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# Gmail Intermediate:

search feature, folders, attachments

## **E-mail:**

E-mail refers to electronic mail. Gmail is a free e-mail service provided by Google.

## **Searching:**

Use the search box at the top of the screen to locate messages with specific words in the sender's address, the subject, or the body of the e-mail. The search is performed simultaneously across all folders/labels including the inbox and sent items. To cancel a search and return to the inbox, click on "Inbox" on the left side of the screen.

## **Folders/Labels:**

Use folders/labels to organize messages. This will help you locate messages quickly and efficiently.

Gmail uses labels rather than folders. Labels behave like the folders used in other e-mail systems with the notable difference being that multiple labels can be applied to a single message.

To create a new label, click on "More" at the bottom of the list of labels on the left side of the screen. Click on "Create new label" near the bottom of the list. Type the name of the label, and then click on "Create."

To view all messages with a given label, click on the label on the left side of the screen. Click on "Inbox" on the left side of the screen to return to the inbox.

## **Moving Messages:**

An individual message can be moved from its current location to a new label as follows.

- Open the message.
- Click on the folder icon at the top of the message.
- Click on the desired label.

Multiple messages can be moved from their current location to a new label as follows.

- Click on the box to the left of each message. This puts a check mark in each box.
- Click on the folder icon at the top of the list of messages.
- Click on the desired label.

## **Sending Mail:**

To send an e-mail, you must know the recipient's e-mail address. Click on "Compose" in the top left. This will open a window at the bottom right. After the word "To" type the recipient's e-mail address. Click on the word "Subject" and type a brief description of what the e-mail is about. Click in the white box below the subject and type the body of your message.

When you are finished, click on "Send" at the bottom. A box at the top of the screen will indicate "Your message has been sent."

**Attachments:**

An attachment is a file connected to an e-mail message. If a message contains an attachment, this is noted by the presence of a paperclip at the far right in the list of messages. To download an attachment, open the message. Next, hover over the attachment and click on the down arrow. At the bottom of the screen, click on “Open” to view the attachment without saving it. To save the attachment instead, click on the arrow next to the word “Save” at the bottom of the screen and click on “Save as.” After filling out the information in the box that appears, click on the save button at the bottom.

An attachment’s file type determines the program in which it will open. Common file types include pdf (for documents), docx (for documents), and jpg (for images). The program with which a specific file type is opened is determined by the defaults set on the computer being used.

To add an attachment to an e-mail, first compose an e-mail as described above in the “Sending Mail” section. Before clicking on the “Send” button, click on the paperclip at the bottom. Locate and click on the name of the file to be attached to the e-mail, and then click on “Open.” After the blue bar fills and the file name turns blue, the file is attached. Click on “Send” at the bottom to send the e-mail.

**Tips:**

- Use the search feature to locate messages with specific words in the sender’s address, the subject, or the body of the e-mail.
- Organize messages using labels. Remember, multiple labels can be assigned to a single message.
- Be aware of attachments. Look for attachments when receiving e-mails.
- Don’t be afraid to ask for help.