Gmail - Beyond the Basics: Activity Sheet

Donna MacCartney • Instruction & Technology Librarian • dmaccartney@vapld.info

Activity #1

Customize your Gmail interface

1. Configure your inbox setting by clicking on the sprocket
2. Select or deselect the tabs you would like to enable
3. Click on the **Save** button

Customize your Theme

1. Click on the sprocket
2. Select the **Theme** option
3. Scroll through the Google theme options
4. Click on the thumbnail to select
5. Click **Save** to apply

Activity #2

Adjusting your **General Settings** – *Complete two* of the activities below which you would find most useful.

From the settings menu, on the **General Settings tab**:

Change your default Text Style

1. Click on the dropdown next to the Text style
2. Select a font
3. Select size and color if desired from the next two drop down menus.
4. **Save Changes** at bottom of page
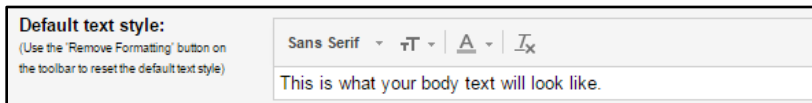
Add a photo to your Profile

1. Scroll down to the **My Picture** option
2. Click on **Select a Picture**
3. Click on **Choose File**
4. Select the file from your computer
5. Crop the photo as needed
6. Click **Apply Changes**
7. Choose Visibility Settings
8. **Save Changes** at the bottom of the page
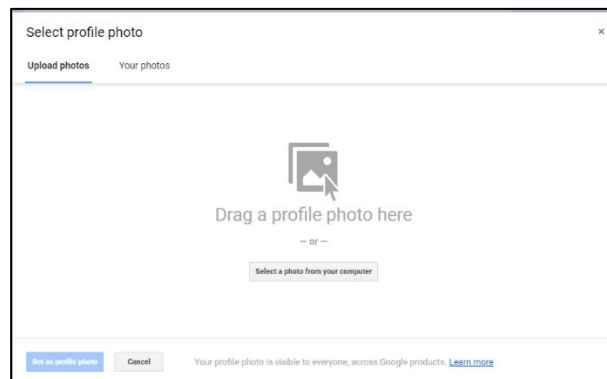
Add a Signature

1. Navigate to the **Signature** setting
2. Type your signature information into the text box

3. Select the option below No Signature to enable the signature
4. **Save Changes** at bottom of the page

Set up a Vacation Response

1. Navigate to **Vacation Responder**
2. Select the **Vacation Responder On** button (when you are ready to activate)
3. Type in **First** and **Last Day** of vacation in the appropriate text boxes
4. Fill in the **Subject**
5. Type in your **Message**
6. **Save Changes** at the bottom of the page
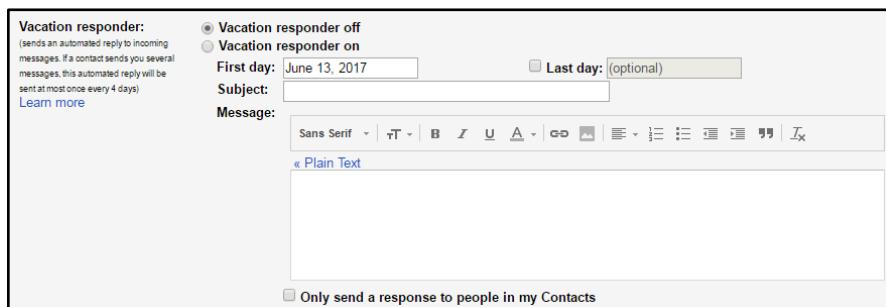
Activity #3

Set up an email filter

1. Navigate to the **Search bar**
2. Click on the **Filter** icon
3. Indicate the email address or type in keywords to define the mail to be filtered
4. You also have the option to filter out messages by size
5. Click on **Create filter** with this search
6. Specify what you would like Gmail to do with the mail
7. Click on **Create Filter**
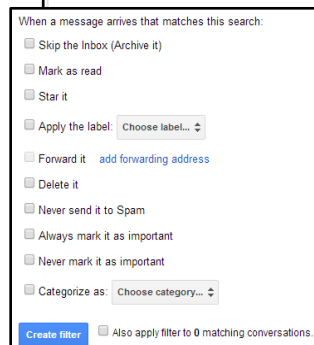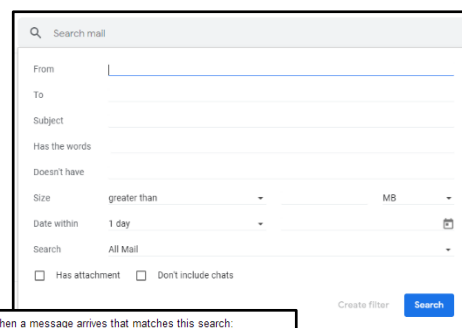
Activity #4

Create a Contact Group

Gmail has changed the Contact Groups to "Labels." Labels work the same way as the groups. Navigate to **Contacts** by clicking on the **App Tray**

1. On the left under "**Labels**," click **Create label**. (If you don't see "**Labels**," go to group contacts in old Contacts.)
2. Type a name and then click **OK**.

If you are using the old version of Gmail, you can select **New Group** from the left sidebar

1. Open the contact you would like to add to a group

2. From the top tool bar click on the **group icon**

3. Select the group you would like to add them to
4. Click **Apply**