

Google Mail Reference Sheet

Webmail: Managing Mailboxes and Email

** This reference sheet applies only to CWRU Google Mail that is accessed via <http://webmail.case.edu>

Sending email:

- **Compose Mail:** opens a new message and allows entry of the **To:**, **CC:**, **BCC:**, and **Subject:** fields, as well as entry of the message.
 - To make the **CC:** and **BCC:** fields appear, click the Add CC or Add Bcc links below the **To:** field box.
 - To send a message click the **Send** button.
 - To save a message to send or complete later, click the **Save Now** button.
 - To discard the message you started, click the **Discard** button.
 - To attach documents, click the Attach File link and search your computer for the file to attach.

Conversations:

Gmail threads related messages into conversations. This means if you send a message to your coworker and she hits 'reply,' you'll receive her message, threaded to the original message you sent her. If she replies again, the same conversation will bold; in other words, you won't see two separate places to click in your inbox. All these messages will be kept in one place.

Google webmail categories:

- **Inbox:** shows all incoming messages. The number displayed in parentheses indicates the number of unread messages.
- **Sent Mail:** shows all messages that have been sent by you.
- **Drafts:** shows saved, unsent messages.
- **All Mail:** shows almost all of the mail in your account, including content from your Inbox, Starred, Sent, and Drafts links, and all your archived messages. Emails in Spam and Trash aren't included. Messages are labeled as being part of Inbox, Sent Mail, or Drafts. Labels will also appear on messages in All Mail.
- **Spam:** shows messages filtered as junk by the webmail servers. Messages that have been in Spam more than 30 days are automatically deleted. Spam messages can be deleted at any time using the **Delete Forever** button.

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Google webmail categories: (continued)

- **Trash:** shows deleted messages. Messages that have been in Trash more than 30 days will be automatically deleted. It can be emptied at any time by using the **Delete Forever** button; such messages cannot be retrieved.
- **Contacts:** lists the email addresses that you've saved; details can be added as you see fit.
- **Tasks:** opens a small window where tasks can be entered and marked complete. Tasks can be entered manually, or emails can be added to the list as tasks.
- **Starred:** shows only messages marked with a star (stars mean whatever you'd like them to mean, i.e. importance or important people).
- **Chats:** lists archived Chat conversations.

Buttons:

- **Archive** removes selected messages from your Inbox.
 - To archive mail, select the check boxes of messages to archive in your Inbox and click the **Archive** button.
 - To locate an archived message, simply search for it in the search box or browse [All Mail](#).
 - If an archived message has a label, the message can be located by clicking on the label and browsing the emails it contains.
 - Archived conversations that receive a new message reappear at the top of the inbox in bold, as other unread messages do.
- **Report Spam** marks selected messages as junk mail and moves them to [Spam](#).
- **Delete** moves selected messages to [Trash](#).
 - Messages remain in [Trash](#) for up to 30 days.
 - Messages can be manually deleted from trash by clicking [Trash](#) and then [Delete Forever](#).
- **Mark as read** marks the selected messages as having been read.
- **Move to** archives messages and applies a label at the same time.
 - Messages can be found in [All Mail](#).
 - Messages can be searched for using the search field.
 - Messages can be found by clicking on the link to a label.
- **Labels** applies a label to one or more selected messages or an open message.
 - Labels are to webmail as folders are to other email providers and clients.
 - Messages can have more than one label.

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- A messages can be found under any label that is applied to it.
- **More actions** allows you to mark selected or open messages as unread, add stars to selected messages, add selected messages to tasks, mute selected conversations, and to create a filter for selected messages.
 - **Muted** conversations will no longer appear at the top of the inbox when new messages are received.

Labels:

Folders don't exist in Google mail; instead, it offers the ability to label emails. Labels act like folders, in that they categorize and organize email, and you can access all emails with a particular label by selecting the label itself.

Labels group related messages together. You can create your own labels as you might create folders. Messages can have any number of labels applied to them. A message will appear under the contents of any label that has been applied to it. Labels appear in the email header with the subject line. You can assign a color to each label to distinguish them. Labels are listed along the left side of the Google Mail window. Labels can be applied manually or using filters.

To apply a label to a message:

1. Check the box next to the message(s) in your Inbox (or open the email).
2. Click the **Labels** drop-down menu.
3. Select the label you wish to use.

To apply a label to a message AND archive the message at the same time:

1. Check the box next to the message(s) in your Inbox (or open the email).
2. Click the **Move to** drop-down menu.
3. Select the label you wish to use.
4. The email will be archived and listed under the selected label.

To create a label, go to [Settings, Labels](#). Or, if you have a message that requires a label:

1. Check the box next to the message in your Inbox.
2. Click the **Labels** drop-down menu.
3. Select **Create new** label.
4. Enter a name for your label.
5. Click **OK**.

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You can find messages that have a label attached by clicking the label's name on the left of any Google Mail page. If you have a lot of labels, some may be hidden by default. In that case, click the down-arrow at the bottom of your labels list to see a full list of all your labels. To manage label visibility, go to [Settings, Labels](#).