

Course	Gmail Basics Course - Email
Length	1, 2 or 3 hours
Audience	Gmail Basics 1 is a lab –focused workshop to understand using online email. Understand how to send and receive email, as well as manage the Inbox. Students practice organizing their email with Conversation view, labels and Gmail notifications.
Topics	<p>Module 1: Google Gmail Overview</p> <ul style="list-style-type: none">◆ Tour the Google interface◆ How to access Gmail◆ Managing Folders: <i>Inbox, All Mail, Trash, etc.</i>◆ Labels vs. Folders◆ Star settings: conversation, message◆ Search functionality <p>Module 2: Working with Email</p> <ul style="list-style-type: none">◆ Compose an email message◆ Add recipients to email◆ Respond to email: Reply, Reply to All◆ Forward Email◆ Delete messages & managing Trash folder◆ Formatting email messages◆ Check spelling◆ Managing unwanted/ spam email <p>Module 3: Customize Settings</p> <ul style="list-style-type: none">◆ Set-up Signature◆ Manage Vacation (out of office) responses◆ Create and edit labels◆ Set-up Aliases◆ Manage chat preferences (on/off)◆ Add, delete and manage contacts & groups <p>Module 4: Attachments & Distribution</p> <ul style="list-style-type: none">◆ Insert a file◆ Download to Google Drive◆ Save email◆ Convert to other formats◆ Print email & Setup◆ Share a document