



GMail & Google Calendar



Instructor: Kenny Duray

kduray@aapld.org

847-458-3146

Class Agenda

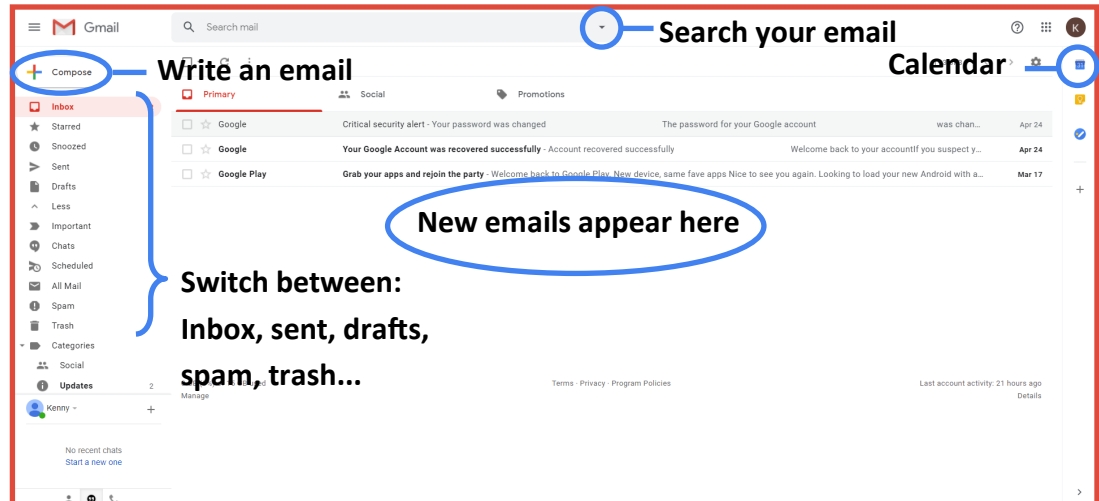
- Sign up for a Google account
- Getting to Gmail
- Tour
- Settings
- Creating an Email
- Attaching to Email
- Getting to Calendar
- Tour
- Settings
- Adding Events
- Resources

www.aapld.org

- ⇒ Online Library
- ⇒ Online Learning
- ⇒ Lynda.com

2600 Harnish Drive
Algonquin, IL 60102
847-458-6060
www.aapld.org

Mon-Thur: 9am - 9pm
Fri: 9am - 6pm
Sat: 9am - 5pm
Sun: 12pm - 5pm



Settings:

General: Maximum number of conversations shown, Undo Send time limit, Reply vs Reply All, Image display, Smart Compose, Text Style, Conversation View, Nudges, Hover Action, Smart Reply, Desktop Notifications, Your Picture, Auto add a new contact, Signature, Snippets, Create a Vacation Responder

Labels: These are a list of folders you'll see on the left side of your screen. If you don't need to see all of them, then you can hide them. You can choose to hide category labels or created labels from both your list or your incoming emails list. You can also create new labels here. Think of labels as a different name for folders.

Inbox: Choose how your inbox sorts your mail with Inbox Type. Choose if you want tabs for different types of emails. Gmail will sort these for you.

Accounts and Import: Here you can change your password or password recovery. Add other email accounts to have all your email in one place. Allow others to have access to your email account to create a shared account.

Filters and Blocked Addresses: Create filters or unblock email addresses you have blocked

Forwarding and POP/IMAP: Forward emails to a different email address.

Add-ons: Additional tools that can be used with Gmail

Chat: Turn this on or off. Instead of emailing a person you can send them a chat if you need a quick response or just want to talk.

Advanced: When you start getting used to how Gmail works, try Enabling some of these options to make Gmail work better for you.

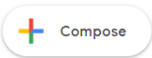
Offline: Search and read your emails when you aren't online. Obviously nothing new will come in since you are not connected to the internet

Themes: Here you can change the look of your Gmail

Throughout the settings you will see **LEARN MORE** click these to see what you can do.

<https://applieddigitalskills.withgoogle.com/en/digital-training>

Creating an Email:



Compose: To start an email click on the + Compose button. If your menu is closed just click on the + . The + is also how you would create an email on your phone.

To, CC, BCC,: Type in the email address . Gmail will remember contacts and help you fill this in. If you need to add more than one contact put a comma or just click on them as they appear in the dropdown. CC stands for Carbon Copy. BCC is a Blind Carbon Copy meaning that others can't see who else is getting this email.

Formatting: (A) Change your font type, size and color, add bullet points, indents and more

Label: Inside the 3 dots: Choose if this will be labeled to make it easier to find

Send: The big blue Send button also has a drop down button that lets you schedule a time to send

Confidential Mode: Set a passcode to get into email

Inserting into Gmail:

- Attach File:** Choose a file from your computer, phone, or tablet to attach to your email
- Hyperlink:** To create a link to a website or email address, highlight a word in your email, click on the hyperlink button and enter the information.
- Adding Emoji:** Click here to find a listing of different emoji that can be inserted into your email
- Attach from Drive:** If you want to attach a Doc, Sheet, or Slide that you've created you can do it from this button.
- Attach Picture:** This button will allow you to insert an image into your email from your; Google Photos, by uploading it from your computer, phone or tablet, or by typing in the web address of the image. You also have the option of making the image a part of your email (Inline) or an attachment.

Google Calendar

Create an event or reminder -OR- click directly on the date on the calendar

Change the view of the calendar to Day, Week, Month, Year...

List of different calendars, click on them to turn off and on

Settings:

General: Adjust Language, Region, and Time settings, Default duration of events, View options or what can be seen on calendar, Events from Gmail

Add Calendar: Subscribe to a calendar, create a new calendar, Browse created calendars

Import & Export: Move calendars back and forth from iCal or MS Outlook

Settings for Calendars: Choose a calendar to change how it acts. Adjust permissions, who it's shared with, notifications, embedding options for your website, and deleting a calendar

Creating an Event or Reminder:



- Click on a date on calendar -OR- Create and choose date
- Type in a title for the event or reminder
- Choose if its an Event or Reminder

Event:

- If you clicked on the wrong date you can change it by clicking on the date here and add a time if needed
- Add guests from your contacts list
- Add a location (adding a location will allow you to click on that location to open Google Maps and get directions)
- Add a descriptions

Reminder:

- Choose how it repeats; is it daily, weekly, that same day every year...
- Unchecking the All Day box will give you a time option

After creating the event or reminder you can click on it to Edit, Delete, Email to guests, Print, Duplicate...

Calendar notifications can then be sent to your Email, can show up on your desktop, or be sent to your phone. It all depends on how you set up your notifications.