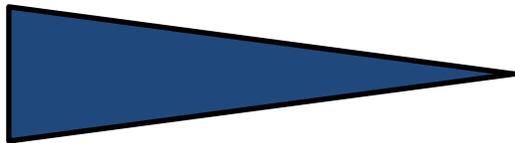


You've Got



Advanced E-mail

Location: Technology Room, Central Library
Visit Schenectady County Public Library at <http://www.scpl.org>

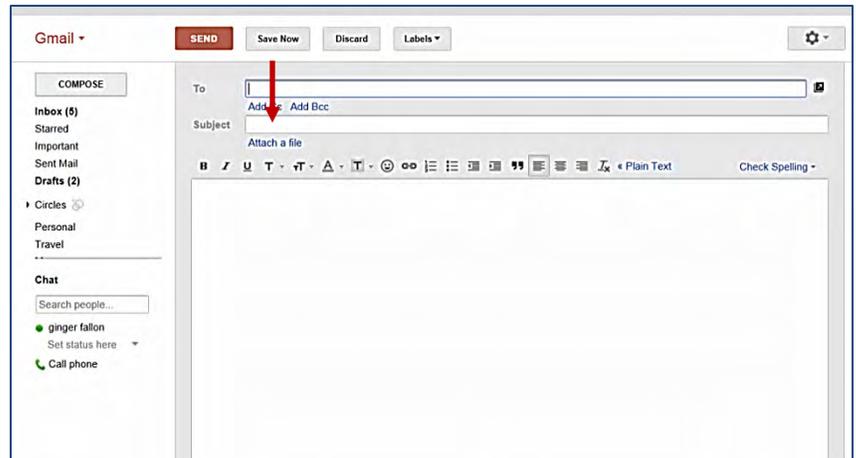
(The following document adapted from information found on <http://www.google.com>)

Advanced E-mail

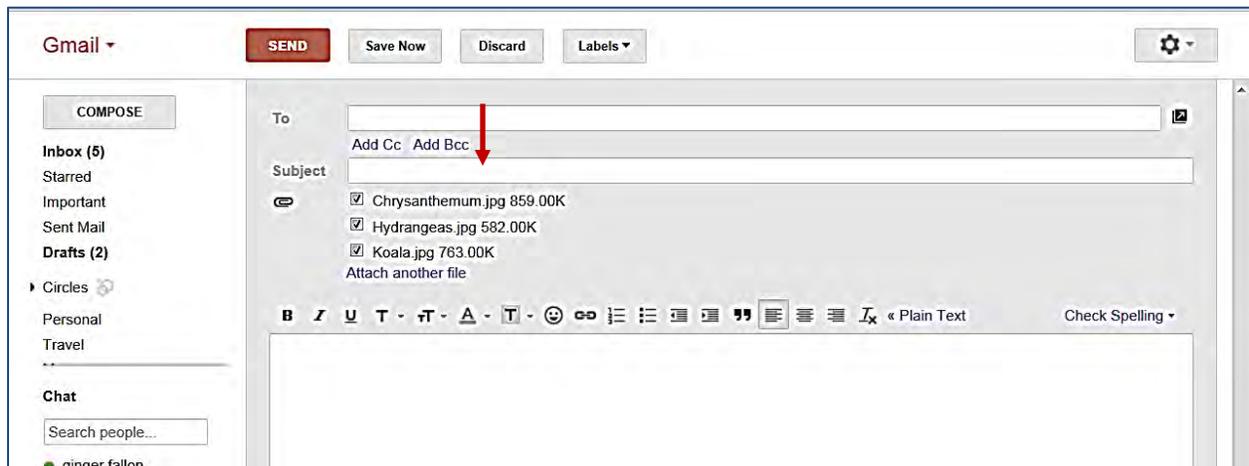
There is more to e-mail than sending and receiving e-mail. Share that photo (jpeg) with your friends! Create your contacts (address book) and groups to send everyone in a group the same e-mail with just a click! Create a signature, personalize your account, and organize your e-mails with your personal labeling system.

To attach a file to your new e-mail message

1. Click *Attach a file*.
2. Locate the file on your hard drive or external portable device.
3. Select the file (one left click).
4. Click *Open* to complete the process.
5. Additional files may be added in the same way. **OR**, if you want to add a series of files from the

