

Gmail Inbox basics

These slides show you how to get to the most important functions and settings to manage your Inbox in Gmail.

Other email applications including Yahoo, Outlook, etc will have similar settings and functions.

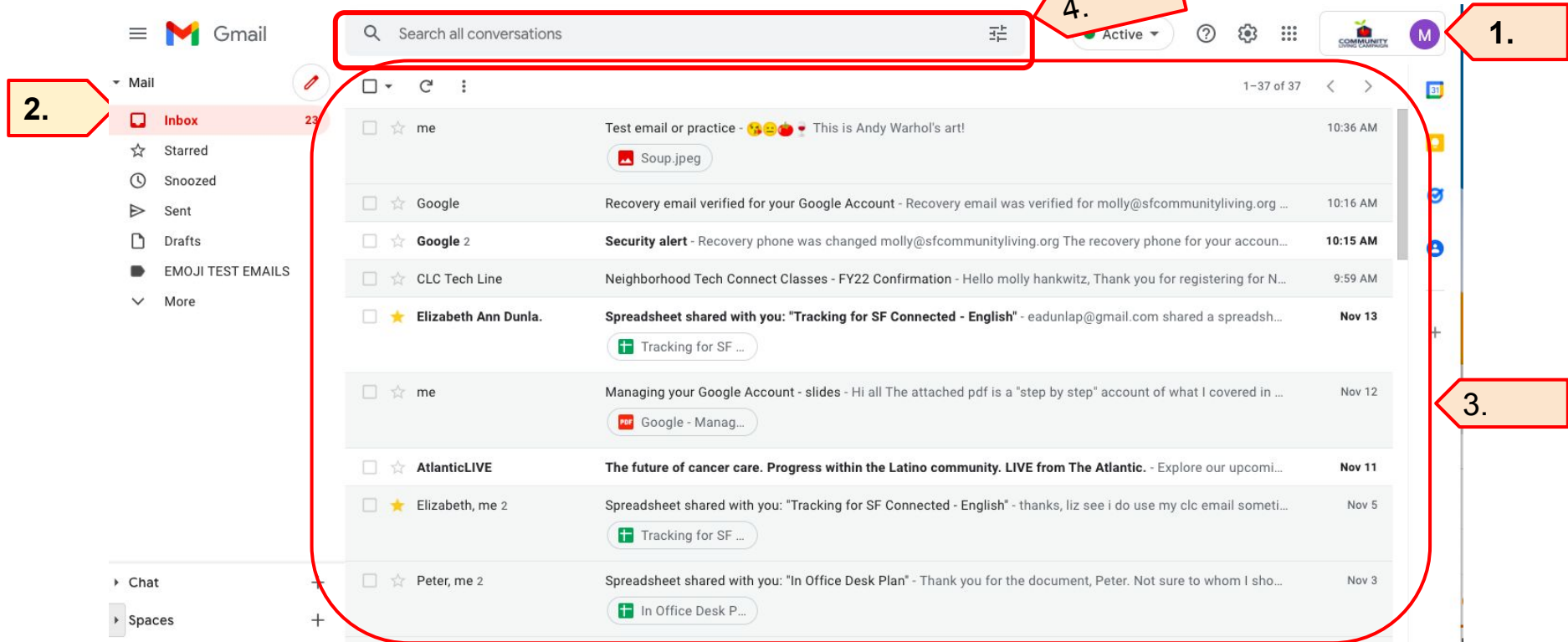
All Mail which comes with iPhone and Mac Computers will not have all of these functions.



COMMUNITY
LIVING CAMPAIGN

Welcome to your Gmail Inbox!

1. From the upper right corner you can manage your Google account.
2. From the left hand column you can find all the parts and places of your account.
3. Your Primary inbox where all your email is sent is the large central section.
4. You can search your email from the Search bar.



From the pen icon in the left hand column, you can open a Compose window to write an email.

The image shows a screenshot of a Gmail inbox. On the left-hand side, there is a navigation menu with several options: Mail, Chat, Spaces, and Meet. Under the 'Mail' section, there are sub-options: Inbox (with a red box around it and a '23' notification), Starred, Snoozed, Sent, Drafts, EMOJI TEST EMAILS, and More. The 'Compose' button, represented by a red pen icon, is highlighted with a red square. A red arrow points from this icon to a 'New Message' window that is open in the foreground. The 'New Message' window has fields for 'To', 'Subject', and a text area. Below the text area is a rich text editor toolbar with options for font style (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. A blue 'Send' button is at the bottom left of the window. The background shows a list of emails in the inbox, including one from 'me' with the subject 'EMOJI TEST EMAILS' and another from 'Google' with the subject 'Recovery email verified for your Google Account'.

By selecting an email (click box on left) it is highlighted in blue and you get new functions above with which to label, or report spam or delete, etc.

The screenshot shows a Gmail inbox interface. A red box highlights the top toolbar of an email, which includes icons for archive, star, mute, delete, reply, reply all, forward, print, and share. The email being highlighted is from 'me' with the subject 'EMOJI TEST EMAILS' and the body text 'Test email or practice - 🙄🤔🍓🍷 This is Andy Warhol's art!'. A red callout box with the text 'Click to select' points to the selection checkbox on the left side of the email row.

Sender	Subject	Time
me	EMOJI TEST EMAILS Test email or practice - 🙄🤔🍓🍷 This is Andy Warhol's art!	10:36 AM
Google	Recovery email verified for your Google Account - Recovery email was verified for molly@scommunityliving.org ...	10:16 AM
Google 2	Security alert - Recovery phone was changed molly@scommunityliving.org The recovery phone for your accoun...	10:15 AM
CLC Tech Line	Neighborhood Tech Connect Classes - FY22 Confirmation - Hello molly hankwitz, Thank you for registering for N...	9:59 AM
Elizabeth Ann Dunla.	Spreadsheet shared with you: "Tracking for SF Connected - English" - eadunlap@gmail.com shared a spreadsh...	Nov 13
me	Managing your Google Account - slides - Hi all The attached pdf is a "step by step" account of what I covered in ...	Nov 12
AtlanticLIVE	The future of cancer care. Progress within the Latino community. LIVE from The Atlantic. - Explore our upcomi...	Nov 11
Elizabeth, me 2	Spreadsheet shared with you: "Tracking for SF Connected - English" - thanks, liz see i do use my clc email someti...	Nov 5
Peter, me 2	Spreadsheet shared with you: "In Office Desk Plan" - Thank you for the document, Peter. Not sure to whom I sho...	Nov 3
Wheeler, me 2	Payroll Hours: 10/15/21 - 10/31/21 - Hi Wheeler! I am sorry! I forgot the date. Robin called me molly On Tue, Nov...	Nov 2
Elizabeth Ann Dunla.	Spreadsheet shared with you: "Tracking for SF Connected - English" - eadunlap@gmail.com shared a spreadsh...	Oct 30
Elizabeth Ann Dunlap	Day of the dead - Thought the song and video from Coco shows the meaning of the celebration it https://youtu.b...	Oct 29
Elizabeth Ann Dunla.	Spreadsheet shared with you: "Tracking for SF Connected - English" - eadunlap@gmail.com shared a spreadsh...	Oct 22
AtlanticLIVE	LIVE from The Atlantic: Education in America, the future of cancer care, and more - Explore our upcoming virtu...	Oct 19
Elizabeth Ann Dunla.	Spreadsheet shared with you: "Tracking for SF Connected - English" - eadunlap@gmail.com shared a spreadsh...	Oct 8

Quick settings for changing the look and legibility of your inbox are found from this Settings wheel. "See all Settings" takes you to the complete roster of Settings on next slide.

The screenshot displays the Gmail web interface. At the top, the browser address bar shows 'mail.google.com/mail/u/0/#inbox'. The Gmail header includes the search bar, account status, and a settings gear icon. A red arrow points from the text above to the settings gear icon. A green box highlights the 'See all settings' link in the quick settings panel. The quick settings panel is open, showing options for 'DENSITY' (Default, Comfortable, Compact), 'THEME' (View all), and 'INBOX TYPE' (Default, Customize, Important first, Unread first). The main inbox list is visible in the background, showing various email threads with subjects like 'Test email or practice', 'Recovery email verified for your Google Account', and 'Security alert'.

Sender	Subject	Time
me	Test email or practice - 🤔🤔🤔🍷 This is Andy Warhol's art!	10:36 AM
Google	Recovery email verified for your Google Account - Recovery email...	10:16 AM
Google 2	Security alert - Recovery phone was changed molly@sfcommuni...	10:15 AM
CLC Tech Line	Neighborhood Tech Connect Classes - FY22 Confirmation - Hello ...	9:59 AM
Elizabeth Ann Dunla.	Spreadsheet shared with you: "Tracking for SF Connected - Engl..."	Nov 13
me	Managing your Google Account - slides - Hi all The attached pdf i...	Nov 12
AtlanticLIVE	The future of cancer care. Progress within the Latino communit...	Nov 11
Elizabeth, me 2	Spreadsheet shared with you: "Tracking for SF Connected - Englis..."	Nov 5
Peter, me 2	Spreadsheet shared with you: "In Office Desk Plan" - Thank you f...	Nov 3
Wheeler, me 2	Payroll Hours: 10/15/21 - 10/31/21 - HI Wheeler! I am sorry! I for...	Nov 2

See all Settings gives you a full page and 8 tabs of Settings to manage your Inbox.

The screenshot shows the Gmail 'Settings' page for a user named 'Community Living Campaign'. The browser address bar shows 'mail.google.com/mail/u/0/#settings/general'. The left sidebar lists mail folders: Mail, Inbox (23), Starred, Snoozed, Sent, Drafts, and EMOJI TEST EMAILS. The main content area is titled 'Settings' and has a tabbed interface with the following tabs: General (selected), Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. The 'General' settings include: Language (Community Living Campaign Mail display language: English (US)), Phone numbers (Default country code: United States), Maximum page size (Show 20 conversations per page), Undo Send (Send cancellation period: 5 seconds), Default reply behavior (Reply selected), Hover actions (Enable hover actions selected), Send and Archive (Hide 'Send & Archive' button in reply selected), Default text style (Sans Serif, with a preview box showing 'This is what your body text will look like.'), and Images (Always display external images selected).