

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

Zoom Protocols

- **Please mute yourself and keep muted during presentation.**
- **Please be sure to let us know who you are if your name isn't listed. We like to check everyone in.**
- **Please type any questions you have in the Chat window. Zoom controls at the bottom of your screen or on a tablet or phone, tap the screen first to get the menu to pop-up. Then click or press Chat and type your question.**
- **“Raise your Hand” under the reactions button at the bottom.**

~ **Gmail** ~

What am I looking at?

Part 2: Layout

Jolyn Bowler
Monday, April 24th, 2023

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

**Over the next weeks I'll cover the following.
Keep an eye out for the invitations to our next sessions.**

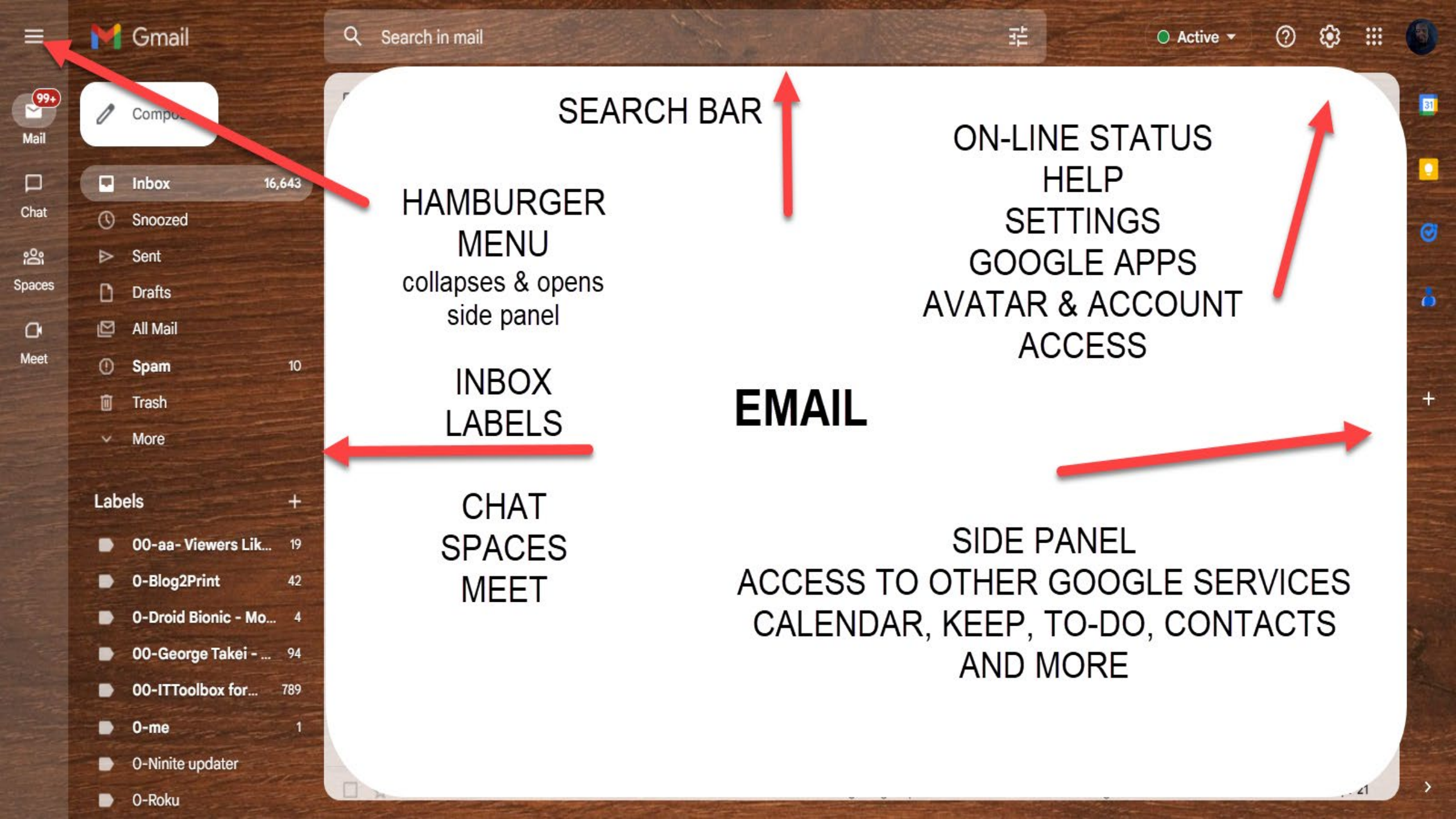
<i>I. Security</i>	<i>Zoom 4:00 pm</i>	<i>Monday, April 3rd, 2023</i>
II. What Am I Looking At ?	Zoom 4:00 pm	Monday, April 24 th , 2023
III. Settings	Zoom 4:00 pm	Monday, May 15 th , 2023
IV. Q&A ~ in person	In- Person 2:00 pm	Monday, June 5 th , 2023

Gmail Layout:

The overall layout of Gmail is fairly simple and user-friendly.