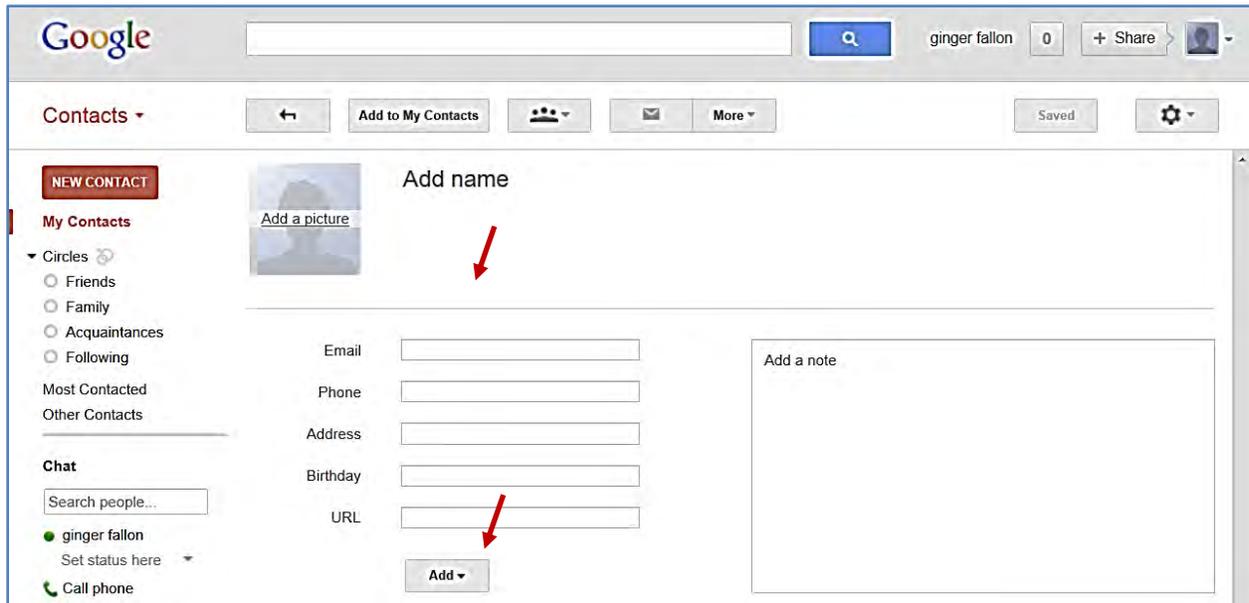


same source, click and drag your cursor (or hold down the SHIFT key on your keyboard) to select the files you want added, click *Open*, and all the selected files will be added as attachments. If the files are not in a series, use the CTRL key to select some but not all files in the folder/drive. To remove an attached file, deselect the file by clicking on the checkmark.

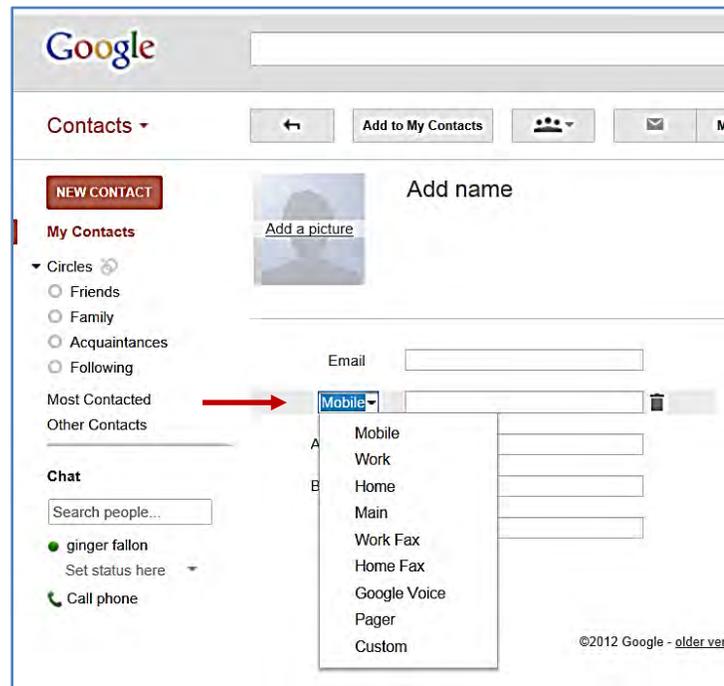


To Create Contacts

1. Click the *Gmail dropdown arrow* on the left side of your screen.
2. Click *Contacts*. Click the *New Contact* button
3. Enter contact information. Additional fields may be added.
4. Information is automatically saved by Gmail.

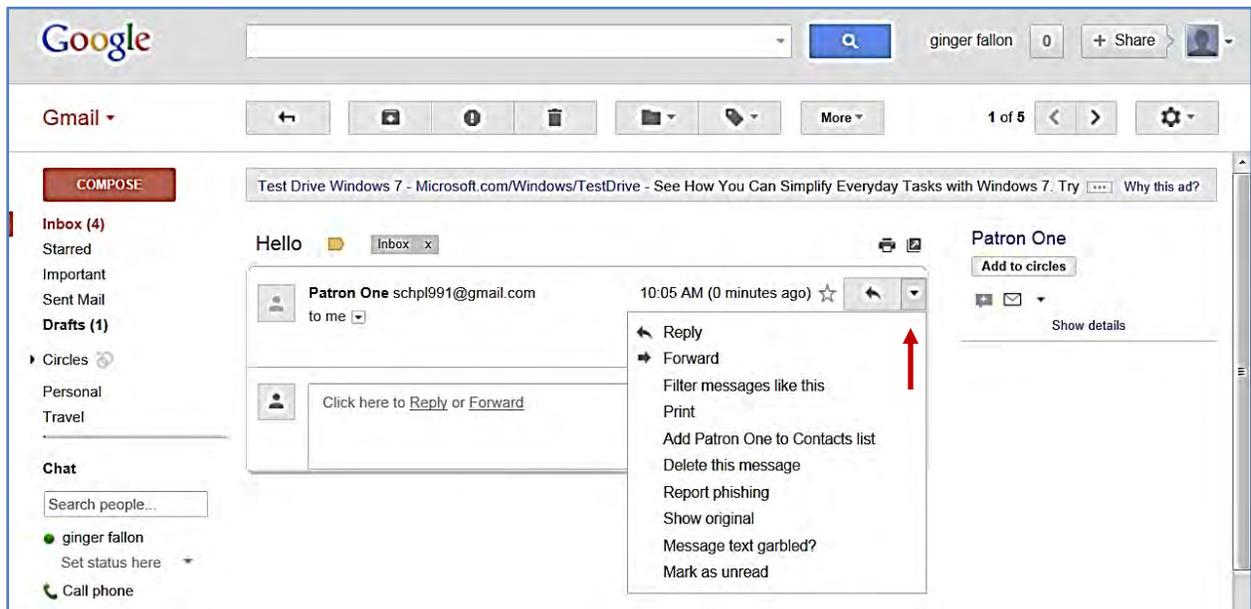


Each category also has additional options. For example, *Phone* has subcategories you can add.



