

# Gmail and Google Drive

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# Gmail



## Overview

Gmail is a free email service from Google. It includes 10GB (and counting) of free storage, and in many ways works like any other email service, but it also has some unique features. A Google account gives you access to Gmail in addition to other Google services including Google Drive, Calendar, YouTube, Google+, and more.

## The Interface

**Gmail Drop-Down:** Select **Mail**, **Contacts**, or **Tasks List** here.

**Search box:** Searches all messages.

**Account buttons:** When a message is selected, allows you to archive, label, etc.

**Gear icon:** Change your settings or get help.

**Labels:** Organize messages by applying one or more labels.

## Inbox

The Inbox contains your new messages—both read and unread. After you archive a message, it will no longer appear in the Inbox but can still be easily found. New messages appear in bold. The number in parentheses next to the **Inbox (3)** label indicates the number of unread messages in your inbox.

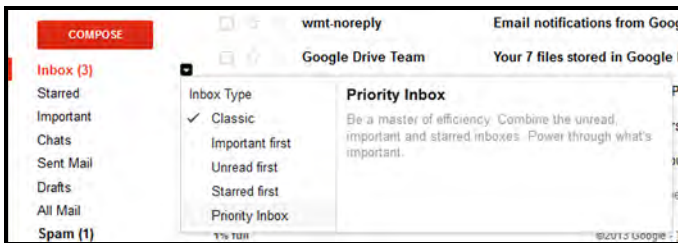
### **KEEP IN MIND**

A single message can exist in multiple places. A message can be in the **Inbox**, have two labels, and be found in **All Mail**, for example.

## Priority Inbox

Priority Inbox is an optional new Gmail feature that is essentially the opposite of the spam filter. It tries to identify which messages are the most important and puts those messages at the top of your inbox.

You can enable the **Priority Inbox** by clicking the down arrow that appears when the mouse pointer is over the **Inbox** label, and then selecting **Priority Inbox**.

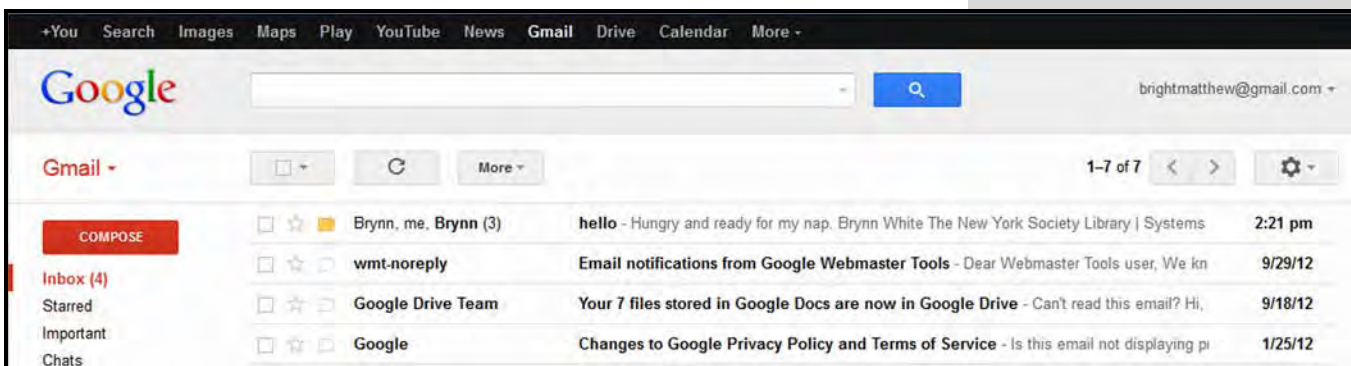


## Spam Filtering

Spam filtering happens automatically. Gmail flags messages that it thinks are spam and places them in the **Spam** folder. This folder is emptied periodically, but is worth checking from time to time as the spam filter may occasionally catch a message that is not actually spam. If someone claims to have emailed you, and you have not received anything, this is the place to check.


## Threaded Messages / Conversation View

Conversation view takes a bit of getting used to, but tends to be very helpful. It automatically groups emails and their replies and forwards, keeping your inbox organized and making it easy to reference past emails in the thread.



In your inbox, email threads with multiple messages appear as a single line, as in the example above. You can tell that it is a thread by the number next to the recipients: “Brynn, me, Brynn (3)”. When you select

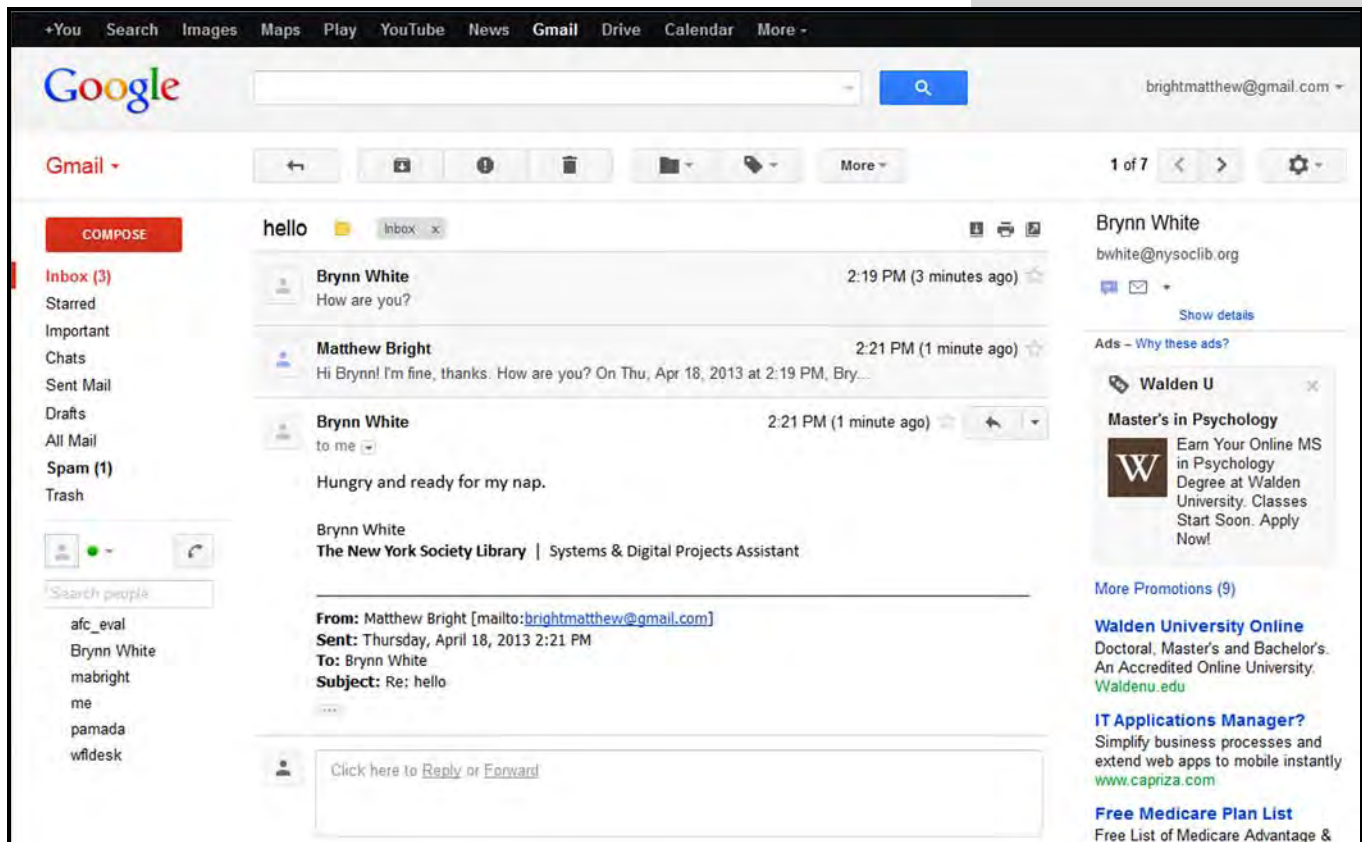
## TRAINING GMAIL

You can train the Gmail spam filter. For messages in the Spam folder that are not spam, select the message and click **Not Spam**. For messages that appear in your inbox that are spam, select the message and click the  **Report spam** button.

You can always add a sender to your contacts to ensure that no email from them ever goes into spam by mistake.

the thread in your inbox and apply labels, archive, or delete, the action will apply to the whole thread.

If you have already assigned a label to a thread, any future messages in the thread will automatically include the label.




When you click on a threaded email in the inbox, it opens the full thread but compacts the messages within the thread that you have already read. In the example above, the first two messages are compacted, but the new reply is visible in full. You can easily view the earlier messages in full by clicking on them.

## Archive

Gmail suggests archiving all your email instead of deleting anything. I prefer to delete any mailing list and other emails that I know I will not want to access again, and then archive the rest.

Archiving an email simply removes it from the inbox. Your mail is still searchable and can also be found in the **All Mail** folder in the left sidebar.

To archive an email, just select the thread and click the  **Archive** button.

## FOR YOUR EYES ONLY?

See which messages were sent right to you.

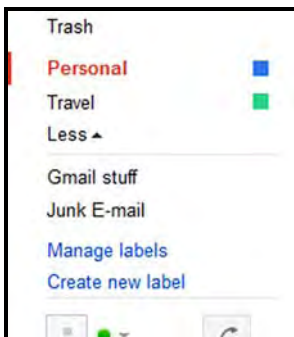
*Personal level indicators* put arrows next to messages. A single arrow (>) is for emails sent to both you and others, while a double arrow (>>) indicates emails sent just to you.

Turn *Personal level indicators* on in *Settings*.

## Labels

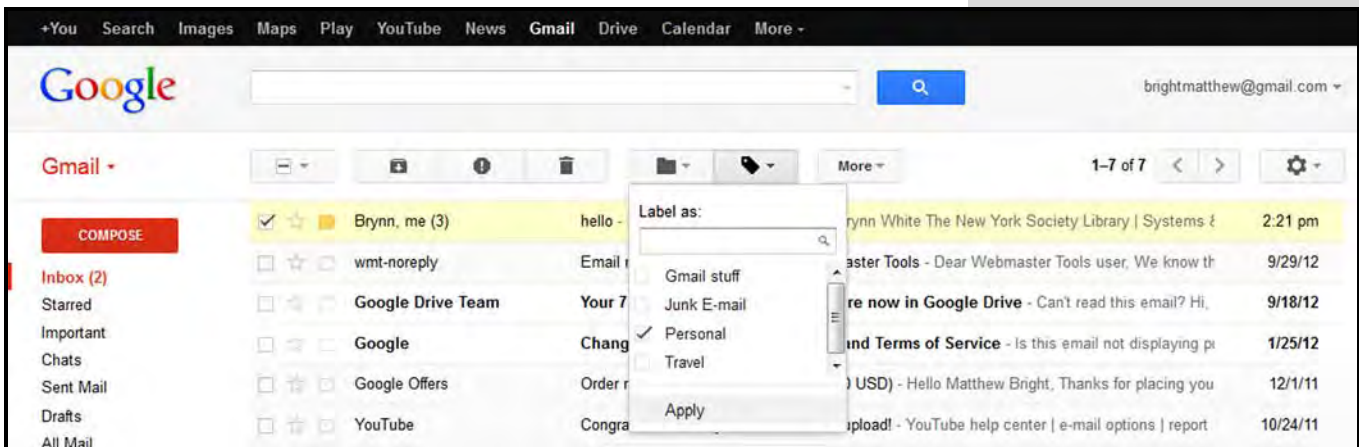
Labels allow you to organize the messages in your inbox. You can apply more than one label to any message, and create new labels to organize your messages any way you want.

To create a new label, click the **More** ▾ link that appears when the mouse pointer is over the labels in the sidebar, then select **Create new label**.

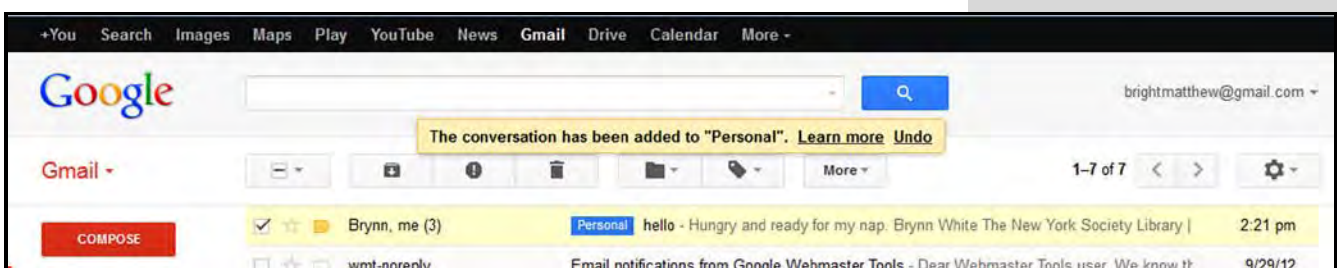


You can choose colors for your labels to help them stand out. Click the down arrow that appears when the mouse pointer is over a label, then select a color and choose any other options.

To assign a label to an email, select the email, click the **Label** button, select as many labels as you would like to assign, and click **Apply**.



After assigning a label, that label will appear next to the subject of the email anywhere it appears.



## LABEL MANIA

Here are a few labels you may want to create:

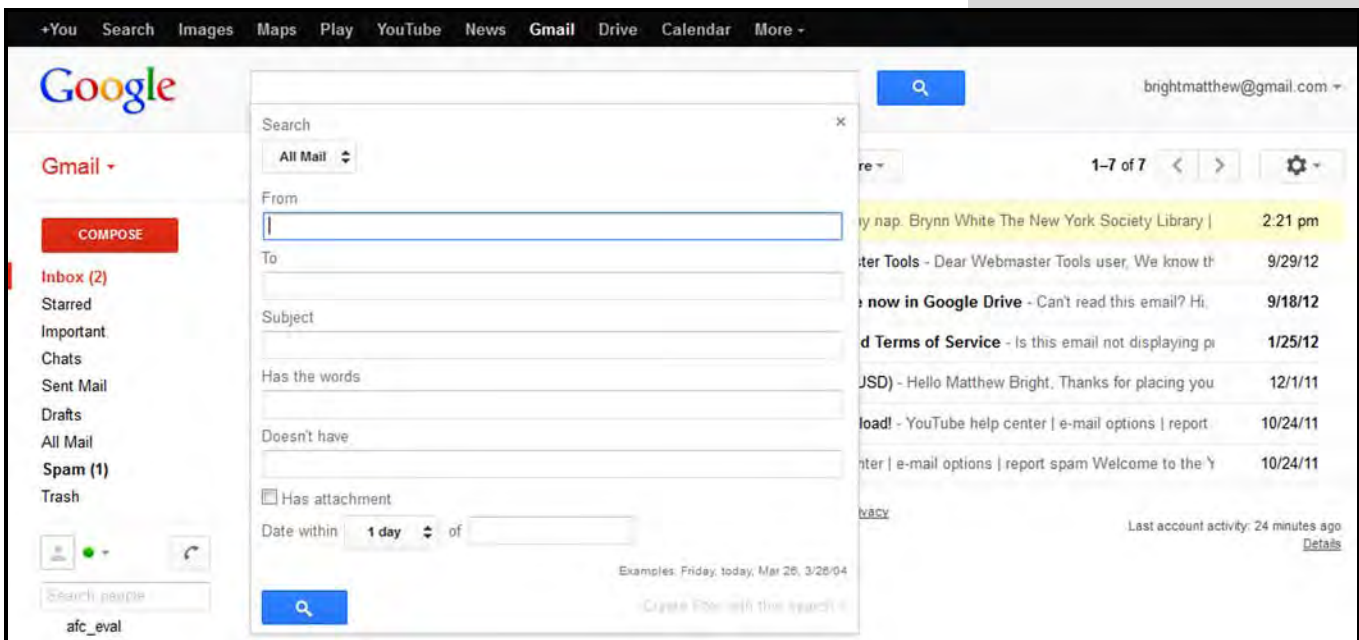
- FollowUp (for emails which you need to respond to)
- Lists (from e-newsletters and other mailing lists you may be on)
- Business
- Family
- Personal
- Recipes
- Travel

You can view all messages with a certain label by clicking on that label in the sidebar label list.

In addition to the **Label** button there is a **Move to** button. Using this option instead assigns a label to the selected thread and then archives the thread automatically. This works like email folders in other email systems you may be used to.

## Search

The search feature in Gmail is incredibly powerful. Just typing a keyword search in the search box usually gets you what you need, but there are many more advanced search options. You can find many of these search options by clicking the down arrow at the right of the search box, resulting in the advanced search box displaying.



You can also use search operators in the search box to manually perform complex searches. Operators can be combined. Here are a few of them:

<b>from:</b>	Used to specify the sender	Example: <b>from:amy</b> Meaning: Messages from Amy
<b>to:</b>	Used to specify a recipient	Example: <b>to:david</b> Meaning: All messages that were sent to David (by you or someone else)
<b>OR</b>	Search for messages matching term A or term B* *OR must be in all caps	Example: <b>from:amy OR from:david</b> Meaning: Messages from Amy or from David
<b>label:</b>	Search for messages by label	Example: <b>from:amy label:friends</b> Meaning: Messages from Amy that have the label "friends"  Example: <b>from:david label:my-family</b> Meaning: Messages from David that have the label "My Family"
" "	Used to search for an exact phrase* *Capitalization isn't taken into consideration	Example: <b>"i'm feeling lucky"</b> Meaning: Messages containing the phrase "i'm feeling lucky" or "I'm feeling lucky"  Example: <b>subject:"dinner and a movie"</b> Meaning: Messages containing the phrase "dinner and a movie" in the subject
<b>in:anywhere</b>	Search for messages anywhere in Gmail* *Messages in <b>Spam</b> and <b>Trash</b> are excluded from searches by default	Example: <b>in:anywhere movie</b> Meaning: Messages in <b>All Mail</b> , <b>Spam</b> , and <b>Trash</b> that contain the word "movie"
<b>in:inbox</b> <b>in:trash</b> <b>in:spam</b>	Search for messages in <b>Inbox</b> , <b>Trash</b> , or <b>Spam</b>	Example: <b>in:trash from:amy</b> Meaning: Messages from Amy that are in <b>Trash</b>

For a full list of operators, visit <http://support.google.com/mail/answer/7190>

## Chat

You can send instant messages to any contacts who are also using Gmail. There are also voice and video chat options within the chat feature. The chat window is located below the labels on the left.

Chat also allows you to make voice calls to any phone number. Calls within the US are free, and international calling is available for a fee. For more information visit

<http://support.google.com/chat/bin/answer.py?hl=en&answer=187614>

## Sending an Email

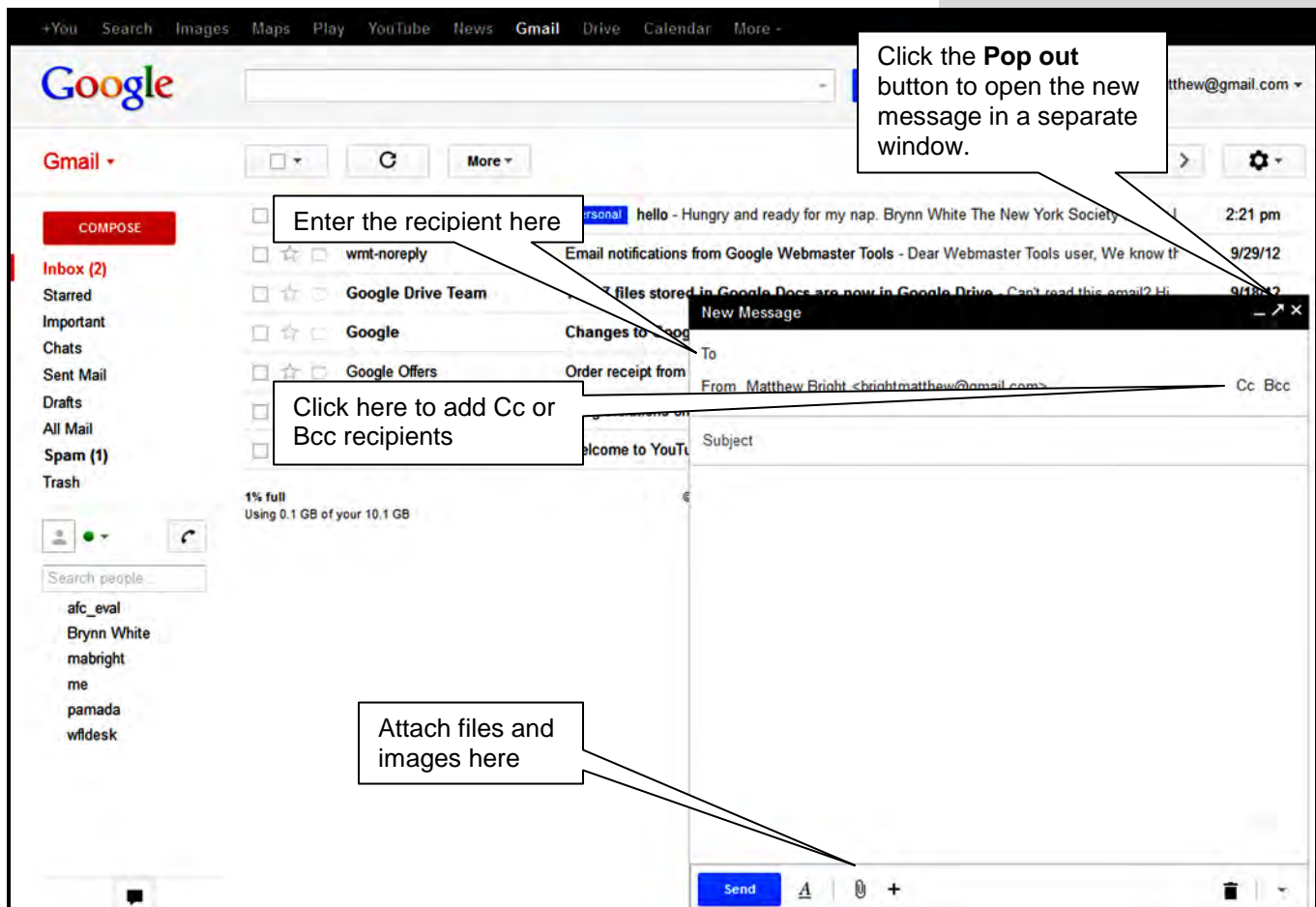
To send an email, click the big red **Compose** button in the left sidebar.

You can add *Cc* and *Bcc* recipients if you wish. *Cc* stands for carbon copy, and allows you to include additional recipients who the email may not directly affect. *Bcc* stands for blind carbon copy. Anyone listed in the *Bcc* field will not be visible to any of the other recipients. It's a good way to secretly send a copy of your email to someone else, but there is a slight risk: the *Bcc* recipient could *Reply all* to the email, in which case the other recipients will become aware that you secretly sent your message to this other person.

## **OOPS!**

Hit **Send** too soon? Give yourself a grace period of a few seconds to cancel sending, then edit your message before sending again.

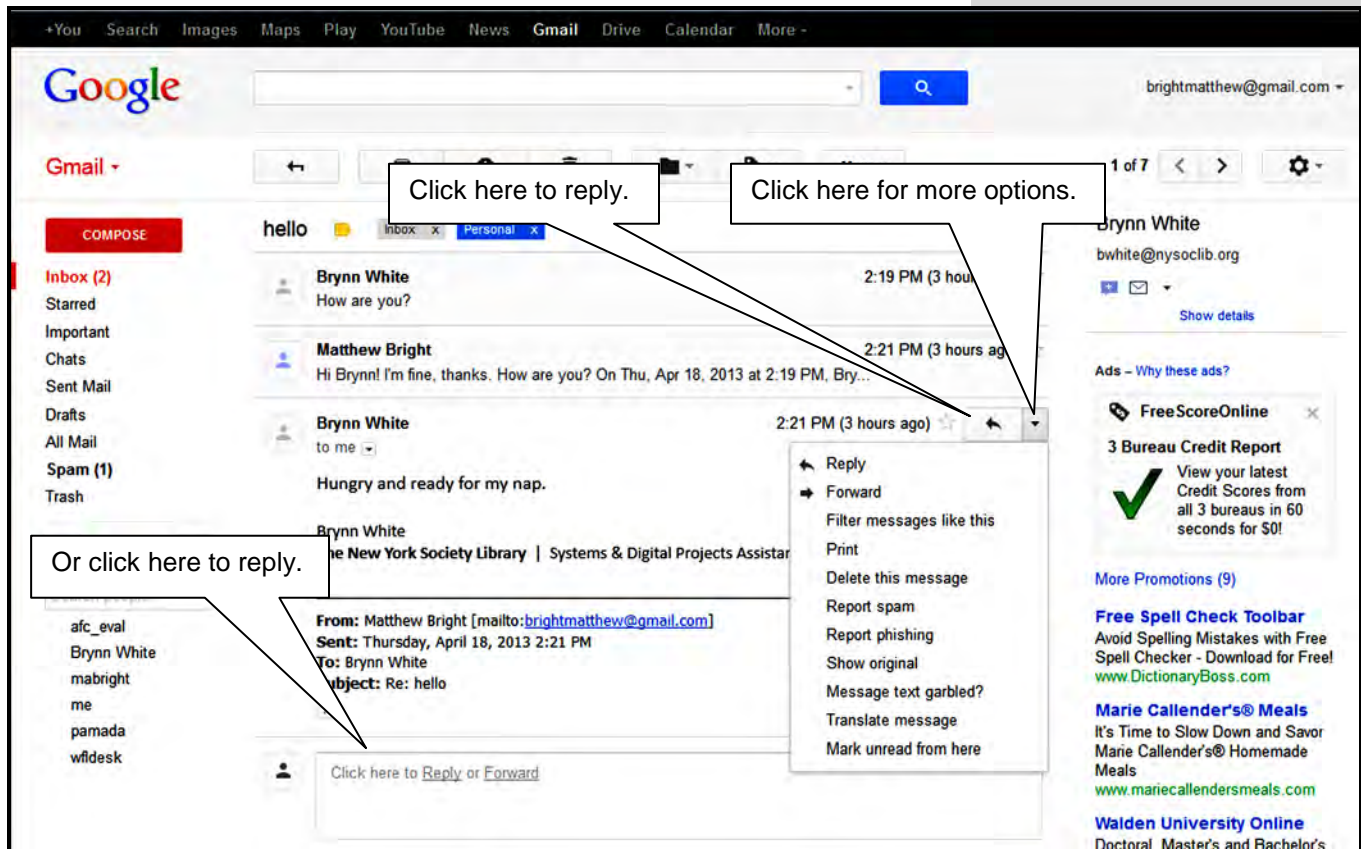
Turn it on in Labs, which you can find in your Gmail settings.





## Replying to an Email

To reply to an email, you can either click the **Reply** button (click the down arrow next to the buttons for more options, including **Reply All** and **Forward**) or just click in the reply box below the email and start typing.



## Contacts

You can view your contacts at any time by clicking the red “Gmail v” link toward the top left corner and selecting **Contacts**. You can view, add, and organize your contacts here.

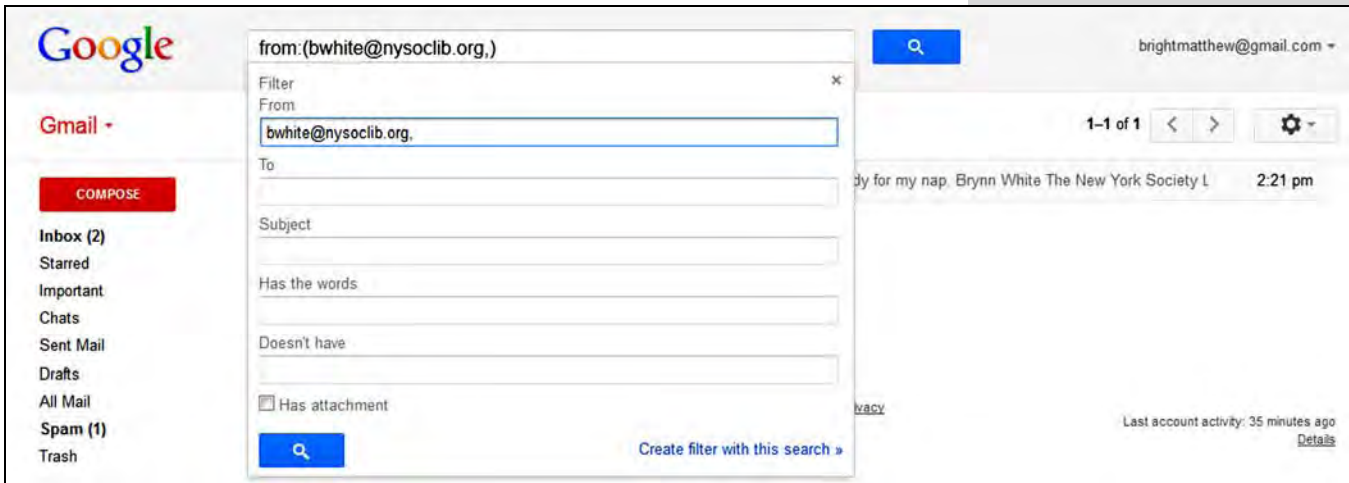
To send an email to one of your contacts, you can select the contact here and then click the **Email** button, or just start typing the contact's name in the *New Message* window and select the contact that appears automatically.

## Changing Settings

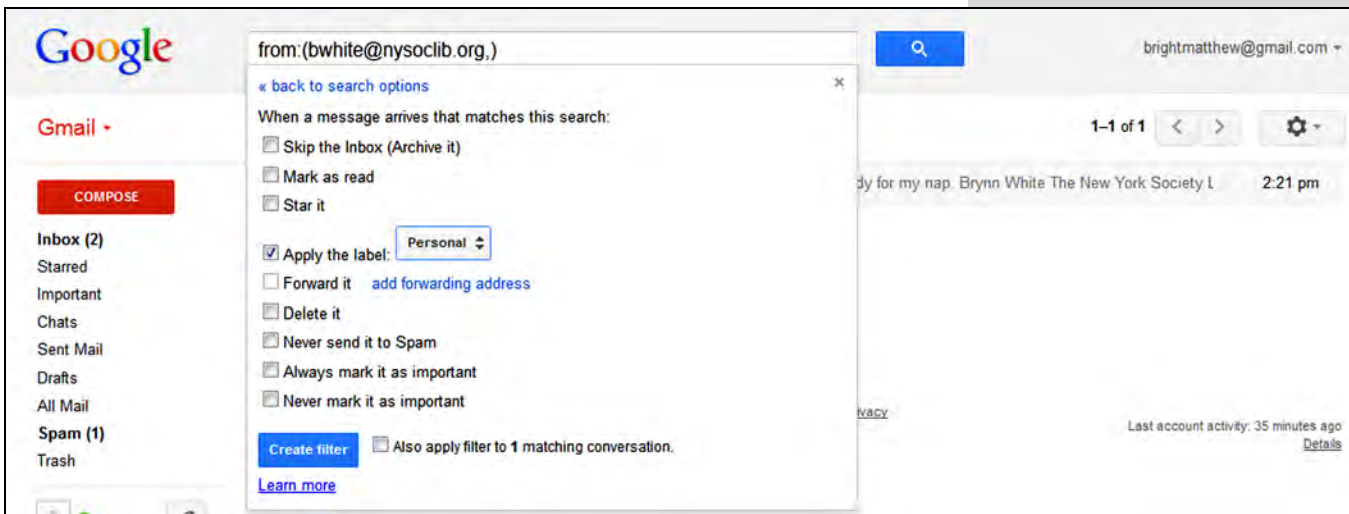
Click on the gear near the top right corner to access **Settings**, where you can manage labels, change inbox settings, set up filters, and change the theme, affecting the appearance of Gmail.

### Setting up a Filter

Within *Settings*, click **Filters** and then **Create a new filter**.



Enter filtering information in one or more of the fields, then click **Create filter with this search >** in the bottom right corner of the filter window.



Choose what to do with the resulting messages, then click the **Create filter** button.

In the example above, I'm creating a filter that automatically applies the *Personal* label to any emails from [bwhite@nysoclib.org](mailto:bwhite@nysoclib.org).

Learn more about filters at <http://support.google.com/mail/answer/6579>

## Creating a Gmail Account

To create a new Gmail account, go to <http://www.gmail.com/> and click on the red **CREATE AN ACCOUNT** button in the top right corner.

Enter the following information on the next page:

- Your name
- Choose an email address
- Create a password
  - You should not use a password that you use for other accounts. Your email is how other accounts are verified, so it's important to keep a secure password.
  - The most secure passwords use a combination of letters, numbers, and special characters (like -, \$, #, etc.)
- Enter your birthday
  - If you prefer not to provide this information to Google, you may want to choose a date somewhere in the vicinity of your birthday.
  - Your birthday won't be displayed without your permission.
- Select your gender
- Enter a mobile phone number
  - This is optional, but providing a number helps keep your account safe, and provides a way to get back into your account if you lose your password.
- Current email address
  - This is optional, and also helps with account security and recovery.
- Prove you're not a robot by entering the captcha text
- Select your location
  - United States is selected by default.
- Check the box agreeing to the *Terms of Service* and *Privacy Policy*
- Optionally, check the box allowing Google to use account information to personalize Google+ content and ads on other websites.
  - More information here:  
<https://support.google.com/plus/answer/1152622>

Then just click the **Next step** button, and you're all set!

## **SIGNING OUT**

Remember to sign out from Gmail if you're using a public computer!

To sign out, just click on your email address in the top right corner, and choose **Sign out**.

## **KEYBOARD SHORTCUTS**

If you enable keyboard shortcuts in Gmail, you can really speed things up!

Keyboard shortcuts let you navigate through your messages, within your conversations, archive a conversation, and jump to your inbox, without having to use the mouse.

A list of keyboard shortcuts can be viewed at <http://support.google.com/mail/answer/6594>

## ***Migrating from Another Account***

When you sign up for a new Gmail account, you will be asked if you would like to import email and contacts from another account. To do so, click the **Import mail and contacts** button. You can also import mail and contacts if you already have a Gmail account by going to *Accounts and Import* in *Settings* and selecting **Import mail and contacts**.

You will then be prompted for the email address that you want to import from, and will be guided through the process. Gmail will need that email address and password, and possibly some server information if you're importing from an email address that is not hosted at one of the main email providers.

After importing your old email and contacts, you might want to set up email forwarding on your old account to automatically send any future emails that come to your old address to your new Gmail address. Consult the help or documentation from your previous email provider for information on how to set this up.



### **GMAIL IN OUTLOOK**

Want to access your Gmail email from Microsoft Outlook, or any other email client? You can!

View the guide at <http://support.google.com/mail/troubleshooter/1668960?hl=en> for information about setting this up.

# Google Drive

Google Drive is a cloud storage and computing service, allowing you to access and edit files and documents in the cloud. Drive is now the home of Google Docs.

Google Drive comes with 5GB of storage for free. Additional storage can be purchased if needed.

You can access Google Drive at any time by going to <http://drive.google.com/> or by clicking on the **Drive** link at the very top of any Gmail page if you are logged in.

The Google Drive home screen shows all your files and documents. From here you can view and edit, share, and create new documents.

## Google Docs

Google Docs is web-based software for creating and editing documents, spreadsheets, presentations, webforms, and drawings. More information on webforms and drawings, which are not covered here, can be found at <http://support.google.com/drive/bin/answer.py?hl=en&answer=87809> and <http://support.google.com/drive/bin/answer.py?hl=en&answer=177123>

To create a new document, go to <http://drive.google.com/> and click the red **CREATE** button in the top left corner, then select the type of document you want to create.



