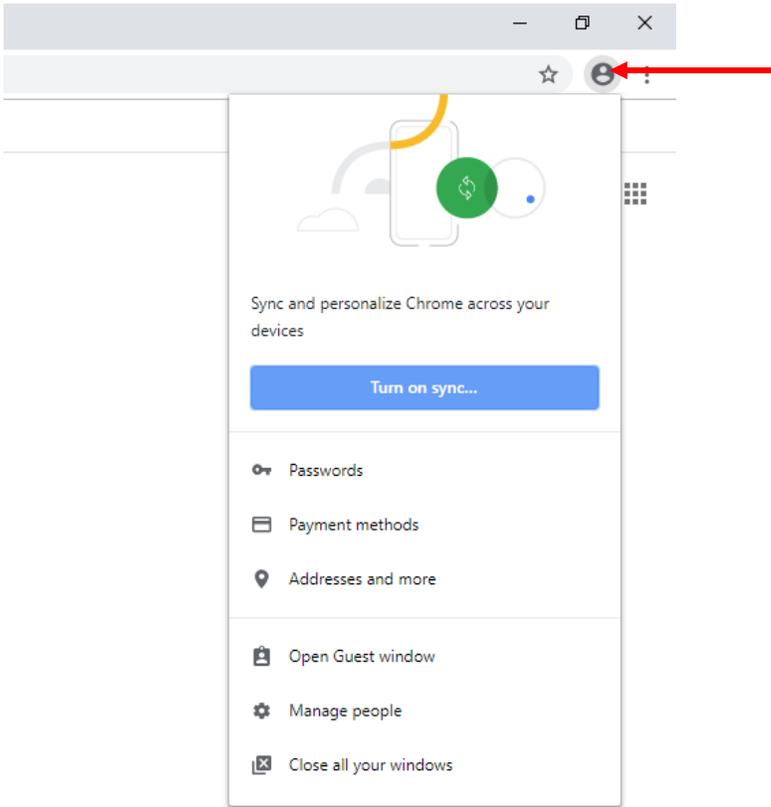


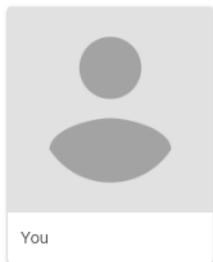
Gmail Tips

Signing In to Chrome

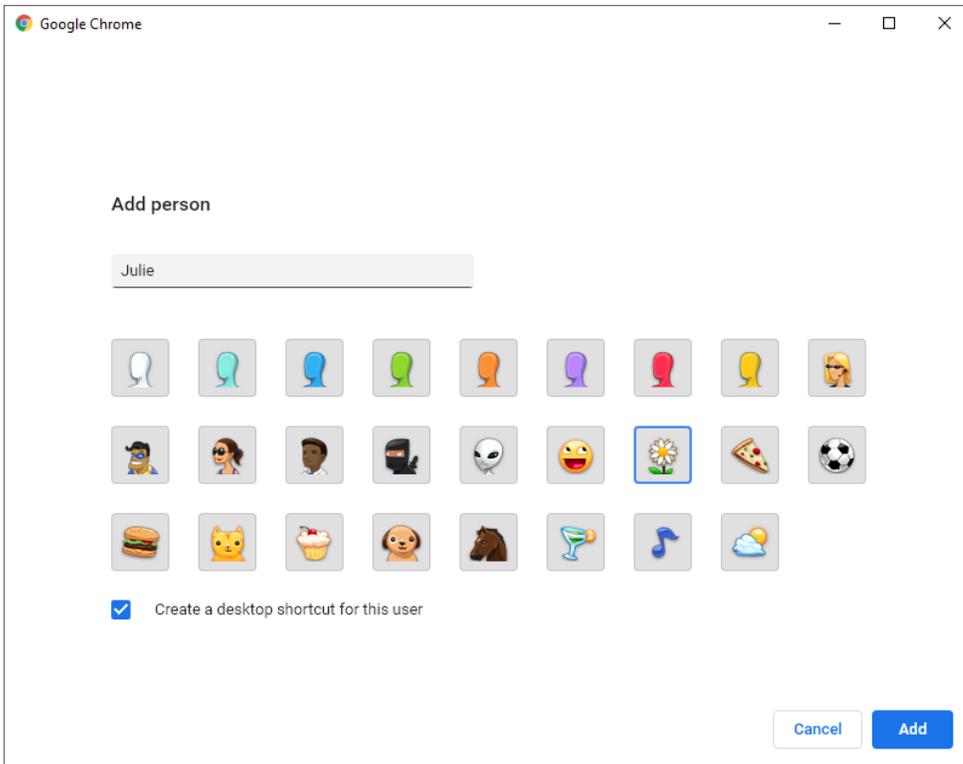
The first thing you should do is sign in to Chrome. This is different from signing in on the Google search page. When you open Chrome for the very first time, it will ask you to sign in right in the middle of the page. Since this is probably not your first time to use it, you'll need to click the circle with the person in the top right-hand corner and then choose Manage people.



