



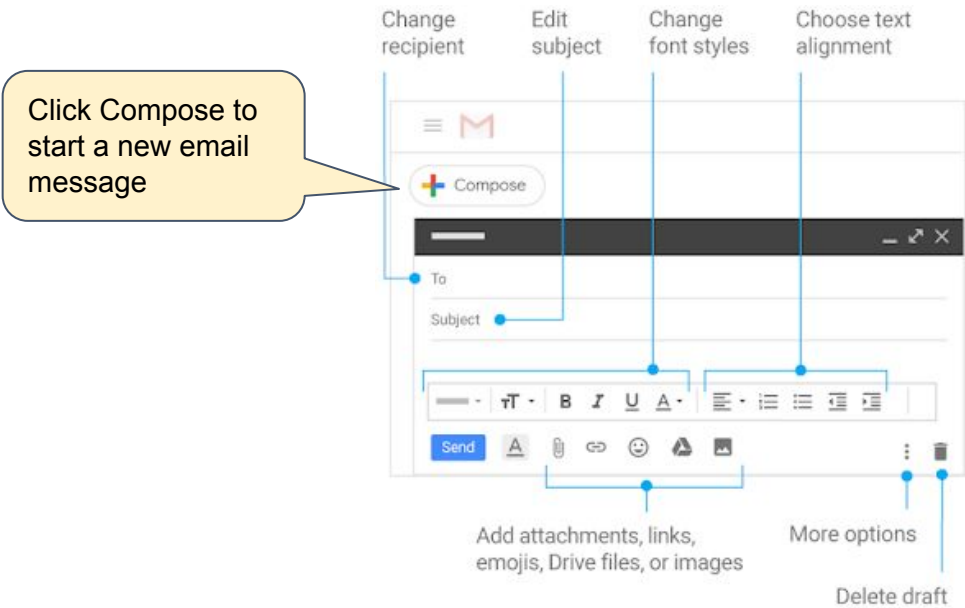
Gmail

Quick Reference Guide

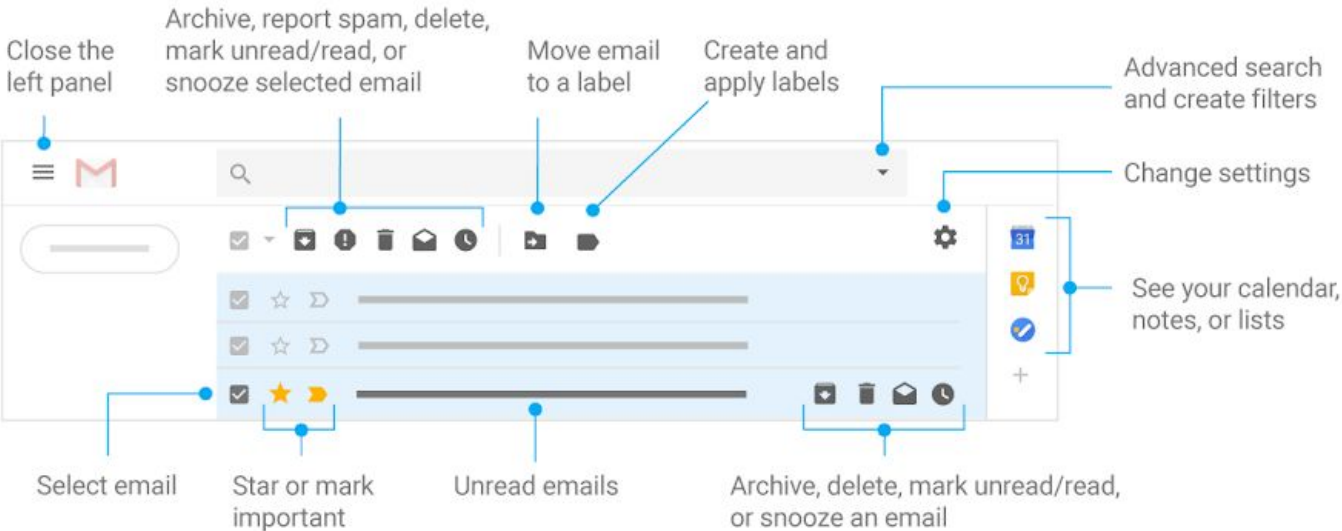
Overview:

With Gmail, your Genesis email is stored safely in the cloud. This means you can get to them from any computer or device with a web browser. You can also quickly organize and find important email, as well as read and draft email without an internet connection.