At the top of the page, there is the search bar. It is one of the strongest features of Gmail. Remember, Google started as a search engine in the late '90s.

Use the search box to find emails by subject, by word, by to or from, by date, by senders email, by Label (folder) and much more.



99+

Mail

Chat

Spaces

Meet

Compose

Inbox 16,643

Snoozed

Sent

Drafts

All Mail

Spam 10

Trash

More

Labels +

00-aa- Viewers Lik... 19

0-Blog2Print 42

0-Droid Bionic - Mo... 4

00-George Takei - ... 94

00-ITToolbox for... 789

0-me 1

0-Ninite updater

0-Roku

SEARCH BAR

HAMBURGER MENU
collapses & opens side panel

INBOX LABELS

CHAT SPACES MEET

EMAIL

ON-LINE STATUS
HELP
SETTINGS
GOOGLE APPS
AVATAR & ACCOUNT ACCESS

SIDE PANEL
ACCESS TO OTHER GOOGLE SERVICES
CALENDAR, KEEP, TO-DO, CONTACTS AND MORE

Search in mail

From _____

To _____

Subject _____

Has the words _____

Doesn't have _____

Size greater than _____

Date within 1 day _____

Search All Mail _____

Search Parameters
From, To, Subject,
Has the words,
Doesn't have the words,
Size
Date within
Search (specify where to search)

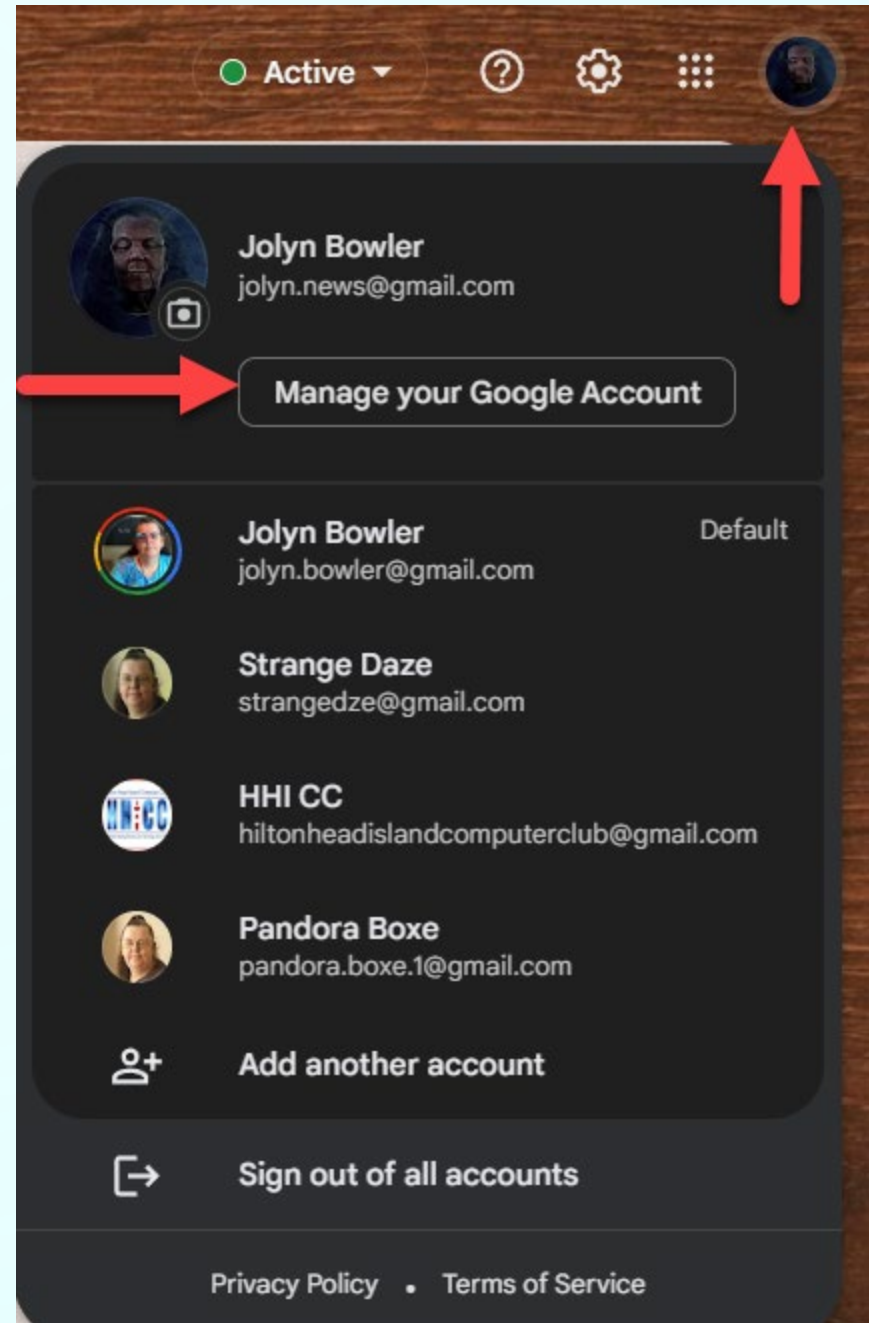
Click the Blue SEARCH button to continue. We'll cover Create Filter in the next session.

