UNLVMail

Manual: UNLVMail

UNLV Mail Series

UNLVMail

Google Calendar

Google Drive
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Introduction

Welcome
Welcome to the Office of Information Technology’s UNLVMail workshop. This workshop provides an introduction to using the e-mail, contact list, and additional functions of UNLVMail (Google Mail).

Even though this workshop is intended as an introductory course for users of UNLVMail, certain assumptions are made. Users should be able to:

- Distinguish between left-clicking and right-clicking the mouse.
- Open, save, and remember the location of files on their workstation.
- Operate a standard keyboard and understand the functions of the various keys.

Using the manual
Each workshop has an accompanying manual that provides a reference during and after the class. If you have any questions regarding this manual, please contact the Office of Information Technology help desk at 895-0777 or send an e-mail to: ithelp@unlv.edu.
Module 1: Getting Started

At the end of this module you should be familiar with:

- Inbox Environment
- Conversation view
- Composing messages
- Formatting messages
- Inserting attachments, images, emoticons, and hyperlinks
- Sending, replying to, and forwarding messages
- Printing messages

Welcome to UNLVMail! This guide will give you a quick overview of how UNLVMail works with you to make your life easier. There is no software to install, as UNLVMail is completely web-based. To begin, you can navigate to http://www.gmail.com and you will be redirected to the login page.
Your Inbox Environment

When you sign in to UNLVMail, you’ll see a list of any messages you’ve received in your Inbox. Here’s an overview of the Inbox environment:
Conversation view

By default, replies to messages are grouped into conversations. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces Inbox clutter. When you open one message in a conversation, all of the related messages will be stacked on top of each other (earliest on top – latest on bottom). Here's how a conversation appears in your Inbox:

![Conversation view example]

Note: The number of messages in a conversation appears to the right of senders' names.

Here's what an opened conversation looks like:

![Opened conversation example]

Changing conversation view settings

1) Click the Gear button and then Settings in the upper-right corner of your Inbox.

2) On the General tab, scroll to Conversation View and make the appropriate selection.

If Conversation View is off, new messages won’t be grouped into conversations, and any existing conversations are ungrouped into separate messages.

If Conversation View is on, you can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply by clicking the Reply arrow in the message window and choosing Edit Subject.
Composing messages

Here are the steps to compose a new message in UNLVMail:

1) In the pane on the left, click the **Compose** button.

2) A new message will open near the lower-right portion of your UNLVMail window.

3) In the **To:** field, type the first letter or letters of a recipient's name to look up the e-mail address in your Contacts List or the UNLV Global Address List directory. People you've recently e-mailed are automatically added to your Other Contacts list.

4) To add a Cc: or a Bcc: recipient, simply click Cc or Bcc which shows up when you're entering addresses. You can also drag and drop e-mail addresses between the To:, Cc:, and Bcc: fields.

5) Enter a subject and the message text. Your e-mail pane will grow as you type to fit your message.

**Tip:** You can click **More Options | Request read receipt** to be informed when your message has been viewed by the recipient.
Formatting messages

To format the text of your message, click the A icon to expand your formatting options.

Inserting attachments, images, emoticons, and hyperlinks

Mouse over the paperclip icon on the bottom of the message to show options for attaching a file, inserting a picture, document, emoticon, or creating a hyperlink.

Attachments and images

To attach a file, click the paperclip and then browse for the file on your computer or local network. Once attached, the file appears at the bottom of the message. To remove an attachment, just click the x.
You can also attach files by clicking, dragging and dropping them into the body of the e-mail. The files will attach at the bottom of the e-mail.

To add a file from your Google Drive storage space, you can click the **Insert files using Drive** icon and browse for the file within Google Drive.

To embed an image in your e-mail, you can click the **Insert photos** icon and browse for the file or, if you have Chrome, drag a single file and drop it into the body of the message. It doesn’t matter where you drop your image, the file will position itself where you last clicked in the message. Clicking on an image will allow you to adjust the size by choosing from preset options (**Small**, **Medium**, **Large**, or **Original size**) or **Remove** the image altogether.
Emoticons and hyperlinks

To insert an Emoticon into the body of an e-mail, you can click the **Emoticon (smiley face)** icon. An emoticon palette will be displayed – simply click to select an emoticon and it will be added to your message.

