

Getting Started with Google Mail



Contents

[Welcome to Google Apps](#)

[How to Get Help](#)

[Set Up Your Email](#)

[Google Mail Features](#)

[Using Google Mail](#)

[Managing Your Contacts](#)

Welcome to Google Apps

We know that this type of change can be difficult, especially when you're busy and need to get your work done. That's why TAG and i.t.solutions are committed to helping you make a smooth transition to Google Apps. We're available to help if you encounter any issues with your migrated data, have difficulty with the services, or just need answers to your questions.

How to Get Help

If you have a question about Google Apps or your account that you can't find in this guide, or you encounter an issue, contact TAG (Technical Assistance Group) at 256-824-3333 or tag@uah.edu.

Set Up Your Email

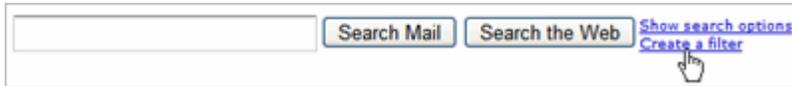
To complete the switch to Google Mail, you might need to:

- Set up email filters
- Create an email signature
- Create personal email (mailing lists)

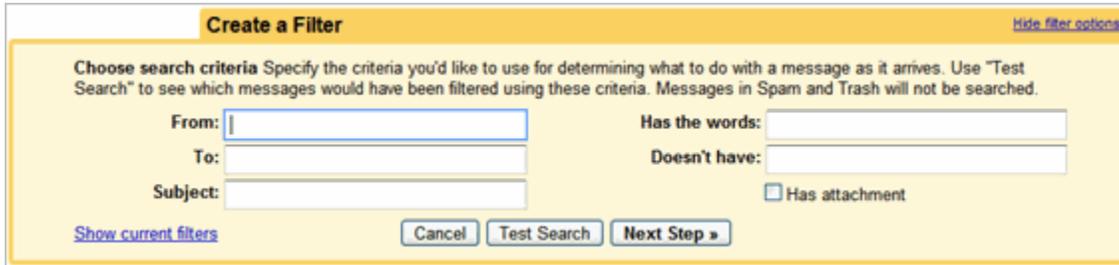
Set Up Email Filters

Email Rules in are not migrated to Google Apps. However, in Google Apps, you can set up "filters" instead, which provide similar functionality.

1. Click **Create a filter** at the top of your Mail window:



2. Enter your filter criteria in the fields:



3. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.
4. Click **Next Step**.
5. Select one or more actions to apply to messages that match this filter's criteria:



Note: These actions are applied in the order in which the actions are listed. For example, you could choose to **Forward matching messages** to a specific email address, and then **Delete the messages**.

6. Click **Create Filter**.

For more information about email filters, see the [Google Apps Help Center](#).

Create an Email Signature

You'll need to create a new email signature in Google Apps.

1. Access Google Mail.
2. In the upper-right corner of the Mail window, click **Settings**.
3. On the **General** page, in the **Signature** section, create your signature.
4. Click **Save** at the bottom of the page.

Note:

- Your signature can be plain text only.
- You can format your signature using the **Rich Text Signatures** feature in Google Mail Labs: In the upper right of your Mail window, click **Settings > Labs**.
- You can't add a logo to your signature.
- You can set up only one signature.

Create Personal Mailing Lists

If you used personal mailing (distribution) lists in Outlook, you can recreate them in Google Apps, using your contacts manager. For details, see [Add a Contact or Group](#).

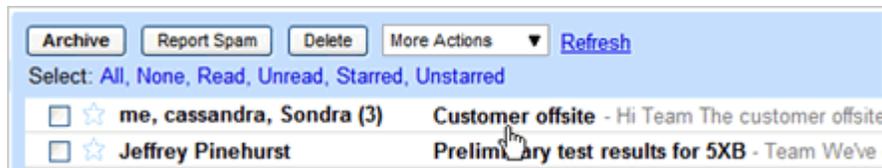
Google Mail Features

Although Google Apps has many of the same features as other email clients such as Outlook, most of them work differently, so you'll need to spend some time getting acquainted with them. In addition, Google Apps has many helpful features that aren't available in other clients, and you'll want to learn how to use them as well. These differences will require some adjustment.