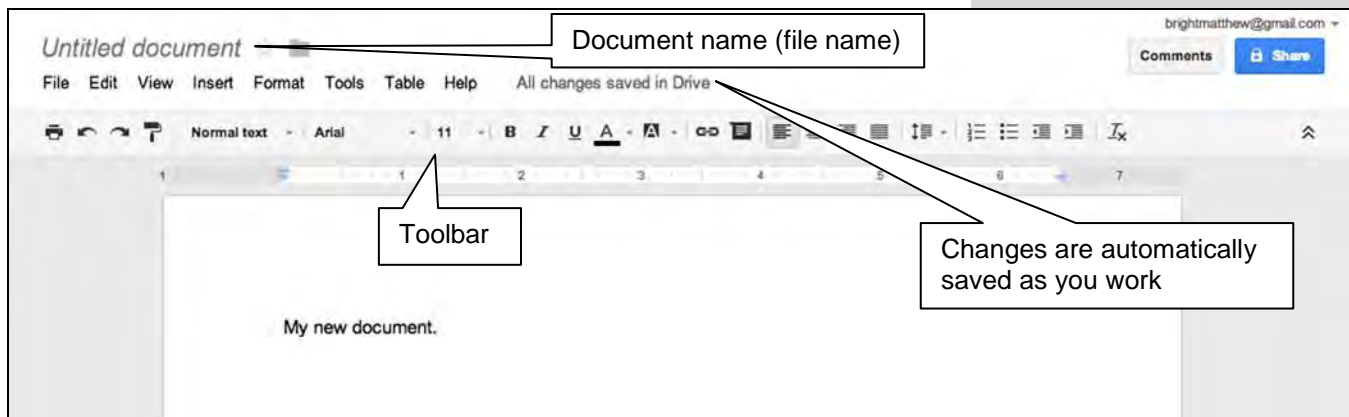
The screenshot shows the Google Drive interface with the following elements:

- Navigation bar: +You, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, More
- Google logo and search bar at the top left.
- User profile: brightmatthew@gmail.com
- Drive header with 'Sort' and view options.
- 'CREATE' menu (open): Folder, Document, Presentation, Spreadsheet, Form, Drawing, Connect more apps.
- 'Meet your Drive' section: 'My Drive is the home for all your files. With Google Drive for your Mac, you can sync files from your computer to My Drive.' Includes a 'Download Google Drive for Mac' button.
- 'Then, go for a spin' sidebar with tips:
  - Explore the left hand navigation.
  - Create Google Docs and more.
  - See files at a glance with the new grid view.
  - Get the Google Drive mobile app.
- File list table:

TITLE	OWNER	LAST MODIFIED
1219356183	me	8/21/08 (me)
Malva Pudding Shared	me	2:40 pm (me)
Matthew's Presentation	me	2:16 pm (me)
Site visits.docx	me	2:23 pm (me)








## Documents

The *Documents* part of Google Docs is the word processor—essentially Google’s answer to Word. While this software works well for simple documents, be aware that more complex formatting is generally not possible with Google Docs.



To avoid any confusion, create a name for your document. Click on the document name (*Untitled document* by default) and rename the document to something that makes sense to you. Just like regular file names, you can use spaces here.




You have all the same basic tools as Word. Format your document using the options in the toolbar:

	Print.
	Undo and Redo.
	Paint formatting. Applies the current formatting to whatever you select after choosing this tool.
<b>Normal text</b> ▾	Text style. You can use this to easily apply header styles.
<b>Arial</b> ▾	Font. This is a limited selection of Google Docs fonts, and does not necessarily correspond to fonts you have installed on your computer.
<b>11</b> ▾	Font size.
<b>B I U</b>	Bold, italics, underline.
<b>A</b> ▾	Font color.
<b>A</b> ▾	Font background color.
	Insert link. This is useful for documents that will be used as PDFs, displayed on-screen, allowing the viewer to link to websites from your document.
	Insert comment. This adds a non-printing comment to your document.
	Align left, center, right, or justified.
	Adjust the spacing between lines of text.

## **PRIVACY AND DATA SAFETY**

Because your data is stored on Google servers, privacy and security of your data may be a concern.

The truth is, there is very little chance that you will run into problems, but it’s worth looking into the Google terms of service nevertheless. Read more at [http://www.pcworld.com/article/254638/should\\_you\\_worry\\_about\\_google\\_drive\\_privacy\\_.html](http://www.pcworld.com/article/254638/should_you_worry_about_google_drive_privacy_.html)

	Insert numbered or bulleted lists.
	Adjust paragraph indentation.
	Clear formatting. Removes any formatting changes you've made from the selected text.

A few other tools available from the menus above the toolbar that are worth pointing out are:

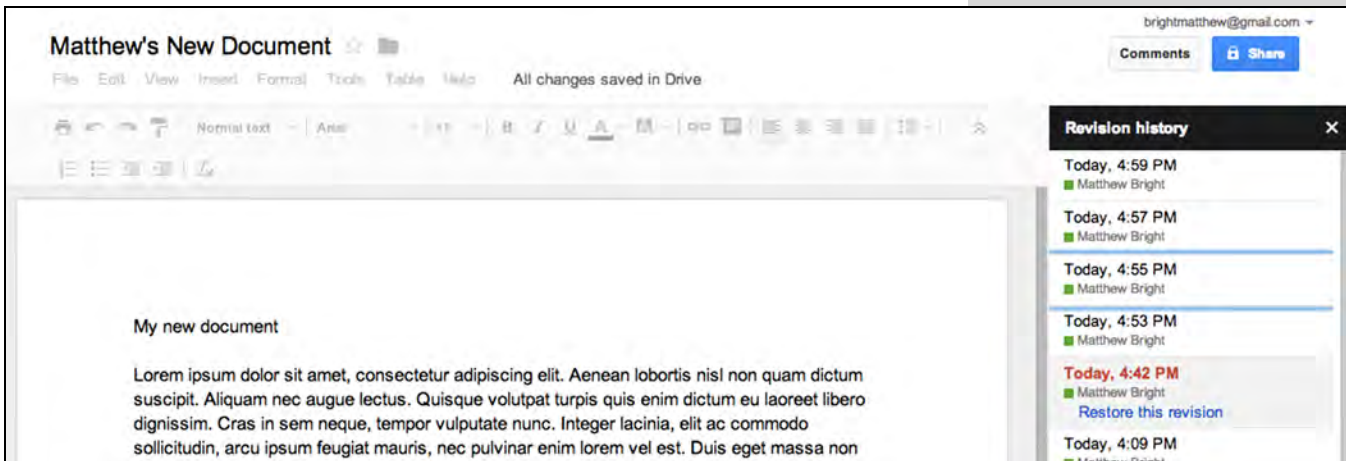
File > Page setup...	Allows you to set the paper size and margins.
Edit > Copy and Edit > Paste	Works just like anywhere else.
Insert > Image	Insert an image from your computer, from a URL, or from your Google Drive account.
Insert > Footnote	Insert's a footnote reference for the current position of the cursor in the document.
Insert > Page number	Inserts automatically generated page numbers in the header or footer.
Insert > Header or Insert > Footer	Allows you to insert or edit the header and footer. You cannot have different headers and footers for different sections of the document.
Tools > Word count	See how many pages, words, and characters you have written.
Table > Insert table	Insert a table into the document. After inserting a table, you can add and remove rows and columns, and adjust table formatting, from the <i>Table</i> menu.

### Download a copy

You can download a copy of your document in Microsoft Word format (.docx), as a PDF, or in a few other formats. Select **File, Download as**, and then the format you would like.

### Revision history

There's no need to turn on *Track Changes* or anything like that with Google Docs—it's automatically keeping track of all your changes. To take a look at changes and previous versions of your document, go to **File** and choose **See revision history**.



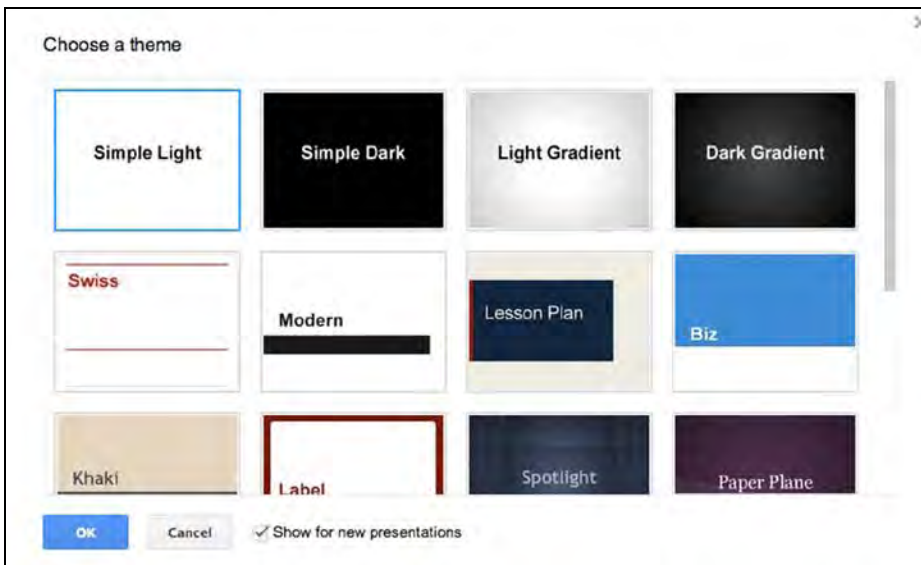
Select a revision to view the earlier version, and click **Restore this revision** to revert back to it, or just close the *Revision history* with the **X** in the top right corner to go back to your current document.