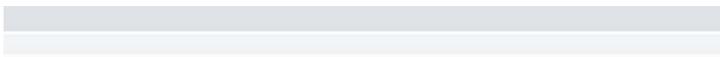
Then click Add person.



Type your name, choose an icon and click Add.



Click Turn on sync...



Web browsing with Google smarts

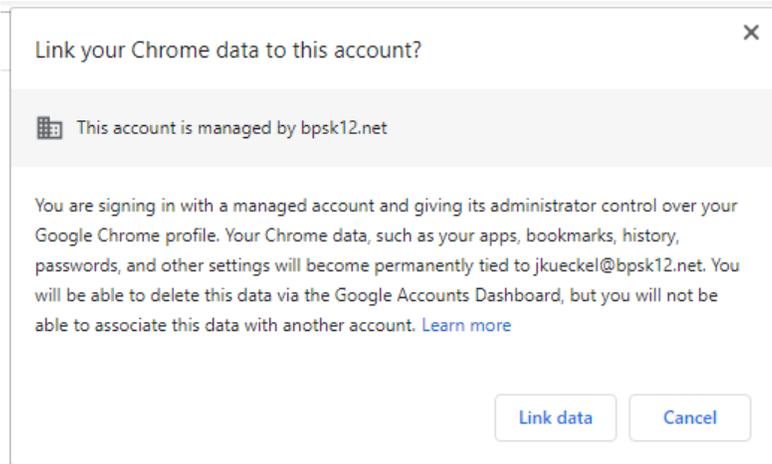
Sync and personalize Chrome across your devices

Not now

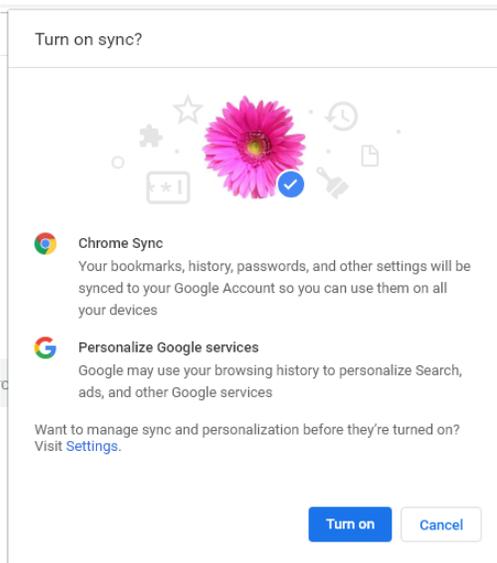
Turn on sync...

Google

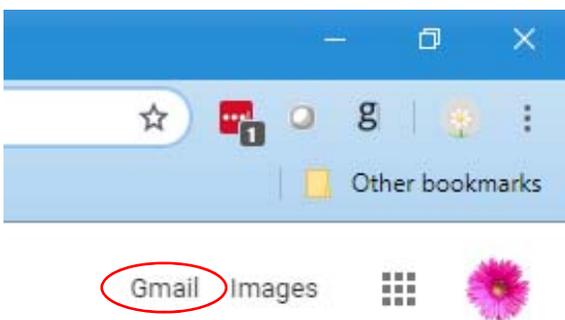
Click Link data.



I know you have already told Chrome to sync your data but now that it knows you have a managed account, you have to tell it again.