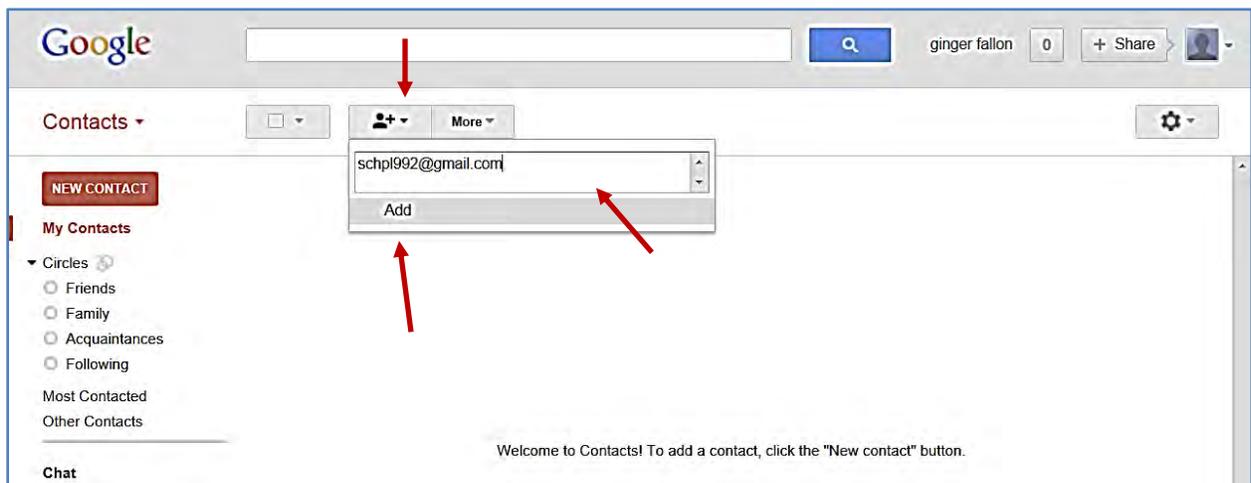
OR

5. Open an e-mail from someone you want to add to your Contacts.
6. Click on the down arrow next to “Reply” on the right. A drop down menu will appear.
7. Click *Add*



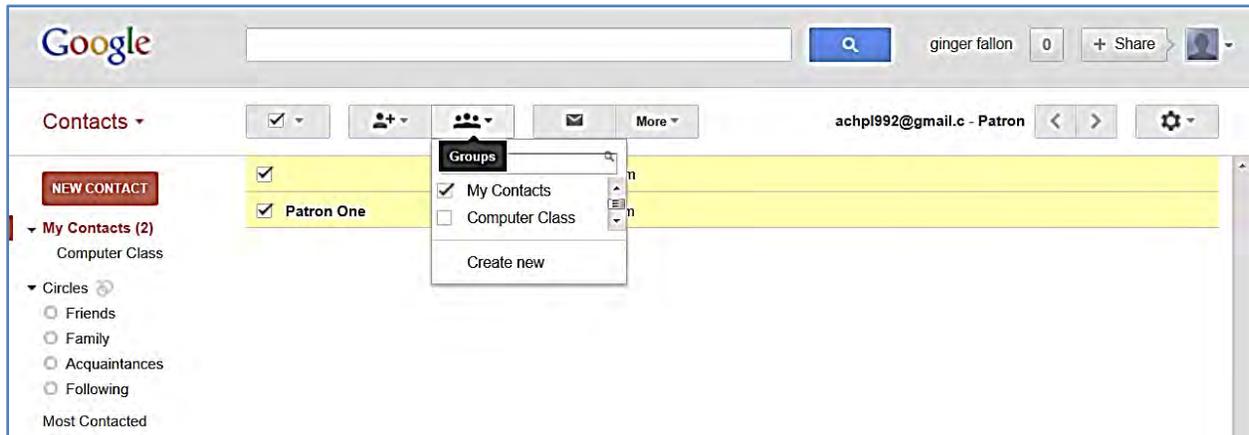
OR

8. A quick way to enter an e-mail address without other information – From the *Welcome to Contacts* window, click *Add to My Contacts* shortcut, enter e-mail address, click *Add*. You can update contact information later by selecting the address from the *My Contacts* list.

