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

**General**
- **Language:** Community Living Campaign Mail display language: English (US)
- **Phone numbers:** Default country code: United States
- **Maximum page size:** Show conversations per page
- **Undo Send:** Send cancellation period: 5 seconds
- **Default reply behavior:** Select Reply or Reply all
- **Hover actions:** Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover.
- **Send and Archive:** Show "Send & Archive" button in reply
- **Default text style:** Sans Serif

This is what your body text will look like.

**Images:**
- Always display external images
- Ask before displaying external images

This option also disables dynamic email.