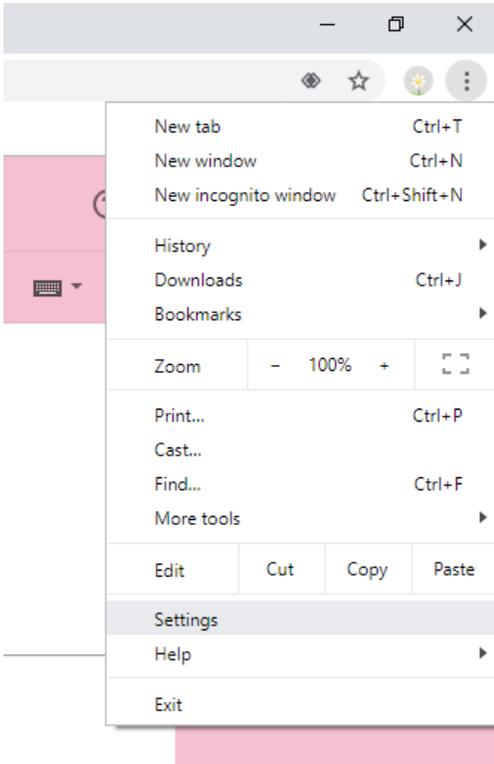


You will find a link to Gmail in the upper right-hand corner of the Google search page.

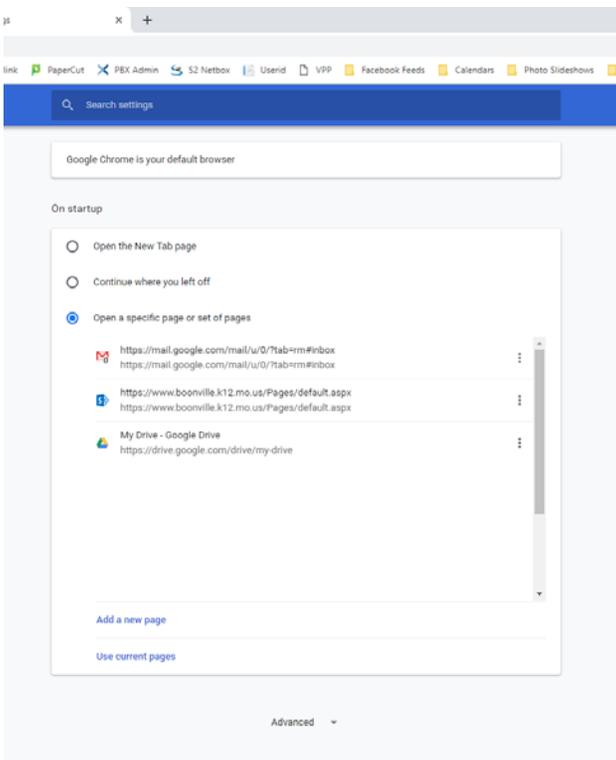


Opening Chrome to Specific Pages

You can tell Chrome to automatically open up to a certain page and open multiple tabs. The easiest way to do this is to go ahead and open up a tab for every page that you want Chrome to open automatically. Then access the Settings menu by clicking the three vertical dots in the upper right corner of Gmail and choose Settings.

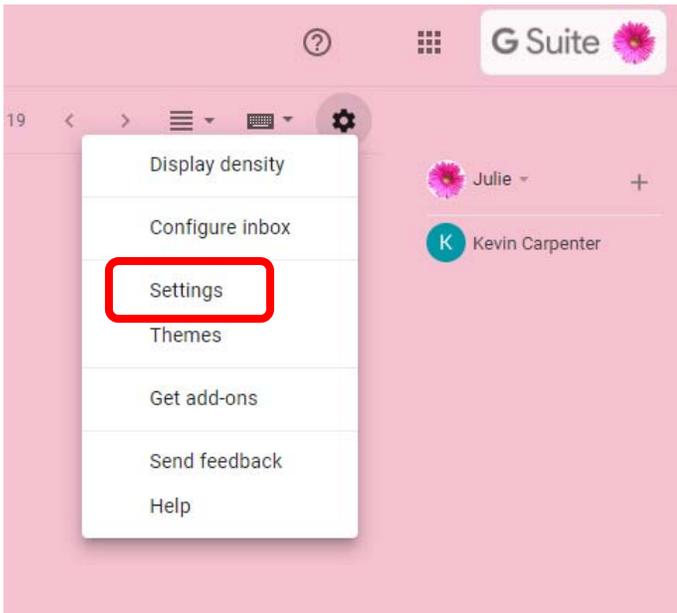


Scroll down to the On startup section. Choose Open to a specific page or set of pages and then at the bottom, click Use current pages. Your selection saves automatically; there is no Save button.

