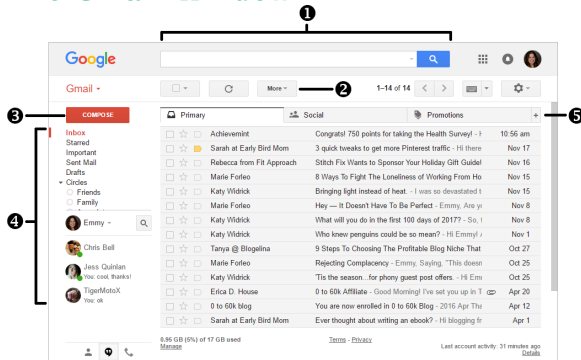


Getting Started

The Gmail Window



- 1 **Searchbar** – allows the user to search Gmail.
- 2 **Toolbar** – contains shortcuts for working in Gmail.
- 3 **Compose Button** – contains shortcuts for creating new mail.
- 4 **Sidebar** – contains shortcuts for working with mail messages.
- 5 **Inbox tabs** – displays mail messages sorted by category.

Note: Google updates Gmail frequently; therefore some of the features and views may vary slightly from the time of publication of this guide.

Working with Labels

Labels are Gmail's version of email folders. To view all of the messages with a specific label, click the label name in the **Sidebar**. You can also enter the name of the label in the **Search** box and select the label from the results that appear, or click the **Search** button to continue searching.

Note: You can apply more than one label to a message.

Creating a New Label

1. Place your mouse pointer over the **Sidebar** and click the **More** shortcut.
2. Click the **Create new label** shortcut.
3. Enter a label name in the **Please enter a new label name** box.
4. *Optional:* Check the **Nest label under** box, click the arrow on the **Nest label under** box, and select a parent label from the resulting menu.
5. Click the **Create** button.



Labeling a Message

1. Check the box next to the message you want to label.
2. Click the **Labels** button on the toolbar.
3. Check the boxes next to the labels you want to apply.
4. Click **Apply** when you are finished.

*Note: If you have not already added the label you want to apply, you can do so quickly. Click the **Labels** button and enter a name for the label in the **Label as box**. Click the **(create new)** shortcut. Add a parent label if desired, and click the **Create** button.*

Editing a Label

Once you have created a label, you can edit or customize it.

1. Find the label you want to edit in the **Sidebar** and place your mouse pointer over it.
2. Click the arrow that appears.
3. Select **Edit** from the resulting menu.
4. Make changes to the label name and parent label, and click the **Save** button.

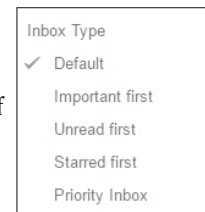
Organizing and Deleting Labels

You can determine where labels are displayed.

1. Click the **Settings** button.
2. Select **Settings** from the resulting menu.
3. Click on the **Labels** tab.
4. Click the **show**, **hide**, **show if unread**, **remove**, or **edit** shortcuts in the **Show in label list** and **Actions** columns.

Setting the Inbox Type

1. Place your mouse pointer over the **Inbox** label in the **Sidebar**.
2. Click the arrow that appears and do one of the following from the resulting menu:
 - To display the most recent messages first, select **Default**.
 - To display messages that are marked important or from a user you interact with frequently first, select **Important** first.
 - To display unread messages first, select **Unread** first.
 - To display starred messages first, select **Starred** first.
 - To display unread, important, and starred messages first, select **Priority Inbox**.



Searching Messages

You can search Gmail for email messages from a specific person or for messages containing specific information or keywords.

1. Click the arrow on the **Show search options** box on the **Search** bar.
2. Enter your search criteria in the dialog box.
3. Click the **All Mail** button to specify the location(s) you want to search.
4. Click the **Search Mail** button. *(The search results will be listed in your Inbox.)*

Working with Conversations

Gmail groups all email replies with their original message, creating a single thread or conversation.

1. Select the email you want to view the conversation for. *(The number of emails in the conversation is listed in parenthesis next to the participants names.)*
2. The last message in the conversation will be expanded. To view the other messages in the conversation, click the **Expand all** button.
3. Click the **Collapse all** button to collapse the messages.

*Note: To turn off the **Conversation View**, click the **Settings** button, and select **Settings** from the resulting menu. Click on the **General** tab and select **Conversation view off** in the **Conversation View** section. Click the **Save Changes** button when you are finished.*