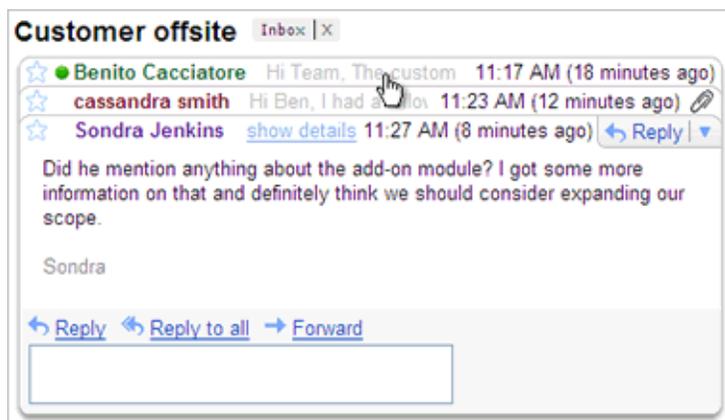
Email Conversations Instead of Multiple Messages

Rather than listing each message reply as a new message in your **Inbox**, Google Mail groups a message and its replies in a *conversation*, which is listed only once. Opening a conversation shows all its messages in a neat stack, which you can easily collapse or expand. When a new reply arrives, the stack grows and the conversation is marked as unread, indicating there's something new to look at. Grouping messages this way allows you to quickly retrieve all messages within a thread and reduces inbox clutter.

Here's how a conversation appears in your **Inbox**:



Here's what an opened conversation looks like:



Labels and Stars Instead of Folders

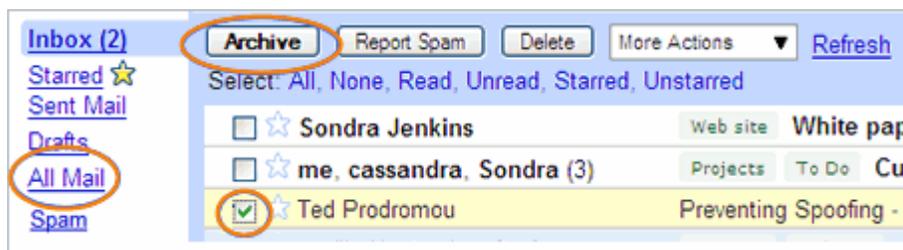
Instead of organizing messages in folders, you can organize your Gmail conversations by applying labels. The conversation remains in your **Inbox** with the label clearly shown. You can list all conversations associated with a label, similar to opening a folder of messages. But unlike with folders, you can view all conversations in your **Inbox** at once, regardless of label. And if a conversation applies to more than one topic, you can give it multiple labels, retrieving it with *any* label. [Learn more about using labels.](#)



The "stars" feature provides another way to categorize and access messages. Simply click the star icon to the left of any message to highlight it. You can then display any starred messages by clicking Starred in the left pane.

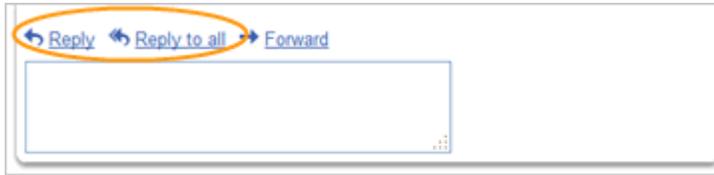
Archiving Online Instead of Saving to Your Desktop

With Google Apps Mail, you should no longer risk running out of space for storing email. Instead, you get gigabytes of online storage space for just your own email and attachments. With that much space, you no longer need to save messages on your desktop in personal folders (PST files)/an email Archive to free up disk space, but can archive messages online instead. An archived message is removed from your Inbox but you can still find it later by viewing All Mail or using search. Or, add labels to messages before you archive them for even easier retrieval. [Learn more about archiving email.](#)



Google-Powered Search

Google Mail features the same powerful search technology used on the Web to perform accurate keyword searches of all of your email and attachments. Search by keyword, label, date range, or a host of other options. By also archiving messages, you can instantly find any message you've ever sent or received, without having to create elaborate folder structures or keep unwanted correspondence in your **Inbox**. [Learn more about searching for email.](#)



