
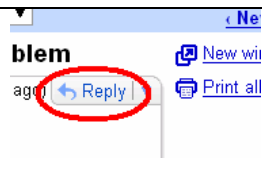
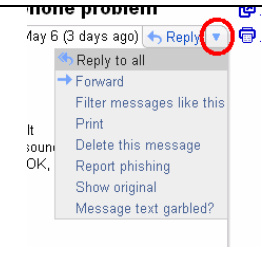
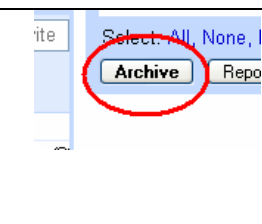
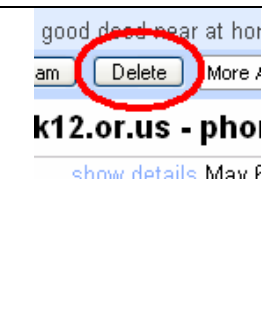
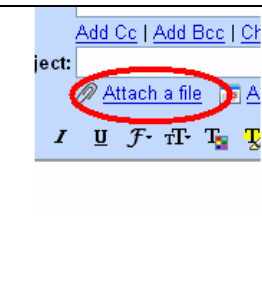
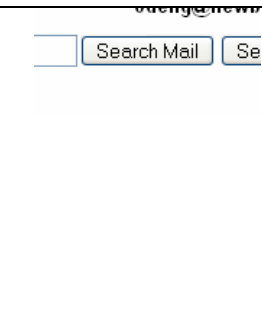


Newberg Public Schools – Gmail cheat sheet

<p>Send – To send a new email click on <i>'Compose Mail'</i> in the upper left corner of the page.</p>	
<p>Reply - Click <i>'Reply'</i> to reply only to the message sender, This is located at the upper right corner of the email.</p>	
<p>Forward/Reply to All – Click on the down arrow next to <i>'Reply'</i> to reveal a pull-down menu. choose <i>Reply All</i> to reply to everyone who received the message. To <i>Forward</i> the email simply choose <i>Forward</i>.</p>	
<p>Archiving – To archive messages:</p> <ol style="list-style-type: none"> 1. Select the message(s) you'd like to archive by checking the box(es) next to the sender's name. 2. Click <i>'Archive'</i>. 	
<p>Delete –To delete a message:</p> <p>Select or open the message. Click the <i>'Delete'</i> button to move the message to <i>Trash</i>.</p> <p>Once a message in <i>Trash</i>, you can permanently delete it yourself:</p> <ol style="list-style-type: none"> 1. Click <i>'Trash'</i> along the left side of any Gmail page. 2. Check the box next to the message you'd like to permanently delete. 3. Click <i>'Delete Forever'</i>. 	
<p>Attachments – To attach a file to a message you're composing, follow these steps:</p> <ol style="list-style-type: none"> 1. Click <i>'Attach a file'</i> under the subject field. 2. Browse through your files and click the name of the file you'd like to attach. 3. Click <i>'Open.'</i> <p>If you'd like to remove a file you've attached to a message, click <i>'remove.'</i> To attach another file, click <i>'Attach another file.'</i> Keep in mind that you can't send executable files or messages larger than 20 MB.</p>	
<p>Searching - Use Search Mail the same way you'd use Google Search. Enter a word (or multiple words) that appears anywhere within the message you want to locate. If you're looking for a message that contains the word <i>shopping</i>, simply type <i>shopping</i> in the search field.</p> <p>You can make your search more specific using some of your account's search options. Click <i>'Show search options'</i> next to the search box, and enter your criteria in the appropriate fields.</p> <p>You also can target your search using special words and symbols called <i>advanced operators</i>. Let's say your friend's email address is listed as <i>Charles</i>. To find messages from Charles, use the <i>'from:'</i> operator and search for <i>from:charles</i> or <i>from:charles.doe</i> or <i>from:charles.doe@yourdomain.com</i>.</p>	

Labels - Labels do all the work of folders and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any mail page.

You can easily create, edit, and delete existing labels. Here's how

To create a label:

1. Select the message(s) you'd like to label by checking the box(es) next to the sender's name.
2. Select '*New label*' from the '*More Actions...*' drop-down menu.
3. Enter the name of the new label in the text box, and click '*OK*'.

The selected messages will automatically be categorized under the new label.

To edit a label:

1. Log in to your mail account.
2. Click '*Edit labels*' at the bottom of the '*Labels*' box.
3. Click '*rename*' next to the label you want to edit.
4. Enter the new label name, and click '*OK*'.

All the messages categorized under your old label name will now be categorized under your new label.

To delete a label:

1. Log in to your mail account.
2. Click '*Edit labels*' at the bottom of the '*Labels*' box.
3. Click '*remove label*' next to the label you want to delete.
4. Confirm that you'd like to remove the label by clicking '*OK*'.

* Removing a label doesn't delete the messages previously categorized with that label.

After labeling a message or conversation, you can remove it from your inbox by archiving it. Then, you can view archived messages by clicking '*All Mail*', or by clicking the label name along the left side of any mail page

