



Sarasota County
DEMOCRATIC
PARTY

Welcome to Gmail Goodies

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Get a Gmail (Google) Account

1. Click this link. The sign-up page will come up in your browser.
<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>
2. Create a name that will identify you and your organization so that recipients recognize the sender.
 - SRQPrecinct109@gmail.com (Louise Machinist)
 - kbushsarasotadems@gmail.com (Karen Bush)
3. Complete required questions on the next screens.
4. Click this link. Your new Gmail Inbox will appear in your browser.
<http://gmail.com>

Google

Create your Google Account

First name	Last name
------------	-----------

Username	@gmail.com
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You can use letters, numbers & periods

Use my current email address instead

Password	Confirm
----------	---------

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead

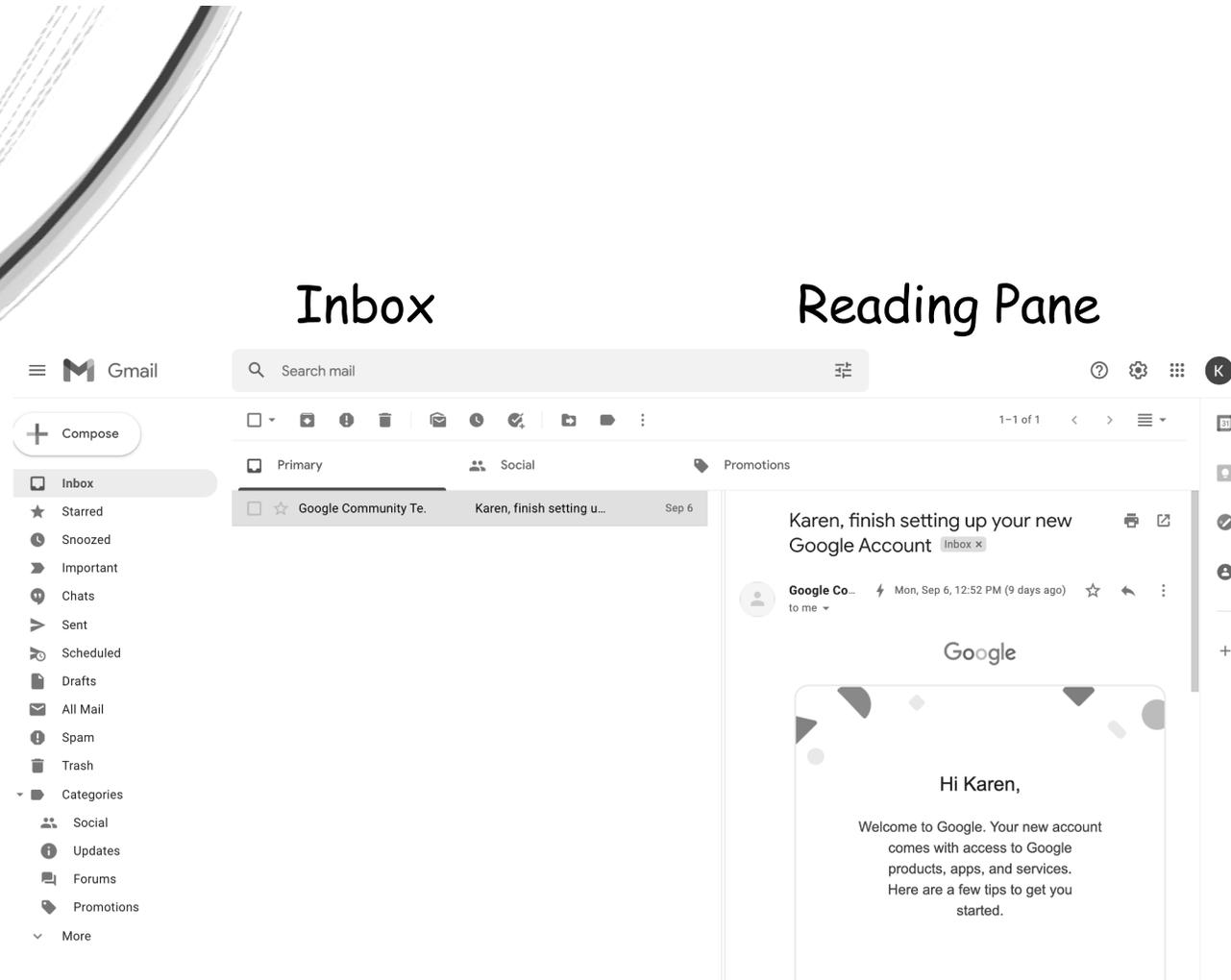
Next



One account. All of Google working for you.

Get a Reading Pane

- Click on Tools.    
- Scroll to Reading Pane.
- Click on “Right of inbox.”
- Close Tools.





Archive moves the email from your Inbox to “All Mail.” You can still access that email.

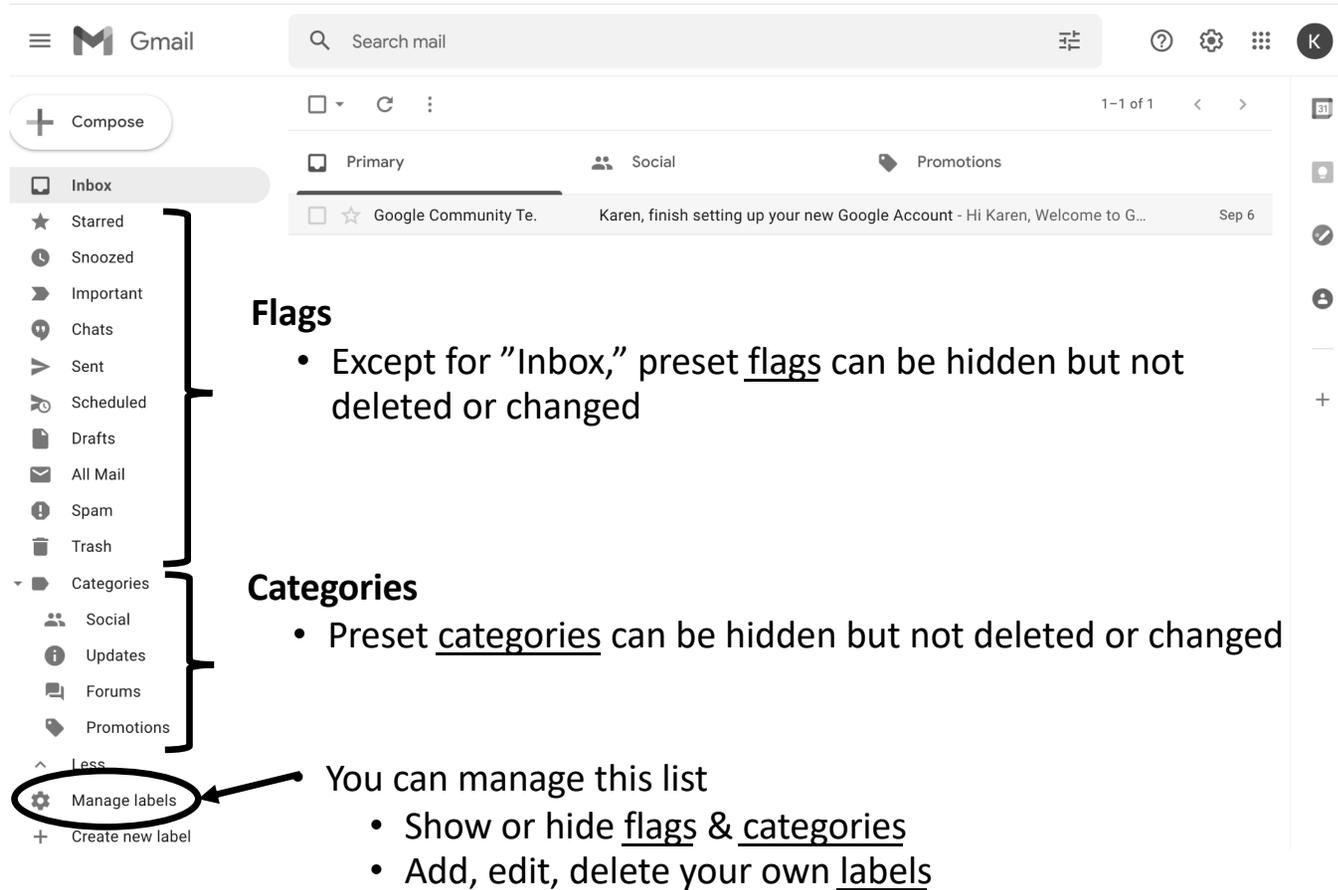
Delete moves the email to trash. Once the trash is emptied, you cannot access it ever again.