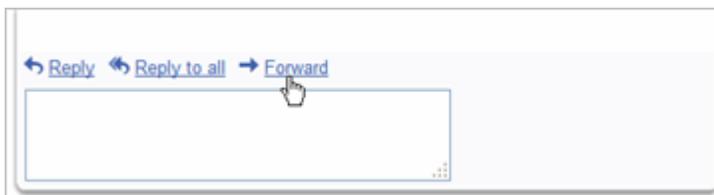
3. Optionally, add other email addresses to which to send the reply.
4. Enter your reply in the message field.
5. At the bottom of the message card, click **Send**.

Forward a Message

You can forward a single message in a conversation or an entire conversation.

To forward a single message:

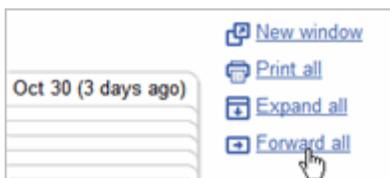
1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.
2. At the bottom of the message card, click **Forward**.



3. Enter the email addresses to which to forward the message, and add any notes in the message field.
4. If the message has attachments, you can choose not to forward them by clearing the check box next to the file name, below the **Subject** field.
5. At the bottom of the message card, click **Send**.

To forward an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Forward all**.



3. At the bottom of the message card, click **Send**.

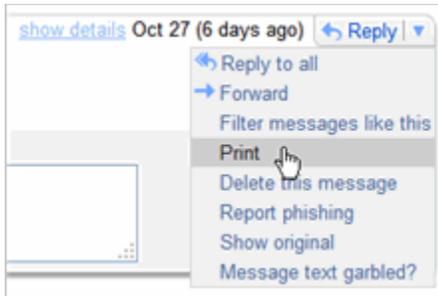
Note: All messages in the conversation appear in a single message card to the recipient. Each message is clearly marked, and messages are listed in order from oldest to most recent.

Print a Message

You can print a single message in a conversation or an entire conversation.

To print a single message:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to print.
2. Click the **down arrow** to the right of **Reply**, and then click **Print**.

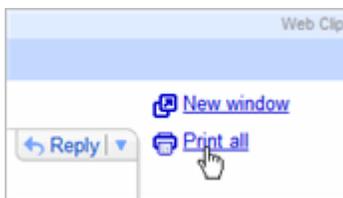


A printer-friendly version of the message appears.

3. Use your web browser's Print options to print the message.

To print an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Print all**.



A printer-friendly version of the conversation appears.

3. Use your web browser's Print options to print the message.

Note: Each message in the conversation prints on a separate page.

Managing Your Contacts

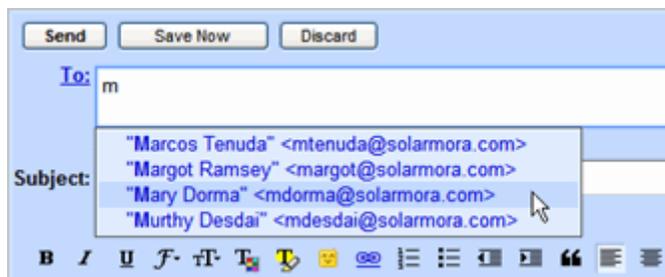
About Your Contacts

Your contacts in Google Apps fall under one of the following two categories:

- **Personal contacts:** If you imported your personal contacts to Google Apps, you can use the Google Apps contacts manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.
- **UAHuntsville contacts:** The email addresses of all Faculty and Staff were added to Google Apps. You can access these addresses when you compose and email message or schedule an event, using either *auto-complete address entry* or the *contacts picker*.