Create filter **Search**

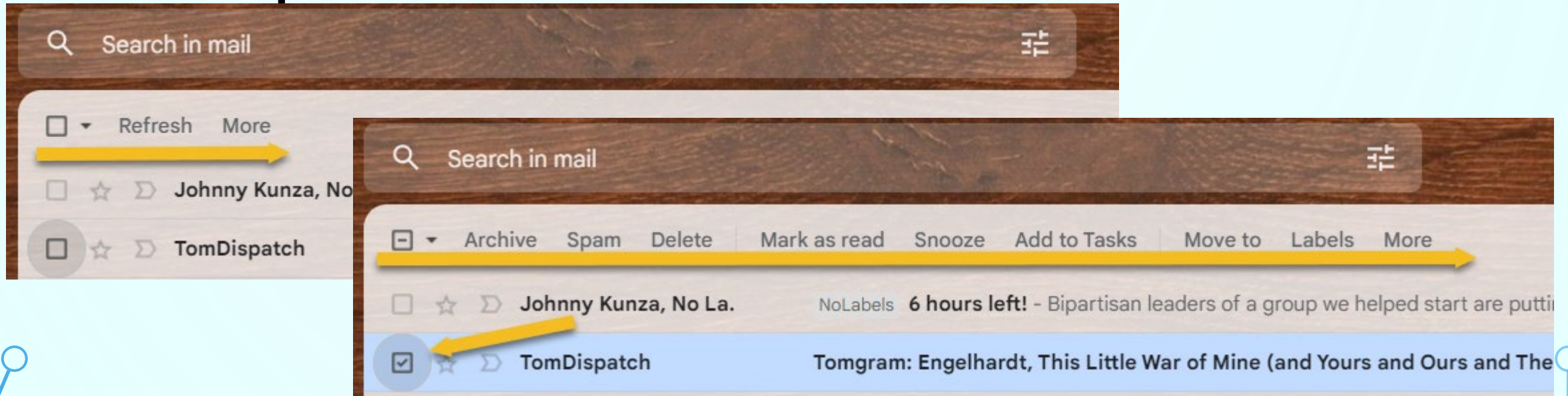
To the right of the search bar is a profile icon, which allows users to access their account settings.

As you can see, you can access multiple Gmail accounts easily from this panel.

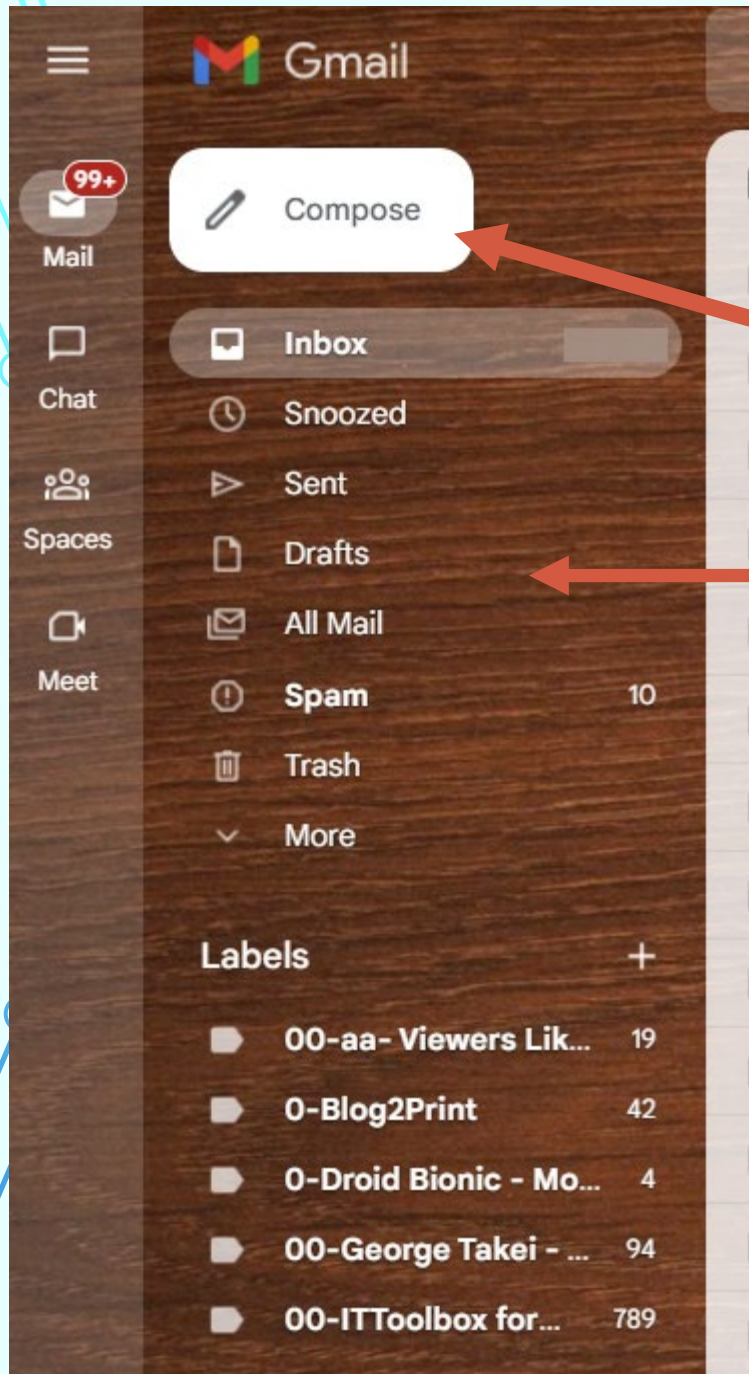
I find this is a good way for me to work with my Gmail accounts.