☰ Google Apps “Waffle” opens a drop-down menu of many applications, including Contacts.

-  : Archive the message
-  : Report the message as spam
-  : Delete the message
-  : Mark the message as unread
-  : Mark the message as read
-  : Snooze the message
-  : Move the message to a label
-  : Add or remove a label
-  : Reply to the message
-  : Reply all to the message
-  : Forward the message
-  : Forward as attachment
-  : Mute the message

Managing Email— Flags & Labels

Gmail does not use folders!



Flags

- Except for "Inbox," preset flags can be hidden but not deleted or changed

Categories

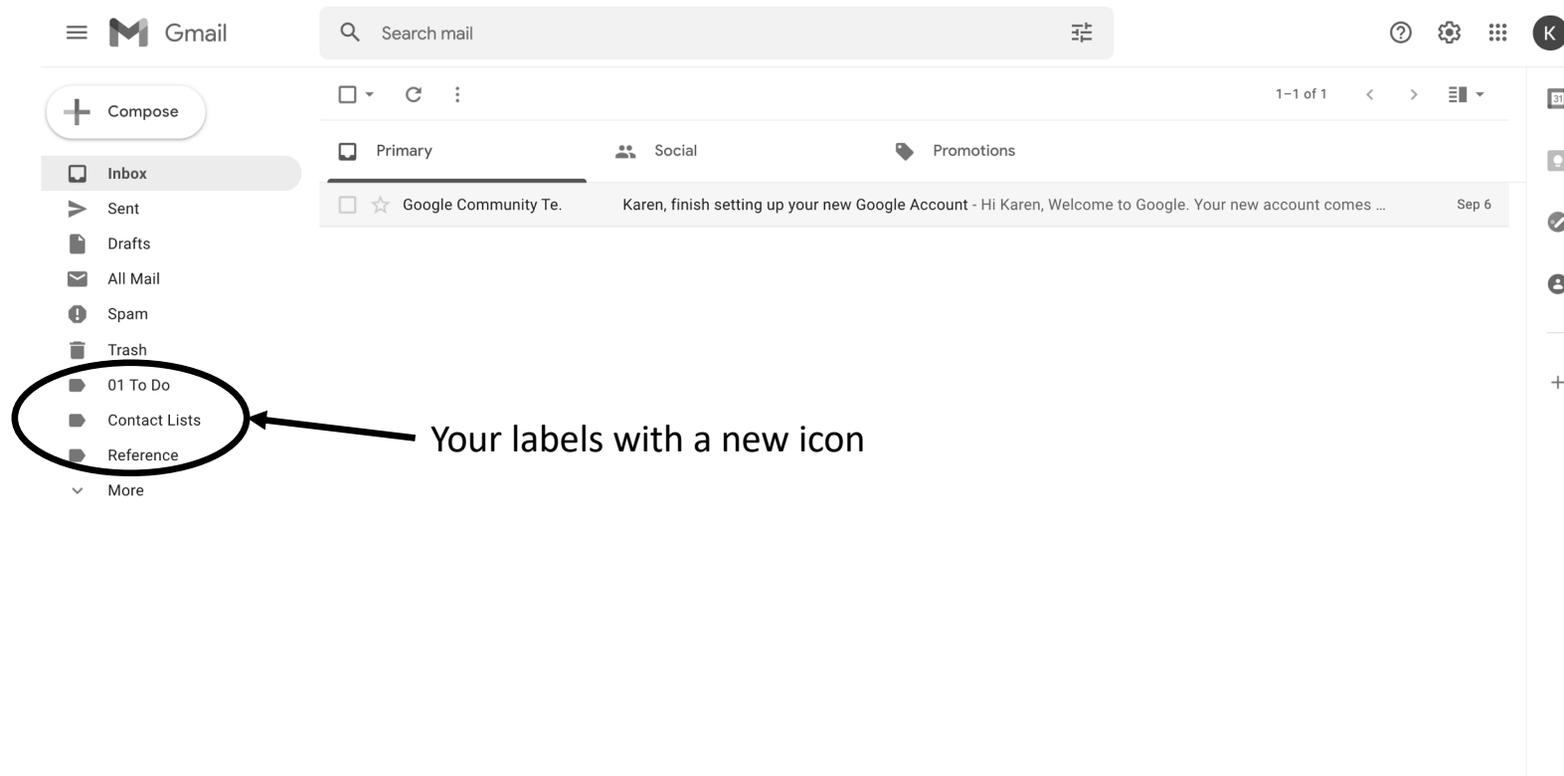
- Preset categories can be hidden but not deleted or changed

