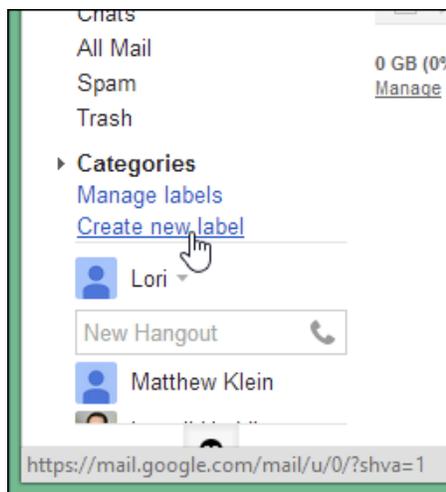
Create a New Label

You can create your own custom labels to keep your inbox organized and even move messages out of the inbox into your labels (acting as folders). We will show you how to create a label nested under another label, like a subfolder within a folder.

To create a new custom label that will be the main folder, click "More" in the list of labels on the left side of the main Gmail screen.



When the list expands, click the "Create new label" link.



Enter a name for the label in the “Please enter a new label name” edit box on the “New Label” dialog box. Click “Create” to finish creating the new label.

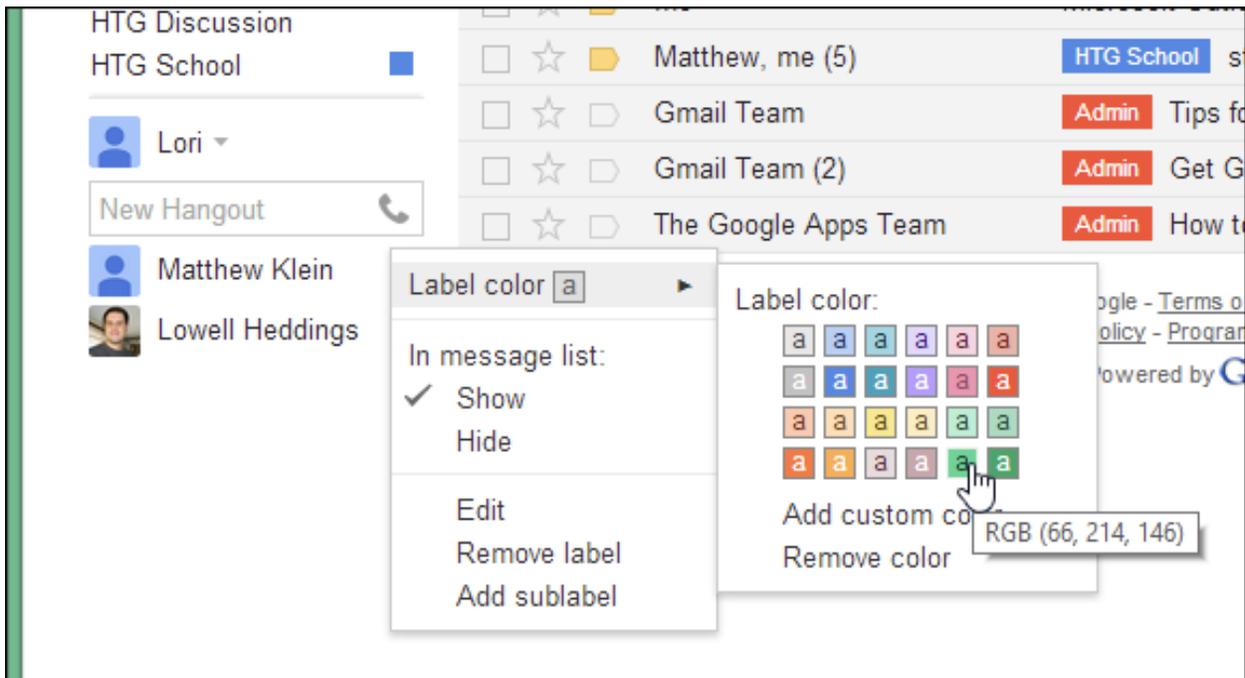


NOTE: Because this is the parent label that will contain the sub-label, we will not nest this label.

Change the Color of a Label

Move your mouse over the “Label color” option and select a text and color combination by clicking on it.

