

Course Description

This course is intended for people who have a basic understanding and need to know how to use Gmail for email communication. In this course, you will learn how to create and send emails. You will also learn how to organize your mail, work with attachments, and format message text.

Learning Objectives

- Create a new message using Contacts, formats, and spell-check
- Customize read and response options
- Organize messages using tools like labels
- Create and work with Contacts
- Use Calendar to create and schedule events
- Use Google Keep and Tasks to create and work with lists and notes

Getting Started with Gmail

- Navigate the Gmail Interface
- Email
 - Email Clients
 - Apps
 - Items and Labels
 - Gmail Interface
 - Gmail Menu
 - Sidebars
 - Toolbar
 - Tabs
 - Message Icons
 - Calendar View
 - Contacts View
- Work with Messages
 - The Message Form
 - Message Reply Options
 - Print Options
 - Recover Deleted Messages
- Access Gmail Help

Formatting Messages

- Add Message Receipts
 - The Address Book
- Check Spelling and Grammar
 - The Spelling Checker
- Format Message Content
 - Paste Options
 - The Mini Toolbar

Managing Your Contacts

- Create and Edit Contacts
 - Access and View Contacts
 - Add New Contacts
 - Edit or Delete a Contact
 - Create a Contact Group
 - Remove Contacts from a Group Label
- Organize Contacts
 - Merge Duplicate Contacts
- Print Contacts

Working with Attachments

- Attach Files and Items
 - Guidelines for Attachment Size
 - Device Attachments
 - Attach Google Drive Files
 - Attach Photos
 - Send Confidential Emails
 - Send or Request of Money
 - Attachments When replying
 - Attachment Preview
- Manage Automatic Message Control
 - Default Text Style
 - Signatures

Working with Tasks

- Open Tasks
- Create Lists
 - Rename a List
 - Delete a List
- Create a Task
 - Subtask
 - Create a Task from an Email
- Organize Update Tasks
 - Add Notes and Due Dates
 - Organize Tasks
- Complete a Task
 - Manage Completed Tasks

Customizing Message Options

- Insert, Delete and Adjust Cells, Columns Rows
 - Width and Height Adjustments
 - The Hide and Unhide Commands
- Search for and Replace Data
 - The Find Command
 - The Replace Command
 - The Go To Dialog Box
- Use Proofing and Research Tools
 - The Spelling Dialog Box
 - The Thesaurus Task Pane
 - The Insights Task Pane

Working with the Calendar

- View the Calendar
 - Get to Google Calendar
 - Types of Calendar Entries
 - Calendar Grid Arrangement Options
 - Calendar Layout Options
 - Task List
 - Create an Event
 - Event Details
 - Video Conferencing
 - Notifications
 - Availability
- Schedule Meetings
 - Guest
 - Find a Time
- Managing Calendars
 - Meeting Response Options
 - Add a Note to your RSVP
 - Check Who Accepted and Declined
 - Update an Existing Event
 - Delete an Event
 - Restore an Event
 - Share your Calendar
 - View Others' Calendars
 - Import and Export Events and Calendars
 - Delete a Calendar
- Print the Calendar

Organizing Messages

- Mark Messages
 - Mark Important
 - Star Categories
 - Mute a Conversation
 - Snooze a Conversation
- Organize Messages Using Labels
 - Creating Email Labels and Labeling Emails