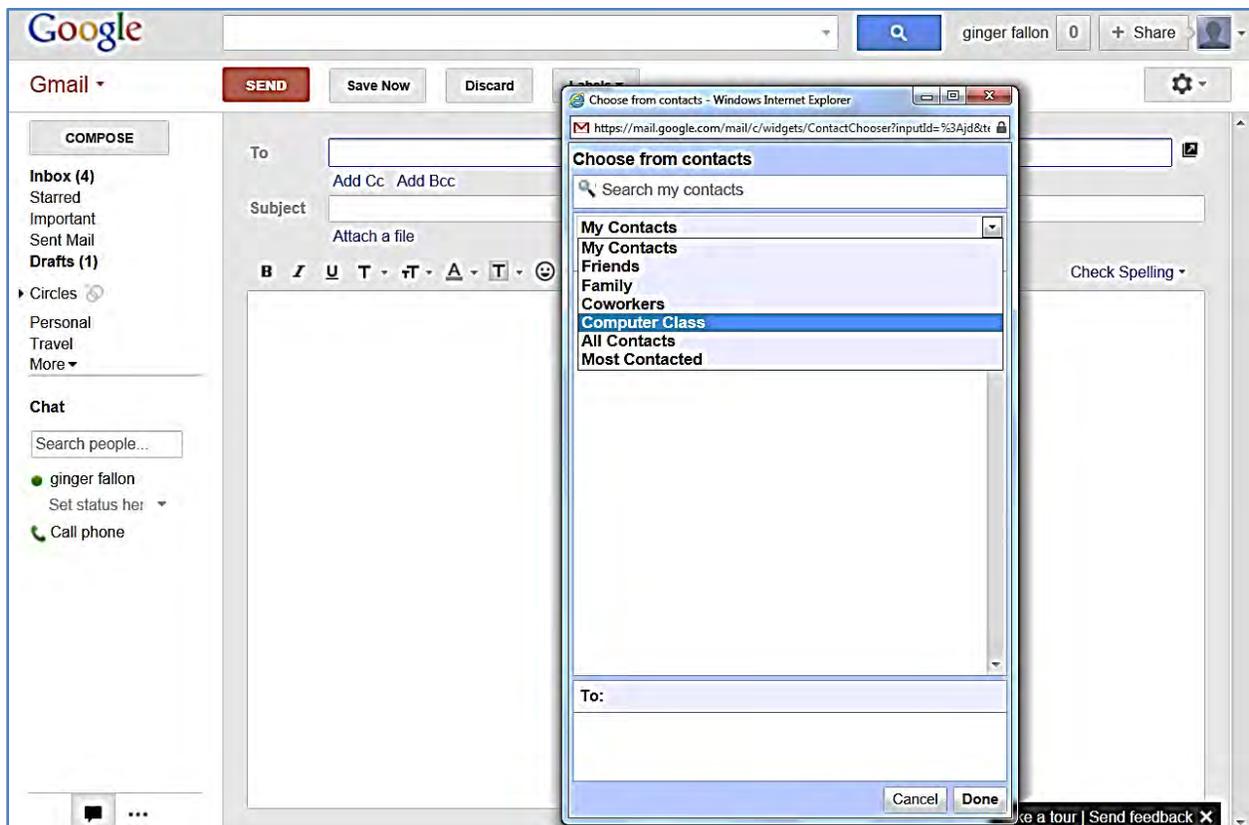


To Add Contacts to a Group

1. Click *My Contacts* on left side of screen.
2. Click on e-mail addresses you want to enter into a group.
3. Click on *Groups* and a drop-down menu of Groups will appear. Click on group of your choice. *Or* create a new group by either entering new group name in textbox or clicking on *Create new*.

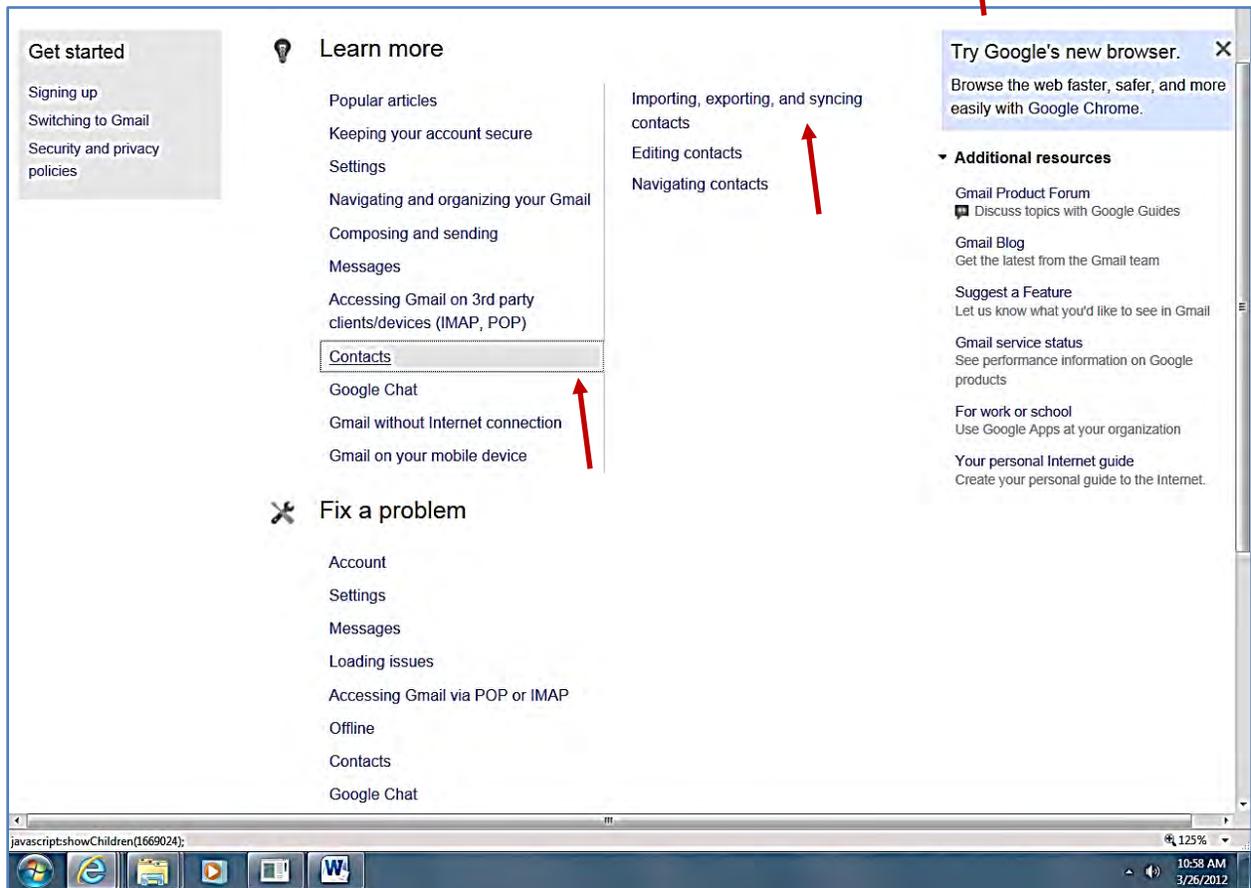
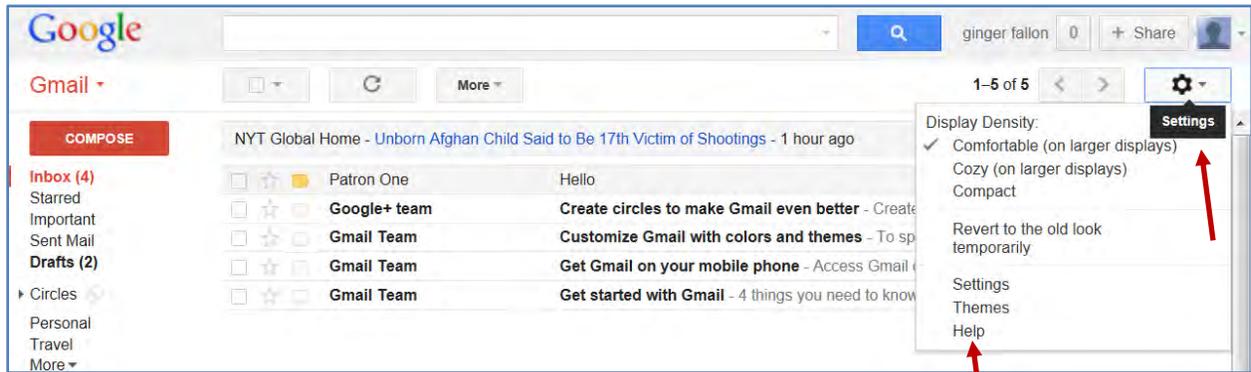