Adding a hyperlink to a message is done by selecting the text and clicking the **Hyperlink** icon. If the text is already in a URL format (e.g., [www.unlv.edu](http://www.unlv.edu) or [http://www.google.com](http://www.google.com)), UNLVMail will detect this automatically and add the hyperlink. If the text is not in a URL format, a window will appear asking you to verify what text will be displayed and where you would like people to go if they click the link.
Sending messages

When you are finished composing and formatting your message and are ready to send it to recipient, click Send at the bottom of the message window. A message will appear at the top of the mail window, confirming that your message was sent.

Note: If you exit a message before sending it, a draft is automatically saved to your Drafts folder. (While composing your message, UNLVMail updates drafts automatically and notifies you by writing Saved next to the trash can.) If you decide to discard your message instead of sending it, click the trash can to delete it.

Replying to messages

You can reply to just the sender or to all recipients of a message.

Replying to a single message or the last message in a conversation

1) Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.
2) At the bottom of the message, click Reply (to reply to just the sender) or Reply to all (to reply to all recipients). The Reply to all option won’t appear if the e-mail was only sent to you. You may also click the Reply arrow to accomplish this, or the More arrow for additional reply options.
3) Once you have clicked reply, you can change your reply format by clicking the arrow next to the Recipients field, or add new e-mails to the conversation by clicking directly in the Recipients field.
4) Enter your reply in the message field and click Send when finished.
Replying to an earlier message in a conversation

1) Open the conversation and select the message you want to reply to.

2) To reply to just the sender, click the Reply arrow. If you’d rather reply to all recipients, click the More arrow next to the Reply arrow, and then click Reply to all.

3) Enter your reply in the message field and click Send when finished.

Note: *If you would like to change the Subject line in your reply, click Reply or Reply to All and then click the arrow next to the recipient’s name for the Edit Subject option.
Forwarding messages

You can forward a message, just a single message in a conversation, or an entire conversation.

**Forwarding a message or a single message in a conversation:**

1) Open the message. If the message is part of a conversation, open the conversation and select the message to forward. At the bottom of the message, click **Forward**.

![Message with Forward option](image1)

**Note:** If you have a conversation open, the **Forward** link sends the last (most recent) message. If you’d rather forward an earlier message in the conversation, select the message, click the **More arrow** next to the message’s **Reply** button, and then click **Forward**.

![Message with More and Forward options](image2)

2) Enter the e-mail addresses to which to forward the message, and add any notes in the message field.
3) If the message has an attachment that you don’t want to forward, click the **X** next to the attachment’s file name.

![Attachment with X](image3)

4) Enter your text in the message field and click **Send** when finished.
Forwarding an entire conversation

1) Open the conversation.
2) In the menu bar above the conversation, click More and then click Forward all.
3) At the bottom of the message, click Send. The recipient will receive a single message containing all messages in the conversation, listed in order of oldest to most recent.

Note: If you would like to change the Subject line in your forwarded e-mail, click Forward and then click the arrow next to the recipient field for the Edit Subject option.

Printing messages

You can print a single message or an entire conversation.

Printing a single message or an entire conversation

1) Open the message or conversation.
2) At the upper right-hand corner of the message, click the Print all icon.
3) A printer-friendly version of the conversation appears.
4) Use your web browser’s Print options to print the message.
Printing a single message within a conversation

1) Open the conversation and select the message you want to print.
2) In the message, click the down arrow to the right of the Reply arrow, and then click Print.

3) A printer-friendly version of the message appears.
4) Use your web browser’s Print options to print the message.
Module 2: Organization and Personalization

At the end of this module you should be familiar with:

- Search features
- Basic organization tips
- Selecting messages
- Marking messages read / unread
- Using stars
- Using labels
- Creating an e-mail signature

This section will show you ways to organize your mailbox by using the search feature (replaces sorting in Lotus Notes), using labels and stars to organize your e-mail (similar to folders and flags in Lotus Notes), marking your messages read (or unread), and setting up your e-mail signature.

Search features

It can be difficult to browse through hundreds of old emails just to find the one you need. So try searching UNLVMail instead.

