



# Getting Started with Google Mail

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## 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.

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## 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:
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## 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





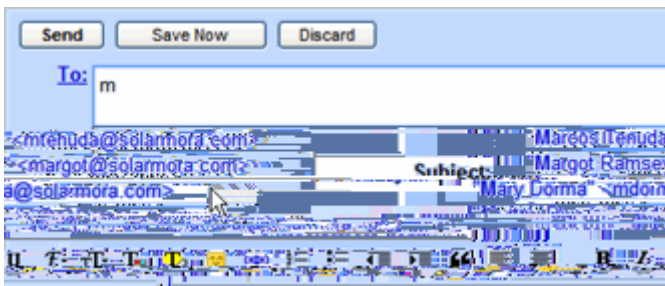
## Using Google Mail

### Send a Message

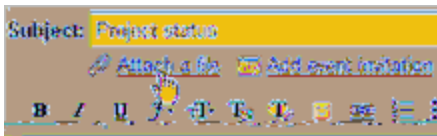
1. Access Google Mail.
2. In the pane on the left, click **Compose Mail**.



3. In the **To** field, enter the first few letters of a recipient's full name to look up the address in the directory.



4. Enter a subject and the message.
5. To add a file attachment, click **Attach a file**, and then browse to the file on your computer.



6. Click **Send**.

A message appears at the top of the Mail window, confirming that your message was sent.

### Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message or conversation. If the message is part of a conversation, open the conversation and select the message to reply to.
2. At the bottom of the message card, click **Reply** or **Reply to all**.



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.

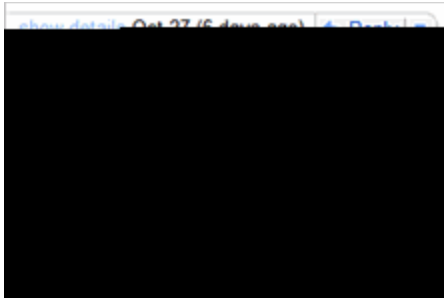


## Print a Message

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**.

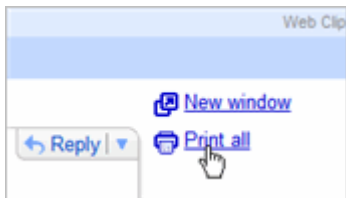


A printer-friendly version of the message appears.

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.

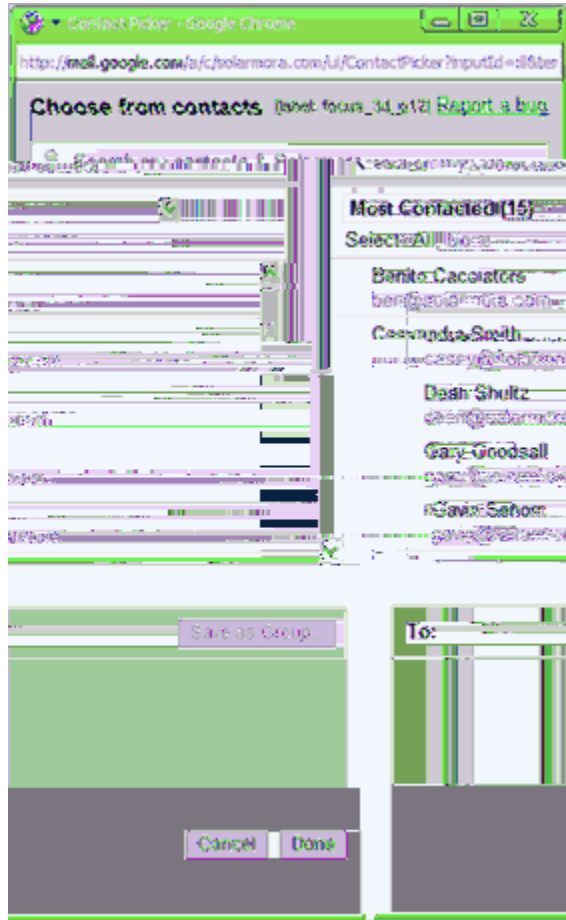
**Note:** Each message in the conversation prints on a separate page.