Below the search bar is the navigation bar. This bar contains labels for the user's inbox, sent items, and other folders and lets you act on individual or multiple emails.



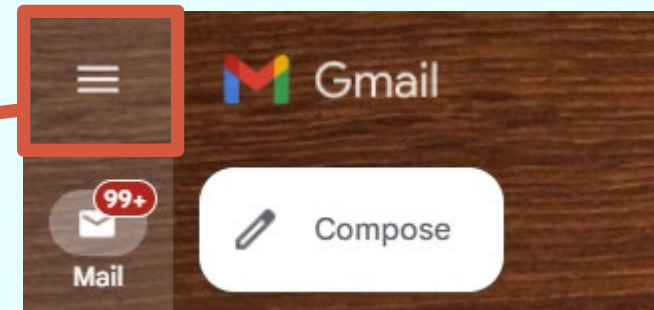
You have access to the same labels/actions across the top when you are reading an email.

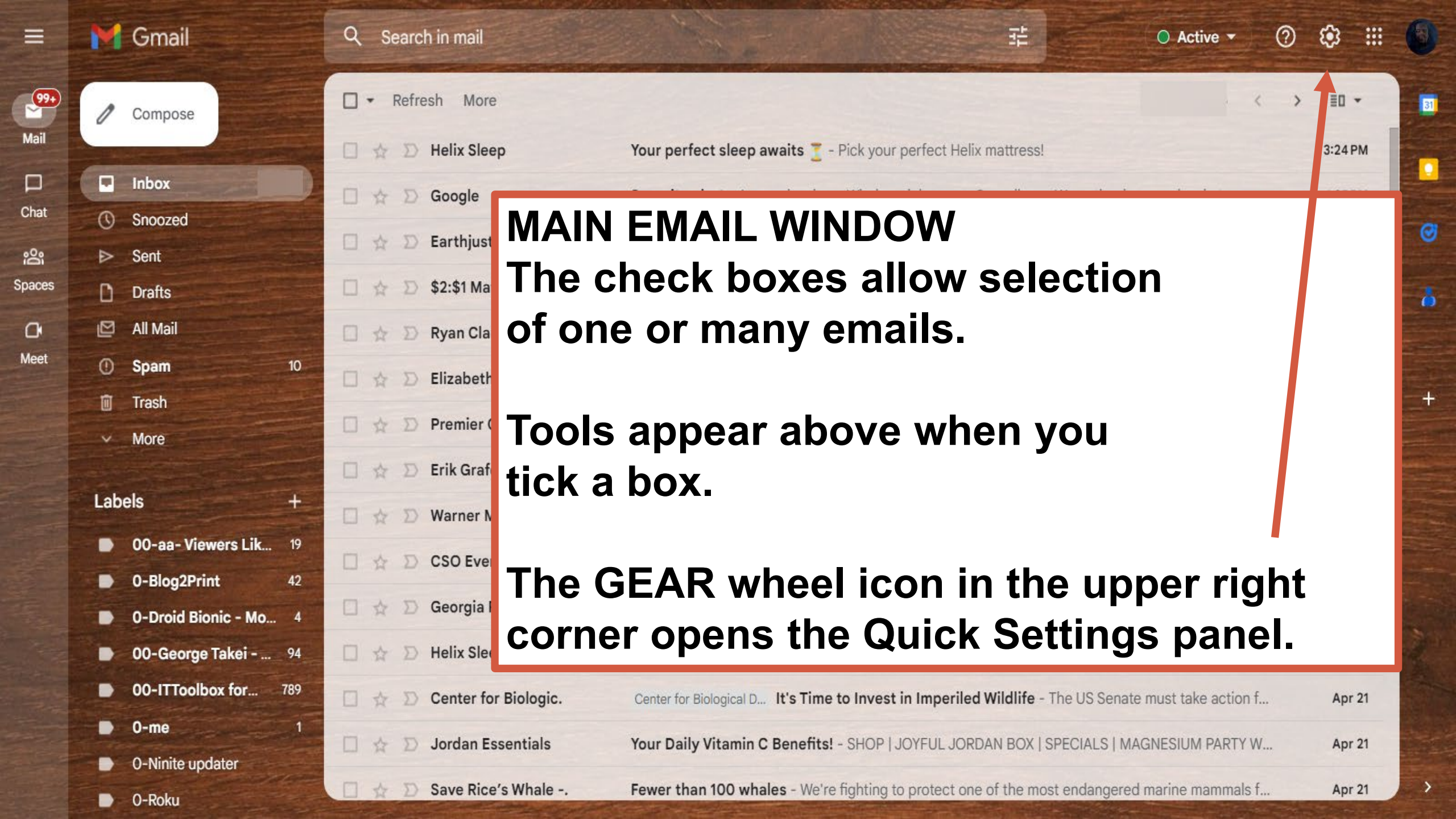


To the left of the navigation bar is a button to compose a new email.