Overview of email message window:



Organize your inbox:

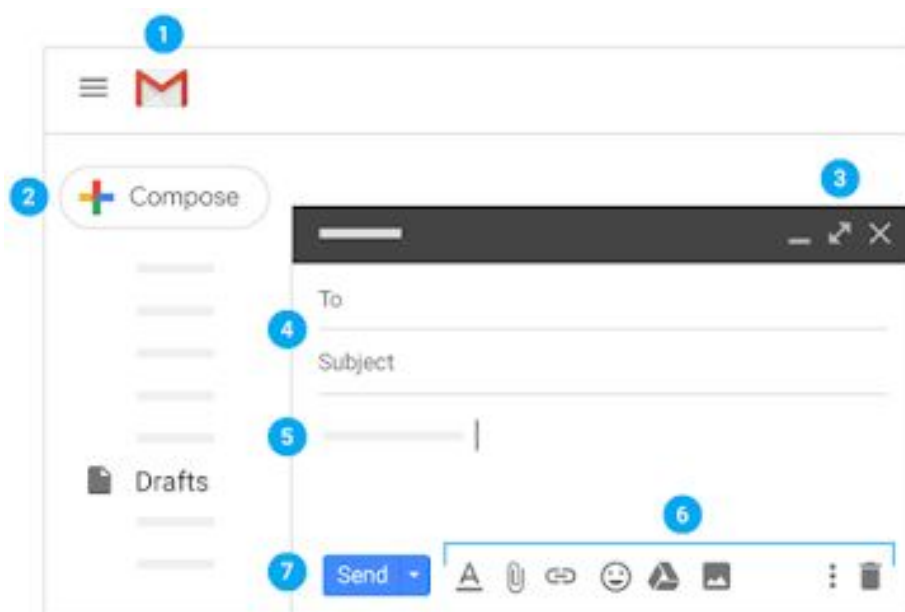


1. Create and Send email

1.1 Create and send email:

- 1) Open [Gmail](#).
- 2) On the left, click **Compose**.
- 3) (Optional) To change your window size, in the upper corner, click Maximize or Exit full screen . Add recipients and a subject.
- 4) Enter your message.
- 5) Email you start writing but don't send are automatically saved in Drafts on the left.
- 6) (Optional) Add attachments, such as Drive files or photos .
- 7) Click **Send**.

Tip: To cancel sending an email, at the bottom of the window, click Undo. This option appears briefly, but you can change how long it lasts. See [Undo sending your mail](#).



	Minimize
	Maximize
	Exit the screen
Shift +	Pop-out and resize
	Exit full screen



1. Create and Send email cont'd


1.2 See new email:

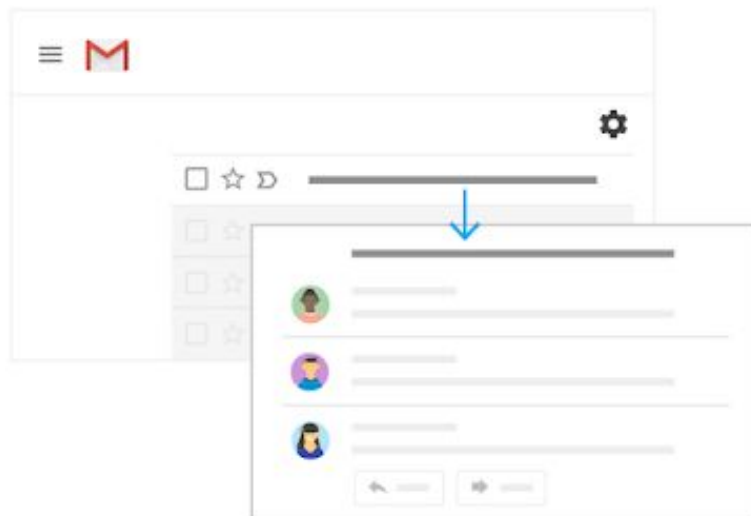
Unread email are **bold**. To open an email, click it.


By default, replies to email are grouped into conversations. Keeping all email together in a thread makes it easier to keep track of them and saves space in your inbox.

If you prefer to separate your existing email from future email, you can turn off conversation view.






Turn off conversation view:

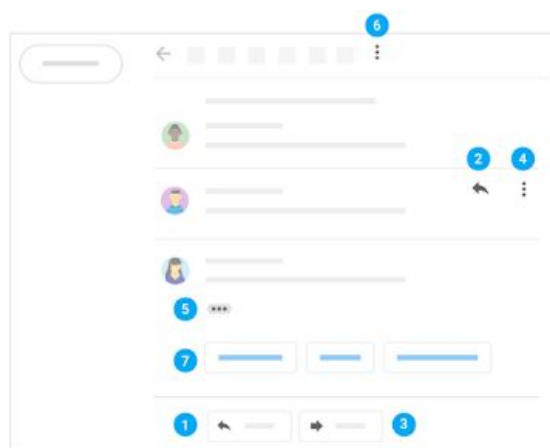
1. In the top right, click Settings  > **Settings**.
2. In the **General** tab, scroll to **Conversation View** and select **Conversation view off**.
3. At the bottom, click **Save Changes**.



Note To get more space for viewing your email, you can close the left panel by clicking Menu .

1.3 Reply to email:

- 1) To reply to a single email or the last email in a thread, click  **Reply**.
- 2) To reply to an email within a thread, click Reply .
- 3) To forward a single email or the last email in a thread, click  **Forward**.
- 4) To forward an email within a thread, click More  **Forward**. To see previous email in a thread, click Show trimmed content .
- 5) To forward an entire conversation, at the top, click More  > **Forward all**.
- 6) To use a Smart Reply, at the bottom of the email, click a suggested reply. You can then edit the email before sending it.



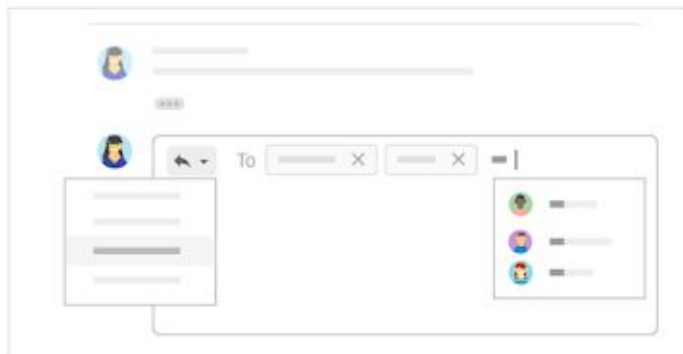
Note You might see existing email at the top of your inbox with a suggestion to reply or follow up. To hide these suggestions, click Settings Settings, go to Nudges and uncheck the boxes.

1. Create and Send email cont'd

1.4 Change recipients:

Add and remove recipients:

- 1) From an open email, click a recipient's address.
- 2) To add more recipients, type their email addresses.
- 3) To remove recipients, next to their email address, click Remove X.



Change an email subject:

- 1) Next to Type of response ↩, click the Down arrow ▼ > Edit subject.
- 2) Enter a new subject.

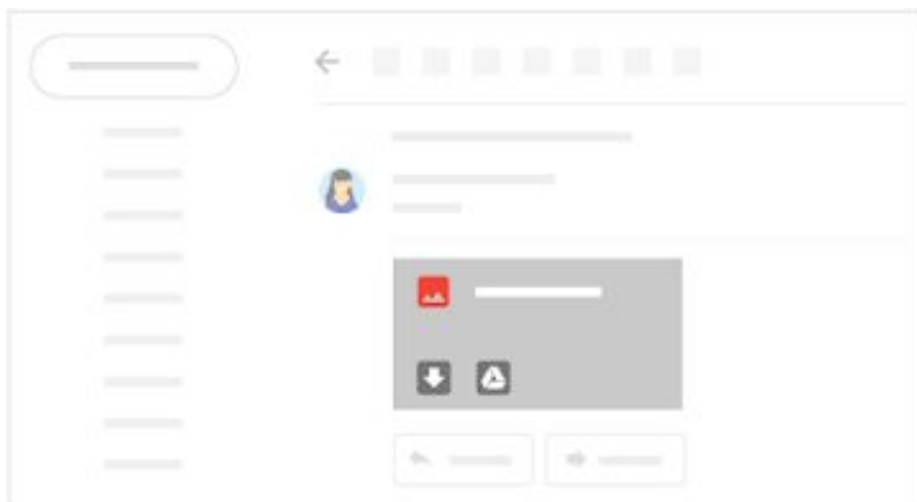
1.5 Save and print attachments:

When someone sends you an attachment, such as a photo or document, you see a preview of the attachment in the email.

- **See a full-screen view and print:** Click the attachment to open a full-screen view. To print, click Print 🖨️.
- **Download an image or save it to Drive:** Point to the preview and click Download ⬇️ or Save to Drive 📁.

You can quickly add images and attachments to your email by dragging them from your desktop to your Gmail compose window, or drag pictures and attachments from your email to your desktop if you want to download them.

Learn more about [Gmail attachments](#).



1. Create and Send email cont'd


1.6 Email without an internet connection:

Chrome Browser only


Use Gmail offline to read, respond to, and search your Gmail messages when you aren't connected to the internet. Any email you write, archive, label, or delete while you're offline will be sent or moved when you're back online.

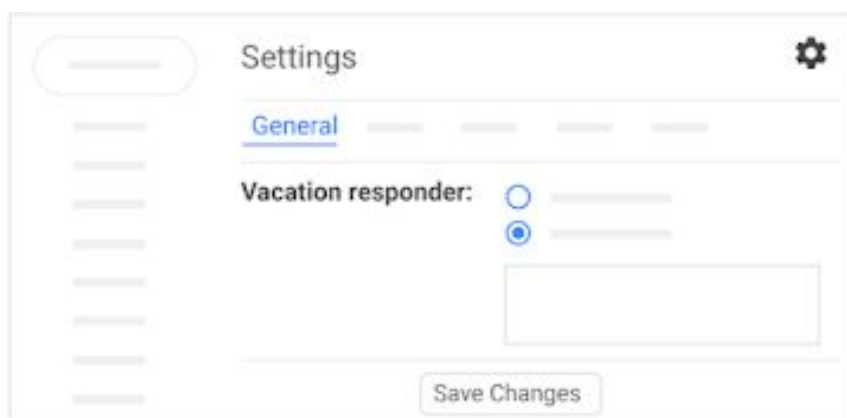
When you enable Gmail offline on a device, your messages sync with the browser's storage on the computer you're using. Enable Gmail offline on each device for which you want offline access.

Enable Gmail offline:

- 1) In the top right, click Settings  > **Settings**.
- 2) Go to the Offline tab and check the **Enable offline mailbox**.
Note: If you don't see the **Offline** option, it might not be enabled for your organization. See your [G Suite admin](#).
- 3) (Optional) Next to **Sync settings**, choose how many days of email you want to store offline.
- 4) Next to **Security**, choose whether to keep or remove offline data on your device.
If you don't see this option, it might be set by your [G Suite administrator](#).
- 5) Click **Save Changes**.

1.7 Turn your vacation responder on or off:

- 1) In [Gmail](#) in the top right, click Settings  > **Settings**.
- 2) Scroll down to Vacation responder and select **Vacation responder on** or **Vacation responder off**.
- 3) If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.
- 4) At the bottom, click **Save Changes**.



2. Organize your inbox

2.1 Switch to labels from folders:


In other email programs, you might have stored email in folders. In Gmail, you use labels to categorize your email. Labels are like folders, but with a twist—you can apply several labels to an email, then later find the email by clicking any of its labels from the left panel.

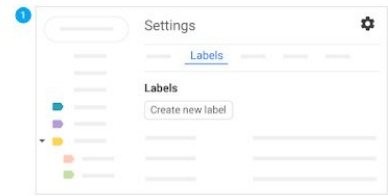
You can also:

- Open a label in the left sidebar to see all email with that label.
- Nest labels within labels.
- Search for all email with a label.
- Set up your inbox as you prefer:
 - See labels on email in your inbox to quickly identify different types of email.
 - Auto-archive email to route it away from your inbox, as you did with rules and folders.