If you want to send everyone in a Group the same e-mail, click on the *To* at the left of the address bar, select the group and either All or some of the addresses in the Group folder. Click *Done* and the addresses will appear in the address bar.



To Import/Export Contacts

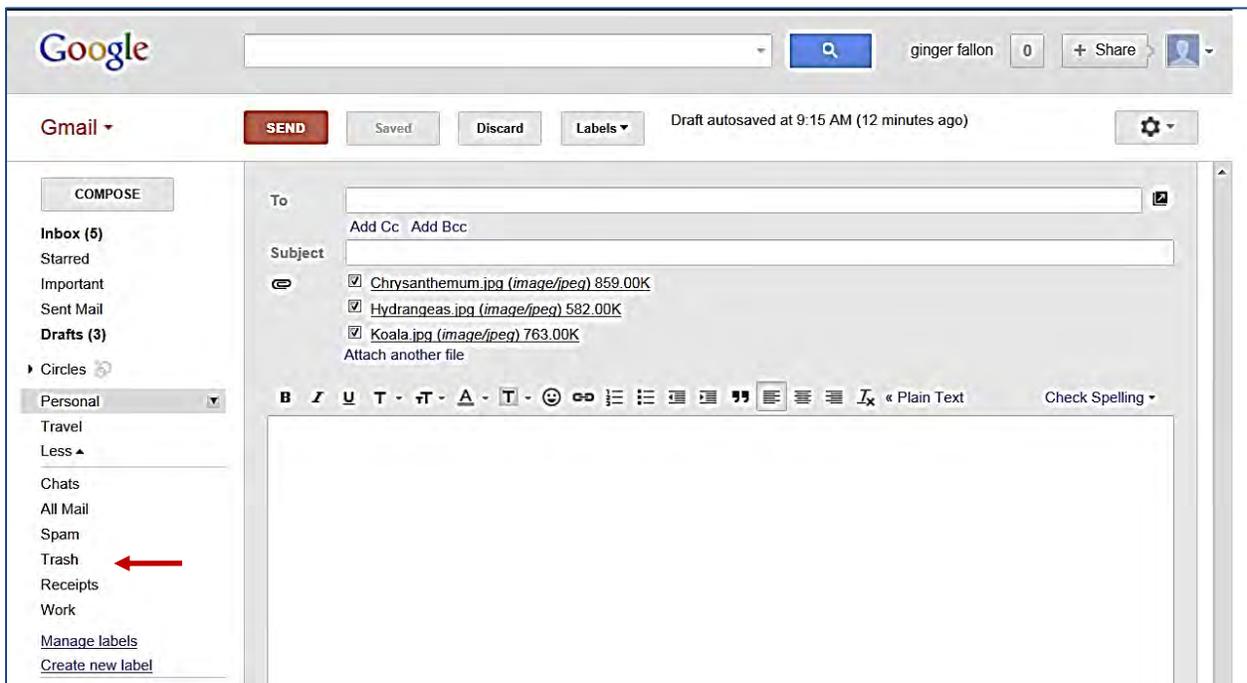
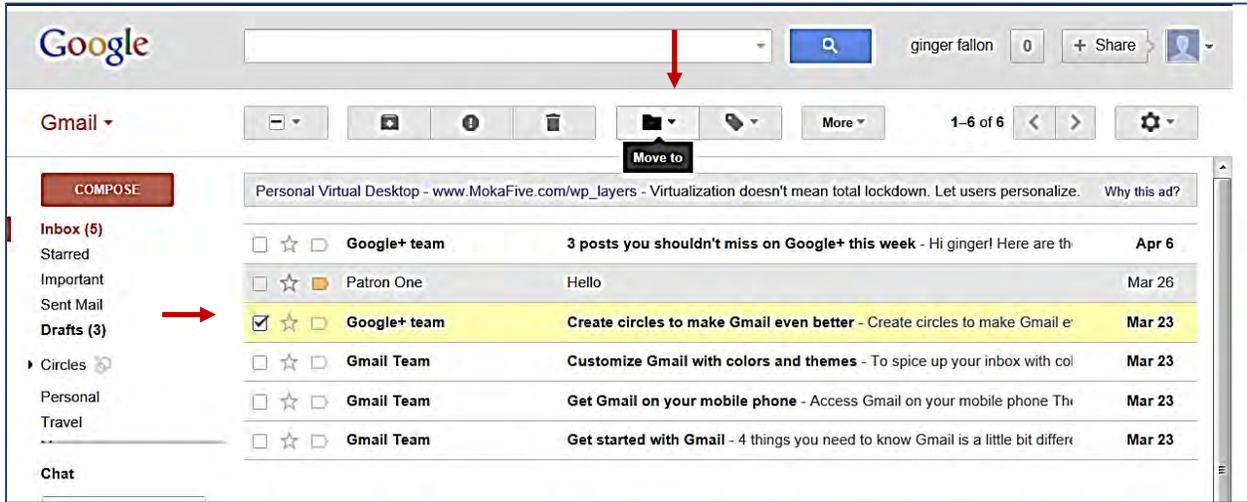
1. Gmail gives you step-by-step directions on how to import or export contact information through the **Help** feature. You must first save the file to your computer as a CSV file (common separated value). You're Contacts source will also have a "wizard" or set of directions to prepare the file for "export" from the original source to then "import" it to your Gmail account.