Your Labels are listed below the Compose button.

The Hamburger Menu icon will collapse and open the labels list. This allows for a wider view on your screen.





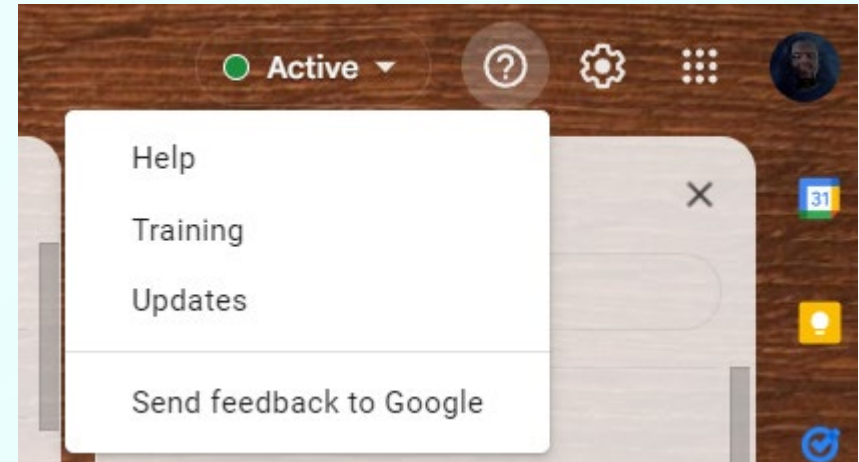
MAIN EMAIL WINDOW

The check boxes allow selection of one or many emails.

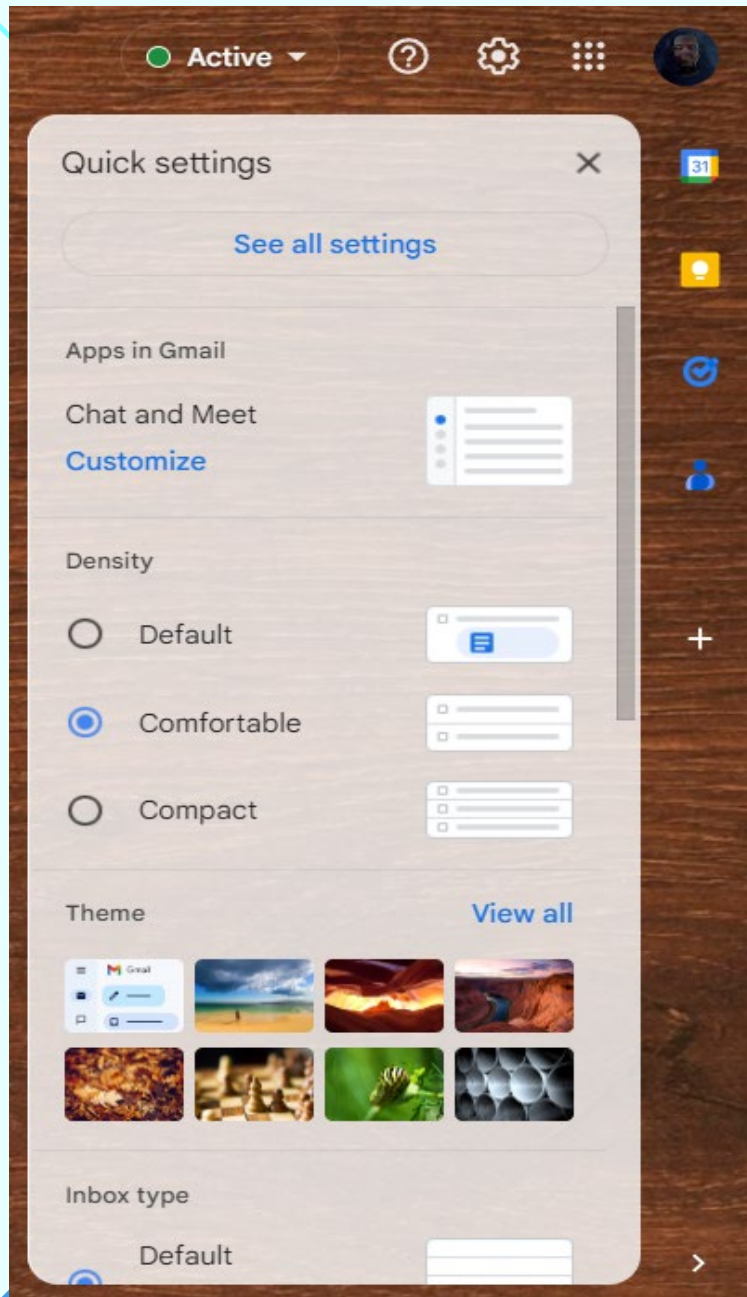
Tools appear above when you tick a box.

