

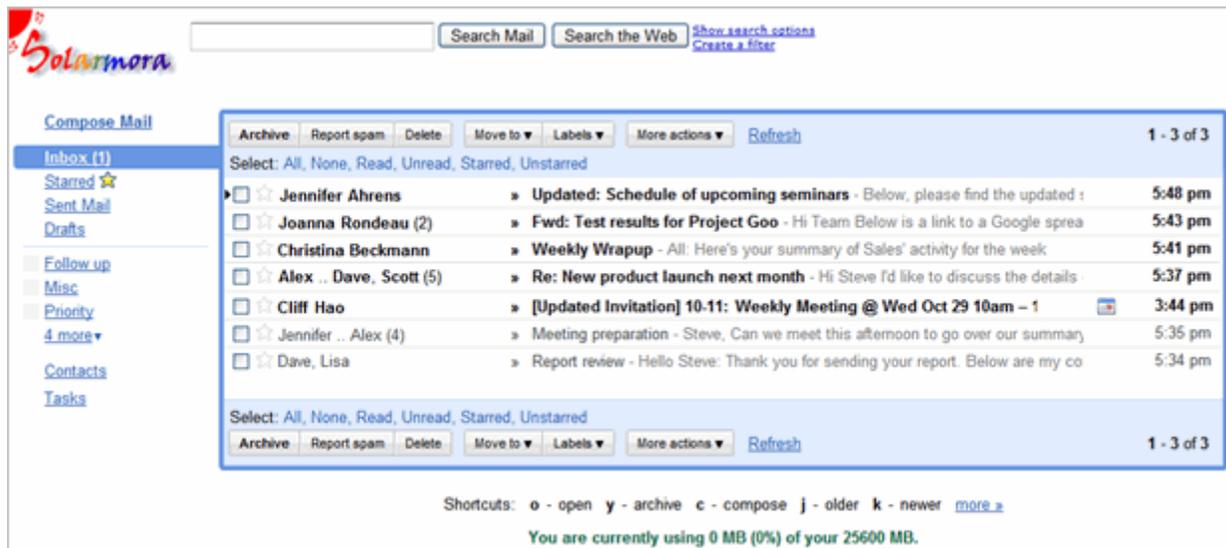
## Gmail Basics:

Sending, replying, attachments, and printing messages

---

### Your inbox

Log in to Gmail. You'll see a list of any messages you've received in your Inbox. Here's an example:

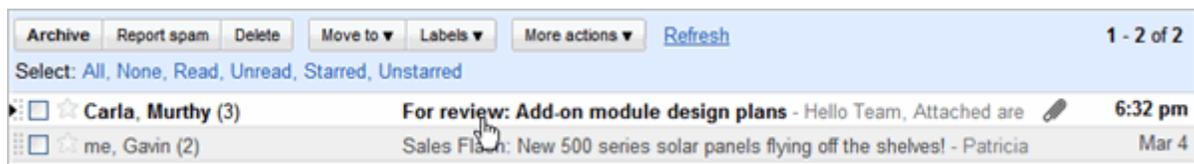


Unread messages are in **bold**. To open a message, simply click it in your message list.

---

### About conversations

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. Here's how a conversation appears in your **Inbox**:



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

Here's what an opened conversation looks like:



**Note:** 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.

---

## Compose a message

1. In the pane on the left, click **Compose Mail**.



2. In the **To** field, type the first few letters of recipient's name to look up the address in your corporate directory.

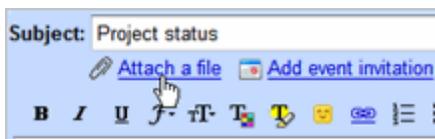


3. Enter a subject and the message text.

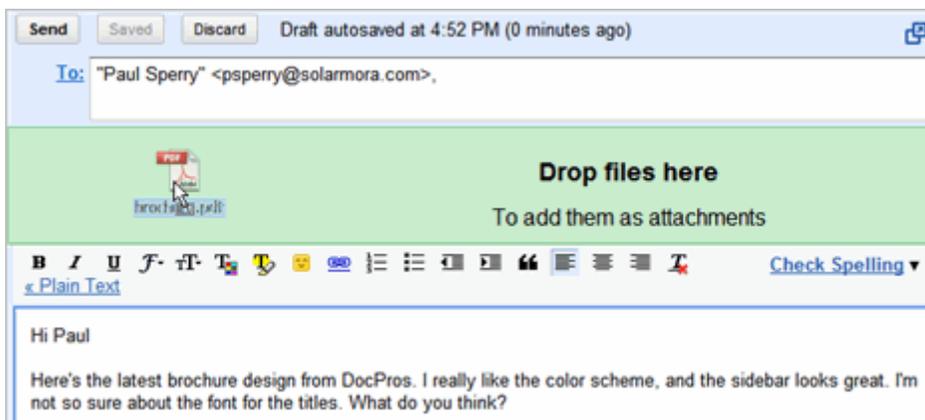
---

## Add an attachment

When composing a message, click **Attach a file**, and then browse to the file on your computer:

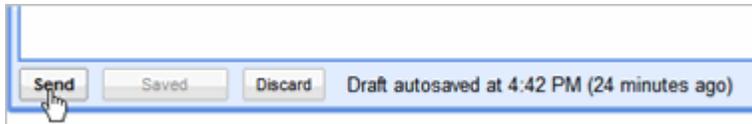


Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:



## Send a message

At the top or bottom on the message window, click **Send**.



(Or, if you change your mind, click **Discard**.)

At message appears at the top of the Mail window, confirming that your message was sent.

---

## Reply to a Message

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

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).



3. Optionally, add other email addresses to which to send the reply.
  4. Enter your reply in the message field.
  5. At the top or bottom of the message, click **Send**.
- 

## Forward a Message

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

**To forward a message or 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.
2. At the bottom of the message, click **Forward**.



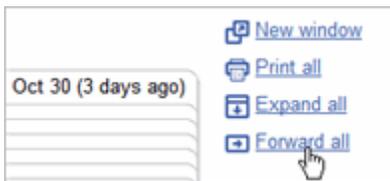
3. Enter the email addresses to which to forward the message, and add any notes in the message field.

**Note:** If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click **Send**.

**To forward an entire conversation:**

1. Open the conversation.
2. At the right of the conversation view, click **Forward all**.



3. At the bottom or top of the message, click **Send**.

**Note:** The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

## Print a Message

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

**To print a message or an entire conversation:**

1. Open the message or conversation.
2. At the upper right of the message, click **Print all**.

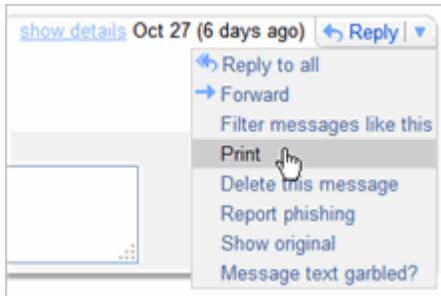


A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

*To print a single message in a conversation:*

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



A printer-friendly version of the message appears.

3. Use your web browser's **Print** options to print the message.

# Set Up Your Email:

## Signatures, labels, & filters

---

### Create an email signature

1. Open Gmail.
2. In the upper-right corner of the Mail window, click **Settings**.
3. On the **General** page, in the **Signature** section, enter your signature in the box.
4. Optionally use the options to format the text and add links and images.
5. Click **Save** at the bottom of the page.

**Note:** You can set up only one signature.

---

### Create and apply email labels

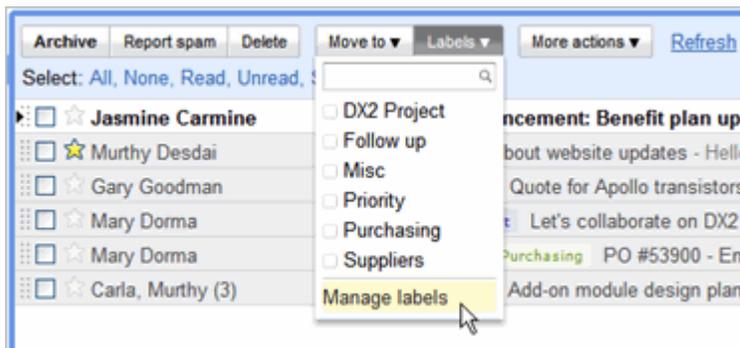
Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to message, so you can "store" a single copy of a message in multiple labels. You can also:

- 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 your messages in your Inbox, so you can quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