Using the search box

The search box is at the top of your UNLVMail screen. Simply type what you are looking for in the search box and click the magnifying glass icon. You can use the search box to search basic keywords, sender names (or addresses), messages with attachments, and many more.

Refining your search

If you're having trouble finding the result you want, you can refine your search by clicking the arrow in the search box, and entering your search in the appropriate fields (or use our advanced operators).

UNLVMail doesn't recognize special search characters like [ ], ( ), &,, #, *, and currency symbols. UNLVMail will also try to search attachments so your results may show items without the search terms highlighted.

Search suggestions

To help you search faster, UNLVMail suggests search terms as you begin to type. These search terms are based on information from UNLVMail, such as messages, contacts, labels, or past searches.
## UNLVMail Advanced Search Operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>from:</td>
<td>Used to specify the sender</td>
<td>Example: from:amy&lt;br&gt;Meaning: Messages from Amy</td>
</tr>
<tr>
<td>to:</td>
<td>Used to specify a recipient</td>
<td>Example: to:david&lt;br&gt;Meaning: All messages that were sent to David (by you or someone else)</td>
</tr>
<tr>
<td>subject:</td>
<td>Search for words in the subject line</td>
<td>Example: subject:dinner&lt;br&gt;Meaning: Messages that have the word &quot;dinner&quot; in the subject</td>
</tr>
<tr>
<td>OR</td>
<td>Search for messages matching term A or term B*&lt;br&gt;*OR must be in all caps</td>
<td>Example: from:amy OR from:david&lt;br&gt;Meaning: Messages from Amy or from David</td>
</tr>
<tr>
<td>- (hyphen)</td>
<td>Used to exclude messages from your search</td>
<td>Example: dinner -movie&lt;br&gt;Meaning: Messages that contain the word &quot;dinner&quot; but do not contain the word &quot;movie&quot;</td>
</tr>
</tbody>
</table>
| label:         | Search for messages by label                                             | Example: from:amy label:friends<br>Meaning: Messages from Amy that have the label "friends"
|                |                                                                           | Example: from:david label:my-family<br>Meaning: Messages from David that have the label "My Family" |
| has:attachment | Search for messages with an attachment                                    | Example: from:david has:attachment<br>Meaning: Messages from David that have an attachment |
| list:          | Search for messages on mailing lists                                      | Example: list:info@example.com<br>Meaning: Messages with the words info@example.com in the headers, sent to or from this list |
| filename:      | Search for an attachment by name or type                                  | Example: filename:physicshomework.txt<br>Meaning: Messages with an attachment named "physicshomework.txt"
|                |                                                                           | Example: label:work filename:pdf<br>Meaning: Messages labeled "work" that also have a PDF file as an attachment |
| ** " ** (quotes)| Used to search for an exact phrase*<br>*Capitalization isn't taken into consideration | Example: "i'm feeling lucky"
|                |                                                                           | Meaning: Messages containing the phrase "i'm feeling lucky" or "I'm feeling lucky" |
| ()             | Used to group words<br>Used to specify terms that shouldn't be excluded  | Example: from:amy (dinner OR movie)<br>Meaning: Messages from Amy that contain either the word "dinner" or the word "movie"
<p>|                |                                                                           | Example: subject:(dinner movie)&lt;br&gt;Meaning: Messages in which the subject contains both the word &quot;dinner&quot; and the word &quot;movie&quot; |
| in: anywhere   | Search for messages anywhere in UNLVMail*&lt;br&gt;<em>Messages in Spam and Trash are excluded from searches by default | Example: in: anywhere movie&lt;br&gt;Meaning: Messages in All Mail, Spam, and Trash that contain the word &quot;movie&quot; |
| in: inbox      | Search for messages in Inbox, Trash, or Spam                            | Example: in:trash from:amy&lt;br&gt;Meaning: Messages from Amy that are in Trash |
| in: trash      |                                                                           |                                                                         |
| in: spam       |                                                                           |                                                                         |
| is: important  | Search within messages that Priority Inbox considers important.           | Example: is:important from:janet&lt;br&gt;Meaning: Messages from Janet that were marked as important by Priority Inbox |
| is: starred    | Search for messages that are starred, unread, or read                    | Example: is:read is:starred from:David&lt;br&gt;Meaning: Messages from David that have been read and are marked with a star |
| has: yellow-star | Search for messages with a particular star                              | Example: has:yellow-star from:David&lt;br&gt;Meaning: Messages from David that are marked with a yellow star |
| has: red-star  |                                                                           |                                                                         |