You can manage this list

- Show or hide flags & categories
- Add, edit, delete your own labels

Recommendation: Clear the Clutter

Hide the flags and labels you don't use. Create the ones you need.



Managing Email—Touch It Once

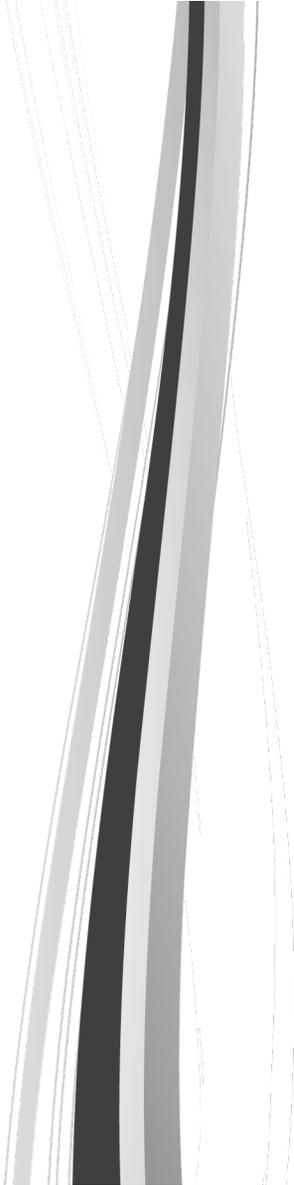
Action	Use	Example
Do	Emails that require a quick response (2 minutes) Emails that you simply need to read and then delete or label	Request for a quick answer that will allow someone else to continue work
Defer	Emails requiring an action in the future; be sure to label them “To Do”	Request to review a document and respond by a deadline
Delegate	You don’t have to do everything. <i>Is this something that you should/can do?</i> If not, forward the email to the right person with a request to handle it and cc the person who sent it.	Request to review a legal document if you are not an attorney Proofreading
Delete	Remove all unnecessary emails. Similar action: unsubscribe	A promo for a session while you are on vacation