The GEAR wheel icon in the upper right corner opens the Quick Settings panel.

**The QUESTION MARK leads you
Help
Training
Updates
And
Send Feedback to Google**



**Google does encourage feedback from users. There is
a robust Support Forums list at support.google.com**



QUICK SETTINGS

**Apps: how you manage Chat & Meet
You do not have to use these features.**

Density: the view of the list for ease of reading

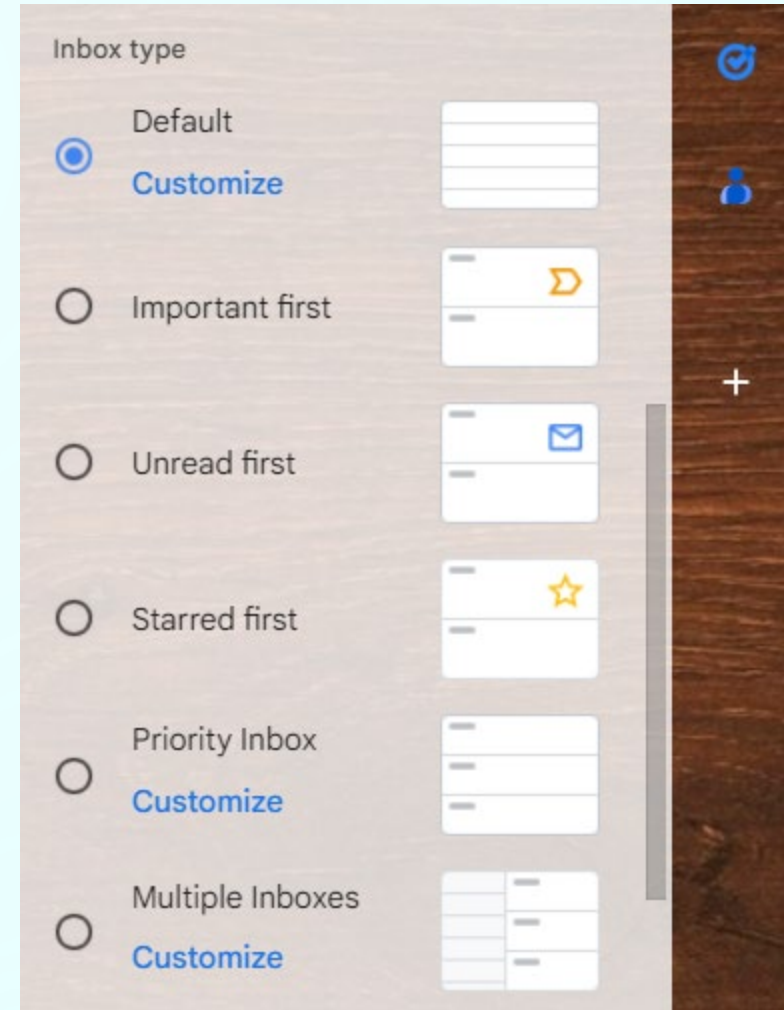
Theme: you can choose a wide variety of backgrounds to work/play with.

Scroll down a bit

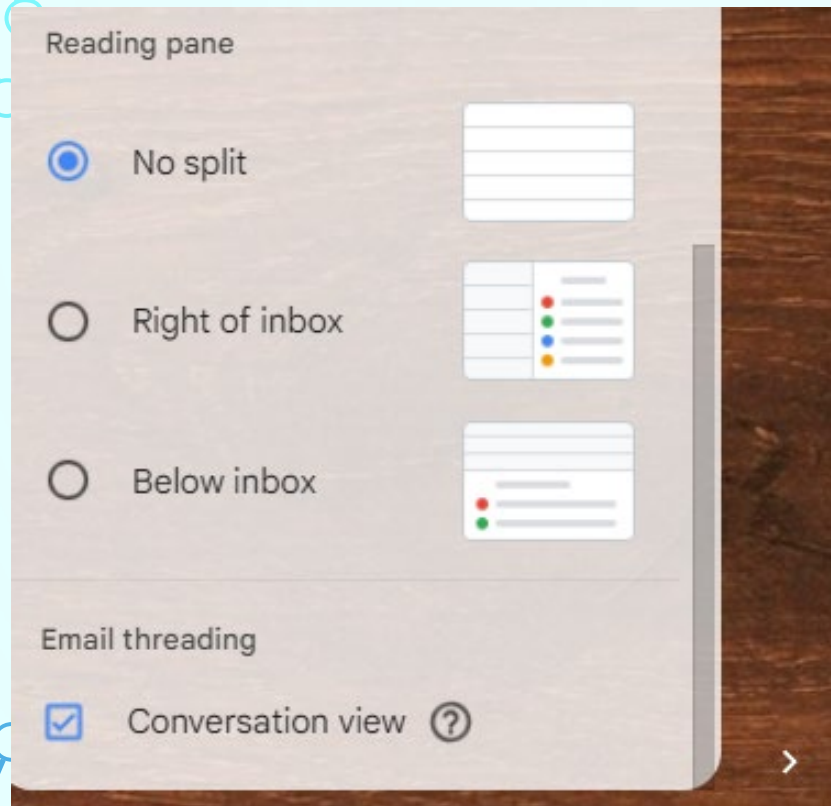
The next section below themes allows you to set your INBOX TYPE

Gmail gives us a number of “views” so you can read and review and reply to your email more easily.

Scroll down once more



The final view is the READING PANE feature.



- **No Split** lists the inbox emails. Click on the one you want to open.
- **Right of inbox** is a side-by-side view. List on left and open one on right.
- **Below inbox** shows the list above and the open email below.
- **Conversation view** allows you to keep a thread together or individually. Toggles on and off.



Google doesn't verify reviews or ratings. [Learn more about reviews and](#)

Grid of app cards in Google Workspace Marketplace:

- Zoom**: Zoom for Google Works... Zoom Video Communications. Use Zoom to easily schedule, join, manage, and customize meetings from Gmail and... ★ 4.3 • 54M+
- Automagical Forms**: Unicorn Magic. Automagically convert your PDFs, Docs, and Slides to Google Forms™. ★ 4.3 • 31M+
- mailtrack**: Know When Your Emails Are Opened. ★ 4.7 • 14M+
- nergo**: ★ 4.9 • 5M+

Quick Access to Google Apps.
Calendar
Keep (notes)
ToDo
Contacts

+ more apps to add

> Collapse or open the side panel.

Vertical sidebar of Google apps:

- Calendar icon
- Keep icon
- ToDo icon
- Contacts icon
- More apps (+) icon

Gmail navigation sidebar:

- Compose
- Inbox
- Snoozed
- Sent
- Drafts
- All Mail
- Spam
- Trash
- More
- Labels: 00-aa- Viewers, 0-Blog2Print, 0-Droid Bionic, 00-George Tak, 00-ITToolbox fo, 0-me, 0-Ninite updat, 0-Roku



99+

Compose

Mail

Chat

Spaces

Meet

Inbox 16,811

Snoozed

Sent

Drafts

All Mail

Spam 10

Trash

More

Labels +

00-aa- Viewers Lik... 19

0-Blog2Print 42

0-Droid Bionic - Mo... 4

00-George Takei - ... 94

00-ITToolbox for... 789

0-me 1

0-Ninite updater

0-Roku

0-Windows Secrets 33

99airlines

Refresh More

1-100 of 16,820

TomDispatch Tomgram: Stan Cox, Before It's Too Late - View this email in your browser Stan Cox, Before It's Too Late April 2, 2023 Th... 5:32 PM

Margaret

Premier G

Warner M

Kelley Ro

Eve Schiff

Georgia Public Broa.

The Obama Foundation

Center for Biologic.

TIRN Newsletter

Jordan Essentials

PGA of America

The Obama Foundation

Center for Biologic.

Dig!

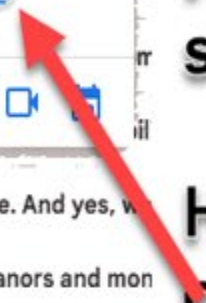
TomDispatch

James Perez Servino

TomDispatch
tom@tomdispatch.com

Open detailed view

Copy icon



Hover over the address you want to search for. The info pane will open.

Hover over the email address and click on the "copy" icon... 2 blue pages.

Click in the Search in mail box at the top of the page. Right click and Pasater/ Hit enter.