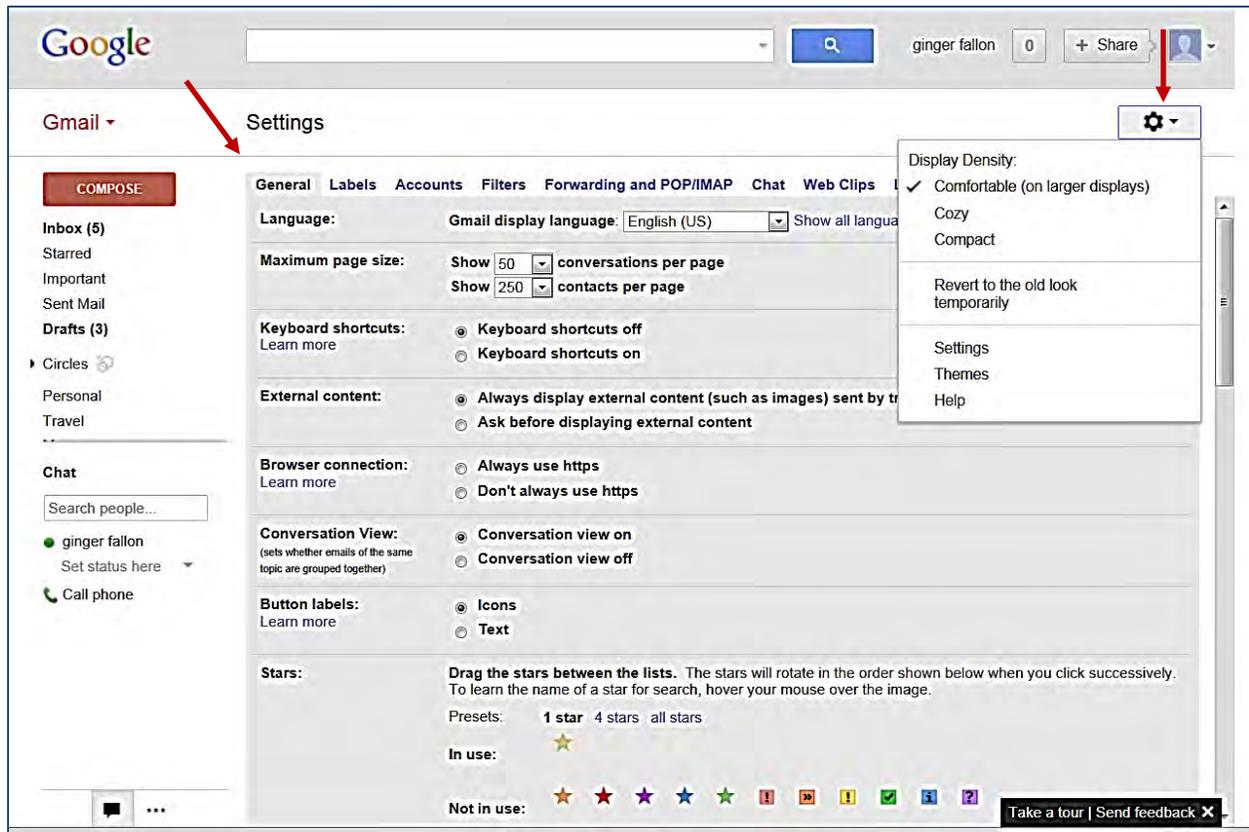
To manage your e-mail

Managing your e-mail can be as simple as read it/delete it or read it/leave it. However, you can also use the options to move e-mails into existing folders using *Move to* or create your own labels. You can also “star”, mark as read, or one of a number of tasks under *More Actions*.

