

Michael Miller

Second
Edition

Sams **Teach Yourself**

Gmail™

in **10**
Minutes

SAMS

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

Michael Miller

Sams Teach Yourself

Gmail™

in **10 Minutes**

Second Edition

SAMS

800 East 96th Street, Indianapolis, Indiana 46240

Sams Teach Yourself Gmail™ in 10 Minutes, Second Edition
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About the Author

Michael Miller has written more than 150 nonfiction books over the past two decades. His best-selling titles include *Sams Teach Yourself Spotify in 10 Minutes*, *Computer Basics: Absolute Beginner's Guide*, and *Googlepedia: The Ultimate Google Resource*.

Mr. Miller has established a reputation for practical advice, technical accuracy, and an unerring empathy for the needs of his readers. For more information about Mr. Miller and his writing, visit his website at www.molehillgroup.com or follow him on Twitter @molehillgroup.

Dedication

To my wonderful Minnesota family: It wouldn't be the same without all of you in my life.

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Introduction

Everybody uses email. It's how we communicate in the business world, and personally with family and friends. The ordinary individual has at least one email account, sometimes two or more. It's how we keep in touch with each other.

In the old days, you signed up for an email account with your company or Internet service provider, and used a dedicated program such as Microsoft Outlook to read and send email messages. That worked fine, but it kept your emails tethered to a single PC; it was difficult, if not impossible, to read your work emails at home, or send email from your personal account while on the road.

That changed with the advent of web-based email, which lets you access your email from any computer, tablet, or smartphone. All you need is an Internet connection and a web browser (or mobile app), and your email is available from just about anywhere. It's a vast improvement over the old method.

When it comes to web-based email services, Google's Gmail is the biggest and, some might say, the best. More people connect via Gmail than they do any other email service; Gmail is easy to use and extremely versatile.

In fact, there's probably a lot more you can do with Gmail than you know. For example, did you know you can organize your email messages with labels? Or send a single email to a group of recipients, using a contact list? Or use Gmail to send and receive pictures and other files? Or use Gmail to organize your daily to-do lists, or even participate in text and video chats?

All of this functionality—and much more—is covered in the book you hold in your hands. *Sams Teach Yourself Gmail in 10 Minutes* is your quick and comprehensive guide to everything you want to do with Gmail. Every lesson in this book can be completed in 10 minutes or less, which means you can get up and running with Gmail in a minimal amount of time.

What You Need to Know to Use This Book

How much prior experience do you need before starting this book? Not much at all. I assume that you're familiar with the basics of using a computer (Windows, Mac, or other) and can get yourself connected to the Internet. Beyond that, I don't assume you're at all familiar with Gmail—the purpose of this book, after all, is to teach you about what Gmail does, and how. I take you from a basic overview of the Gmail service all the way through Gmail's more advanced features. You'll proceed in a step-by-step fashion, learning everything you need to know along the way.

About the *Sams Teach Yourself in 10 Minutes* Series

Sams Teach Yourself Gmail in 10 Minutes uses a series of short lessons that walk you through the various features of Gmail. Each lesson is designed to take about 10 minutes, and each is limited to a particular operation or group of features. Most of the instruction is presented in easy-to-follow numbered steps, and there are plenty of examples and screenshots to show you what things look like along the way. By the time you finish this book, you should feel confident in using Gmail to send and receive all sorts of email—and do lots of fancy stuff, too.

Special Sidebars

In addition to the normal text and figures, you find what we call *sidebars* scattered throughout the lessons that highlight special kinds of information. These are intended to help you save time and to teach you important information fast.

NOTE

Notes present pertinent pieces of information related to the surrounding discussion.

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LESSON 4

Receiving and Reading Email

In this lesson, you learn how to receive, read, and reply to Gmail messages.

Reading an Email Message

Gmail automatically and frequently checks for new email messages sent to you, whenever your computer or mobile device is turned on and connected to the Internet. If you want to manually check for new messages, open your inbox and then click the Refresh button above the message list.

To view all messages you've received, click Inbox in the navigation sidebar and then click the tab you want to view. Your most important messages should be on the Primary tab; other messages might be on the Social, Promotions, Updates, or Forums tabs.

As shown in Figure 4.1, all unread messages are displayed in bold against a white background. Messages you've read are displayed in nonbold type against a shaded background. All messages in your inbox show the sender's name, a message subject, a short snippet of message text, and the date on which the message was sent.