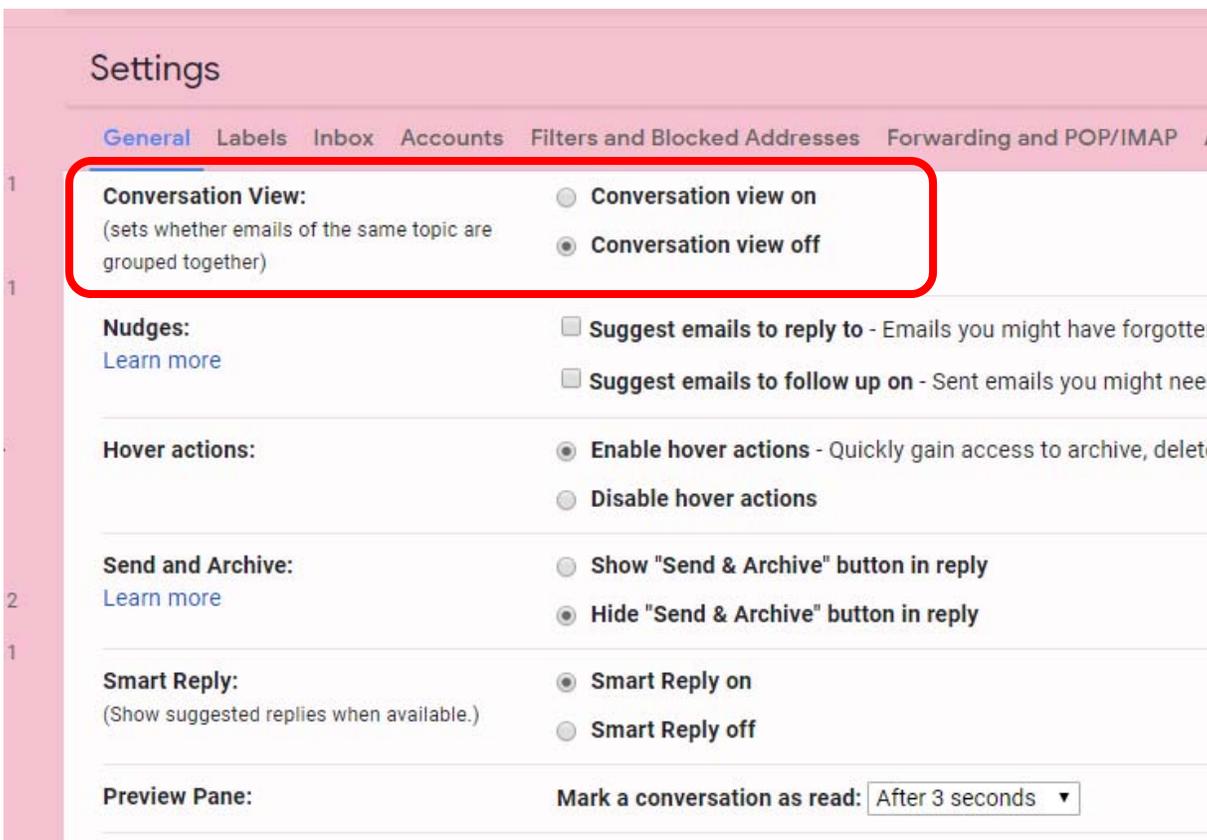


Helpful Gmail Settings

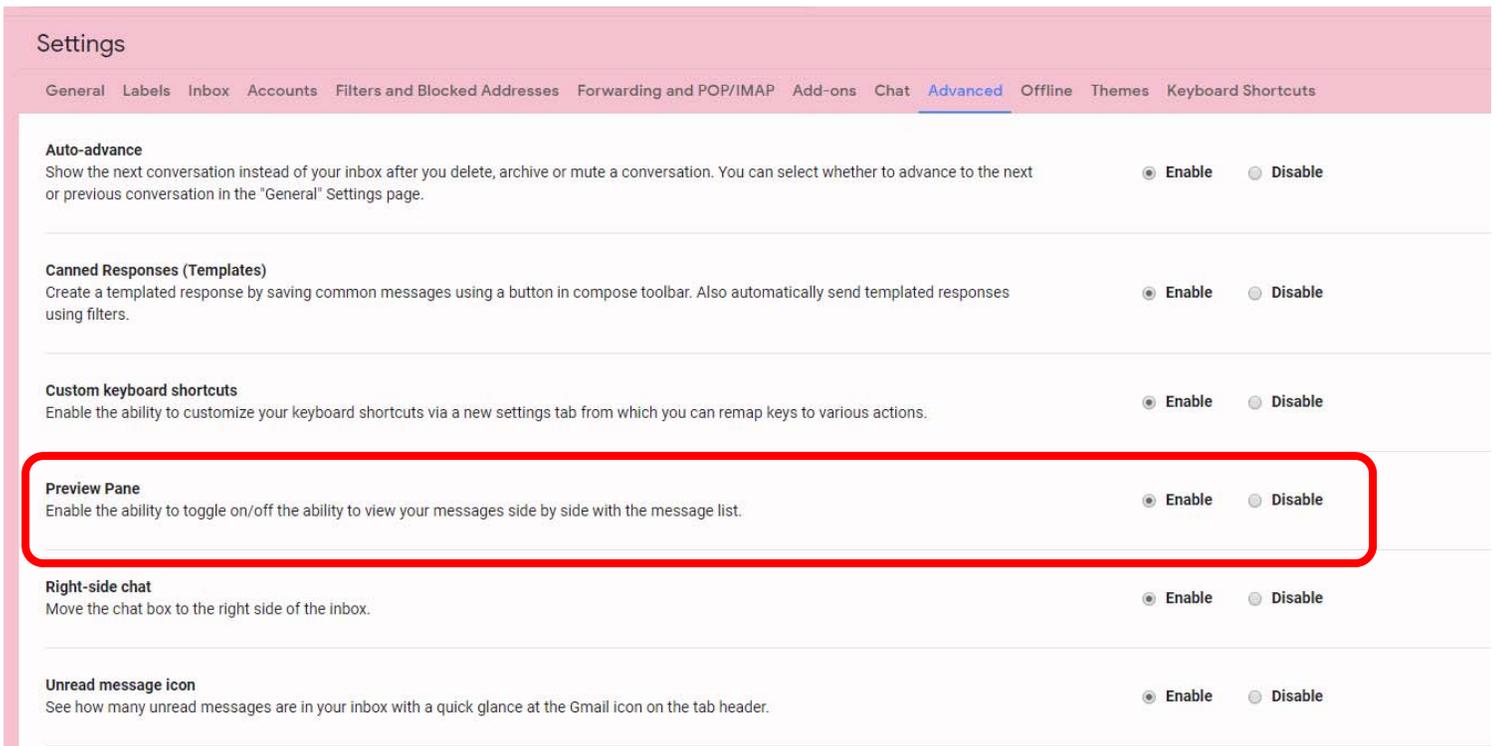
Open Gmail and click on the gear icon in the upper right corner, then choose Settings.



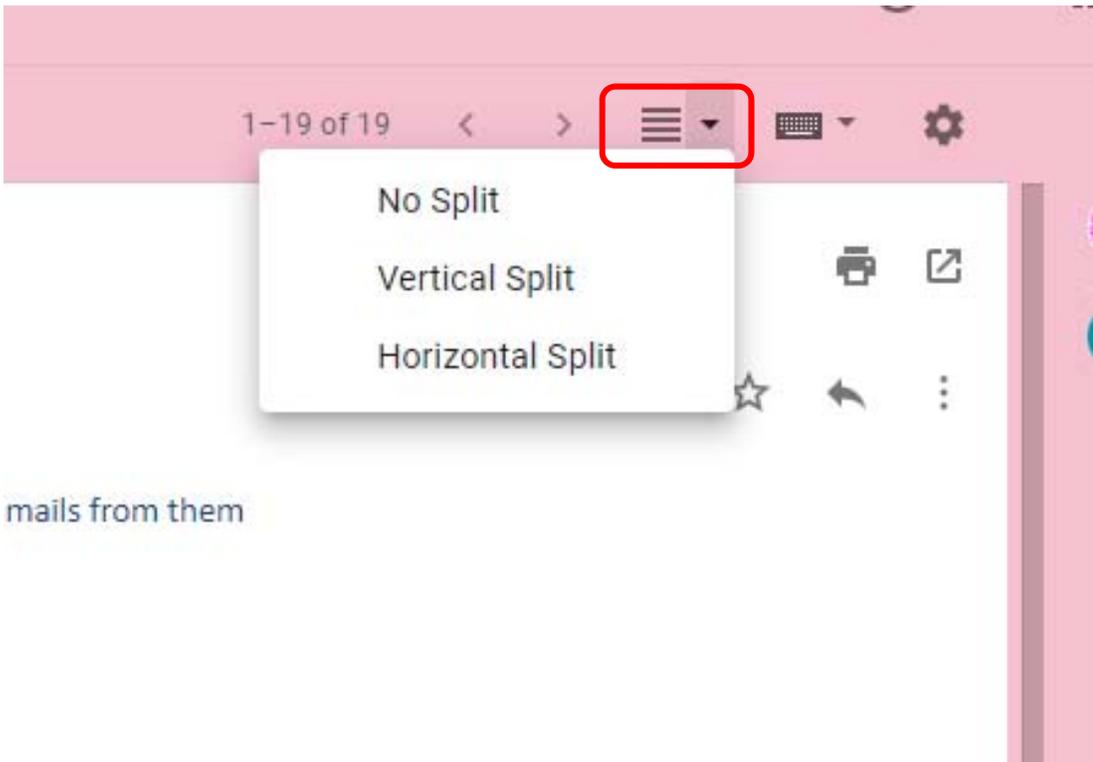
On the General tab, you might want to choose Conversation View off. (You will need to scroll down the page to see this setting.) This will group your emails more like they were grouped in Outlook. You can read through the other options to see if they would be helpful to you. Scroll to the bottom and click Save Changes.



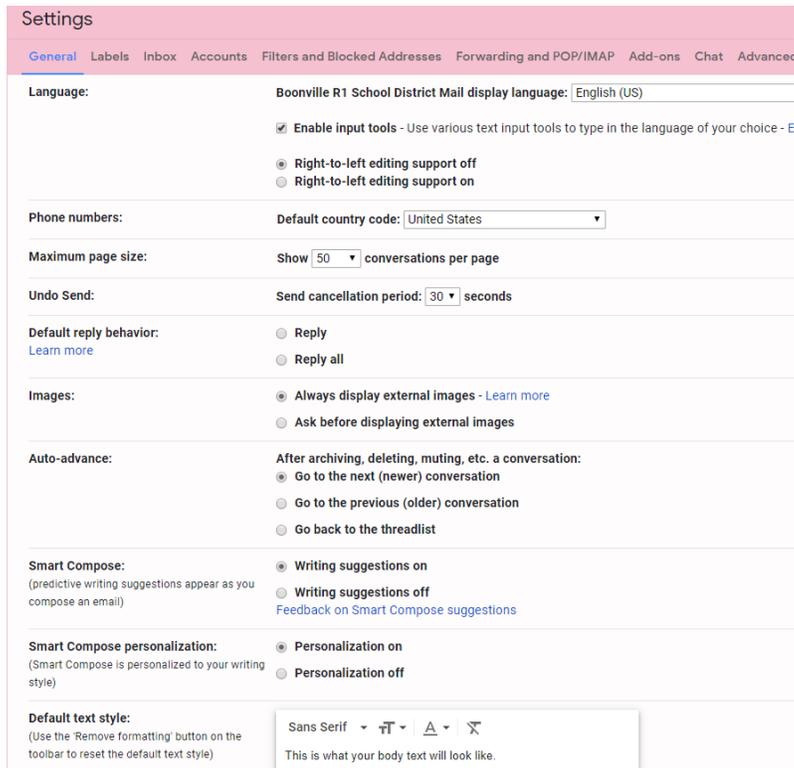
Another helpful setting is to turn on the Preview Pane. This will also make your inbox look more similar to Outlook. First you have to Enable the setting. Click on the Advanced tab and then select Enable next to Preview Pane. You may want to enable other settings as well. Scroll to the bottom and click Save Changes.



Go back to your inbox and you will now see a new drop-down menu where you can choose how you want your Preview Pane to work.