### Closing the Document

Make sure your document displays the text *All changes saved in Drive* and then just close the browser tab.

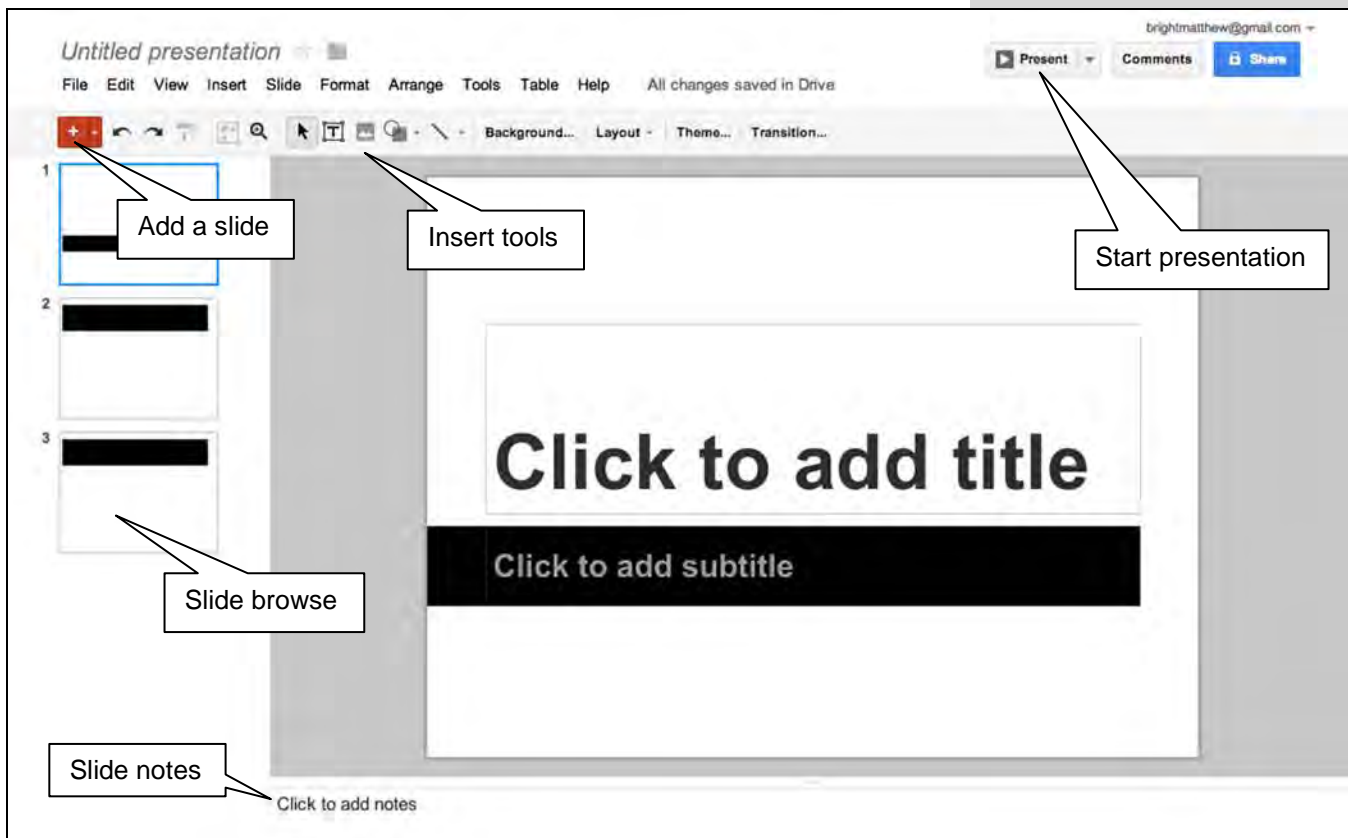
### Presentations

When you create a new presentation you will be prompted to choose a theme. Select one and click **OK**. You can change the theme later by selecting **Slide** then **Change theme...**



Your first slide is a *Title* slide by default. Add more slides with the red + in the top left corner. The default layout for additional slides is *Title and body*, but you can create new slides of different layouts by clicking the down arrow next to the + and selecting the layout you want. You can also change the format of any slide you have in your presentation by selecting **Slide** then **Change layout** and the desired layout.



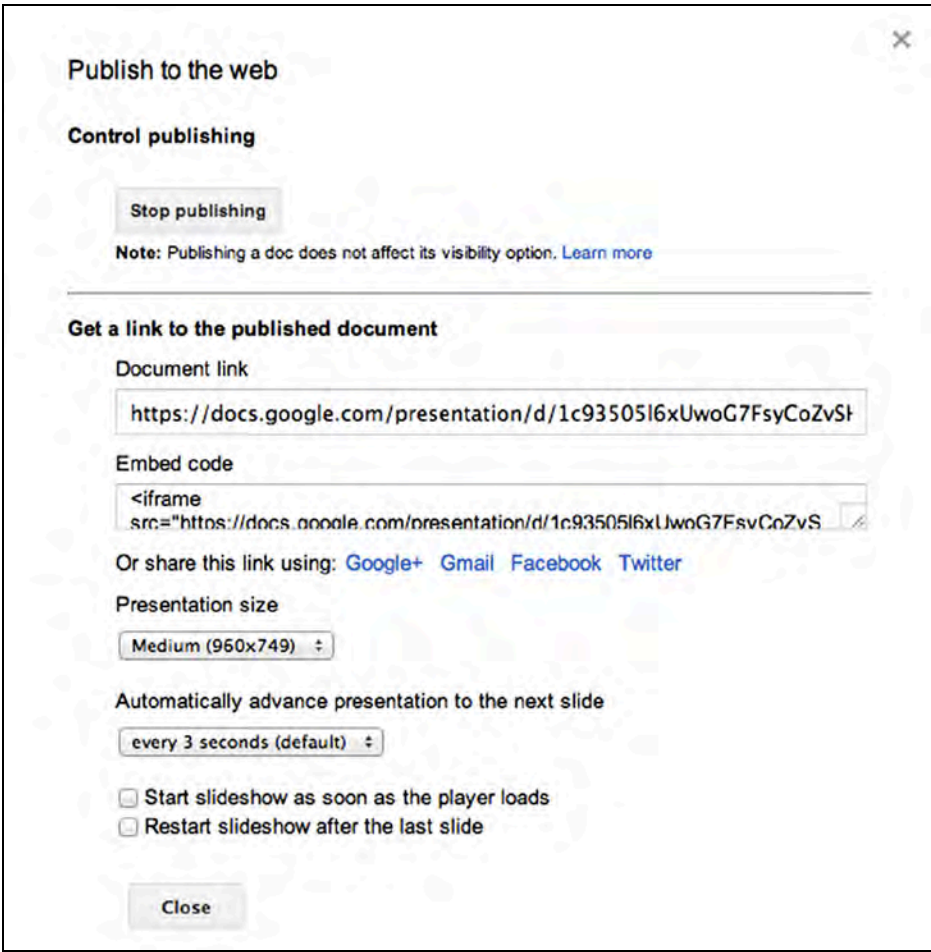


You can change the slide background, insert images, and add transitions between slides from the toolbar.

Present from within Google Docs by clicking **Present**, or click the down arrow next to that for more options, including presenting with speaker notes (useful if you have more than one display). You can step through slides with the left and right or up and down arrow keys.

To export the presentation to PowerPoint or PDF format, select **File**, **Download as** and select the desired file type.

You can also publish the presentation to the web, allowing others to view it anytime. Select **File**, then **Publish to the web...** Confirm that you want to start publishing, and you will see the window showing the public URL and giving you some options for web display of the presentation.