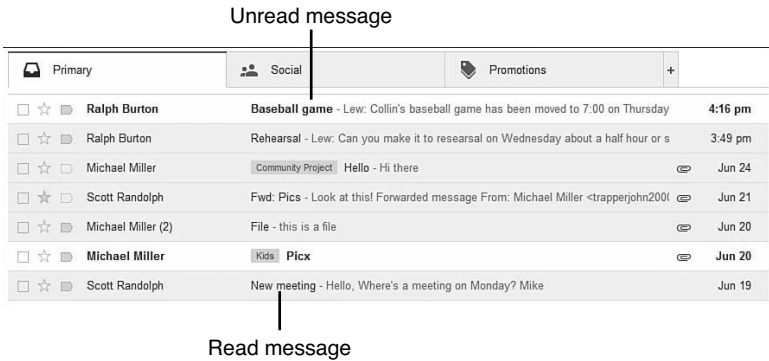


FIGURE 4.1 Email messages in the Gmail inbox.

To read a given message, follow these steps:

1. From the Gmail inbox, click the tab that contains the type of message you want to view. Your most important messages should be on the Primary tab.
2. Select the message you want to read and click anywhere on that message's message line.
3. The full text of the message is displayed, as shown in Figure 4.2. You can now reply to, forward, or delete the message, as described in the following sections.
4. To return to the inbox, click the Back to Inbox button above the message.

NOTE: Display in a New Window

To display the selected message in its own window, click the In New Window icon at the top-right corner of the message.

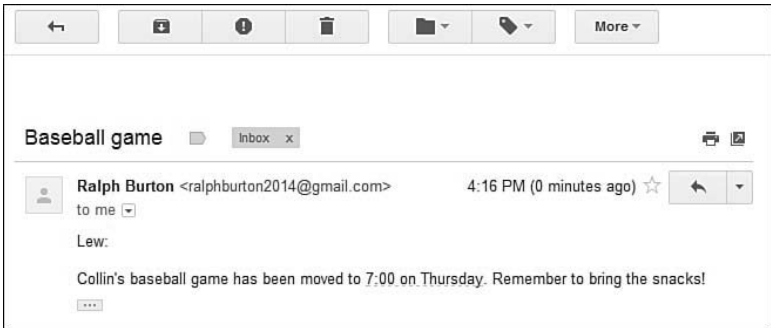


FIGURE 4.2 Reading a Gmail message.

Replying to a Message

You can quickly and easily reply to any email message you receive. You can reply directly to the original sender, or to all other recipients of the message.

Reply to the Original Sender

To reply to the original sender (but not all other recipients), follow these steps:

1. In the original message, click the Reply button. This expands the message to include a reply box below the original text, as shown in Figure 4.3. The original sender's address is automatically added to the To field.
2. Add your new text to the reply box.
3. Click the Send button to send the message.

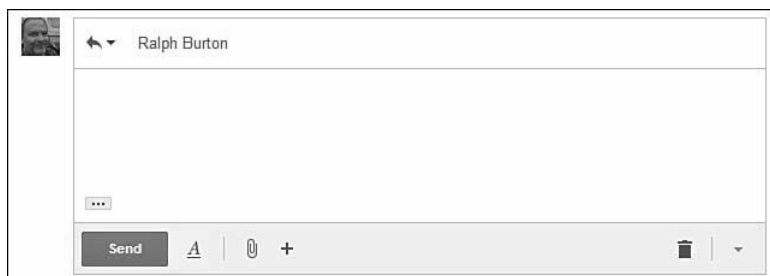


FIGURE 4.3 Replying to an email message.

Reply to All

To reply to the original sender and all other recipients of the message, follow these steps:

1. In the original message, click the down arrow next to the Reply button and then select Reply to All. This expands the message to include a reply box below the original text, with the email addresses of the original sender and all recipients added to the To field.
2. Add your new text to the reply box.
3. Click the Send button to send the message.

Forwarding a Message

If you receive a message you think might be of interest to another person, you can forward a copy of that message to that person. Follow these steps:

1. In the original message, click the down arrow next to the Reply button and select Forward. This expands the message to include a forward box, as shown in Figure 4.4. The original message is automatically added to the new message text.
2. Add the recipient's email address to the To box.

3. Enter your own message into the main message box.
4. Click the Send button to send the message.

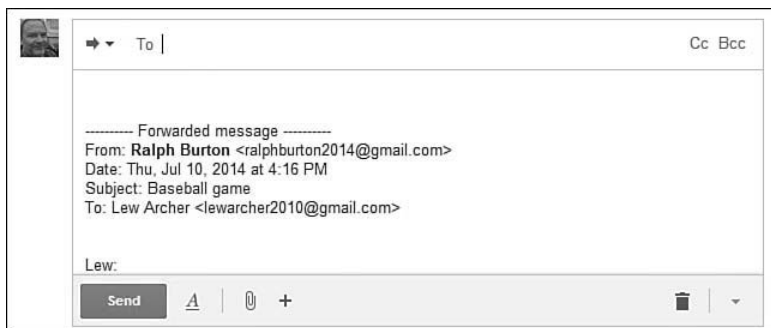


FIGURE 4.4 Forwarding an email message.