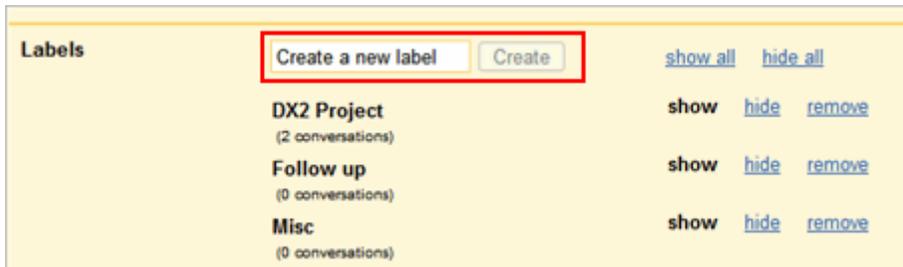
*To create a label:*

1. Click the **Labels** drop-down menu and choose **Manage labels**:



**Tip:** Alternatively, you can click **Settings > Labels**.

2. Under **Labels**, in the **Create a new label** field, type the name of your new label, and then click **Create**:

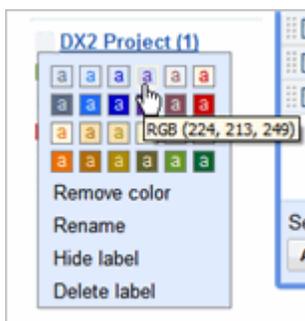


*To change the color of a label:*

1. In your **Labels** list on the left, click the square to the left of a label. For example:



2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:



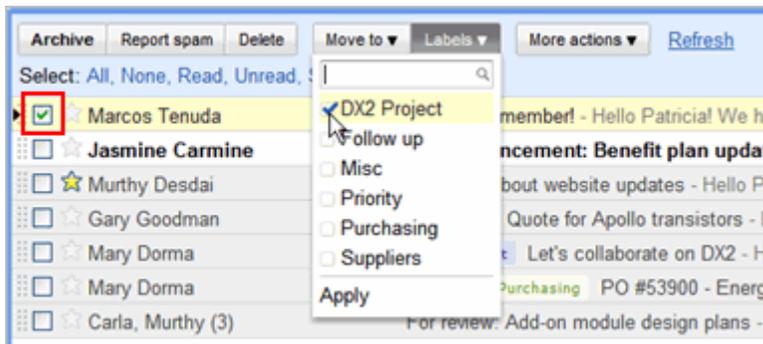
You can remove a color by clicking **Remove color** below the color palette.

<<applies if enabling Gmail Labs>>

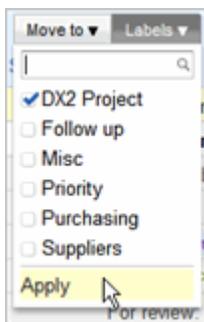
**Tip:** Not enough colors? Try the **Custom Label Colors** feature in Google Mail Labs. In the upper-right corner of your Mail window, click **Settings > Labs**.

*To apply a label to a message:*

1. Select the check box next to the messages you want to label, and then select the label name from the **Labels** drop-down menu. (Note that you can select more than one label.)



2. Click **Apply**:

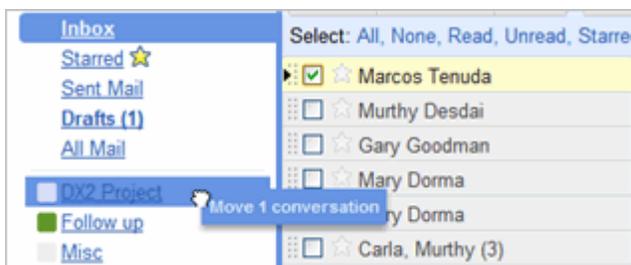


**Tip:** If you want to move the messages out of your Inbox *at the same time* you apply a label to them, select the messages, and then select a label in the **Move to** drop-down menu.

Or, just click and hold in the gray area to the left of the message...



...and drag it to a label's name:



**To move labeled messages out of your Inbox:**

1. Select one or more labeled messages in your Inbox.
2. Click **Archive**.

To view a labeled message you archived, just click the label on the left.

