Your Inbox

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.

Access Mail, Contacts, & Tasks: Click Mail to switch to your Contacts or Tasks.

Compose New Message: Click Compose to create a new message.

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.

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.

Inbox: Your Inbox displays all of the messages you have received but have not yet archived.

Message Navigation: Click on the arrow buttons to move through newer or older messages.

Gear button (Settings): The gear icon allows you to change your display density settings and your Mail preferences.

Apps Launcher: Click on it to switch to a different Google App.

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.

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.
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.

Source: [http://learn.googleapps.com/gmail](http://learn.googleapps.com/gmail)

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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.
- **Date must be in all caps**: Filter will only be applied to messages 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.

Set Up E-mail Filters
Filters work 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 the down-arrow next to the reply button and selecting Filter messages like this.

Tip: You can use existing messages as a starting point for creating filters.

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 backup 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.

Source: [http://learn.googleapps.com/gmail](http://learn.googleapps.com/gmail)

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