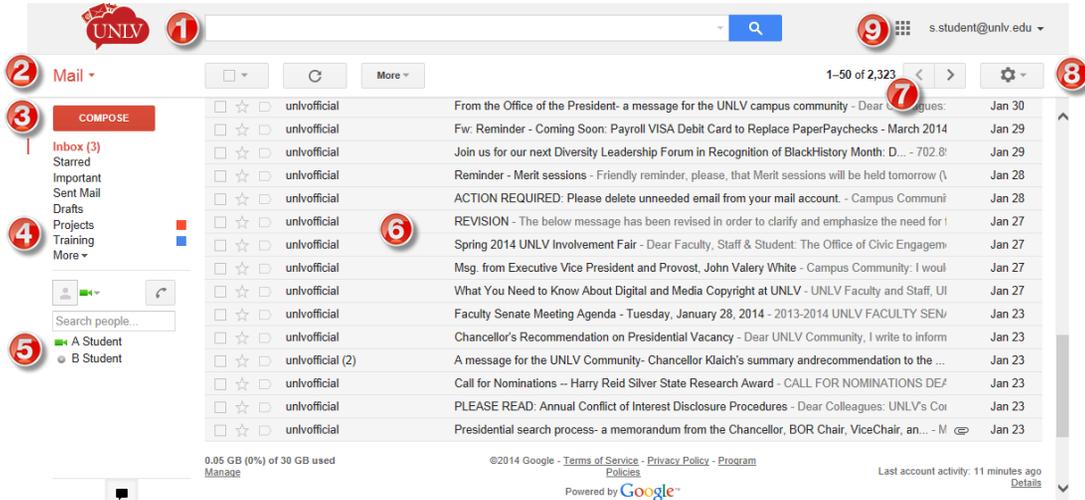


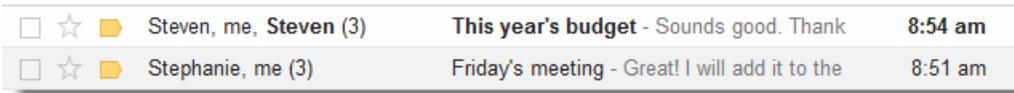
Your Inbox



- 1 **Mail Search Box:** Enter your search terms and click on the **Search** button to find your messages. You can refine your search by clicking on the down-arrow in the search box.
- 2 **Access Mail, Contacts, & Tasks:** Click **Mail** to switch to your Contacts or Tasks.
- 3 **Compose New Message:** Click **Compose** to create a new message.
- 4 **Labels (Folders):** Labels work like folders in other e-mail systems by helping you organize your messages into categories - projects, to do, etc. Unlike folders, labels let you store a single copy of your message in multiple labels.
- 5 **Chat:** Use chat to send and receive instant messages with your colleagues. You can also communicate face-to-face over a webcam using the voice and video feature.
- 6 **Inbox:** Your Inbox displays all of the messages you have received but have not yet archived.
- 7 **Message Navigation:** Click on the arrow buttons to move through newer or older messages.
- 8 **Gear button (Settings):** The gear icon allows you to change your display density settings and your Mail preferences.
- 9 **Apps Launcher:** Click on it to switch to a different Google App.

Conversation View

By default, UNLVMail groups all replies with their original messages into a single thread or conversation. This makes it easier to track related messages. This is what a conversation looks like:

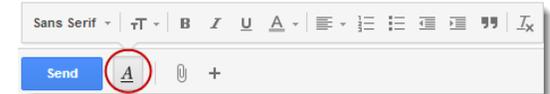


The number of messages in a conversation is listed to the right of the senders' names. When you open one message in a conversation, all of the related messages will be stacked on top of each other.

Tip: Turn off conversation view by going to the **General** tab of your Mail settings, and clicking on the radio button next to **Conversation view off**.

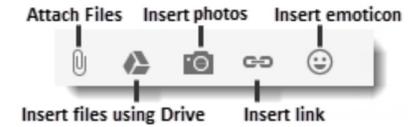
Compose a Message

1. Click the **Compose** button from the left side of your inbox.
2. A new compose window opens on the lower-right corner.
3. Type your recipient's e-mail address in the **To** field. To add a Cc or Bcc, click on **Cc** or a **Bcc**. You can also drag and drop e-mail addresses between To, Cc, and Bcc.
4. Enter a subject for your message in the **Subject** field.
5. Write your message. Format your message by clicking on the **formatting options button** (circled in red).
6. Click **Send**.



Add a File Attachment, Image, or Link

Hover over the **paperclip icon** to expand the options for attaching a file, inserting an image, Google Drive document, emoticon, or a hyperlink. You can also attach files and images by dragging and dropping them into the body of the e-mail.



Reply to or Forward a Message

1. Open the message you wish to reply to.
- 
2. At the bottom of the message, click on **Reply**, **Reply to all**, or **Forward**.
 3. If you clicked on Forward, enter the e-mail address of the recipient.
 4. Write your message and click **Send** at the bottom of the compose window.

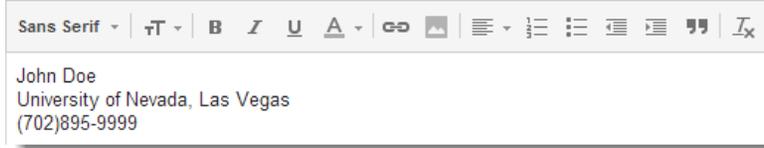
Print a Message

1. Open the message you wish to print and do one of the following:
 - To print an entire conversation, click on the **Print all** icon at the upper right of the message.
 - To print a single message within a conversation, click the down arrow next to the reply button and click **Print**.
2. Use your web browser's print settings to print the message.



Create an E-mail Signature

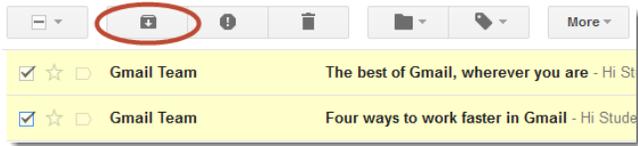
1. In the upper-right corner of your inbox, click on the **Gear button** and select **Settings**.
2. On the **General tab**, scroll down to the Signature section and enter your signature in the text box. You can use the formatting toolbar to add links and images.
3. Click **Save Changes** at the bottom of the page.



Archive Your Messages

Archiving removes messages from your inbox but keep them in the All Mail view so that you can access them later. Archiving **does not** create a back up of your e-mail messages, but it is a way for you to keep your inbox clean. To archive one or more message, do the following:

1. Check the boxes next to the messages you want to archive.
2. Click on the **Archive** button on the toolbar.
3. To view your archived messages, click on **More** at the bottom of your labels list and click on **All Mail**.



Set Up E-mail Filters

Filters works like e-mail rules in other e-mail systems. Use filters to automatically label, archive, or delete incoming messages based on keywords, senders, and other criteria. To create a filter:

1. Click on the **down-arrow** in your search box. A window that allows you to enter your search criteria will appear.
2. Enter your search criteria.
3. Click **Create filter with this search** at the bottom of the search window.
4. Choose the action(s) you want the filter to take.
5. Check the box next to **Also apply filter to matching messages** if you wish to apply the filter to existing messages.
6. Click on the **Create filter** button.

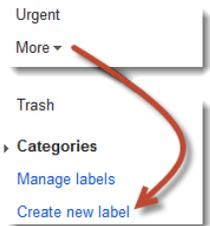
Tip: You can use an existing message to create a filter by clicking on down-arrow next to the reply button and selecting **Filter messages like this**.



Create E-mail Labels

Labels work like folders in other e-mail systems by helping you organize your messages into categories - projects, to do, etc. Unlike folders, labels let you store a single copy of your message in multiple labels. To create a label:

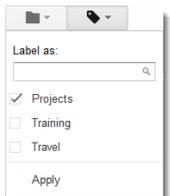
1. From the left sidebar, click on **More** to expand the sidebar.
2. Click on the **Create new label** link.
3. Type the name of your new label. To create a sub-label, check the box next to 'Nest label under' and select the label you would like to nest it under.
4. Click **Create** and you will now see your new label on the left sidebar.



Tip: Apply a color to your labels by hovering your cursor over a label and clicking on the down-arrow that appears to bring up the **Label color** option.

Apply E-mail Labels

1. Select the checkboxes next to the messages you wish to label and click on the **Label button** from the toolbar.
2. Select one or more labels from the drop-down list and click **Apply**.



Tip: If you want to apply a label to messages as well as archive the message (move it out of the inbox and into the All mail view) at the same time, use the **Move to button** instead of the Label button.

Search for Messages

The search box is located at the top of your UNLVMail screen. To search for a message, simply type the word you are looking for in the search box and click the **Search button**. You can refine your search by clicking on the down-arrow inside the search box (circled in red) and entering your search criteria in one or more of these fields.



- **From:** Filter based who the message is from.
- **To:** Filter based on who you sent the message to.
- **Subject:** Filter based on keywords in the subject line.
- **Has the words:** Filter based on keywords in the message.
- **Doesn't have:** Filter based on keywords not in the message.
- **Has attachments:** Filter will only be applied to messages with an attachment.
- **Don't include chat:** Filter will not be applied to chat history.
- **Size:** Filter based on the size of the message.
- **Date within:** Filter based on a specific date range.

For example, to find messages with the word "project" from John Doe, just type project in the has the words field and john.doe@unlv.edu in the from field and click the **search** button.

Tip: Use the **AND** operator to search for messages matching term A and term B. Use the **OR** operator to search for messages matching term A or term B. **OR** and **AND** must be in all caps.