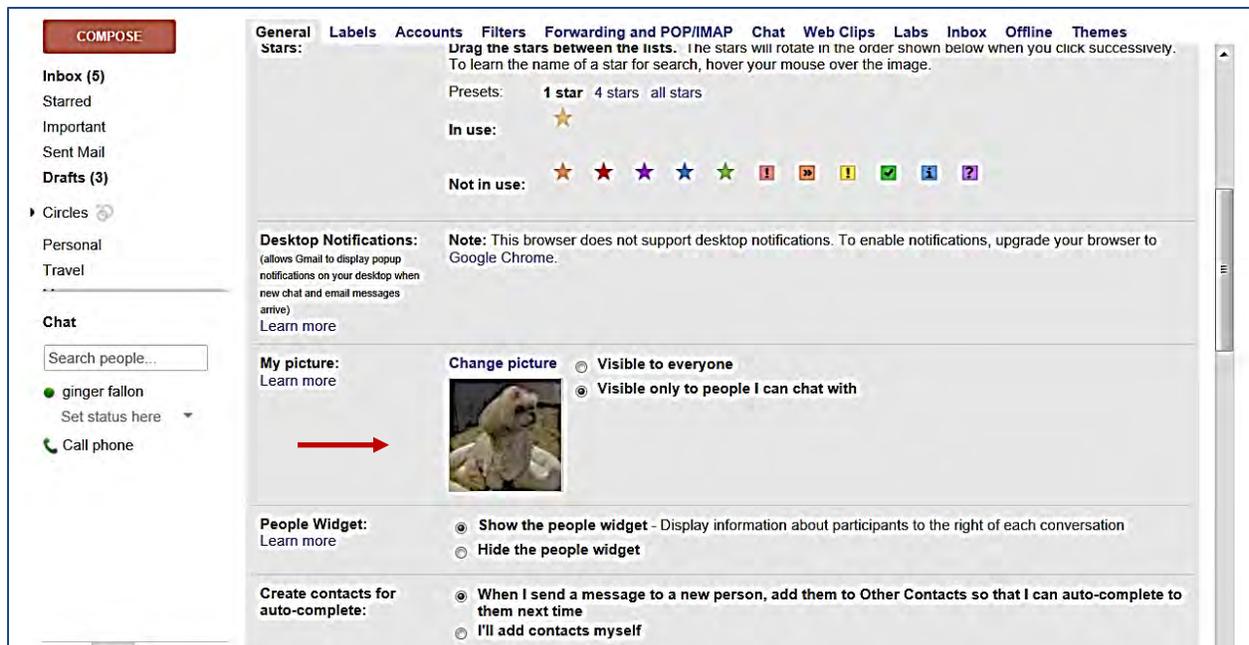
(Helpful Hint: if you read it/delete it and go “oops!” – you can Undo or remove it from your Trash. You can relocate the trash folder by the click and drag routine to make it more visible.)