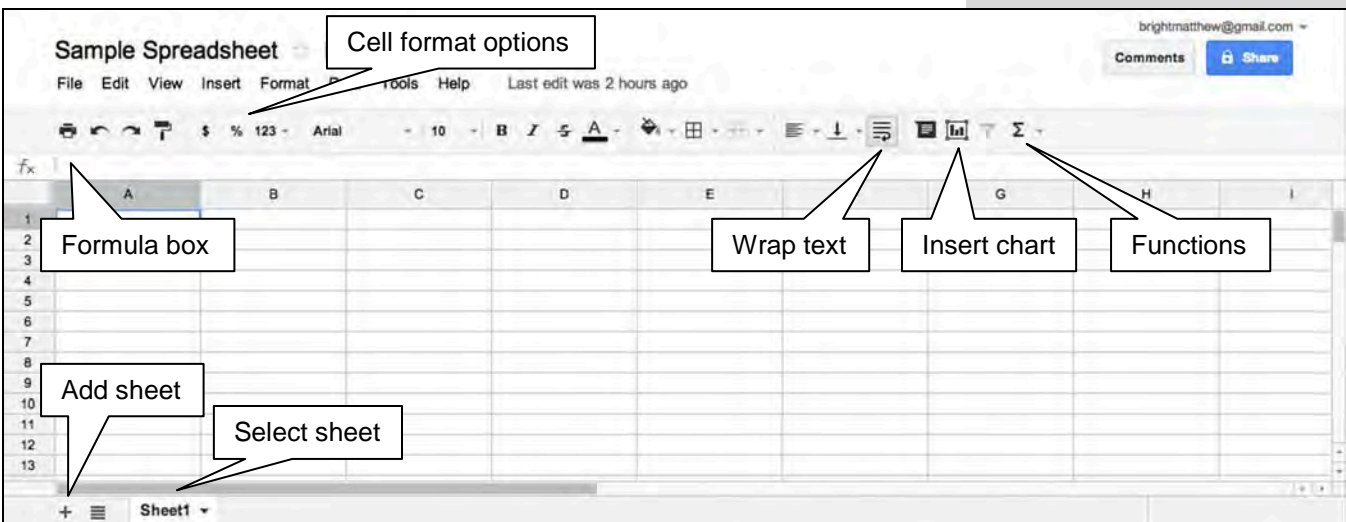


## **PREVIEW**

Instead of downloading Microsoft Office documents attached to your emails, you can preview them in Google Docs. When viewing the email in Gmail, just click the **Preview** link next to the attachment.

You can also preview Microsoft Office documents stored in your Google Drive by clicking on the file instead of converting it to a Google Doc, which is useful for looking at and printing documents.

## Spreadsheets



You can set up your document with headers and cell formatting, or just start entering your data and do the formatting afterwards. You can adjust row and column sizes by clicking and dragging the edge of the column headers or row numbers.

If your text extends beyond the boundaries of a cell, you can always use the **Wrap text** option in the toolbar to have the content automatically wrap onto multiple lines.

Google Spreadsheets has functions to perform sums, averages, counts, and much more. Select the **Functions** option in the toolbar and select the desired function or click **More functions...** for a full list of the (very) many functions available. After selecting the desired function, you will have to select the cells to use in the calculation, then press the **Enter** key. Calculation fields automatically update when the values it uses are changed.

Insert charts by selecting the cells you want to use the data from and clicking the **Insert chart** option in the toolbar. Confirm the data range, select a chart (there are more options under the *Charts* tab), and click **Insert**.




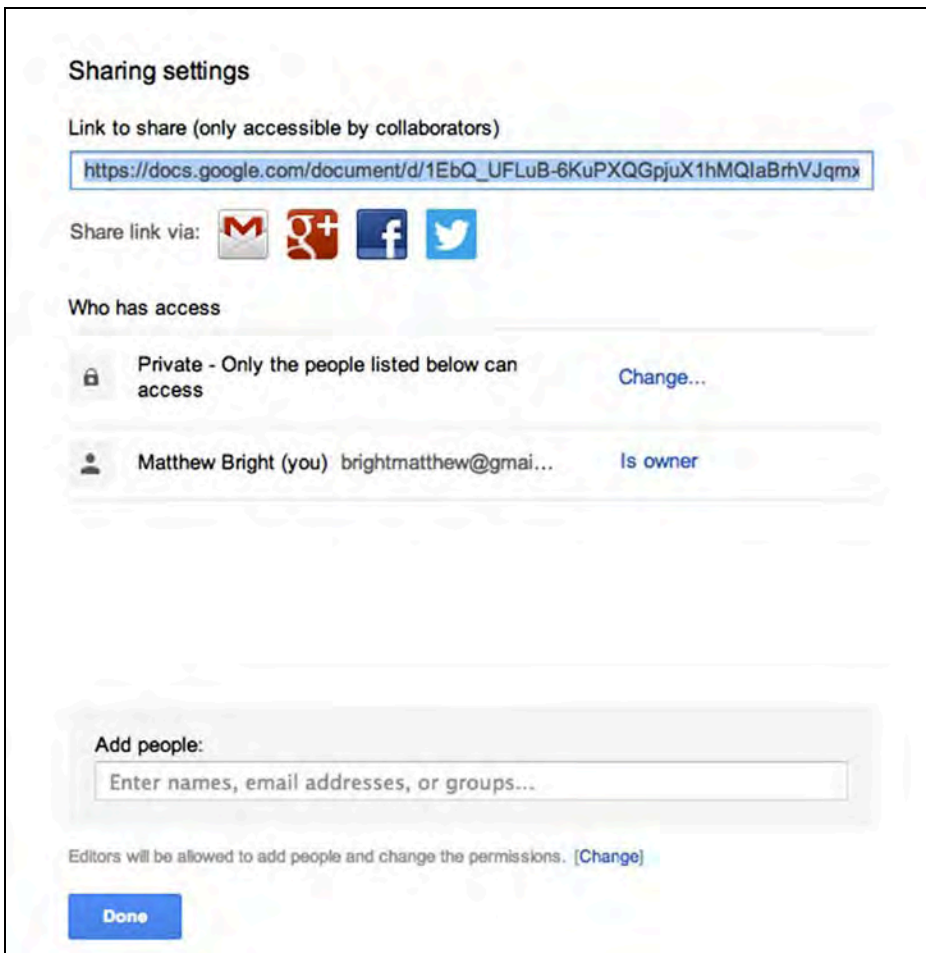
Sort your spreadsheet data by right-clicking on a column header or clicking on the down arrow that appears when the mouse pointer is over a column header, and select **Sort sheet A > Z**.

You can export your spreadsheets to Excel (.xlsx) format, comma-separated (.csv) format, PDF, and more. Select **File, Download as**, and select the desired file format.

## Sharing

One of the most powerful features of Google Docs is the ability to share and work on documents, presentations, and spreadsheets together. Multiple users can work on a single document simultaneously, and you can see changes from other users as they are made. Collaborators must all have Google accounts in order to join your document.

Sharing a document is the first step. Either select the document in your Google Drive and click the  **share** button, or open the document and click the blue **Share** button in the top right corner.

