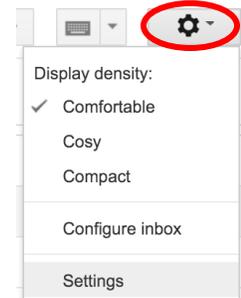


Gmail Tips

Gmail Settings

1. To access your Gmail settings, click the cog in the top-right corner, click Settings
2. **Remember:** To save setting changes you must click the save changes button located at the top or bottom of each setting page



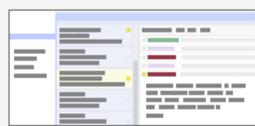
Trash

1. Click on More ▼ or hover over Less ▲ from the left sidebar
2. Trash is deleted after 30 days

Inbox Preview Pane

1. In Gmail Settings, Click the Labs tab
2. Enable the Preview Pane Lab

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes



Preview Pane
by Peter B & Michael K



Provides a preview pane to read mail right next to your list of conversations, making mail reading faster and adding more context.

3. Click Save Changes
4. Return to the Inbox
5. Click Toggle split pane mode button in your inbox



Conversation View

1. If you don't like Conversation View, Click Settings, choose the General Tab, Click Conversation view off, scroll down and click save changes. (Conversation mode groups messages together).

Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP

Language: Twinsburg City Schools Mail display language: English (US)
Change language settings for other Google products
Show all language options

Phone numbers: Default country code: United States

Maximum page size: Show 50 conversations per page
Show 250 contacts per page

Images: Always display external images - Learn more
Ask before displaying external images

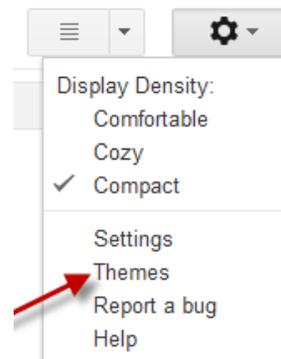
Default reply behavior: Reply
Reply all

Default text style: Sans Serif
Preview what your body text will look like.

Conversation View: Conversation view on
Conversation view off

Change Theme

1. Click the cog wheel
2. Click Themes
3. Choose a Theme and click save

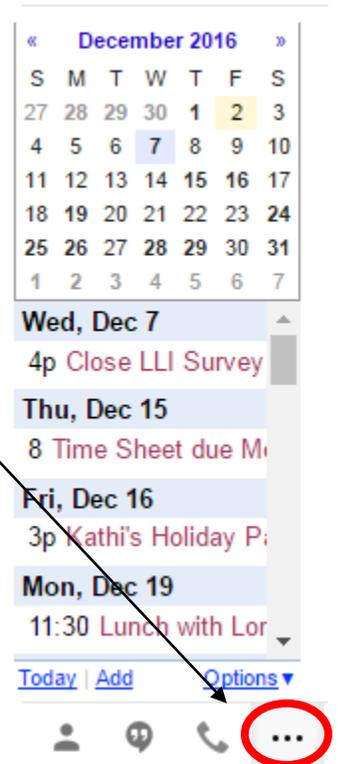
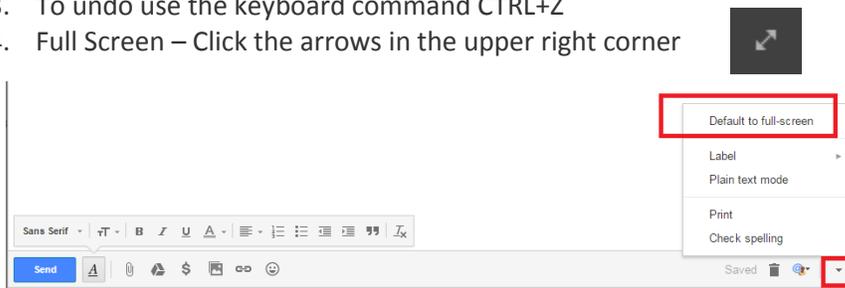


Display Google Calendar in Gmail

1. Click Settings
2. Click on the labs tab
3. Look for the Google Calendar Gadget
4. Click on Enable
5. Click Save Changes at the top of the Labs page
6. Return to your Inbox
7. Click on the Google Calendar widget at the bottom of the left sidebar to display the calendar
8. Click Options to show a mini calendar, show past events or change which calendars are displayed

Compose a Message

1. To: start typing the person's first, last name or first initial, last name; choose the twinsburgcsd.org email address
2. Student addresses will show up but students DO NOT have email
3. To undo use the keyboard command CTRL+Z
4. Full Screen – Click the arrows in the upper right corner



How to Highlight Text

1. Highlight the text
2. Choose Background Color from the toolbar



Change the Subject of a Reply

1. Click reply
2. Click the down arrow
3. Choose Edit Subject



Drafts

While composing Emails, Gmail auto saves to Drafts
You may periodically go in and discard any drafts you may not need

Search Box (located at the top of your inbox)

[Click here to see a list of operators.](#)

In: is a very useful operator to search in a standard "folder". You can search in Drafts, Inbox, Chats, Sent, Spam, Trash and anywhere (for everything, including Spam and Trash).

Example: by typing **in:drafts** in the search bar, gmail finds all messages in your Drafts folder.

Add a Signature

1. Click Settings
2. Click the General Tab
3. Scroll down to Signature and create a signature
4. Click Save Changes at the bottom of the screen

Vacation Responder

1. Click Settings
2. Click the General Tab
3. Scroll down to Vacation Responder, click Vacation responder on and compose the message
4. Click Save Changes at the bottom of the screen

Create a Desktop Shortcut

From the Gmail login screen:

1. Click the Chrome Settings button in the upper right corner
2. Click More Tools
3. Click Add to Desktop



Gmail Attachment Size Limit

The size limit for a single attachment to an email is 25 MB
which is the same as 2,500 KB.