2.2 Create labels:

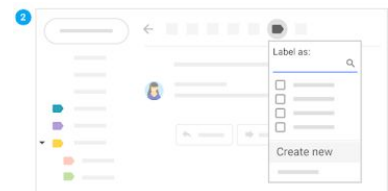
1) Create a label:

- a) In the top right, click Settings  and select **Settings**.
- b) Click the **Labels** tab.
- c) Scroll to the Labels section and click **Create new label**.
- d) Enter the label name and click **Create**.
You can also create nested labels, which are like subfolders.



2) Create a label from an email:

- a) From an email, click Labels  > **Create new**.
- b) Enter the label name and click **Create**.
- c) (Optional) Click **Nest label under** and choose an existing label to place it under.
The new label automatically applies to your email.



2. Organize your inbox cont'd

2.3 Apply labels:

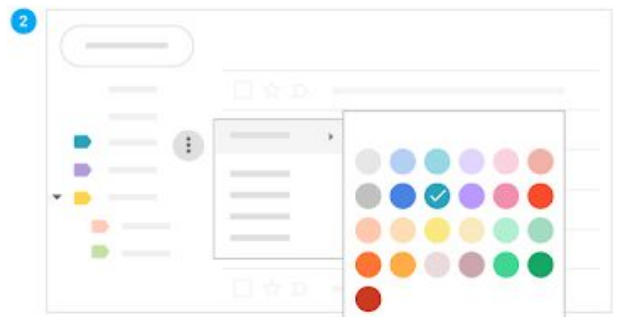
1) Apply labels to email:

- a) In your inbox, check the boxes next to the email you want to apply a label to.
- b) Click Labels .
- c) Check the boxes next to the labels you want to add and click **Apply**.



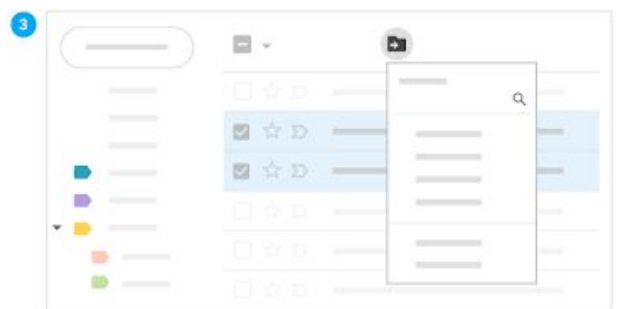
2) Apply a color to a label:

- a) In the left panel, point to a label and click More.
- b) Point to **Label color** and choose a color. Or, click **Add custom color**. The change instantly applies to all email with that label.
- c) (Optional) To remove a label color, point to **Label color** and click **Remove color**.
- d) (Optional) To see all email with a particular label, in the left panel, click the label's name.



3) Move email from your inbox to a label:


- a) In your inbox, check the boxes next to the email you want to move into a label.
- b) Click Move to .
- c) Click the label you want to move your email to.

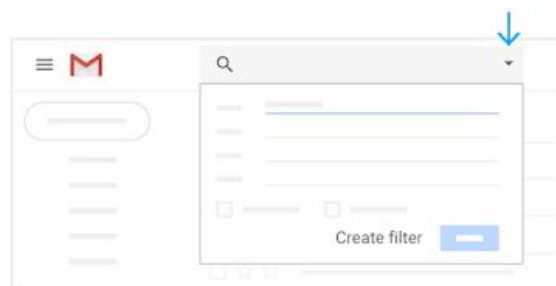


2. Organize your inbox cont'd

2.4 Add filters:


Manage your incoming email automatically with Gmail's filters.

1. In the search box at the top, click the Down arrow .
2. Enter your search criteria.
3. At the bottom of the search window, click **Create filter**.
4. Choose what you'd like the filter to do.
5. Click **Create filter**.



For tips on applying common filters, see [Gmail filter ideas](#).


2.5 Star important email:

Want to flag an important email? Click Star  next to an email in your inbox or an email within a conversation.

To see all your starred email, in the left sidebar, click **Starred**.



2.6 Snooze email:

Postpone email to a future date or time that's more convenient for you.