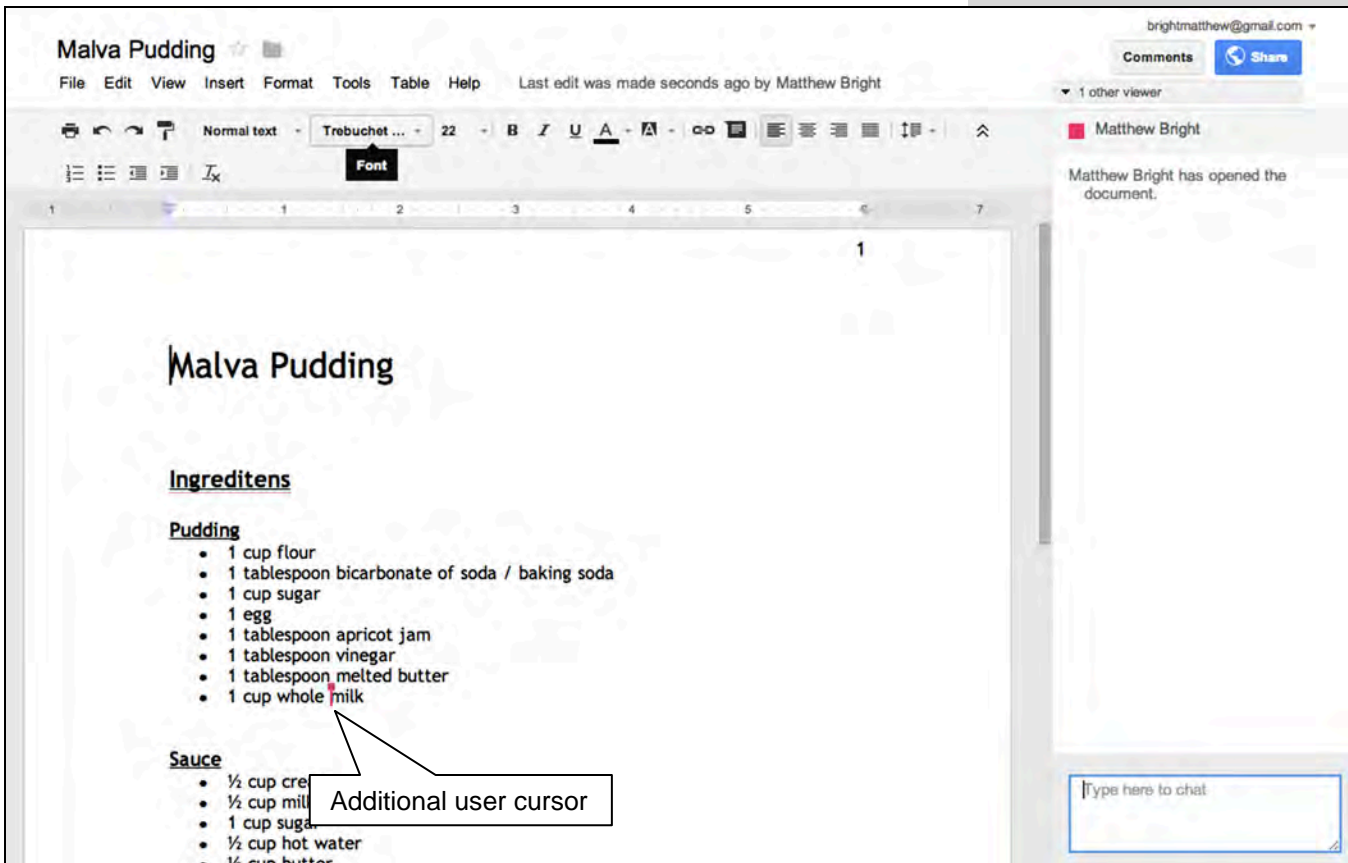


The screenshot shows the 'Sharing settings' dialog box in Google Docs. At the top, it says 'Sharing settings'. Below that, there is a section 'Link to share (only accessible by collaborators)' with a text box containing the URL: `https://docs.google.com/document/d/1EbQ_UFLuB-6KuPXQGpjuX1hMQIaBrhVJqm`. Underneath, it says 'Share link via:' followed by icons for Gmail, Google+, Facebook, and Twitter. The next section is 'Who has access', which shows a lock icon and the text 'Private - Only the people listed below can access' with a 'Change...' link. Below this, there is a list of collaborators: 'Matthew Bright (you) brightmatthew@gmai...' with the role 'Is owner'. At the bottom, there is an 'Add people:' section with a text box that says 'Enter names, email addresses, or groups...'. Below the text box, it says 'Editors will be allowed to add people and change the permissions. [Change]'. At the very bottom, there is a blue 'Done' button.

You can change access options to allow anyone with the provided link to edit the document, or just anyone at all. If you keep it private, you will share it only with people who you invite by entering their information in the *Add people* box. Enter names of people who are in your Gmail contacts, or enter email addresses. After entering collaborators, click **Share & save**.

Collaborators will receive an email notifying them that you have shared a document with them, and can follow the included link to open the document.

When you are working on a document that someone else also has open, you will see color blocks for each additional user toward the top right corner of the screen, along with text indicating the number of other viewers. Click on that text to show additional information about who is working on the document, or to chat with all active users.



Colored cursors representing each additional viewer are displayed within the document where they are working.

Clicking on **Shared with me** in the left column of the main Google Drive screen can access documents that have been shared with you by others.



# The Cloud

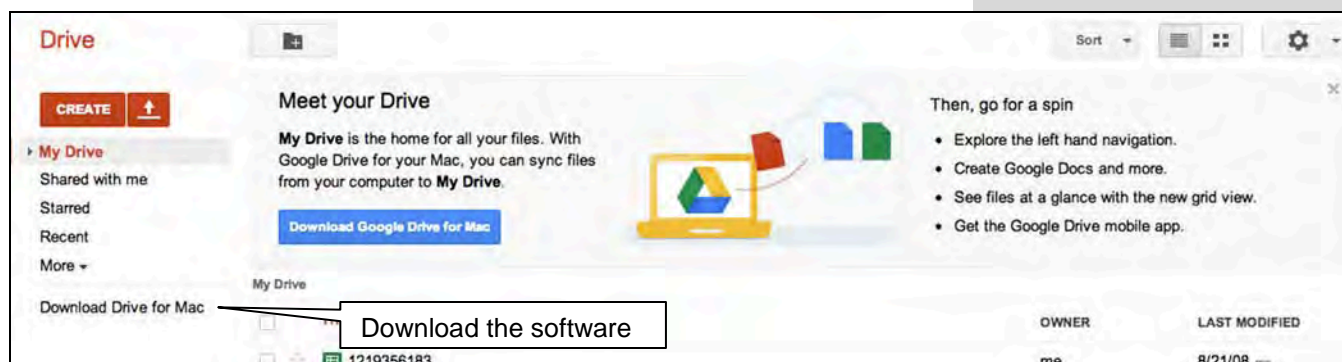
Everything created in Google Docs is saved in the cloud, but you can also place other files from your computer in your Google Drive. Files can be individually uploaded, or you can install Google Drive software for your computer that will automatically sync files placed in a Google Drive folder on your computer with your Google Drive online account.

## Uploading Files

Uploading files is as simple as clicking the  **upload** button next to the **CREATE** button on the main Google Drive screen.

While you can upload all file types, they cannot be edited using Google Docs unless you convert them to the Google Docs format. But beware: if you convert them there will be two versions—the original format and the new Google Docs format.

## Local Sync



Download the Google Drive software. You can find it on the main Google Drive screen. Run the file that you download and follow the directions to install the software. A new folder will be created on your computer named *Google Drive*. On the mac, this folder is in your user folder (the same place as Documents, Downloads, Pictures, etc) by default.

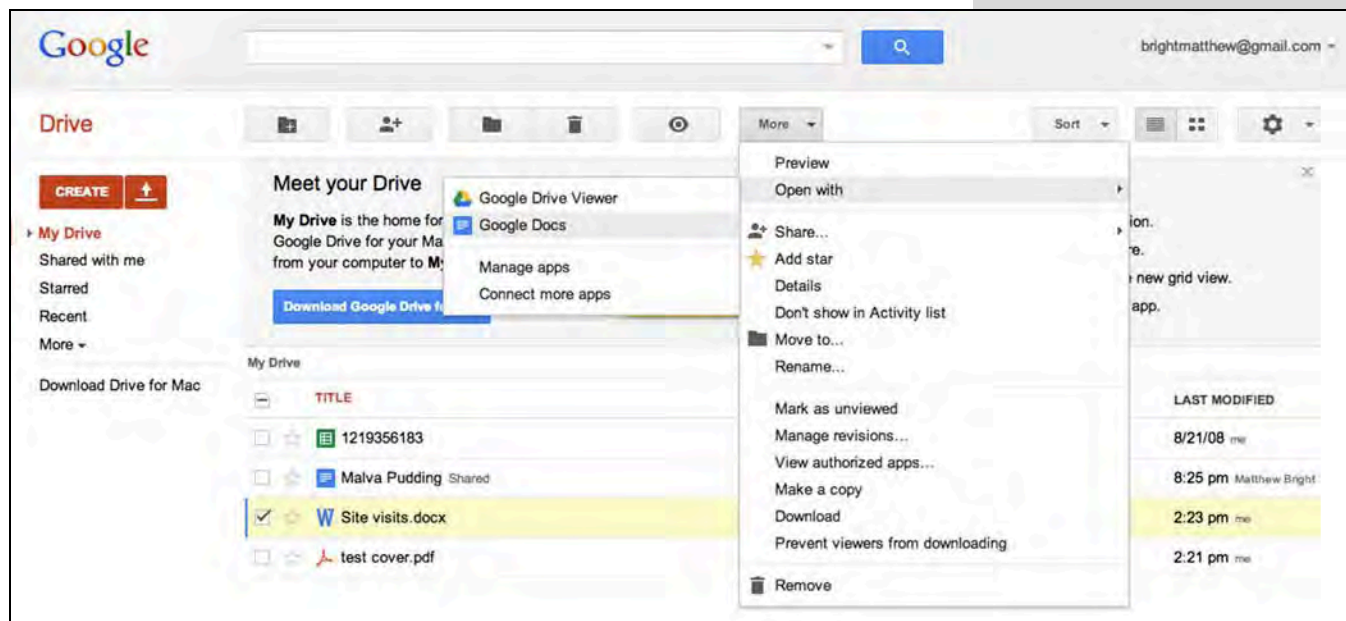
Open the *Google Drive* folder and you should see everything you already have in your Drive. If you open any files that are in the Google Docs format they will open within your Google account in a web browser window (e.g. Safari, Firefox, Chrome, or Internet Explorer). You cannot open or edit these documents if you are not connected to the internet. If you open other files, such as Microsoft Word documents, these will open in their respective applications. You can open, edit, and save them even if you are not connected to the internet, and they will be automatically uploaded the next time you are online.

The local Google Drive software is useful if you have more than one computer on which you usually work. Installing the software on all

computers you use allows you to easily keep the files stored in Google Drive updated across them all. In this way, Google Drive works as an alternative to other cloud storage solutions like Dropbox.

## Convert Microsoft Office File to Google Document

Convert a Microsoft Office file, like a Word document, into the Google Docs format by uploading the file. Then select the file in Google Drive, click the **More** button, select **Open with**, then **Google Docs**. A copy of the file will then be created in Google Docs format, and you will see both versions listed in your Google Drive.



## ***Creating a Google Drive Account***

There's nothing to do. You're all set if you have Gmail! If you don't yet have a Gmail account, follow the instructions for creating one under the Gmail section of this document.

### **FOLDERS**

You can add folders to your Google Drive to help organize your files. These can be added and edited both in the Google Drive web interface and within Finder or Windows Explorer if you have the Google Drive software installed on your computer.