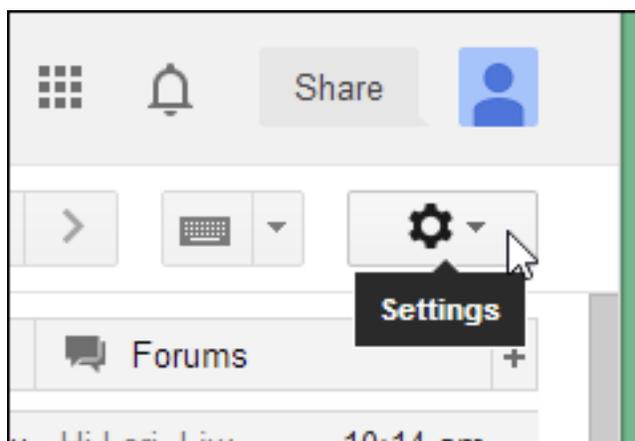
You can also use the “Remove color” option to remove color from the label and revert to the default.



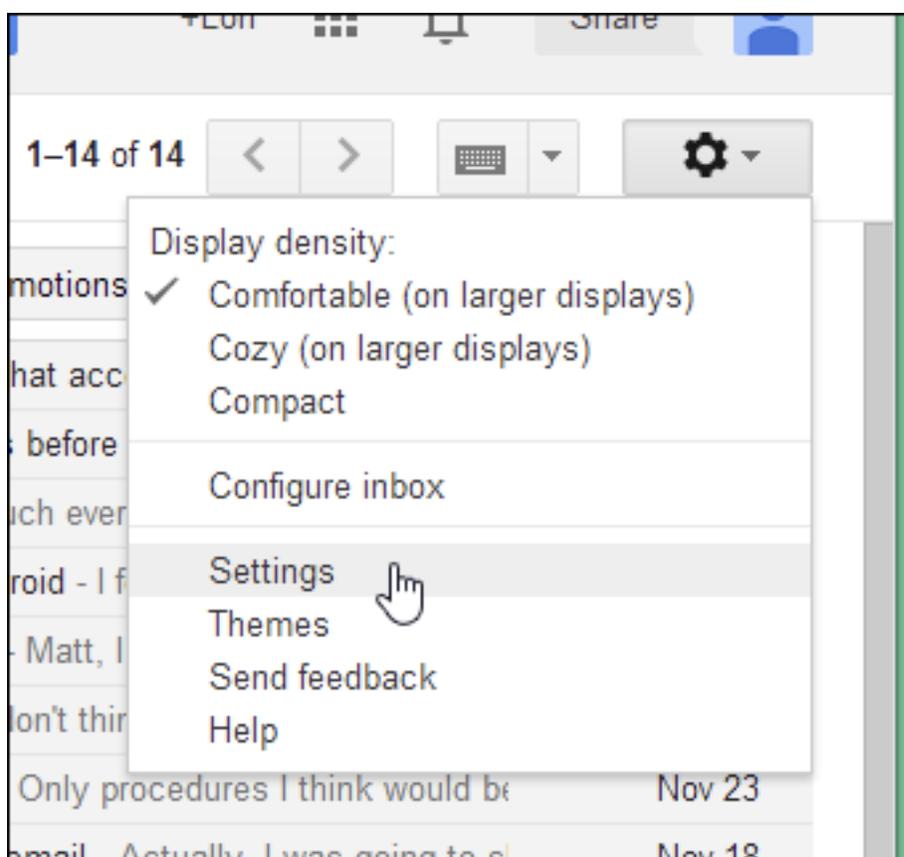
Hide Labels with No Unread Mail Automatically in Gmail

The “Labels” settings screen can also be accessed using the “Settings” button. We will be referring to various parts of the Settings screen throughout this series. The procedure for accessing “Settings” will always be the same.

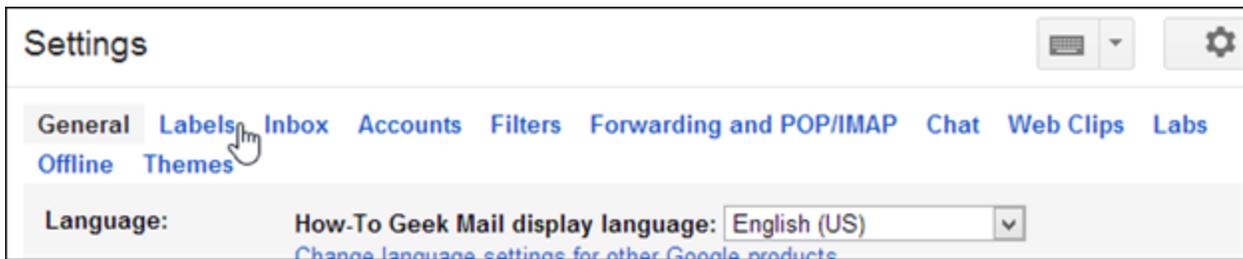
To access the filter tools on the “Settings” screen, click the “Settings” (gear) button in the upper-right corner of the main Gmail window.



Then select “Settings” from the drop-down menu.



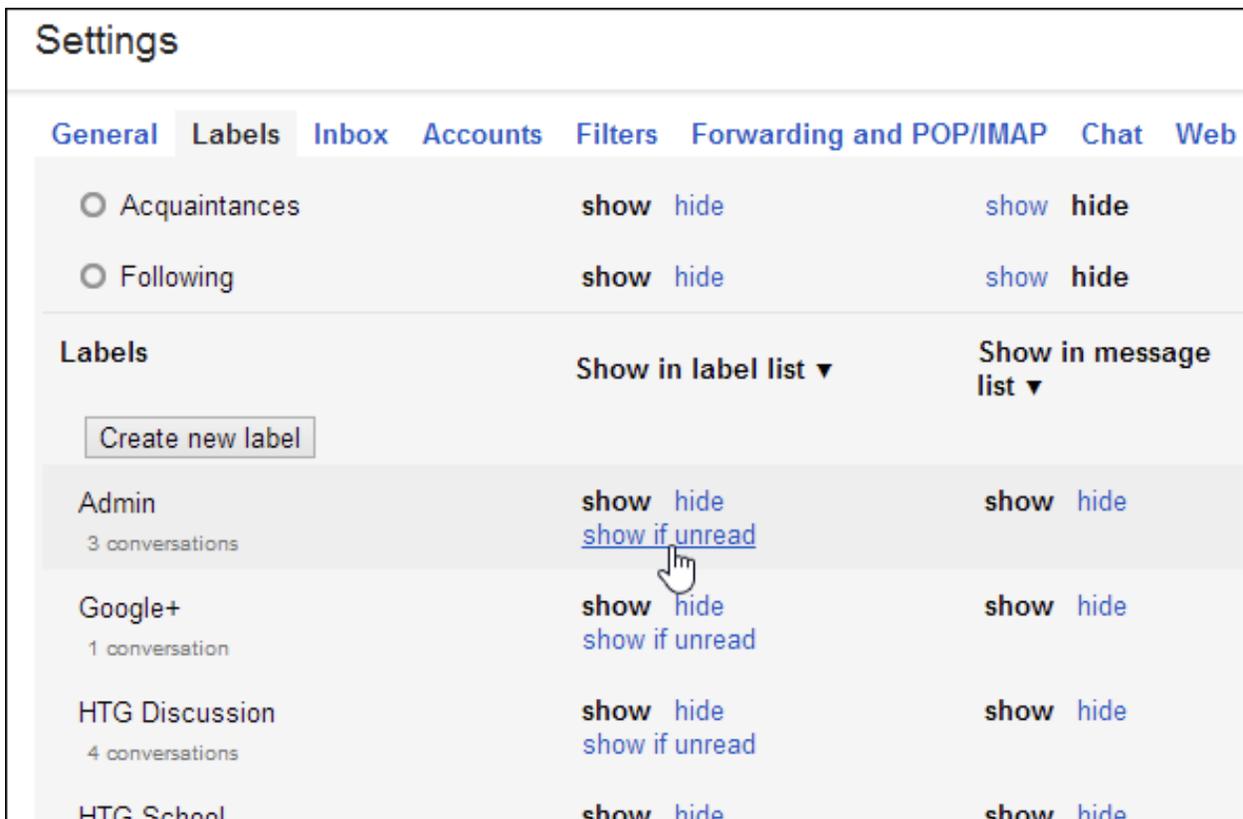
Once on the “Settings” screen, you can access settings for “Labels,” “Filters,” “Inbox,” “Themes,” and other parts and features of Gmail.