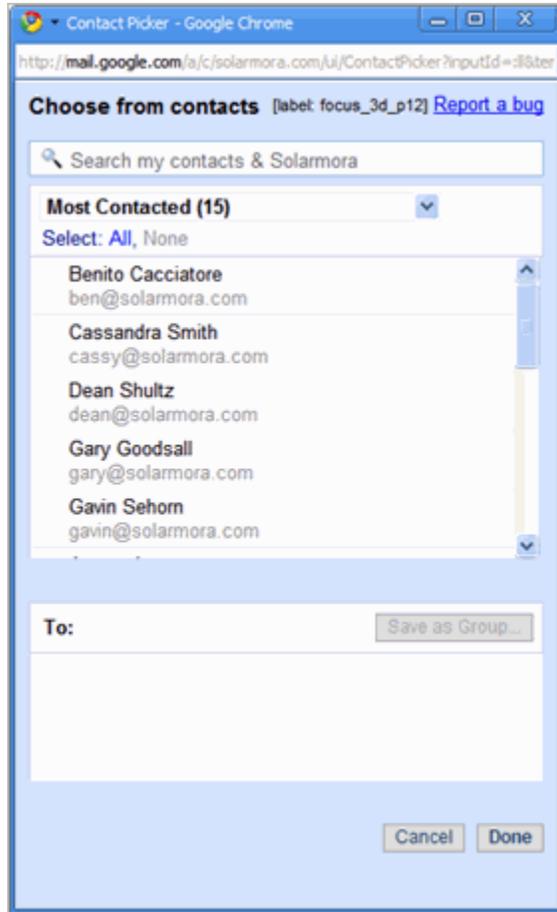
Use Auto-Complete Address Entry

Google Apps contacts manager knows the addresses of all your personal contacts and all UAHuntsville Faculty and Staff. In addition, it automatically remembers email addresses of other people outside of UAHuntsville with whom you've corresponded. Therefore, when you start typing an address in an email message or event invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:



Use the Contacts Picker

The contacts picker lets you select any of your personal or corporate contacts when composing and email messages or scheduling an event. With the contacts picker, you can search for contacts using auto-complete address entry, or browse the list:



Keep these tips in mind when searching for contacts:

- You can use prefixes.
- You can search by a person's first and/or last name.
- You'll see matching results as you type.
- You can search for contacts by phone number, or notes you've entered.
- You can search by domain or username. For example, searching for 'gmail.com' will return all contacts with a gmail address.

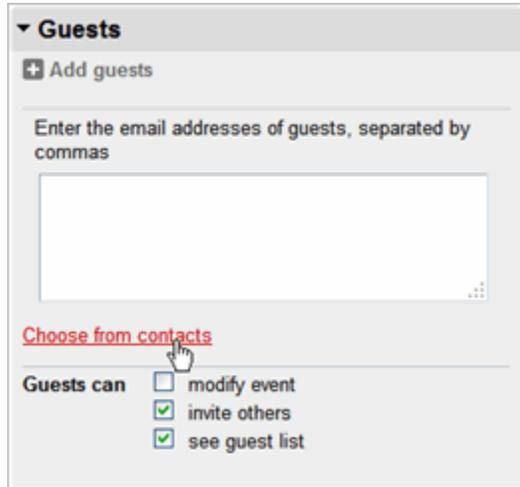
To access the contacts picker when composing an email message:

Click the **To:** link:



To access the contacts picker when scheduling an event:

In the event details window, click **Choose from contacts** under **Add Guests**:



View Your Personal Contacts

1. Log in to Google Apps.
2. From you Mail left sidebar, click **Contacts**.
3. To view a contact's information, select its check box.

Add a Contact or Group

To add a contact:

1. View your Contacts list.
2. Click the **New Contact** button in the upper-left corner of the contacts manager.
3. Enter your contact's information in the fields. For additional fields, click **More**.
4. Click **Save**.

Note: Each time you reply or forward an email message, or move a message from the **Spam** folder to your **Inbox**, contacts manager adds the email addresses to the **Suggested Contacts** area of your Contacts list.

To add a contact group using personal contacts:

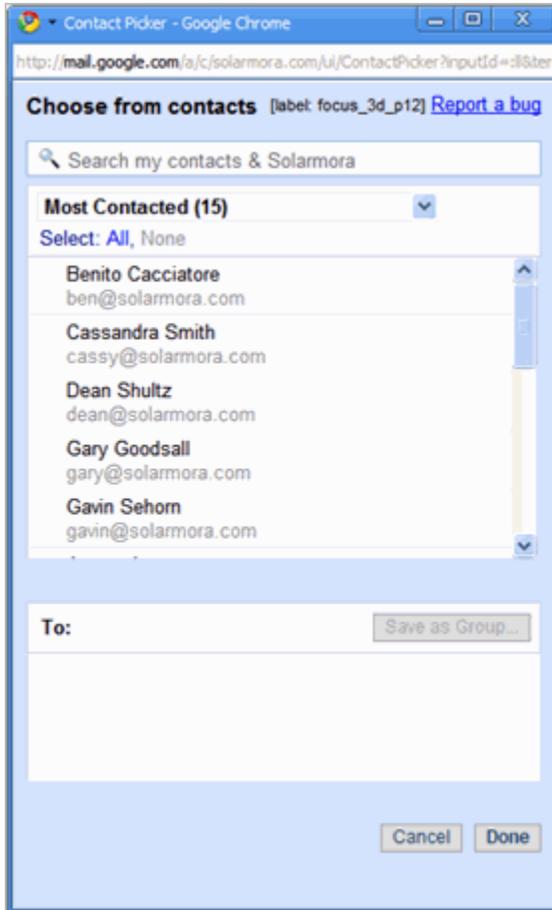
1. View your Contacts list.
2. Click the **New Group** button in the upper-left corner of the contacts manager.
3. Enter the name of the group.
4. Click **OK**.
5. In the Contacts list, select the contacts you want to add to the group.
6. Open the **Groups** drop-down list at the top of the pane on the right.
7. Select the group to which you want to add the contacts.

Note: When sending email messages or inviting attendees to an event, you can enter the name of the group in the **To** field, instead of entering each contact individually.

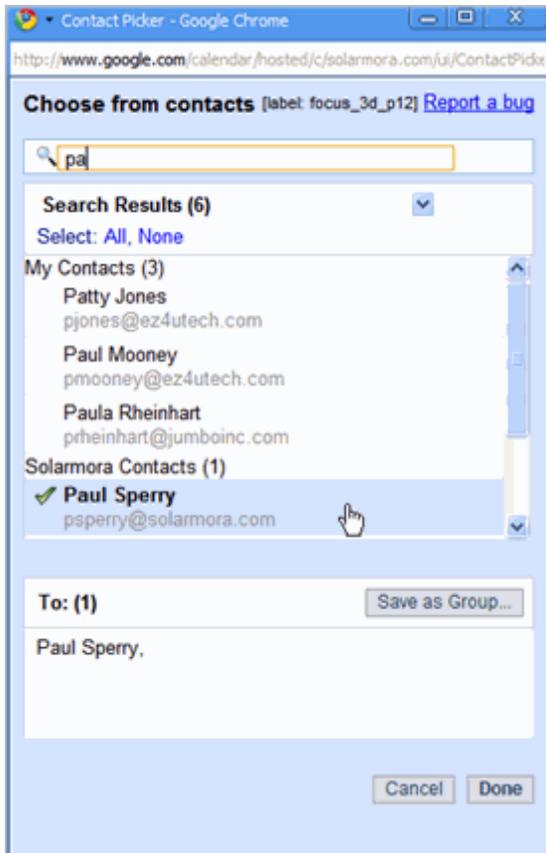
To add a contact group using the contacts picker:

1. Open the contacts picker by doing one of the following:
 - o If you are composing an email message, click the **To:** link.
 - o If you are creating an event invitation, under **Add Guests**, click **Choose from contacts**.

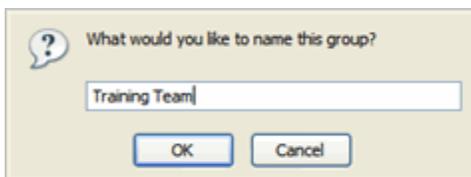
The contacts picker appears:



2. In the **Search contacts** box, start typing the name of a contact you want to add to the group. Then click the name to add it to the list below:



3. Continue adding contacts to the group.
4. When you are finished, click **Save as Group**.
5. Enter the name of the group, and click **OK**. For example:



6. To add the group to your email message or event invitation, click **Done**.

Note: You can quickly invite the same group to any future events you schedule in the future:

1. In your invitation, click **Choose from contacts**.
2. Selecting the group in the drop-down list in the contacts picker:



3. Click **Select all**:

