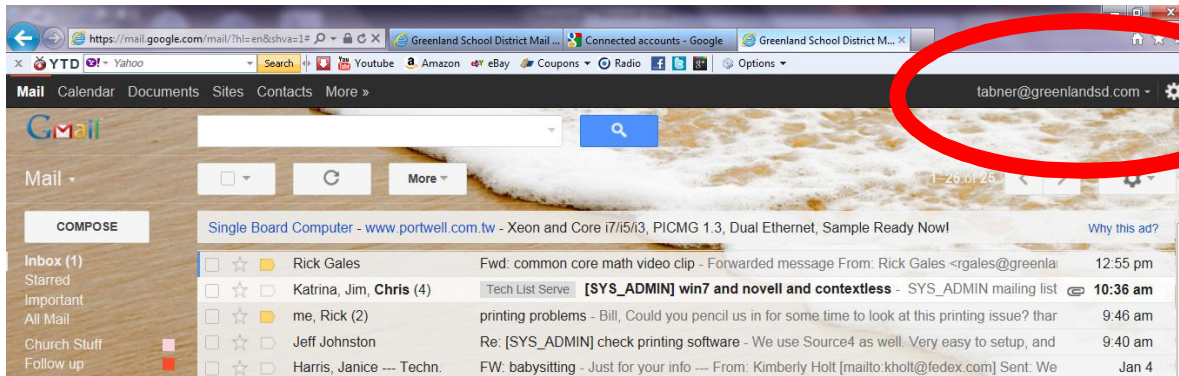


GOOGLE MAIL TIPS AND PROCEDURES

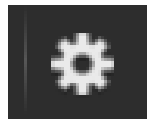
1. Changing your password

- Log in using your e-mail address and your DEFAULT password
- When you are logged in click on your e-mail address that is located at the top left of the screen
- From the drop down menu choose account settings
- Under “Personal Settings” and next to “Security” click on “Changing your Password”



2. How to create/manage Labels

- Click on the gear symbol at the top right of the screen
- Click on “Settings”
- Click on the Labels tab at the top of the screen
 - You can create labels and choose whether to HIDE or SHOW the label in the left side of the screen.
 - You can even choose to have sub labels



3. How to create filters

- Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.
- Enter your search criteria. If you want to check that your search worked correctly, click the search button.
- Click Create filter with this search at the bottom of the search window. If you need to verify the search results, you can click the x to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered.
- Choose the action(s) you want the filter to take.
- Click the Create filter button.

4. How to create a signature

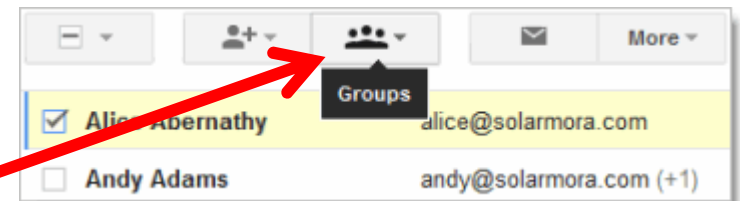
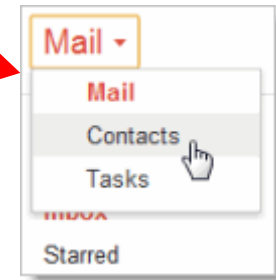
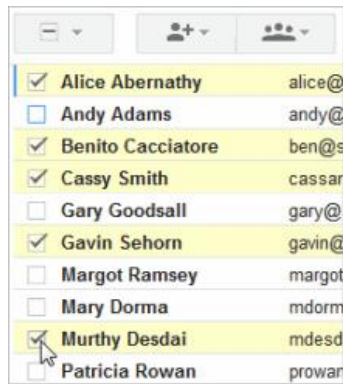
- Click on the gear symbol at the top right of the screen
- Click on "Settings"
- The "General" tab section should be selected.
- Scroll down until you see the "Signature" section

5. How to add a theme

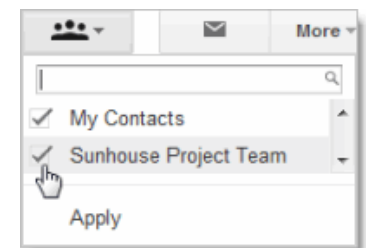
- Click on the gear symbol at the top right of the screen
- Click on "Themes"
- Choose your theme

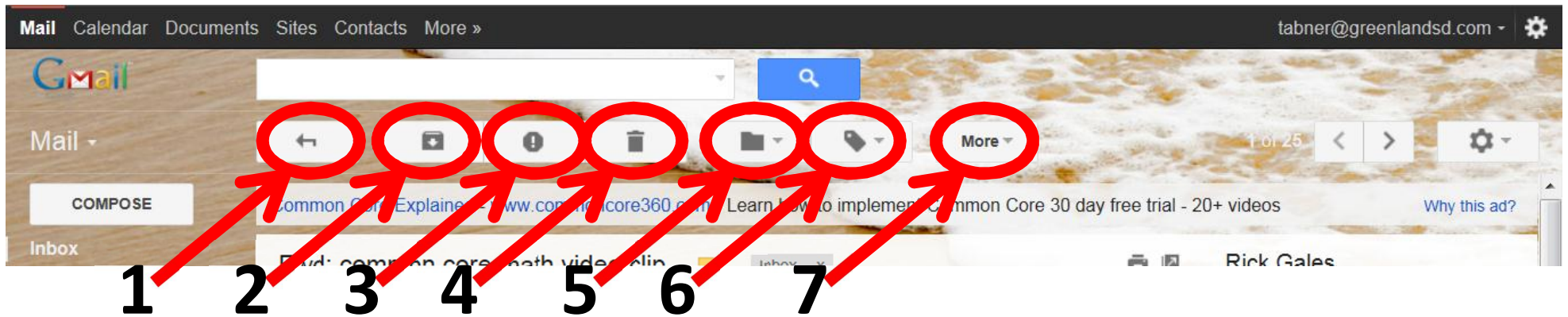
6. How to create a group

- You can create a contact group in your Contacts Manager.
- Open your Contacts Manager. In the upper-left corner of your Gmail window, click the arrow by Mail and then click Contacts.
- Click **New Group** in the left pane of the contacts manager.
- Enter the name of the group and click **OK**.
- In **Directory**, select the contacts you want to add to the group. For example:



- Click the **Groups** icon at the top of the Contacts Manager...
- Select the group to which you want to add the contacts:
- The new group is created (in this case, "Sunhouse Project Team"), and can be found in the left pane of the Contacts Manager page.





1. **BACK TO INBOX:** Will take you back to your Inbox where all your Unarchived mail is stored
2. **ARCHIVE:** Will store your e-mail message to the label you tagged it with or will archive it to a general “folder” without a label
3. **REPORT SPAM:** Label an e-mail message as SPAM if you don’t want to get it anymore or don’t know who sent the message
4. **DELETE:** Will move the e-mail message to the Trash folder where it will stay for a maximum of 30 days before it is permanently gone
5. **MOVE TO:** will label and archive at the same time. You choose the label and the message will be removed from your inbox and tagged with your chosen label.
6. **LABELS:** A way to categorize and sort your e-mail messages. A message can have multiple labels so it’s easy to search for the message in the future.
7. **MORE:** Gives a list of several things that you can do to your e-mail messages. This is also where you can create a filter for e-mail messages that you receive on a regular basis.