With the ability to hide labels and to automatically direct messages into those labels using filters (see the next section), you may be wondering how to quickly tell if you have unread messages in the hidden labels. You can easily choose to show hidden labels when there are any unread messages in them. That way, you don't miss any important messages.

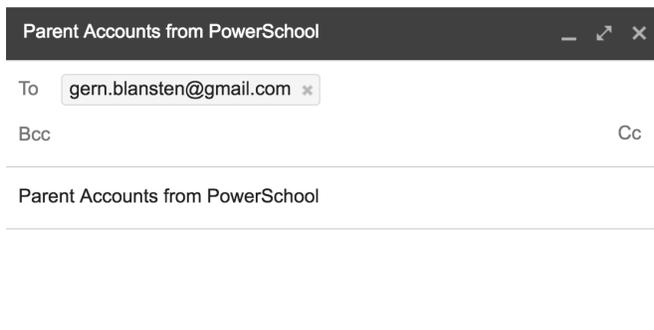
To setup Gmail so it hides labels unless they contain unread messages, access the "Labels" settings screen using one of the methods previously mentioned.

For each system and custom label you want hidden if it does not contain unread mail, click the "Show if unread" link.



Notice that in the list of "System" labels you can only hide the "Draft" and "Spam" labels if they don't contain any unread messages. This feature does not apply to "Categories" and "Circles."

CC and BCC - FYI



CC stands for Carbon Copy. It's basically known in this generation as Copy. The BCC means Blind Carbon Copy, or Blind Copy.

The Blind Copy (BCC) sends a copy to receivers without showing their email address.

Email All Parents Class

Click here to start an email to all parents using BCC - [EMAIL LINK](#)

Highlight --> copy --> paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.



Email All Students in Class

Highlight, copy, and paste into the To field of a new email. The email provided is only the SAS provided one (i.e. [userid@saslearning.com](#)) and is created for students starting in grade 3. If you are using email to communicate with students be sure that you have communicated your expectations and oriented your students on how to access thier mail through [saslearning.com](#). Check with your technology facilitator for assistance.



****Example:** This is handy for sending an email to a student and blind copying a parent. The student won't know that the email was sent to the parent as well as the student.

Use Dots in Your Email Address

The best known secret of all time about Gmail is that it ignores dots in your email address. So [yourname@gmail.com](#) is the same as [your.name@gmail.com](#) or even [y.o.u.r.n.a.m.e.@gmail.com](#). They all go to the same person. Might seem useless, but you can still see the pattern, so it's a great trick for signing up for newsletters or sharing your email address—you can tell who's sold your name to spammers, for instance.

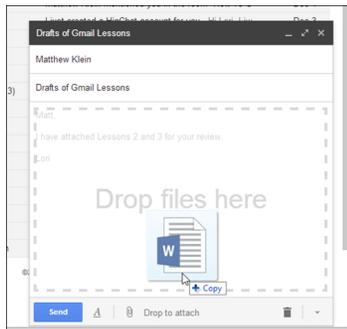
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[i.r.fletcher@gmail.com](#)

Add a Plus to Your Address

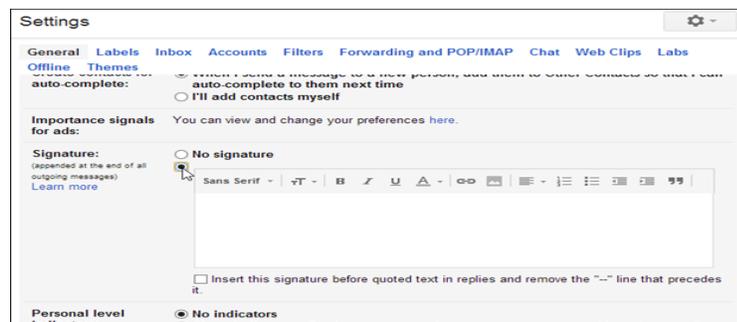
Another time-honored Gmail address trick: Gmail ignores anything after a plus sign. So `yourname+pcmag@gmail.com` goes to the same place as `yourname@gmail.com`. The difference is, this alias is incredibly handy for filtering messages, as Gmail filters do see what's after the plus. Thus, if you sign up for every newsletter with `yourname+news@gmail.com`, you only need to filter on messages sent to that address, rather than on every individual newsletter sender. (This doesn't always work however, as many services don't allow signups with emails that have optional characters, of which the plus sign is one.)

Use Drag-and-Drop to Attach Files

You can also drag-and-drop files onto a message you're composing to attach them. Simply drag a file from an Explorer window to the message you're composing.



Set up an Email Signature in Gmail



An email signature allows you to automatically include a few lines of contact information (or any other information) to the bottom of every outgoing email message. Gmail allows you to set up a signature to include in messages you compose. To set up a signature that will be automatically appended to any emails you compose in Gmail, click

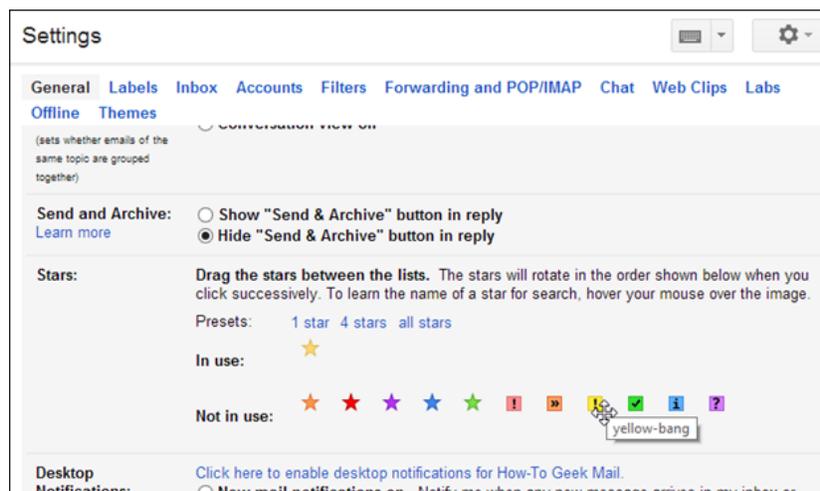
the settings gear button and select "Settings" from the drop-down menu. Stay on the "General" tab, scroll down to the "Signature" section and select the option below "No signature" to turn the feature on.

Use Multiple Star Designs on Your Messages

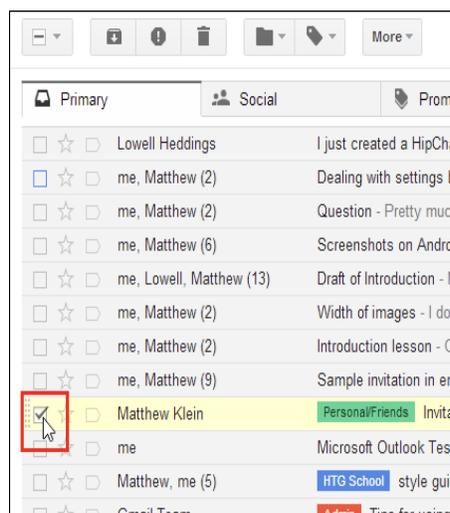
Gmail allows you to use multiple colors and types of "stars" to differentiate messages from one another.

This feature is useful if you want to mark multiple messages with varying levels of importance. For example, you might use a purple star for messages you want to read again and a red exclamation point for messages you need to follow up on.

Click the “Settings” button and select “Settings” from the drop-down menu. On the “General” tab, scroll down to the “Stars” section. Drag icons from the “Not in use” section to the “In use” section to add different types of stars. If you have more than one type of star in use, clicking the star icon next to an email message cycles through all the stars in use. If you star a message while it’s open, only the first star type is applied.