---

## Set up email filters

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

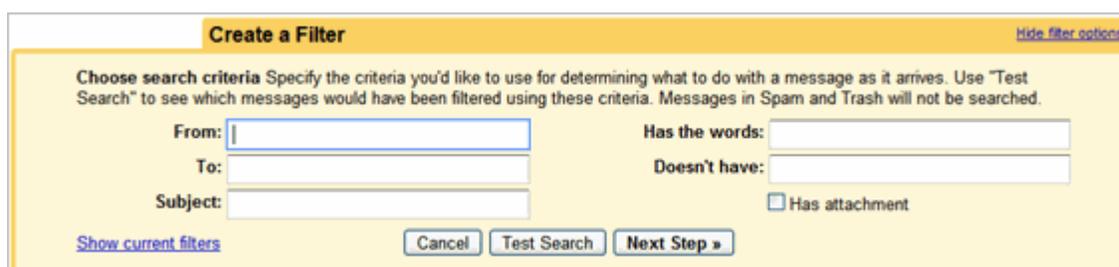
**Note:** Gmail filters are similar to Email Rules in [\[Microsoft Outlook/Lotus Notes\]](#).

1. Open Gmail.
2. In the upper right, click **Settings > Filters > Create a new filter**. Or, just click the **Create a filter** link at the top of the top of your Mail window:



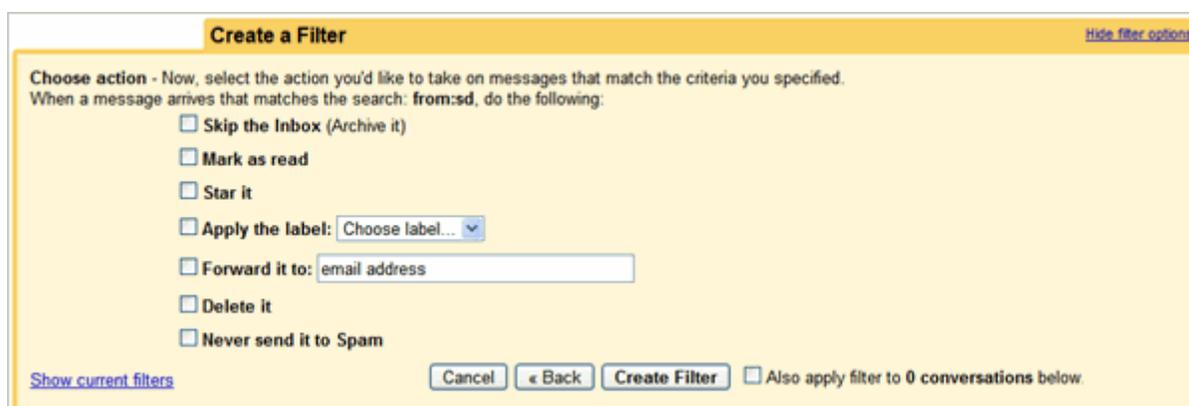
A screenshot of the Gmail search bar area. It features a search input field on the left, followed by buttons for 'Search Mail' and 'Search the Web'. To the right of these buttons are two links: 'Show search options' and 'Create a filter'. A mouse cursor is pointing at the 'Create a filter' link.

3. Enter your filter criteria in the fields:



A screenshot of the 'Create a Filter' dialog box. The title bar says 'Create a Filter' and there is a 'Hide filter options' link in the top right. The main text reads: 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.' Below this are several input fields: 'From:', 'To:', 'Subject:', 'Has the words:', and 'Doesn't have:'. There is also a checkbox for 'Has attachment'. At the bottom, there are buttons for 'Show current filters', 'Cancel', 'Test Search', and 'Next Step »'.

4. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.
5. Click **Next Step**, then select one or more actions to apply to messages that match this filter's criteria:



A screenshot of the 'Create a Filter' dialog box, showing the 'Choose action' section. The title bar says 'Create a Filter' and there is a 'Hide filter options' link in the top right. The main text reads: 'Choose action - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: from:sd, do the following:'. Below this are several checkboxes and a dropdown menu: 'Skip the Inbox (Archive it)', 'Mark as read', 'Star it', 'Apply the label: Choose label... (dropdown)', 'Forward it to: email address', 'Delete it', and 'Never send it to Spam'. At the bottom, there are buttons for 'Show current filters', 'Cancel', '<< Back', 'Create Filter', and a checkbox for 'Also apply filter to 0 conversations below'.

**Note:** These actions are applied in the order in which they are listed. For example, you could choose to **forward matching messages** to a specific email address, and then **delete the messages**.

6. To apply the filter to messages you've already received, click **Also apply filter to [x] conversations below**.

7. Click **Create Filter**.