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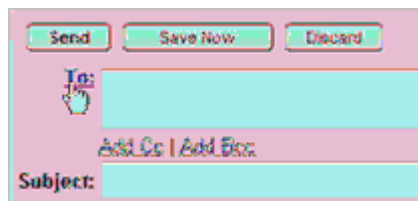


Keep these tips in mind when searching for contacts:

- 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:*

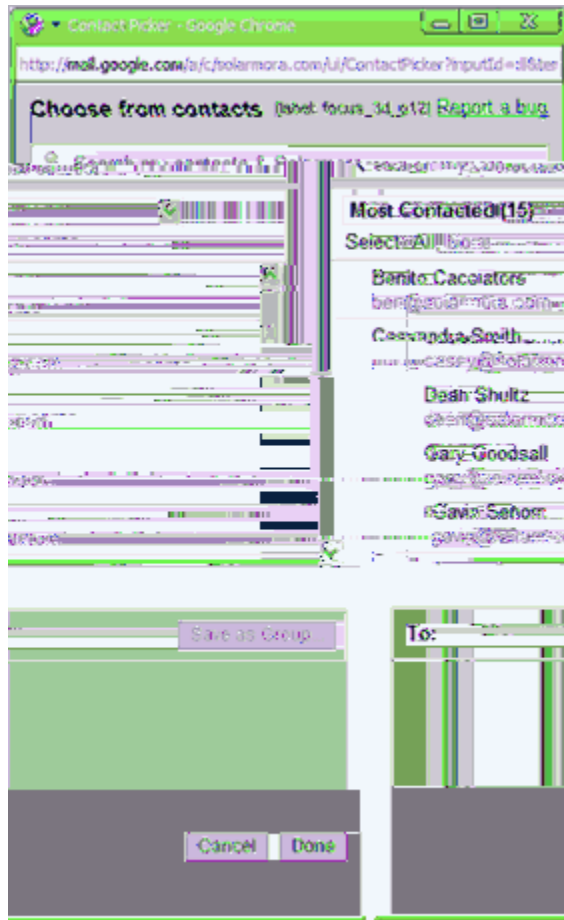
Click the **To:** link:



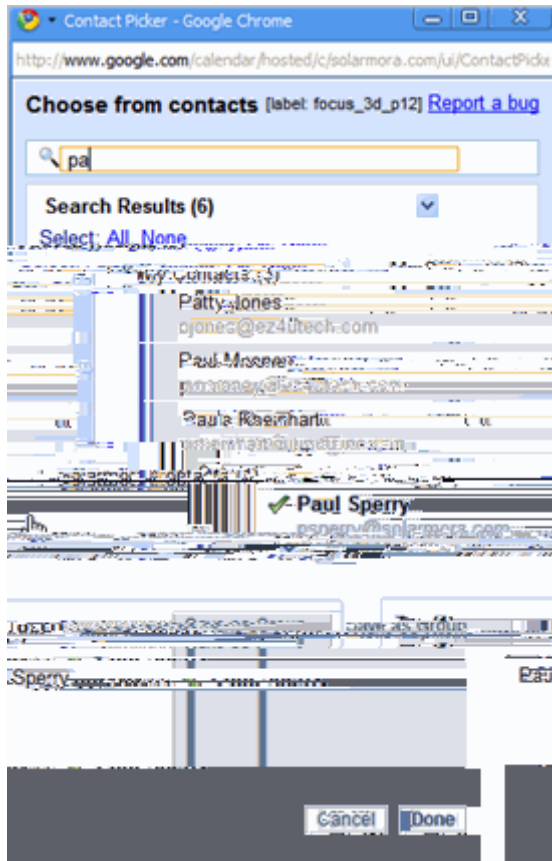
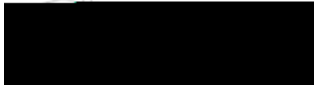
*To access the contacts picker when scheduling an event:*

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





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**: