

Course Outline



G Suite™

Gmail

Learn how to use Gmail: Organize your inbox; format emails; add attachments and links; update your signature; add a vacation response; and more.

View Your Email

1.1 Navigate Your Inbox

- The Inbox
- The Compose button
- Left Pane Links
- The Search Field
- The Toolbar
- Right Side Panel

1.2 Read Email

- Read an Email
- Open an Email in a Separate Window
- Toggle Read Status

1.3 Change Your Inbox Type

- Change to Important First View
- Change to Unread First View
- Change to Starred First View
- Change to Priority Inbox View

1.4 Print an Email

- Print an Email

1.5 View Email Categories

- Inbox Categories
- View an inbox Category
- Enable or Disable Tabs

1.6 Change Your Inbox Theme

- Change the Inbox Theme
- Create a Custom Theme

1.7 Get Help

- Search for Help

Compose and Send Email

2.1 Compose an Email

- Compose an Email

2.2 Reply to and Forward Email

- Reply to Email
- Forward an Email

2.3 Format Email Text

- Display Formatting Options
- Format Message Text
- Clear Text Formatting

2.4 Add Attachments

- Attach a File
- Attach a File from Google Drive

2.5 View and Save Attachments

- Save an Attachment

2.6 Insert Pictures into Emails

- Insert a Photo

2.7 Insert Links into Emails

- Insert a Link

2.8 Check Spelling

- View Spelling Errors
- Fix Spelling Errors
- Check Spelling

2.9 Schedule an Email

- Schedule an Email
- Cancel a Scheduled Email

2.10 View Drafts and Sent Items

- Save an Email as a Draft
- View Email Drafts
- Edit and Send Email Drafts
- View Sent Emails

2.11 Send and Receive Confidential Email

- Send a Confidential Email
- Read a Confidential Email

3.1 Create and Apply Labels

- Create a Label
- Apply a Label to an Email

3.2 View and Manage Labels

- View Labeled Email
- Show or Hide Labels
- Change a Label Color
- Manage Labels

3.3 Search for Emails

- Search a Search
- Refine a Search

3.4 Filter Emails

- Create a Filter
- Create a Filter Using Example Email
- Manage Filters

3.5 Flag Important Emails

- Star an Email
- Star Multiple Emails
- Toggle Importance Marker
- View Starred Emails
- View Important Emails

3.6 Archive and Delete Emails

- Archive an Email
- Delete an Email
- View the Trash
- Restore a Deleted Email
- Empty the Trash

3.7 Mute Email

- Mute an Email Conversation
- View a Muted Conversation
- Unmute an Email Conversation

3.8 Snooze Email

- Snooze an Email
- View Snoozed Email
- Unsnnooze an Email

4.1 Change Gmail Settings

- View and Modify Settings
- Settings Categories
- Return to the Inbox

4.2 Enable Desktop Notifications

Enable Desktop Notifications
View a Gmail Notification

4.3 Add a Signature

Create a Signature

4.4 Add a Vacation Response

4.5 Add Other Email Accounts to Gmail

Link Another Email Account
Send Email from Another Address
Change Linked Account Settings

4.6 Enable Keyboard Shortcuts

Enable Keyboard Shortcuts
Use Keyboard Shortcuts
View Keyboard Shortcut Help