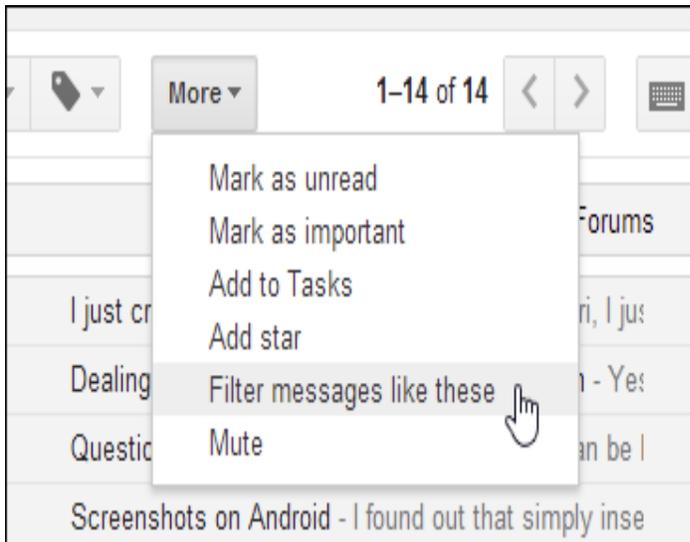


Use a Specific Message to Create a New Filter

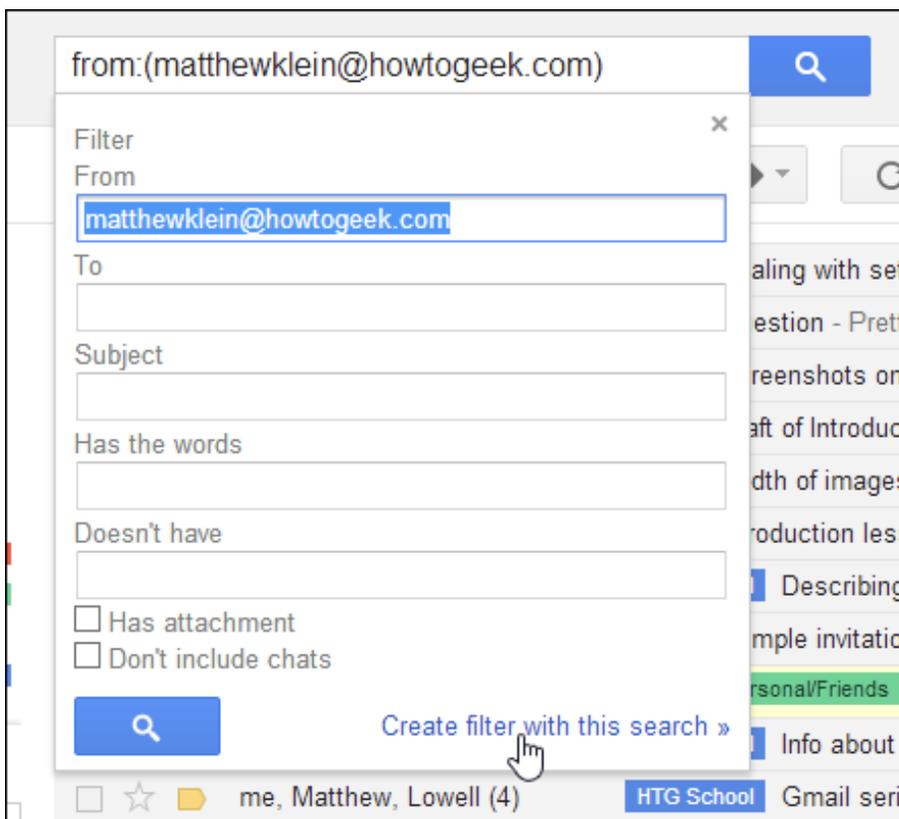


You can also create a filter based on an existing message. To do this, select a message in your message list or in a label.

Click the “More” action button and select “Filter messages like these” from the drop-down menu.



Notice that the “From” field on the “Filter” dialog is automatically filled in. Enter any other filter criteria you want and click “Create filter with this search.”



Specify your filter criteria by selecting filter options on the next dialog as described earlier.

NOTE: You can use this method to set up filters to automatically delete unwanted emails as you receive them.

What does archiving mean in Gmail?

In effect, archiving lets you tidy up your inbox by moving messages from your inbox into your **All Mail** label, so you don't have to delete anything. It's like moving something into a filing cabinet for safekeeping, rather than putting it in the trash can.