99+

Mail

Chat

Spaces

Meet

Compose

- Inbox 16,811
- Snoozed
- Sent
- Drafts
- All Mail
- Spam 10
- Trash
- More

Labels +

- 00-aa- Viewers Lik... 19
- 0-Blog2Print 42
- 0-Droid Bionic - Mo... 4
- 00-George Takei - ... 94
- 00-ITToolbox for... 789
- 0-me 1
- 0-Ninite updater
- 0-Roku
- 0-Windows Secrets 33
- 99airlines
- 350.org
- 2016 3
- 2017 - Politics 1
- 2018 Politics ~ Joe Cunni...

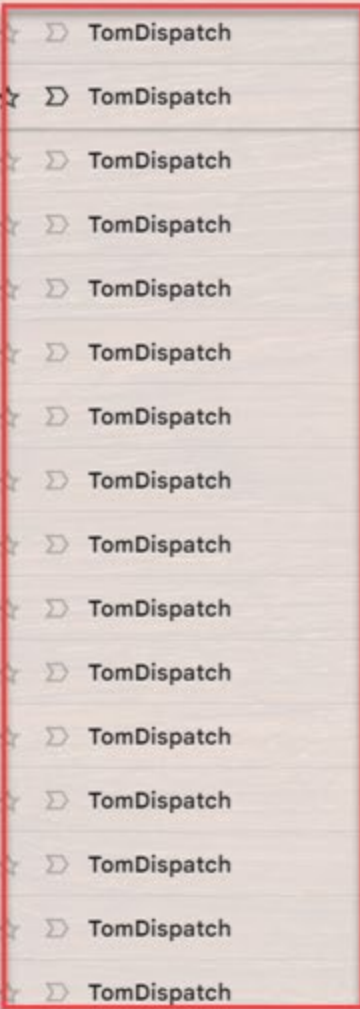
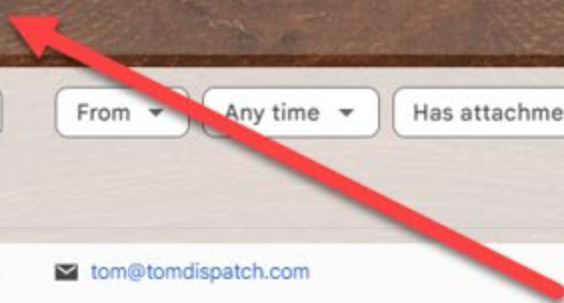
Mail Messages Spaces From Any time Has attachment To Exclude Promotions Is unread [Advanced search](#)

Refresh More

1-100 of many < > [List Icon]

tom@tomdispatch.c... tom@tomdispatch.com

- | | | | | | | |
|--------------------------|--------------------------|--------------------------|-------------|-------|---|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Stan Cox, Before It's Too Late - View this email in your browser (https://mailchi.mp/tomdispatch/tomgr... | 5:32 PM |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Andrea Mazzarino, Former Soldiers Without a Future - View this email in your browser (htt... | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Rajan Menon, A War for the Record Books - View this email in your browser (https://mailchi.mp/tomdis... | Mar 28 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: William Hartung, The Pentagon's Budget from Hell - View this email in your browser (https://mailchi.m... | Mar 26 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Engelhardt, The End? (Not Yet!) - View this email in your browser (https://mailchi.mp/tomdispatch/tom... | Mar 23 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: William Astore, America Hangs from a Cross of Iron - View this email in your browser (https://mailchi.... | Mar 21 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Andrew Bacevich, Duck and (Re)Cover? - View this email in your browser (https://mailchi.mp/tomdisp... | Mar 19 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Rebecca Gordon, Singing the "Bourgeois Blues" - View this email in your browser (https://mailchi.mp/... | Mar 16 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Michael Klare, Is War with China Inevitable? - View this email in your browser (https://mailchi.mp/tom... | Mar 14 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Beverly Gologorsky, Hunger in America - View this email in your browser (https://mailchi.mp/tomdispa... | Mar 12 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Juan Cole, When We Were Vladimir Putin - View this email in your browser (https://mailchi.mp/tomdisp... | Mar 9 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Michael Gould-Wartofsky, "No Hunting Like the Hunting of Man" - View this email in your browser (h... | Feb 26 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Andrea Mazzarino, War, American-Style, on the Homefront - View this email in your browser (https://... | Feb 23 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Tom Engelhardt, Where Are You, Izzy? - View this email in your browser (https://mailchi.mp/tomdispatc... | Feb 21 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Best of TomDispatch: Nick Turse, Victory in Our Time - View this email in your browser (https://mailchi.mp/tomdi... | Feb 19 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TomDispatch | Inbox | Tomgram: Gledhill and Hartung, Wasting Away at the Pentagon - View this email in your browser (https://mailchi... | Feb 14 |



GMAIL LAYOUT

Let's take a live look at what I've been talking about.

Please feel free to Raise Your Hand, Wave to get our attention or put a question in the Chat panel.

For more help, please come into the Resource Center for more help or give us a call.

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

thank you

Jolyn Bowler
jolyn.bowler@gmail.com

Resource Center Director
Volunteer Shift
Mondays from 10 am to 1 pm

Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989