

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 ~
I want to make it mine!
Part 3: All Settings

Jolyn Bowler
Monday, May 15th, 2023

Hilton Head Island Computer Club



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

I. Security	Zoom 4:00 pm	Monday, April 3 rd , 2023
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 Settings:

We've gone over how to best secure your Google Account.

We've gone over the main Gmail web page and how to navigate and change the Quick Settings.

Now we will delve deeper into the Settings that will fine tune your Gmail the way YOU want it.

Let's go through the list of topics in

All Settings

Here are the list of All Settings for Gmail

- ~ **General:** Fine tune your incoming and outgoing email.
- ~ **Labels:** Set Labels to identify like emails for easier organization.
- ~ **Inbox:** How do you want your incoming emails to appear.
- ~ **Accounts and Import:** Bring emails from others services in.
- ~ **Filters and Blocked Addresses:** Allow some and Block others
- ~ **Forwarding and POP/IMAP:** Send your Gmail to another service.
- ~ **Add-ons:** Certain Apps can be included, primarily for business use.
- ~ **Chat and Meet:** Replaced Hangouts, chatting and video calls
- ~ **Advanced:** 5 specific Apps to enhance & fine tune your experience.
- ~ **Offline:** Good for Traveling or Education purposes.
- ~ **Themes:** Jazz up your Gmail background with images or colors.