1. Open [Gmail](#) and point to an email.
 2. On the right, click Snooze .
 3. Under Snooze until, choose a time.
The email automatically snoozes and moves out of your inbox. You will get a reminder about the snoozed email after the specified time.
 4. (Optional) To see all snoozed email, click **Snoozed** in the left sidebar.
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2.7 Archive or delete email:

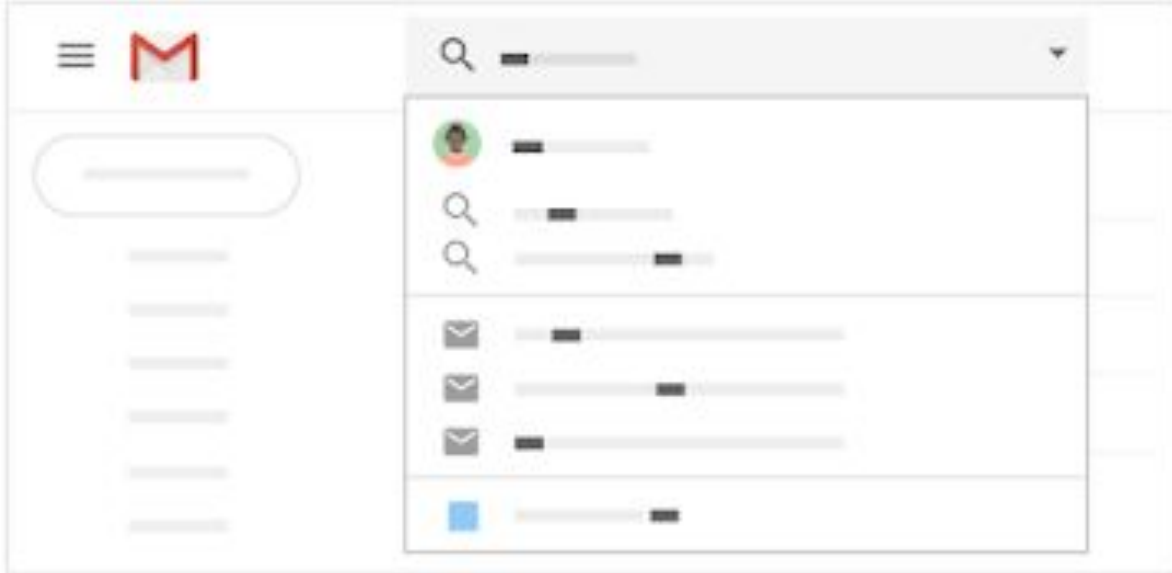
Archived email move out of your inbox but stay under All mail, so that you can find them later. Deleted email move to the **Trash** and get permanently deleted after 30 days.

To archive or delete email, select one or more email. At the top, click Archive or Delete. Or, you can point to a single email and click Archive  or Delete .

3. Find email

3.1 Search your inbox:

To search for keywords, enter the word you're looking for into the search box. Gmail suggests search terms as you type. Click a suggestion or click Search .