| has: orange-star |                                                                           |                                                                         |
| has: green-star |                                                                           |                                                                         |
| has: blue-star |                                                                           |                                                                         |
| has: purple-star |                                                                           |                                                                         |
| has: red-bang  |                                                                           |                                                                         |
| cc:            | Used to specify recipients in the cc: or bcc: fields</em>&lt;br&gt;*Search on bcc: cannot retrieve messages on which you were blind carbon copied | Example: cc:david&lt;br&gt;Meaning: Messages that were cc-ed to David |
| bcc:           |                                                                           |                                                                         |</p>
<table>
<thead>
<tr>
<th>Operator</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>after:</strong></td>
<td>Search for messages sent or received during a certain period of time</td>
<td>Example: <code>after:2004/04/16 before:2004/04/18</code>&lt;br&gt;Meaning: Messages sent between April 16, 2004 and April 18, 2004.*&lt;br&gt;*More precisely: Messages sent after 12:00 AM (or 00:00) April 16, 2004 and before April 18, 2004.</td>
</tr>
<tr>
<td><strong>before:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>older:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>newer:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>older_than</strong></td>
<td>Similar to <strong>older</strong> and <strong>newer</strong>, but allows relative dates using <strong>d</strong>, <strong>m</strong>, and <strong>y</strong> for day, month, and year</td>
<td>Example: <code>newer_than:2d</code>&lt;br&gt;Meaning: Finds messages sent within the last two days.</td>
</tr>
<tr>
<td><strong>newer_than</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>is:chat</strong></td>
<td>Search for chat messages</td>
<td>Example: <code>is:chat monkey</code>&lt;br&gt;Meaning: Any chat message including the word &quot;monkey.&quot;</td>
</tr>
<tr>
<td><strong>deliveredto:</strong></td>
<td>Search for messages within a particular email address in the Delivered-To line of the message header</td>
<td>Example: <code>deliveredto:username@unlv.edu</code>&lt;br&gt;Meaning: Any message with <a href="mailto:username@unlv.edu">username@unlv.edu</a> in the Delivered-To: field of the message header (which can help you find messages forwarded from another account or ones sent to an alias).</td>
</tr>
<tr>
<td><strong>circle:</strong></td>
<td>Search for messages that were sent from someone who you added to a particular Google+ circle</td>
<td>Example: <code>circle:friends</code>&lt;br&gt;Meaning: Any message that was sent by a person in your &quot;Friends&quot; circle.&lt;br&gt;Examples: <code>circle:&quot;soccer friends (team blue)&quot;</code> or <code>circle:&quot;my &quot;fab four&quot;&quot;</code>&lt;br&gt;Note: For circle names that include a space, parentheses, curly brackets, or vertical bar, add quotes around the name. For names that include quotes, add a back slash immediately before the quotes.</td>
</tr>
<tr>
<td><strong>has:circle</strong></td>
<td>Search for all messages that were sent from someone who you added to your Google+ circles</td>
<td>Example: <code>has:circle</code>&lt;br&gt;Meaning: Any message that was sent by a person in any of your circles.</td>
</tr>
<tr>
<td><strong>category:</strong></td>
<td>Search for messages within a category</td>
<td>Example: <code>category:updates</code>&lt;br&gt;Meaning: All messages in the Updates category.</td>
</tr>
<tr>
<td><strong>size:</strong></td>
<td>Search for messages larger than the specified size in bytes</td>
<td>Example: <code>size:1000000</code>&lt;br&gt;Meaning: All messages larger than 1MB (1,000,000 bytes) in size.</td>
</tr>
<tr>
<td><strong>larger:</strong></td>
<td>Similar to <strong>size</strong>: but allows abbreviations for numbers</td>
<td>Example: <code>larger:10M</code>&lt;br&gt;Meaning: All messages of at least 10M bytes (10,000,000 bytes) in size.</td>
</tr>
<tr>
<td><strong>smaller:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>+ (plus sign)</strong></td>
<td>Match the search term exactly</td>
<td>Example: <code>+unicorn</code>&lt;br&gt;Meaning: Finds messages containing “unicorn” but not “unicorns” or “unciorn”</td>
</tr>
<tr>
<td><strong>rfc822msgid:</strong></td>
<td>Find a message by the message-id header</td>
<td>Example: <code>rfc822msgid:200503292@example.com</code>&lt;br&gt;Meaning: Locates the exact message with the specified SMTP message-id.</td>
</tr>
<tr>
<td><strong>has:userlabels</strong></td>
<td>Search for messages that have and have not had labels that you created applied to them.</td>
<td>Example: <code>has:userlabels</code>&lt;br&gt;Meaning: Finds all messages without any of your own labels (excludes automatic labels like inbox, spam, and trash). Since UNLVMail applies labels to individual messages, you might see results that appear to have labels; in this case, another message in the same conversation thread has had a label applied to it.</td>
</tr>
<tr>
<td><strong>has:nouserlabels</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Basic organization tips

When you select a message in UNLVMail, a contextual toolbar will appear allowing you to perform additional actions on that message. The screenshot below illustrates the commands that you will find on the toolbar:

Selecting messages

There are a few different ways to select your messages depending on how many messages you’d like to select:

1) Individual Selections: click the checkbox next to each message:

2) Select All (Page): click the Select button and choose All to select all messages on the visible page:

3) Select All (Entire Folder / Label): click the Select button, choose All, and then click the hyperlink near the top of your message list that says Select all $x$ messages in folder/label where $x$ is the number of messages with that folder/label name.
Marking messages read / unread

Here's how to mark your messages as read or unread:

1) Check the boxes next to the messages you'd like to mark, or open a message.
2) Click the More button at the top of the page and select Mark as read or Mark as unread.

Using stars

Use stars to easily mark certain messages as important or to indicate that you need to reply to them later. Stars appear to the left of the sender’s name in your inbox and only you can see if you’ve starred a message.

Adding a star

From your inbox, click the star icon 🌟 next to the sender's name to add a star to the message.

Alternatively, while reading a message you may click the star icon 🌟 in upper right corner of the message (next to the time), or click the More button and choose Add star.

You can also use multiple types of stars to indicate different types of messages. For example, you might use a purple star for messages you want to read again and a red exclamation mark for messages that you need to follow up on.
The default setting in UNLVMail will give you 1 star (yellow star), but you can select and increase the number of stars:

1) Click the **Gear button** and then **Settings** in the upper-right corner of your Inbox.

2) On the **General** tab, scroll to **Stars** and make the appropriate changes.

To use your new star designs, click the **star icon** repeatedly until you see the star you want to use.

**Finding starred messages**

To see all of your starred messages, click **Starred** on the left-hand side of your UNLVMail window (under Inbox), or search for starred messages by typing **is:starred** in the search box.

Search using **has:** with the star's name (e.g. **has:yellow-star**) to find messages with a particular star.
Using labels

Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to a message, so you can "store" a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on messages in your Inbox, to quickly identify different types of messages

Make your labels easy to identify by applying different colors to them. Here’s how labels look in your Inbox:

Creating a label

1) Select or open any message to display the Labels icon in the toolbar.

2) Click the Labels icon and then click Manage labels. Alternatively, you can click the Gear button and then Settings | Labels.
3) In the Labels section, locate and click the Create a new label button.
4) Type the name of your new label, and then click Create.
   Note: Use the Nest label under option if you want to add a sub-label to an existing label.
Changing the color of a label

1) In your Labels list on the left, hover over the label and then click the down arrow that appears.

2) Select a color from the palette that appears. The change is instantly applied to all messages with that label. If there are not enough colors standard colors, you can click Add custom color for more options.

Note: You can remove a color from the label by clicking Remove color below the color palette.

Applying a label to messages and keeping them in the Inbox

1) Select the check box next to the messages you want to label, then click the Labels icon.

2) Select the label name from the Labels drop-down menu and click Apply. You can select more than one label if you wish.

Note: You can create a new label or search your label list by typing a label name in the search box at the top.
Applying a label to messages and moving them out of the Inbox

If you want to move messages out of your Inbox at the same time that you apply a label to them, use the Move to menu instead of the Labels menu:

1) Select or open any message to display the Move to icon in the toolbar.

2) Click the Move to icon and select a label. Alternatively, you can just click, drag, and drop the message to the label on the left-hand side of the window.

Moving messages out of your Inbox without applying a new label (Archiving)

1) Select one or more messages in your Inbox.
2) Click the Archive icon in the toolbar.

3) To view a labeled message that you’ve archived, just click the label in the left pane. If you have a lot of labels, you might need to click More or scroll down to see your label.

Note: If you archive unlabeled messages, you can still find them under the global label called All Mail. You will need to click expand the left panel by clicking More to find it.
Creating an e-mail signature

1) In the upper right-hand corner of the UNLVMail window, click the **Gear button**, and then click **Settings**.
2) On the **General** page, scroll down to the **Signature** section and enter your signature in the box.
3) If desired, use the options above the box to format your text and add links and images.

4) Click **Save Changes** at the bottom of the page.
Module 3: Additional Features

At the end of this module you should be familiar with:

- Mail delegation
- Out of office
- Mail filters
- Tasks
- Contacts

Mail delegation

You can delegate access to your UNLVMail account to another person so they can read, send, and delete messages on your behalf. The delegate can also access the other person's contacts by clicking the Contacts link.

You can delegate account access to as many as 25 users. Here are the steps to delegate account access:

1) Click the Gear button, and then click Settings.
2) Select the Accounts page.
3) In the Grant access to your account section, click Add another account.
4) Enter the email address of the person you’d like to access your account and click Next Step. Remember you can only enter a UNLVMail address.
5) You'll see a confirmation message. Click Send email to grant access if you're sure.
6) The delegate will receive a verification email explaining that you've granted access to them.

7) After the delegate confirms this request, it may take up to 30 minutes for the verification process to be completed. To see if the delegate has confirmed access to your account, look at the **Accounts** tab in **Settings**.

Any messages someone else sends from your account will have your name listed in addition to the other person's name, so they'll show the sender as: Your Name (sent by Delegate).

If someone has granted you access to their account, you can access it by clicking on your profile picture or email address in the upper-right corner. Choose your delegate's email address and their mailbox will open in a new browser tab.

There is no limit on the number of accounts a delegate can access.
Out of office (vacation responder)

Use UNLVMail's vacation responder to let people know that you won't be able to get back to them right away. While your vacation responder is turned on, UNLVMail will send an automatic reply to people who email you.

Turning on your vacation responder

1) In the upper right-hand corner of the UNLVMail window, click the Gear button, and then click Settings.
2) On the General page, scroll down to the Vacation responder section and select Vacation responder on.
3) Fill in the date range, subject, and message.
4) You can limit who can see your vacation response:
   - Check the box next to Only send a response to people in my Contacts if you don't want everyone who emails you to know that you're away from your mail.
   - You will also see an option to Only send a response to people in the University of Nevada, Las Vegas domain (UNLVMail users only – not Rebelmail users). If you check both of these boxes, only people who are in your contacts and your domain will receive the automatic response.
5) Click Save Changes at the bottom of the page.

If you've enabled a personalized signature in your settings, UNLVMail will automatically add it to the bottom of your vacation response.

Turning off or editing your vacation responder

While the vacation responder is on, you'll see a banner across the top of your UNLVMail window that shows the subject of your vacation response. Click the End now link in the banner to turn off the vacation responder, or click Vacation Settings to edit your response.

When is my reply sent?

Your vacation responder starts at 12:00 AM on the start date and ends at 11:59 PM on the end date, unless you end it earlier. In general, your reply is only sent once to people who email you. However, if the same person contacts you again after four days and your vacation responder is still on, UNLVMail will send another vacation response to remind the person that you're away from your email.

Your vacation response will start over each time you edit it, so if someone receives your initial vacation response, and then emails you again after you've edited the subject or body of the message, he or she will receive the edited response.

Messages classified as spam and messages addressed to a mailing list you subscribe to will not receive a vacation response.
Mail filters

You can use filters to manage your incoming messages by automatically labeling, archiving, or deleting messages based on keywords and other criteria.

UNLVMail filters are similar to e-mail rules in Microsoft Outlook or Lotus Notes.

1) In the upper right-hand corner of the UNLVMail window, click the Gear button, and then click Settings.
2) Switch over to the Filters page, and select the Create a new filter option.
3) Enter your filter criteria in the fields. For example, you might filter by sender’s e-mail address or e-mail subject line.
4) Click Create filter with this search.

5) On the next screen, choose the action(s) that you would like the filter to take with new messages that meet the specified criteria.

6) To apply the filter to messages you've already received, click Also apply filter to [x] matching conversations.
7) Click Create filter when finished.
Tasks

Use Tasks to keep track of the things you need to do. You can create lists of items, set due dates and notes, and even add UNLVMail messages directly to Tasks.

To get started, click the down arrow next to where it says Mail in the top left corner of your UNLVMail page and choose Tasks. A task pane should appear in the bottom right-hand corner of your screen.

1) To enter tasks, click in the Tasks window and start typing.
2) Once you've typed in a task, press Enter to create another task, or use the + button at the bottom of your list.

Here are some of the options available in Tasks:

- Create a task from a UNLVMail message by choosing Add to Tasks from the More menu above your e-mail conversation.

- Switch between existing lists or create new ones using the List icon in the bottom right corner.

- Create subtasks by using Tab to indent them, and Shift + Tab to move them back.

- Add new tasks to the middle of a list by clicking at the beginning or end of an existing task and pressing Enter.

- Move tasks by grabbing them to the left of the check mark and dragging them.

- Check off Tasks when you're done, and use Actions | Clear completed tasks to hide them (you can still view them later).

- Print your tasks by clicking Actions and selecting Print task list.
Contacts

Google Contacts is a way to store and organize contact information about the people you communicate with. Each contact can contain basic information like names, email addresses, and phone numbers but can also include extended information like physical address, employer, department, or job title.

Contact types

There are two different types of Google Contacts. Each is managed separately and contains similar, but not identical, information:

The **UNLVMail Directory** lists contact information for domain users (excluding Rebelmail users). It can also include external contacts, such as contractors or suppliers, and calendar resources.

**My Contacts** is the list of people that you create and manage personally. You may add contacts to this list manually or by copying and saving entries from the UNLVMail Directory. You may add, edit, and delete contacts and contact groups using the Contacts Manager. My Contacts are private and can't be shared with other users, but when a user sends email, recipients can see the names a user has saved for each contact.

Although the two contact types are managed separately, the information is merged in the display. Users see a single profile for each contact entry when viewing information in the Contacts Manager or on a mobile device.

Adding a Contact

1) To get started, click the down arrow next to where it says **Mail** in the top left corner of your UNLVMail page and choose **Contacts**.

2) Click **New Contact** in the left pane of the Contact manager.

3) Enter your contact's information in the appropriate fields. Any information you add will be saved automatically.
What is it?
Lynda.com is an online subscription library that teaches the latest software, creative, and business software tools to achieve personal and professional goals. These high-quality instructional training videos are brought to you by recognized industry experts. Google-related training includes:

- Gmail
- Google Calendar
- Google Drive

Where do I find it?
https://oit.unlv.edu/help/lynda (ACE Account login)

What is it?
Synergyse is an interactive video training system for Google Apps. It’s an easy way for businesses and schools to improve productivity with user-friendly, guided instruction inside Google Apps. The Training menu becomes available in the top portion of your Chrome browser when logged into Chrome and UNLVMail. If you do not see it, you will need to perform the steps below.

Where do I find it?
1) Open the Google Chrome web browser.
2) Click the Chrome menu icon on the browser toolbar.
3) Select Sign in to Chrome.
4) Sign in with your UNLVMail e-mail address and ACE password.
5) In the Link Your Chrome data to this account pop-up box, click Yes, link my data.
6) Now when you access UNLVMail, you will see the Synergyse Training button in the upper right-hand corner. Click on the button to access the lessons.

Site with more information: http://www.synergyse.com/

Web Resources
Google Apps Documentation and Support: http://learn.googleapps.com/
Google Apps Tips and Tricks: http://www.googlegooru.com/