Printing a Message

Most people read their emails onscreen and store them online. You might, however, want to print a hard copy of a given email message. To do so, follow these steps:

1. In the original message, click the Print All icon at the top right of the message.
2. This opens the Print panel, shown in Figure 4.5. This panel displays a preview of the printed message, along with controls for configuring the printout.
3. In the Destination section, make sure that the desired printer is selected. If not, click the Change button and select a different printer.
4. In the Pages section, select which specific pages to print, or select All to print all pages of the message.

5. In the Copies section, select how many copies to print.
6. Make any other changes as necessary, and then click the Print button.

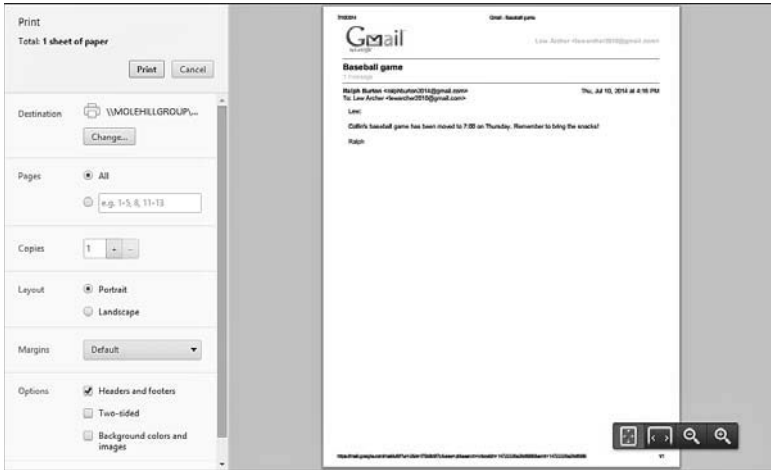


FIGURE 4.5 Printing an email message.

Deleting a Message

After you read a message, you might not need to keep it around any longer. There are two ways to delete a message:

- ▶ From the message itself, click the Delete button above the message.
- ▶ From the Gmail inbox, check those messages you want to delete, and then click the Delete button. (This method enables you to delete more than one message at a time.)

Viewing and Managing Deleted Messages

All deleted messages are moved to Gmail's Trash bin. Messages are kept in the Trash for 30 days, and then deleted permanently. Until a message is permanently deleted, it can be moved from the Trash back to your inbox.

To view and manage messages in the Trash bin, follow these steps:

1. In the Labels section of the navigation sidebar, click More and then click Trash. This displays all of your recently deleted messages.
2. To undelete a message, check it, click the Move To button, and then select Inbox.
3. To permanently remove a message from the Trash, check it and then click the Delete Forever button.

Viewing an Email Conversation

Gmail groups related email messages into conversations. A conversation typically includes the original message, all replies, and all replies to those replies. It can also include any messages forwarded to other recipients.

A conversation is noted in the inbox list by a number in parentheses after the sender name(s). If a conversation has replies from more than one person, more than one name is listed.

To view the messages in a conversation, follow these steps:

1. From the Gmail inbox, click the message title for the conversation you want to view. The conversation now appears in your web browser, as shown in Figure 4.6, with only the most recent message displayed in full.
2. To view the text of any previous message in the conversation, click that message's subject.

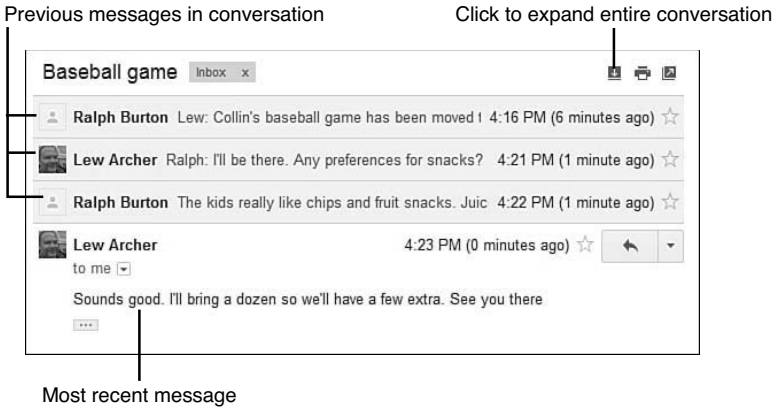


FIGURE 4.6 Viewing a conversation.

3. To expand all the messages in a conversation, click the Expand All (down-arrow) icon at the top-right corner of the message.

All the messages in the conversation are now stacked on top of each other, with the text of the newest message fully displayed.

NOTE: Turning Off Conversation View

If you don't like Gmail's conversation view, you can disable it and display messages in regular order. Click the Settings button at the top of any Gmail page, and then select Settings. When the Settings page appears, select the General tab, scroll to the Conversation View section, and select the Conversation View Off option.

Summary

In this lesson, you learned how to read, reply to, forward, and delete messages in Gmail.

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