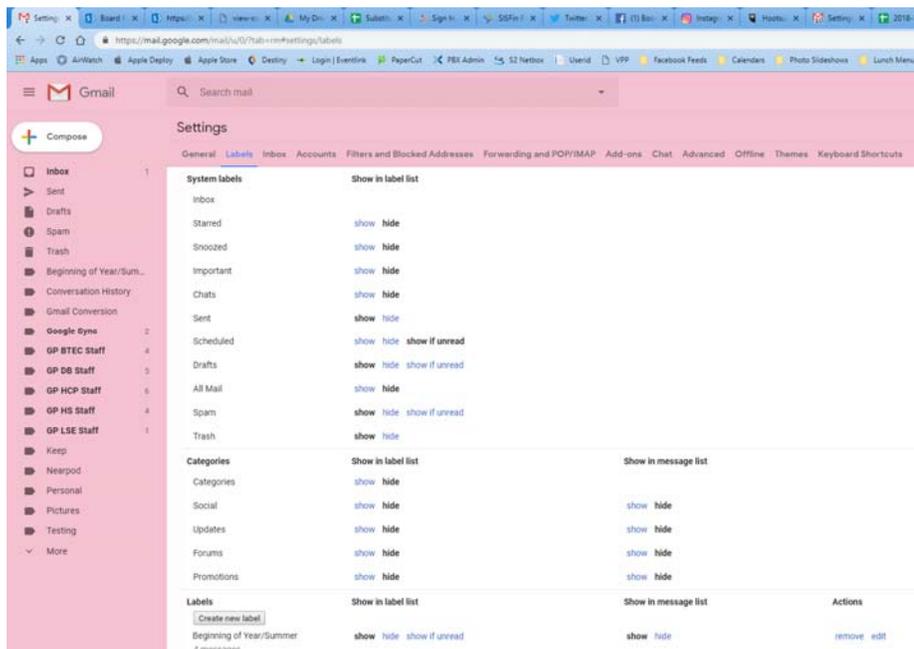


Another helpful setting under the General tab is that you can choose the amount of time you have to “Undo” sending, moving or deleting an email message.

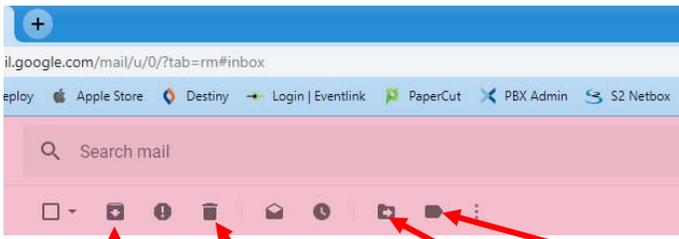


Adding Folders

Folders in Outlook are called Labels in Gmail. Some system Labels are already created but they aren’t automatically shown in your main list unless you scroll down to the More section. We recommend choosing “Show” by the Spam folder because Google is much stricter than Outlook about marking messages as Spam. You will want to check that folder/label frequently to make sure you aren’t missing messages that you want to see. You can create your own Labels (Folders) to save messages that you want to keep but don’t want to stay in your inbox. (You can see some of my label settings below. The black words are the chosen setting.)



The icons above your inbox can be confusing so I have labeled and explained some of them below. You can also hover over them in your inbox to see what they are called.



Archives your email message. It will no longer be in your inbox but you can find it in the All Mail folder under the More section. Archived mail will never be deleted.

Moves the email message to your Trash. Messages in your trash will be permanently deleted after 30 days.

Applies a label to the email and moves it to that "folder".

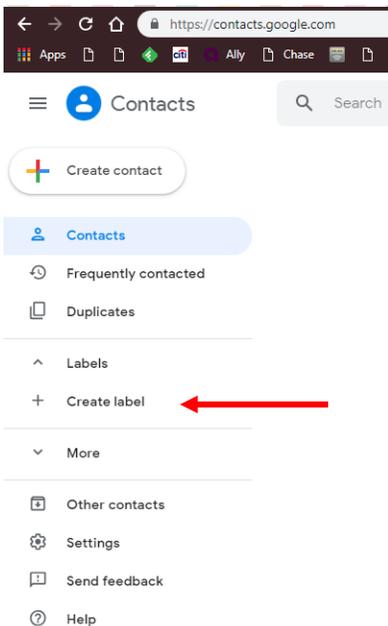
Applies a label to your message but leaves it in your inbox.

Contacts

To access your Contacts, go to contacts.google.com

Creating Email Groups

If you have contact groups in Outlook, you can also create them in Google. To create contact "group" go to your contacts and then click on Labels. Under labels, click Create label.



After you have created your label(s) search for the person you'd like to add to a group. Click on their name and in the box that opens, click on the three vertical dots in the upper right corner. Then choose the label you want to add to. You can choose more than one label if you want. Then just click outside the list and then close that window.