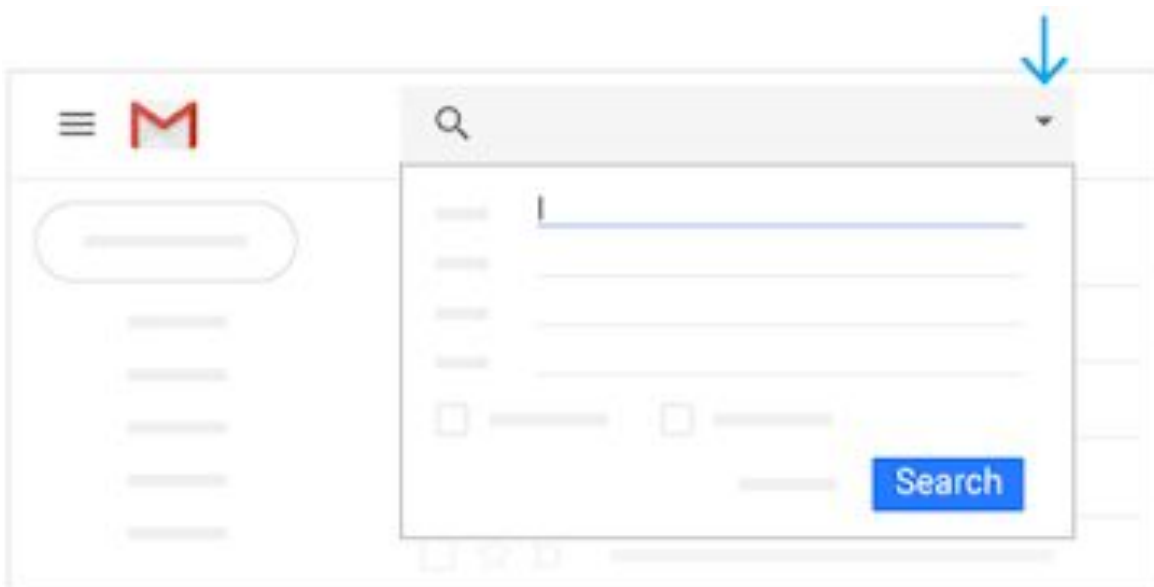


3.2 Narrow your search:

To narrow your search, at the right of the Gmail search box, click the Down arrow .

Add specific search criteria. For example, you can find an email from Alice that has an attachment within a particular time frame.


To learn more about advanced searches, see [search operators in Gmail](#).



4. Create signatures

4.1 Create a signature:

Your signature can include your name, title, and contact information.

1. Click Settings  > **Settings**.
2. On the General tab, scroll down to the Signature section and create your signature.
3. (Optional) Use the format bar to add text colors, styles, links, or a picture.
4. At the bottom, click **Save Changes**.


To create multiple signatures, see [Create multiple signatures using canned responses](#).

To add the company logo to your email signature, [click here](#).

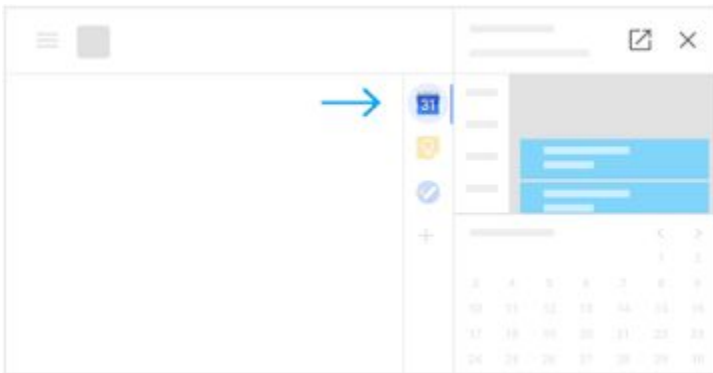


5. Access your calendar, notes, and tasks



5. Access your calendar, notes, and tasks:

- **Open Calendar:** On the right, click Calendar .
- Your daily events and a mini monthly calendar appear.
- **See event details:** Click an event to open it and see details.
- **Reply to an event:** Open an event. At the bottom, next to Going?, click a reply.

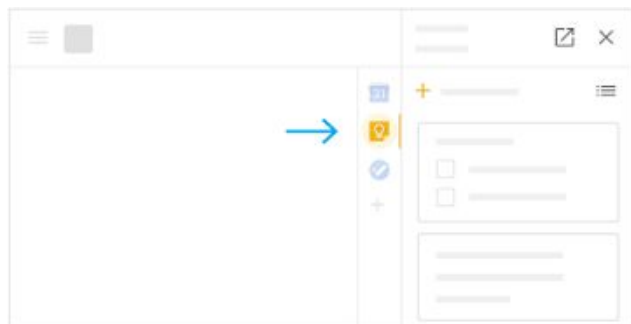
To do more with Calendar, see [Get started with Calendar](#).



5.2 Open notes in Google Keep:






- **Open Google Keep:** On the right, click Keep .
- **Add a note or list:** Click + Take a note or New list .
- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see [Get started with Keep](#).



5. Access your calendar, notes, and tasks cont'd

5.3 Open your to-do lists in Google Tasks:

- **Open Google Tasks:** On the right, click Tasks  .
The current list appears at the top, with any tasks below it.
- **Add a new list:** Click the Down arrow  **Create a new list.**
- **Change lists:** Click the Down arrow  and select a list.
- **Add a new task:** Click + Add a task. To add a new task from an email, drag the email into a task list.
- **Edit or delete a task:** Point to a task and click Edit  . From the Edit window, click Delete  to delete a task.

To do more with Tasks, see [Get started with Tasks](#).