Any message you've archived can be found by clicking the "All Mail" label on the left side of your Gmail page. You can also find a message you've archived by clicking on any other labels you've applied to it, or by searching for it.

And something cool ... when someone responds to a message you've archived, the conversation containing that message will reappear in your inbox automatically!

To archive messages:

1. In your inbox, select the message by checking the box next to the sender's name.
2. Click the Archive button in the toolbar above your message list. 
3. (If you have a message open, you can also archive it by clicking the Archive button above the message.)

To move an archived message back to your inbox, follow these steps:

1. Click All Mail. (If you don't see All Mail along the left side of your Gmail page, click the More drop-down menu at the bottom of your labels list.)
2. Check the box next to the sender's name.
3. Click the Move to Inbox button.

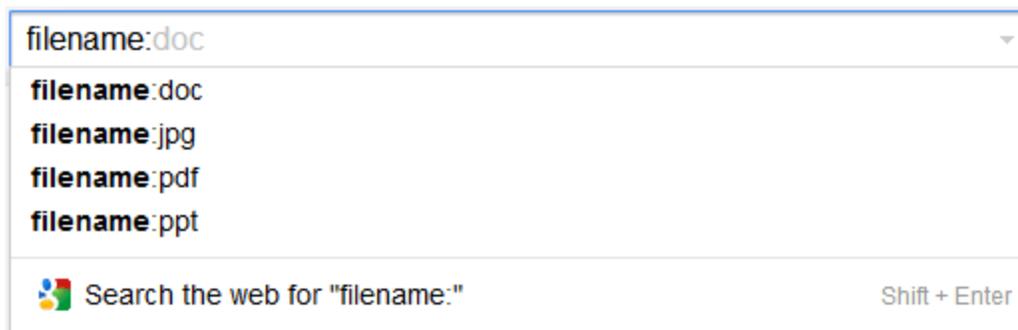
Advanced Search Operators

Now that your email is archived (not in the IN BOX) or it is grouped with others in a label, you think it may be harder to find. Gmail does not get rid of your emails. They pile up. Here are some vital ways to search for an email that will save you so much scrolling time.

1. filename:

The search form shown above lets you search emails that have an attachment. Simply check the respective box in the form. The *filename:* operator is a more advanced way to search emails with attachments. You can pair it with any part of the file name, including the file type. So you could search for *filename:london* to search for any attachments that have the word *london* in the

file name. Or you could search for *filename:pdf* to find any attachments that are PDF documents.



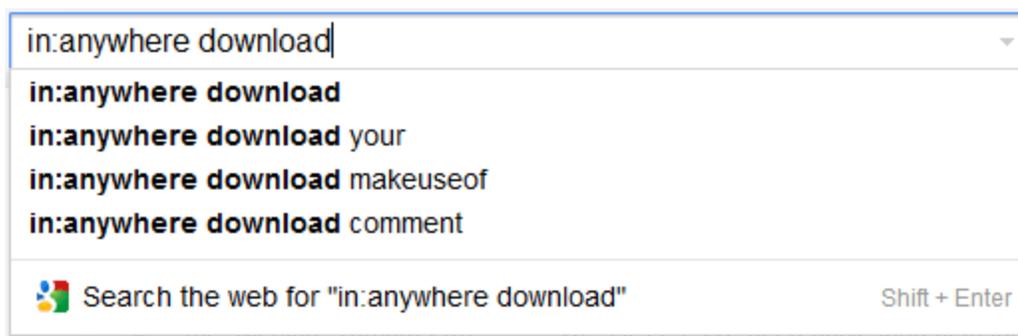
2. after: & before:

Personally, I find the *date within* search option in the form shown above a little complicated. Thus I prefer to use the *before:* and *after:* search operators. Use them by themselves to search before or after a certain date and use them together to search a time frame.



3. in:anywhere

This operator may seem a little odd at first because wouldn't you think that the Search is searching anywhere by default? Well, not quite. Per default, messages in Spam and Trash are excluded from search results. If, for some reason, you want to include emails in these folders, you can use the *in:anywhere* operator, followed by your keyword.



By the way, the screenshot above reveals that Gmail Search is showing actual email content in auto-complete. Good to know, right?

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