

# GMail

## Introduction



### COURSE CONTENT

#### Login and Settings

- Use Google Chrome - recommended browser

#### Browser

- Getting to know your Gmail links/display
- Gmail Settings Create and Send Messages

#### Gmail

- Sending, replying, attachments and printing
- What is a draft message
- Dragging images into messages

#### Conversation View or Message View

- Conversations vs. messages
- Unthread your conversations

#### Working with Messages and Labels

- Signatures, Labels and Filters
- Create nested labels
- Drag and drop labels

#### Manage and Sort Messages

- Create an email Filter (Rules in Lotus Note)
- Clean out your Inbox by archiving old mail
- Be more productive with Priority Inbox
- "Sort" messages using keyword search

#### Contacts

- Email, find and manage your contacts
- Create personal groups and mailing lists

#### Using Tasks and Chat

- Using the Task Gadget
- Chat in Gmail
- Send instant messages

#### How to Delegate an Email

- Setting up Gmail delegation
- Set up mail delegation

#### Calendar Overview

- Google Calendar overview
- Google Calendar Interactive Tour

#### Manage your Calendar

- Creating Events in Google Calendar
- Scheduling, invitations, attachments, and printing
- Google Calendar Notification

#### Reminders

- Setup reminders, sharing
- Share Google Calendars
- Layer multiple calendars
- Create a team calendar
- Set up event reminder

#### How to delegate a Calendar

- Set up Google Calendar Delegation
- Access your manager`s calendar