The Golden Formula

**Labels
+
4D's**

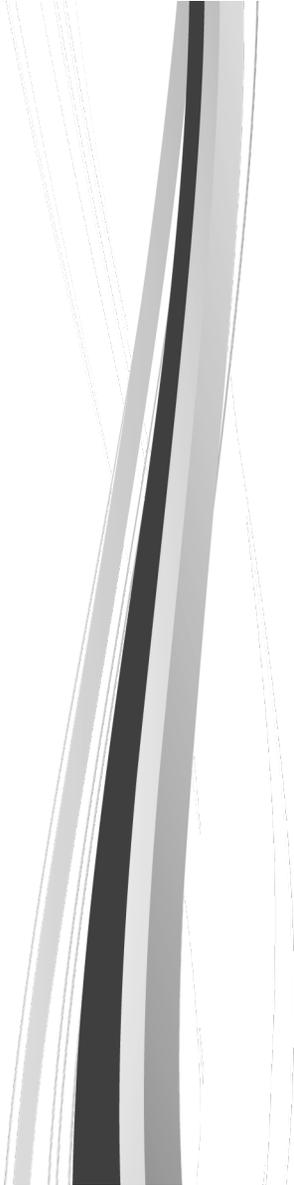
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**Efficiency
Effectiveness
Sanity**



Managing Email—Saving Attachments

1. Create a folder on your desktop (or elsewhere) to hold attachments.
2. While in your Inbox, click on the email with attachments.
3. Click and hold on an attachment icon and drag it to the folder on your desktop.
4. Repeat for other attachments.

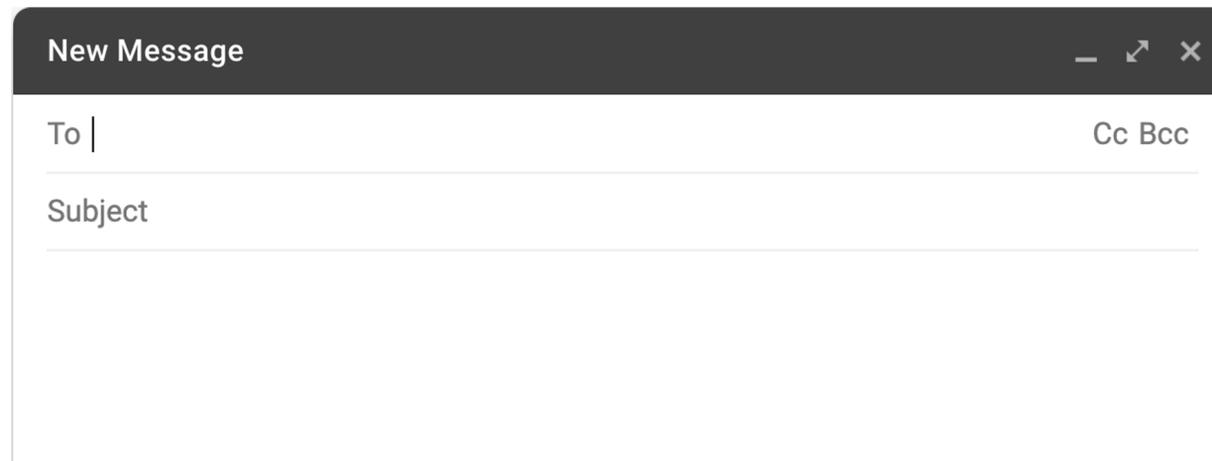


Managing Email—Finding Info

1. Click in the Search box.
2. Type a keyword.
3. Look at the options that in the drop-down menu.
4. Click on the one you think will be helpful.

Sending Email

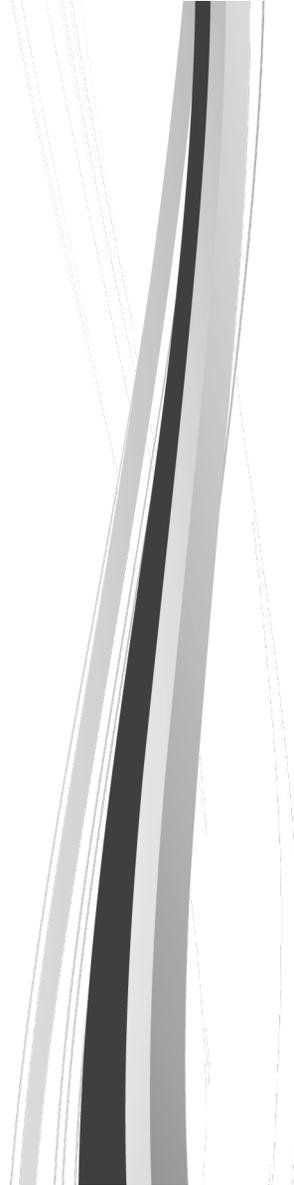
- Copying and Blind Copying
- Subject
- What you want
- Gossip vs. positive gossip



A screenshot of a 'New Message' email composition window. The window has a dark header bar with the text 'New Message' and window control icons (minimize, maximize, close). Below the header, there is a 'To' field with a vertical cursor, and a 'Cc Bcc' link to the right. Below the 'To' field is a 'Subject' field. The rest of the window is empty, representing the body of the email.

To...Cc...Bcc...Reply...Reply All

Action	Meaning	Expectation
To	<ul style="list-style-type: none">• Main recipient(s)• Can see names on the To and Cc lines• Cannot see names on the Bcc line	<ul style="list-style-type: none">• You expect each person on the line to read and act according to your request
Cc	<ul style="list-style-type: none">• “Carbon copy” from the days of typewritten messages• Can see names on the To and Cc lines• Cannot see names on the Bcc line	<ul style="list-style-type: none">• You are keeping the recipients in the loop• You might use it to show people in the To line that others know about the email
Bcc	<ul style="list-style-type: none">• “Blind carbon copy”• Can see names on the To and Cc lines• Cannot see other Bcc recipients’ names	<ul style="list-style-type: none">• You are secretly informing the Bcc recipient(s) of the contents of your email• You put all recipients’ addresses on the Bcc line to protect the privacy of those addresses
<p>Reply goes only to the sender of the email Reply All goes to everyone on the To and Cc lines but not to anyone on the Bcc list</p>		



Multiple Recipients— Copy & Paste Option

When you have a CSV (spreadsheet) list, you can simply copy and paste all of the emails into the Bcc line

1. Ask Emily at the SCDP office for the updated list of names and emails that you need. She will send a CSV file as an email attachment.

2. Save the attachment to your desktop.
3. Compose your email. Put your email address in the To: line.
4. Enter the Subject.
5. Compose your email.
6. Open the attachment.
7. Select and copy the email addresses.
8. Click on the To: line and then click on Bcc. Paste the email addresses into the Bcc: line of your draft email.
9. Review!!!
10. Send.

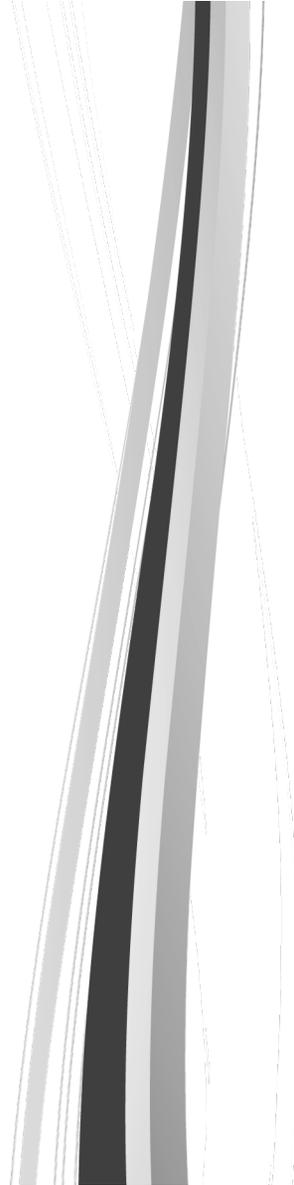
Group Emails

Step 1: Form a Group

When you frequently send an email to a group of people and you have those email addresses in your Google Contacts, you can use labels to group those contacts.

1. Select Contacts and assign a label

- Click on the Waffle  which shows many of the Google apps.
- Click on Contacts.  Contacts
- Create a label.
- Check the contacts you want to label as a group.
- Click on the label icon. 
- Select SCDP Gmail Goodies label from the list.
- Click on Apply.

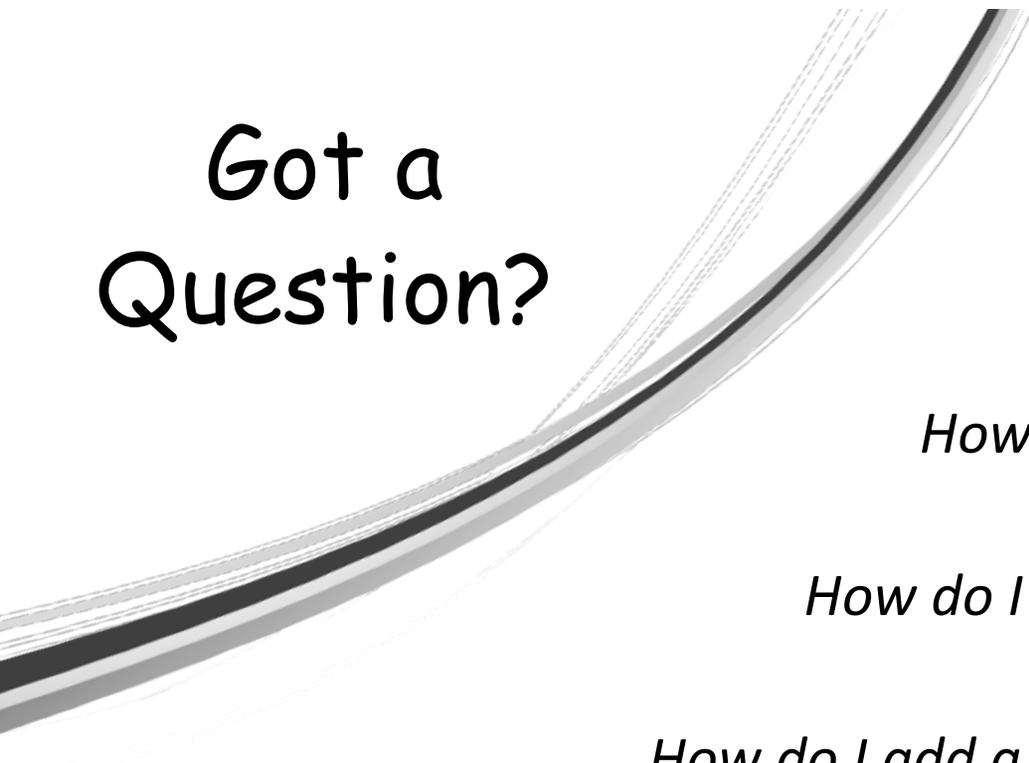


Group Email

Step 2: Use the Group's Label

2. From your Inbox

- Click Compose to start a new email.
- Click on Bcc to open the Bcc line.
- In the Bcc line, start typing the label name of the group you want to send the email to. A list of options pops up. Click on the option you want.
- The email addresses of contacts with that label will appear. If it is a large group, be patient for a few seconds while the names load.
 - Optional: you can click on an address and delete or move that person to the To: or Copy line.
- Add the subject, messages and attachments, if any.
- Send



Got a
Question?

Do a Search

How do I empty trash in Gmail?

How do I color code emails in Gmail?

How do I add a Contact in Gmail?

How do I change settings in Gmail?