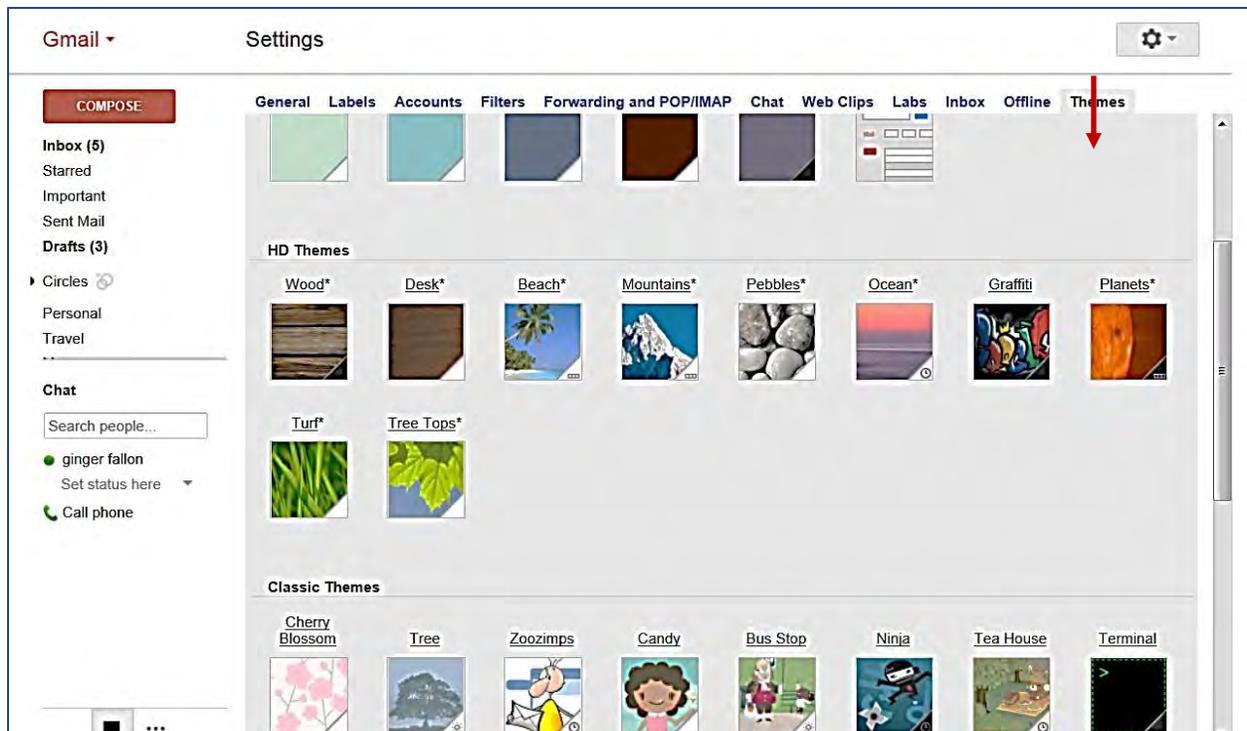


To personalize your account



1. Click on the **Tools** button and select **Settings**.
2. General Settings tab will allow you to upload a picture for your e-mails, include a signature on every e-mail, turn off/on keyboard shortcuts, and add enter a “Vacation Responder”.



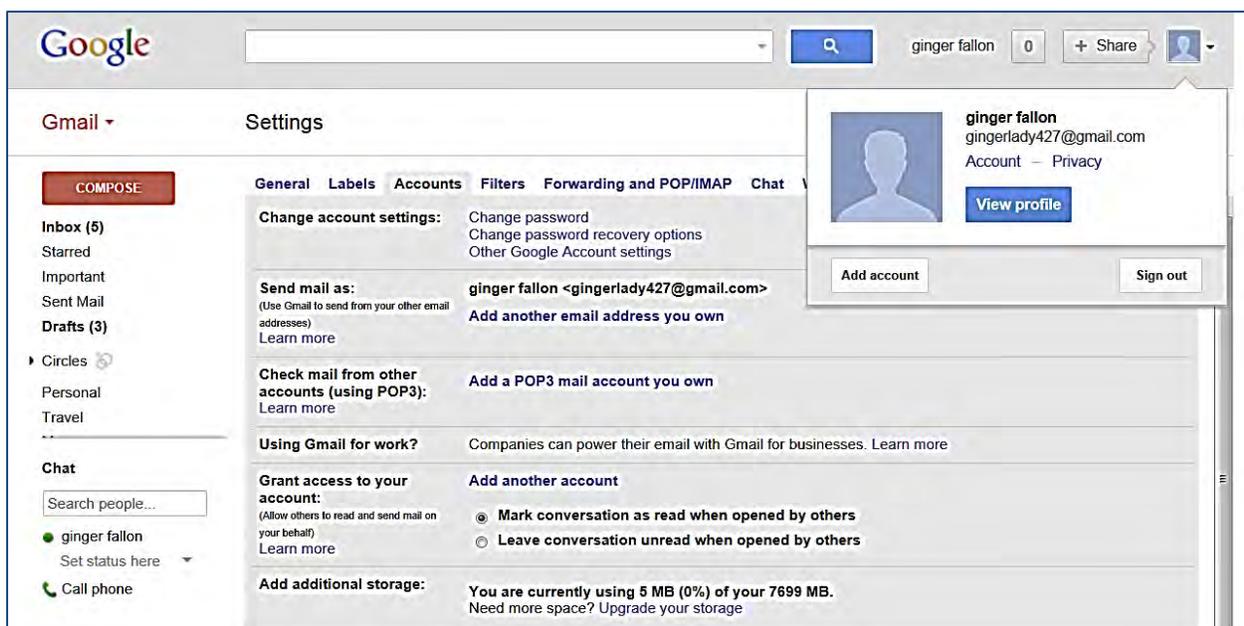


3. Themes tab allows you to change the color design for your G-mail account.

4. Other tabs, such as Chat, Web Clips, and Labs add special features to your e-mail account.

For those who share a computer and did not turn off the Stay Logged In feature, remember to SIGN OUT when done. Just exiting Google will not log you off your e-mail. Make sure the next person clicking on G-mail will not have access to your account!

Changing your G-mail address



1. Click **Settings** (or *View profile*) and open the *Accounts* tab. If you click *View profile*, a new window will open.

2. Click **Change account settings**

3. Click **Edit info** next to **Send mail**

as. You can customize how your e-mail address will look to the recipient of your e-mails (such as a nickname.) You can also send it to yourself and use the blind Cc option to hide the e-mail addresses of other recipients.

4. Click **Other Google Account Settings** in the **Change**

account settings group. If you decide you no longer want your G-mail account, here is where you can choose to delete part or all of your Goggle accounts.



Services

Delete profile and Google+ features

Delete entire Google account

View, enable, or disable web history

Delete profile and remove associated Google+ features

Close entire account and delete all services and info associated with it

Go to web history

For additional information about how e-mail works and how messages get from here to there, visit:

<http://communication.howstuffworks.com/email.htm>

<http://email.about.com/cs/standards/a/sntp.htm>

<http://www.chilipepperweb.net/understanding-email.html>

Now, you try it!

1. Exchange e-mail addresses with a classmate. Send that person a short e-mail with one interesting fact about yourself.

2. Reply to the e-mail from your classmate.

3. Exchange e-mail addresses with another classmate. Enter the address in your Contact list using the New Contact icon.

4. Enter the first e-mail address in your Contact list directly from the e-mail.

5. Create a new Group called “Class” and enter your two contacts in the folder.

6. Click on Settings. Select a theme for your account. Enter a signature.

7. Sign-out of G-mail.