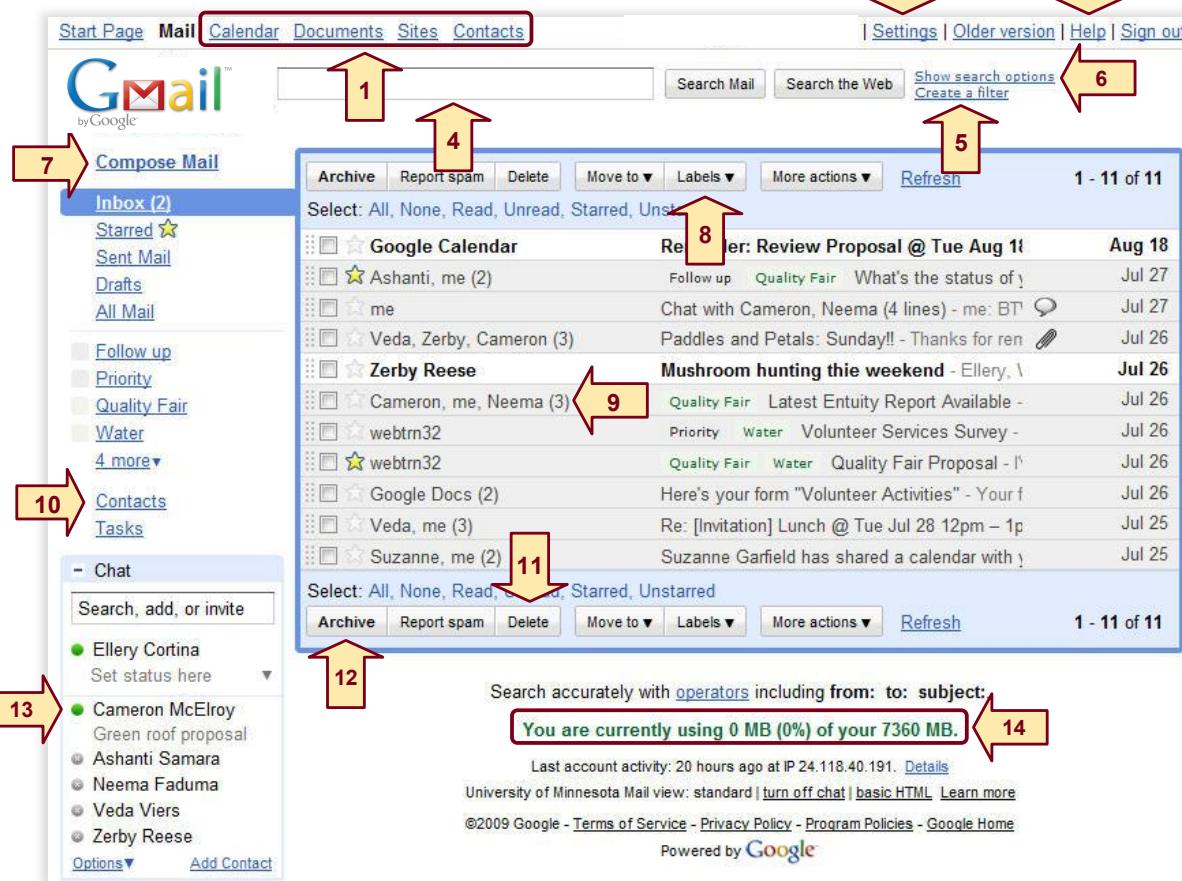


# Gmail Quick Reference Guide

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



## Help with Gmail

3 Click **Help** to see tons of help info by Google, including step-by-step guides, video tutorials, and user forums.

## Gmail Settings

2 Click **Settings** to: upload your picture, create a signature, set an auto reply (vacation responder), create labels, create filters, and much more.

## Search for Mail

4 Type a whole word or phrase in the Search box. You can't use partial words or wildcards. For example, to search for "Fair," you can't use "fa" or "fa\*" in the search. The search is conducted throughout the entire mailbox except Spam or Trash even archived items.

6 To search on specific fields, click **Show search options**.

## Filter Incoming Mail

5 Click **Create a Filter** > choose the criteria for incoming messages > **Next** > choose the actions you wish to be performed on the e-mails > **Finish**. If you don't want filtered messages in your Inbox, check **Skip the inbox** to have them automatically archived.

## Compose a New E-mail Message

7 Click **Compose Mail** to write a new message. Attachments can be no more than 25 MB.

## Use Labels to Organize Your Mail

8 Check the box to the left of a message and click **Label**. You can also drag a label from the left onto a message to apply it. Labels take the place of folders. A message can have many labels. Click a label on the left to view all items with that label.

## Conversations vs. Messages

9 The number in parentheses indicates how many threads or messages are in a conversation. A conversation may contain one or more messages.

## Chat

13 Click a contact's name to initiate a chat with that person. With a chat window open, click **Video & More > Group Chat** to invite other people to the chat session.

## Contacts (Address Book)

10 **Contacts** is your address book, where you can also manage groups.

## Go to Other Google Apps

1 Click on a link for a Google App to go to another app in a new tab, such as **Documents**, **Calendar**, or **Sites**.

## Trash

11 Deleted conversations are moved to the **Trash**. **Trash is automatically emptied every 30 days**.

## Archived Messages

12 Archive messages to remove them from your **Inbox**. They'll still come up on any search. If you labeled your messages, simply click on the Label in the list on the left to bring up those messages **archived** or not. Unlike deleted messages, **Archived mail is not automatically emptied from your mailbox**.

## Mailbox Storage Limit

14 Mailbox storage space is limited. Check here to see how much space you have available in your mailbox.