LET'S GO TO SETTINGS,

✍️ Compose

📁 Inbox 16,718

🕒 Snoozed

📤 Sent

📄 Drafts

📧 All Mail

⚠️ Spam 14

🗑️ Trash

⌵ More

🏷️ Labels +

📁 00-aa- Viewers Li... 19

📁 0-Blog2Print 42

📁 0-Droid Bionic - M... 4

📁 00-George Takei 94

☐ Refresh More

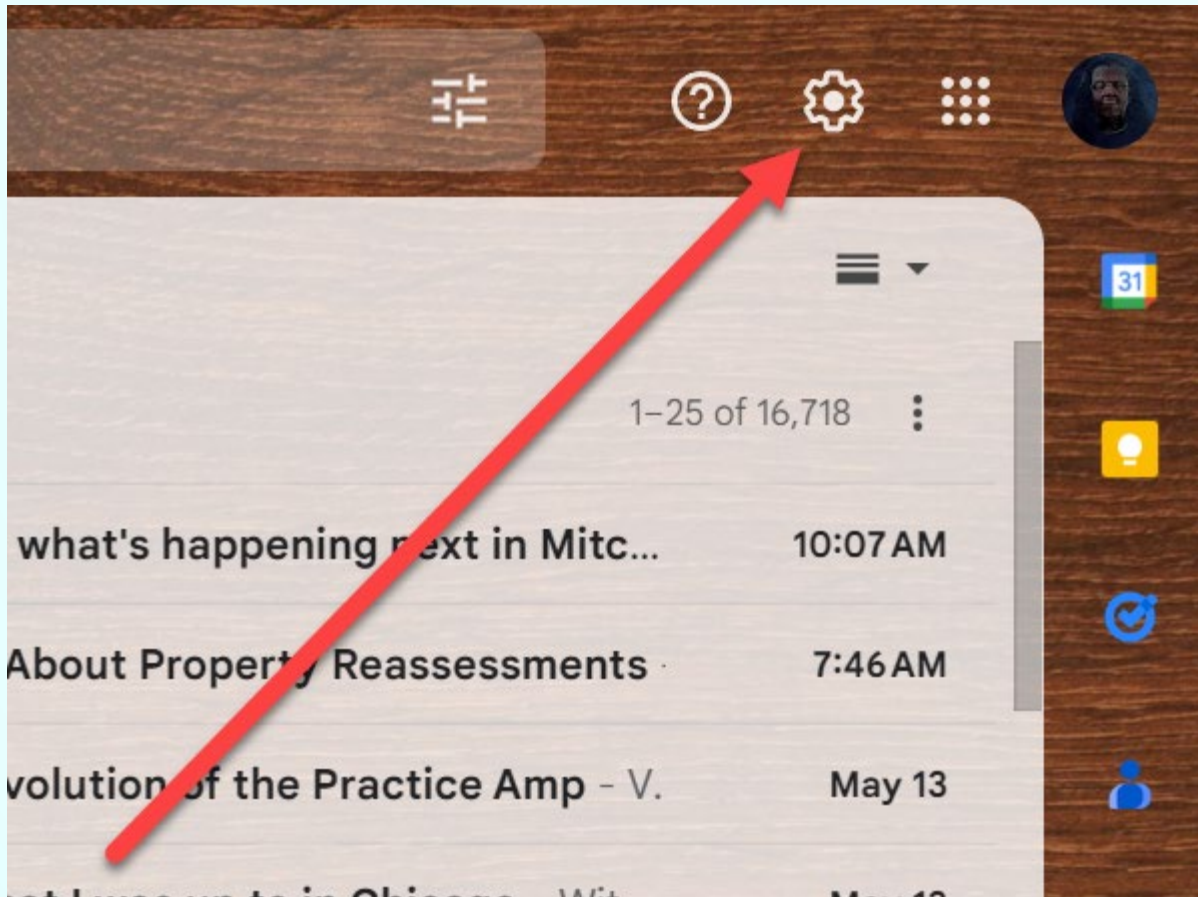
☰

^ Unread

1-25 of 16,718

- ☐ ☆ ⌵ Historic Mitchelvil. Mitchellville See what's happening next in Mitc... 10:07 AM
- ☐ ☆ ⌵ Chip Collins Important Info About Property Reassessments 7:46 AM
- ☐ ☆ ⌵ Premier Guitar Premier Guitar Evolution of the Practice Amp - V. May 13
- ☐ ☆ ⌵ Michael Strautmanis FWD: Here's what I was up to in Chicago - Wit... May 13
- ☐ ☆ ⌵ Barack Obama Here's what I was up to in Chicago - I'd like to ... May 12
- ☐ ☆ ⌵ Samsung Jolyn, we're welcoming you back to be the fir... May 12
- ☐ ☆ ⌵ Historic Mitchelvil. Mitchellville 34 days + counting until Juneteen... May 12
- ☐ ☆ ⌵ DVDFab DVD Fab LAST CHANCE! Mother's Day Sale! - W May 12
- ☐ ☆ ⌵ Jordan Essentials Skin Relief...a must have for Summer! - SHOP |... May 12
- ☐ ☆ ⌵ Netted by the Webbys Netted by the Webbys How to Watch the 27th An... May 12





**Remember
when you
left- click on
the Gear, the
Quick Settings
panel will
open**

✍️ Compose

- 📁 Inbox 16,718
- 🕒 Snoozed
- 📤 Sent
- 📄 Drafts
- 📧 All Mail
- 🚫 Spam 14
- 🗑️ Trash
- ⌵ More

- Labels +
- 📁 00-aa- Viewers Li... 19
 - 📁 0-Blog2Print 42
 - 📁 0-Droid Bionic - M... 4
 - 📁 00-George Takei ... 94

☐ Refresh More ☰

^ Unread 1-25 of 16,718 ⋮

Once the Quick Settings panel opens, left click on See all settings

I'd like to tell you about some of the inspiring you... ☆
Samsung May 12

Quick settings ✕

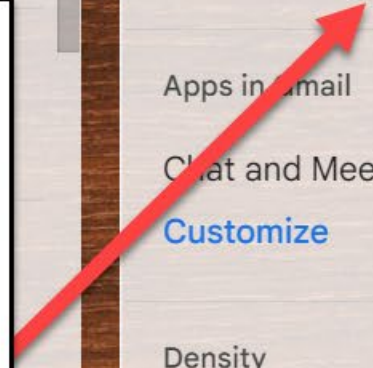
[See all settings](#)

Apps in Gmail
Chat and Meet
[Customize](#)

Density

- Default
- Comfortable
- Compact

Theme [View all](#)



Remember to click on the “hamburger menu to collapse the left panel.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons
Chat and Meet Advanced Offline Themes

The settings page will have the series of eleven tabs across the top. My view is zoomed in a bit so mine is in two rows. Yours may be all on one line.

I find that I do not use the Forwarding and POP/IMAP feature nor the Offline feature.

Let's take a look at the features and how you can fine tune Gmail for your needs and patterns of use.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Chat and Meet Advanced Offline Themes

Language:

Gmail display language: English (US)

[Change language settings for other Google products](#)

[Show all language options](#)

Show 100 conversations per page

- 10
- 15
- 20
- 25
- 50
- 100

Send cancellation period: 10 seconds

Phone numbers:

Default country code: United States

Maximum page size: Show 100 conversations per page

Undo Send:

Send cancellation period: 10 seconds

Send cancellation period: 10 seconds

Default reply behavior:

- Reply
- Reply all

- Reply
- Reply all

- 5
- 10
- 20
- 30

[Learn more](#)

Hover actions:

- Enable hover actions** - Quickly gain access to archive, delete, mark as read, and snooze controls on hover.
- Disable hover actions**

General-Section 2

Send and Archive:

[Learn more](#)

- Show "Send & Archive" button in reply
- Hide "Send & Archive" button in reply

Default text style:

(Use the 'Remove formatting' button on the toolbar to reset the default text style)

Sans Serif ▾ **T** ▾ | A ▾ | ✕

This is what your body text will look like.

Images:

- Always display external images - [Learn more](#)
- Ask before displaying external images - This option also disables dynamic email.

Dynamic email:

[Learn more](#)

- Enable dynamic email - Display dynamic email content when available.
[Developer settings](#)

Grammar:

- Grammar suggestions on
- Grammar suggestions off

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Spelling: **Spelling suggestions on**
 Spelling suggestions off

Autocorrect: **Autocorrect on**
 Autocorrect off

Smart Compose: **Writing suggestions on**
(predictive writing **Writing suggestions off**
suggestions appear as you [Feedback on Smart Compose suggestions](#)
compose an email)

Smart Compose **Personalization on**
personalization: **Personalization off**
(Smart Compose is
personalized to your writing
style)

Conversation View: **Conversation view on**
(sets whether emails of the **Conversation view off**
same topic are grouped
together)

Nudges:
[Learn more](#)

- Suggest emails to reply to** - Emails you might have forgotten to respond to will appear at the top of your inbox
- Suggest emails to follow up on** - Sent emails you might need to follow up on will appear at the top of your inbox

Smart Reply:
(Show suggested replies
when available.)

Smart Reply on
 Smart Reply off

Mark a conversation as read:

- After 20 seconds
- Immediately
- After 1 second
- After 3 seconds
- After 20 seconds**
- Never

Preview Pane: **Mark a conversation as read:**

Smart features and personalization:

[Learn more](#)

Turn on smart features and personalization - Gmail, Chat, and Meet may use my email, chat, and video content to personalize my experience and provide smart features. If I opt out, such features will be turned off.

Smart features and personalization in other Google products:

[Learn more](#)

Turn on smart features and personalization in other Google products - Google may use my email, chat, and video content to personalize my experience and provide smart features. If I opt out, such features will be turned off.

Desktop notifications: [Click here to enable desktop notifications for Gmail.](#)

(allows Gmail to display popup notifications on your desktop when new email messages arrive)

[Learn more](#)

- New mail notifications on** - Notify me when any new message arrives in my inbox or primary tab
- Important mail notifications on** - Notify me only when an important message arrives in my inbox
- Mail notifications off**

General-Section 6

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.


Presets: [1 star](#) [4 stars](#) [all stars](#)

In use: 

Not in use:           

Keyboard shortcuts: Keyboard shortcuts off
[Learn more](#) Keyboard shortcuts on

Button labels: Icons
[Learn more](#) Text

My picture:  Your Google profile picture is visible across Google services.
[Learn more](#) You can change your picture in [About me](#).

Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time
 I'll add contacts myself



Importance signals for ads: You can view and change your preferences [here](#).

General-Section 7






Signature:

(appended at the end of all outgoing messages)

[Learn more](#)

personal  

*Sincerely,
Jolyn Bowler
843-683-3639*

Sans Serif ▾ | **TT** ▾ | **B** | *I* | U | A ▾ |   |  ▾ |  

[+ Create new](#)

Signature defaults

FOR NEW EMAILS USE

No signature ▾

ON REPLY/FORWARD USE

No signature ▾

Insert signature before quoted text in replies and remove the "--" line that precedes it.

WHAT ARE GMAIL LABELS?

Use labels to categorize your email. Labels are like folders, but with a twist—you can

- Emails can have multiple labels
- Then later find the email by clicking any of its labels from the left panel.
- You can also search by label.

Labels are a great way to keep track of emails, categorize them, or mark them as important.

System labels

Show in label list

Inbox			
Starred	show	hide	
Snoozed	show	hide	
Important	show	hide	
Chats	show	hide	
Sent	show	hide	
Scheduled	show	hide	show if unread
Drafts	show	hide	show if unread
All Mail	show	hide	
Spam	show	hide	show if unread
Trash	show	hide	

You will find 3 main sections in Labels.

- **System Labels**
- **Categories**
- **Labels** (*further down the page*)

You have the choice to show/hide System Labels.

Categories will show in a certain setting on the main page.

Categories

Show in label list

Show in message list

Categories	show	hide	
Social	show	hide	show hide
Updates	show	hide	show hide
Forums	show	hide	show hide

Labels is your personal listing of labels YOU create while using Gmail.

Inbox-Section 1

Inbox type: Priority Inbox ▾

- Priority Inbox ▾
- Default**
- Important first
- Unread first
- Starred first
- Priority Inbox
- Multiple Inboxes

Inbox type: Priority Inbox ▾

- Inbox sections:
- 1. Unread Options ▾
 - 2. Starred Options ▾
 - 3. Empty Add section ▾
 - 4. Everything else Options ▾


[Reset Priority Inbox to default configuration](#)

Reading pane: **Enable reading pane** - provides a way to read mail right next to your list of conversations, making mail reading and writing mail faster and adding more context.

Reading pane position

- No split**
- Right of inbox**
- Below inbox**

Importance markers:

- Show markers** - Show a marker () by messages marked as important.
- No markers**

Gmail analyzes your new incoming messages to predict what's important, considering things like how you've treated similar messages in the past, how directly the message is addressed to you, and many other factors. [Learn more](#)

- Use my past actions to predict which messages are important to me.
- Don't use my past actions to predict which messages are important.
Note: this will erase action history and will likely reduce the accuracy of importance predictions.



Filtered mail:

- Override filters** - Include important messages in the inbox that may have been filtered out.
- Don't override filters**



General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

Change account settings:

[Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Using Gmail for work?

Businesses get yourname@example.com email, more storage, and admin tools with Google Workspace. [Learn more](#)

Import mail and contacts:

[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

[Import mail and contacts](#)

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

Jolyn Bowler <jolyn.news@gmail.com>

[edit info](#)

[Add another email address](#)

Check mail from other accounts:

[Learn more](#)

[Add a mail account](#)

Grant access to your account:

(Allow others to read and send mail on your behalf)

[Learn more](#)

[Add another account](#)

Mark as read

- Mark conversation as read when opened by others
- Leave conversation unread when opened by others

Sender information

- Show this address and the person who sent it ("sent by ...")
- Show this address only (jolyn.news@gmail.com)

Add additional storage:

You are currently using 4.16 GB (27%) of your 15 GB.

Need more space? [Purchase additional storage](#)

Filters and Blocked Addresses

The following filters are applied to all incoming mail:

- Matches: **from:(@sierraclub.org)**
Do this: Skip Inbox, Mark as read, Apply label "Sierra Club" [edit](#) [delete](#)
- Matches: **from:(progress@americanprogressaction.org)**
Do this: Apply label "ThinkProgress" [edit](#) [delete](#)
- Matches: **from:(info@barackobama.com)**
Do this: Apply label "Obama" [edit](#) [delete](#)
- Matches: **from:(netted@netted.net)**
Do this: Apply label "Netted by the Webbys" [edit](#) [delete](#)
- Matches: **from:(mailer@upworthy.com)**
Do this: Apply label "Upworthy" [edit](#) [delete](#)
- Matches: **from:(info@justlabelit.org)**
Do this: Apply label "Just Label It" [edit](#) [delete](#)
- Matches: **from:(info@climatereality.com)**
Do this: Apply label "Climate Reality" [edit](#) [delete](#)

Select: [All](#), [None](#)

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

[Unblock selected addresses](#)

Forwarding and POP/IMAP

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Forwarding:

[Learn more](#)

Add a forwarding address

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP download:

[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 5/10/12

- Enable POP for **all mail** (even mail that's already been downloaded)
- Enable POP for **mail that arrives from now on**
- Disable POP**

2. When messages are accessed with POP keep Gmail's copy in the Inbox ▼

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

IMAP access:

(access Gmail from other clients using IMAP)

[Learn more](#)

Status: IMAP is disabled

- Enable IMAP
- Disable IMAP**

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)



Save Changes

Cancel



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Add-ons

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General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline

Themes

Installed add-ons:

[Manage](#)

There are no add-ons installed.

You can [install developer add-ons](#) from [Apps Script](#). Developer add-ons are simply add-ons which haven't been published. If you're a developer, installing your developer add-on allows you to test it prior to publishing. Some add-ons are specific to a particular organization or user and thus aren't intended for wider publication; you can install these add-ons as developer add-ons.

Installed developer add-ons:

There are no add-ons installed.

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Chat and Meet

- General
- Labels
- Inbox
- Accounts and Import
- Filters and Blocked Addresses
- Forwarding and POP/IMAP
- Add-ons
- Chat and Meet**
- Advanced
- Offline

Themes

- Chat:**
- Google Chat
 - Off

- Meet:**
- Show the Meet section in the main menu
 - Hide the Meet section in the main menu



Advanced

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

Auto-advance

Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.

Enable Disable

Templates

Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together.

Enable Disable

Custom keyboard shortcuts

Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions.

Enable Disable

Right-side chat

Move the chat box to the right side of the inbox.

Enable Disable

Unread message icon

See how many unread messages are in your inbox with a quick glance at the Gmail icon on the tab header.

Enable Disable



Save Changes

Cancel

Offline

29

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes

Offline:

[Learn more](#)

Enable offline mail

Save Changes

Cancel

<https://support.google.com/mail/answer/1306849?hl=en>

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Themes

Gmail

Search mail



Settings

General Labels

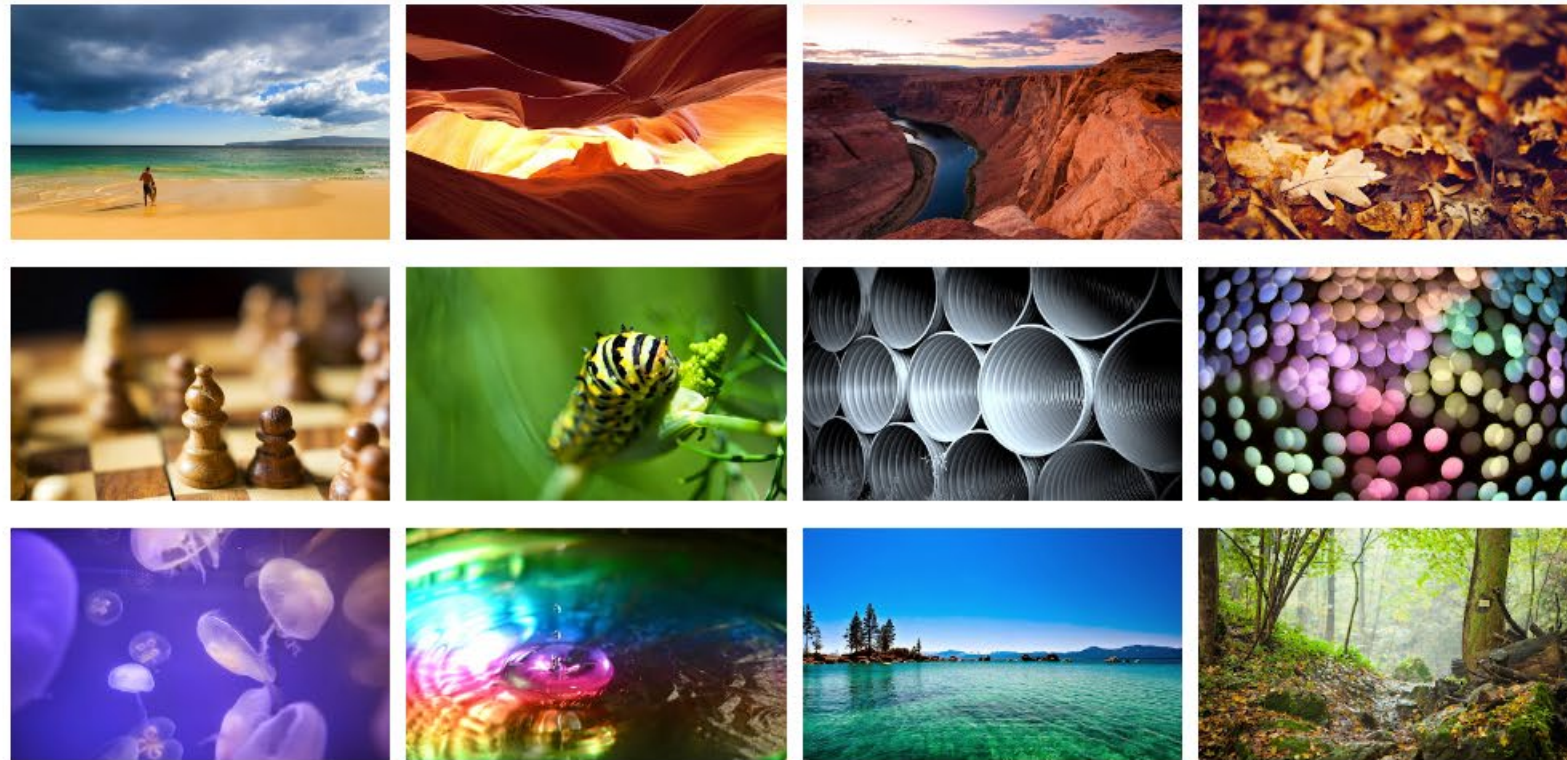
Themes

Set theme



4.16 GB of 15 GB used

Pick your theme



My photos

Cancel

Save

Offline

Account activity: 1 hour ago
Details

We'll stop the slide show now and go through a live demo of the Settings and how things are changed and affected.

Please put questions in the Chat or Raise Your Hand under the Reactions button in the Zoom tool bar.

Q & A

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thank you

Jolyn Bowler

jolyn.bowler@gmail.com

**Resource Center Director
Volunteer Shift**

Mondays from 10 am to 1 pm

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