# Hilton Head Island Computer Club



Members Helping Members Learn Technology Since 1989

# Parking

 Be sure NOT to park directly in the back of the building as that is where the Sherriff's office parks. There is a lot across the road behind the building.

# Q&A

 Please hold your questions til after the slide show. It's a short one. We can spend more time on questions and the demo.



# GMAIL All you need to know!

# Part 4: GMAIL APP

Jolyn Bowler Monday, June 3<sup>rd</sup>, 2023



As may of you know we've covered three sessions on Gmail thus far. Today we will cover Q&A as well as the use of the Gmail apps on Android phones and tablets and iPhone/iPads.

/	IV Q&A – Gmail Apps	Monday, June 5 <sup>th</sup> , 2023 ~ 2:00 pm	At the Center ~ In PERSON
)	III All Settings	Monday, May 15 <sup>th</sup> , 2023 ~ 4:00 pm	Zoom
	II What Am I Looking At?	Monday, April 24 <sup>th</sup> , 2023 ~ 4:00 pm	Zoom
)	I Security	Monday, April 3 <sup>rd</sup> , 2023 ~ 4:00 pm	20 pm       Zoom         20 pm       Zoom         20 pm       Zoom <b>At the Center</b>

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# **Gmail vs Gmail App**

Gmail is a free web-based email service that provides users with 15 GB of storage for messages and the ability to search for specific messages. The Gmail program also automatically organizes successively related messages into a conversational thread.

The Gmail app is the official Gmail app that brings the best of Gmail to your Android phone or tablet and the Apple iPhone and iPad. The app has robust security, real-time notifications, multiple account support, and search that works across all of your emails. The email app in a mobile is a generic email client that can be used with any email service.

The app will ONLY work with an actual Gmail address: @gmail.com



# **Gmail App**

Regardless of whether you are using the Gmail app with your phone or tablet, it must first be downloaded from The Play store for Android the Apple App store for your iPhone.

Once installed, be sure your Gmail account has been added to your Account Settings on your device.

You can use the Gmail app to access/retrieve/read other email addresses.

Some of you may choose to use the Mail app on your iPhone or Android phone. That's fine too. It is YOUR choice.



Once your Gmail account has been added to your device, you may begin receiving your email. However, you may have to go into Gmail app Settings.

Tap on the "Hamburger Menu" icon in the upper left corner.

You will then have to scroll all the way to the bottom

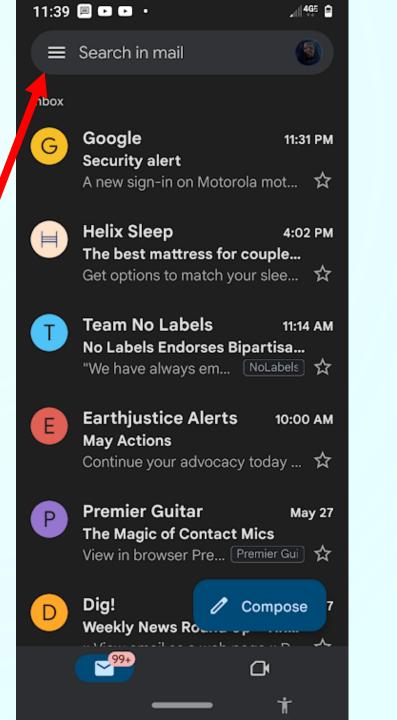
where you will find Settings.

Tap on the Gear icon/Settings.

This will open your Gmail App Settings.



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Ring for incoming calls

## Nudges

Reply and follow up

## Inbox Tips

Inbox Tips settings

## Data usage

Sync Gmail

Days of mail to sync 30 days

Download attachments Auto-download attachments to recent messages via Wi-Fi

Images Always display external images

Enable dynamic email Display dynamic email content when When Settings opens, you will see your address at the top.

You can scroll down to see the various options available. Be sure that under Data Usage,

Sync Gmail is turned on.

The other choices we can discuss in the live demo.

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Once you have reviewed your Settings, you'll be able to open, read, label, respond, create new email and more. The App is not as flexible as the website. This is why it is a good idea to learn both. Once set on the website, those settings will be reflected in your Gmail app.

I am currently using a Motorola MotoZ4 Android phone.

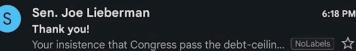
I also enjoy using my Samsung GalaxyTab S6. It does give a bit more options because of the size.



### 6:54 Sun, Jun 4 😁 😁 😁 🖪 72

Search in mail

Inbox





George Takei 3:10 PM Laughter erupts after GOP Senator says the quiet part o... My Top Picks Today: Laughter erupts after... 00-George Takei - C

**Ryan Clancy, No Labels** Unprecedented

Jun 3 Jolyn, in their quest to dampen enthusiasm and eli... NoLabels 🛠 **Premier Guitar** / Compose Shred with Foo Fighter's Chris Shiflett View in browser Premier Guitar - Newsletter W 

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The tablet works in both portrait and landscape view.

In landscape view, my tablet gives me a split screen to see the email list on the left and the one email I am reading on the right.

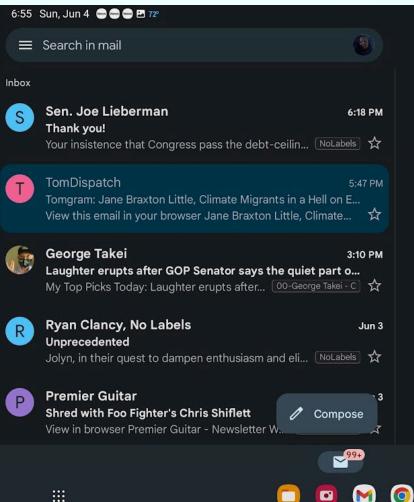
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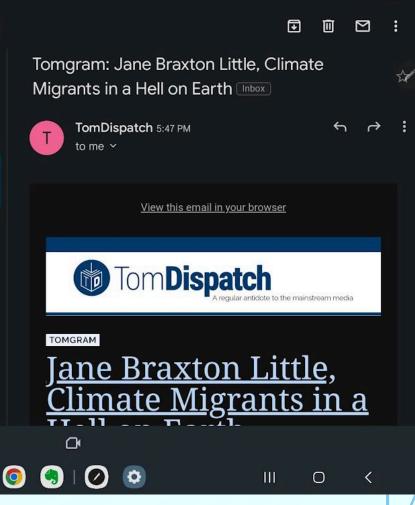


Once you tap on an email on the left, that one will appear in the right side of my screen.

The email can be read, deleted, mark as read/unread and there is more under the 3-dot menu.

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When turned to portrait mode, only the list of emails is visible. In order to read an email, you need to Tap on it and it will open in a new screen. You will also see a small ARROW at the top left to return to the list.

One of the best tools, still, is being able to search within your email list. Remember a long press can pick a word or name and then paste it into the search bar. It will show ALL the emails that match the search.



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Inbox			(
S	Sen. Joe Lieberman Thank you! Your insistence that Congress pass the debt-ceiling bill was decisive. V	6:18 PM	12
T	TomDispatch Tomgram: Jane Braxton Little, Climate Migrants in a Hell on Earth View this email in your browser Jane Braxton Little, Climate Migrants in	5:47 PM n a Hell on E 🛠	
6	George Takei Laughter erupts after GOP Senator says the quiet part out loud a My Top Picks Today: Laughter erupts after GOP Senator say 00-Geor		
R	Ryan Clancy, No Labels Unprecedented Jolyn, in their quest to dampen enthusiasm and eliminate competition,	Jun 3 , o <u>NoLabets</u> 슜	
P	Premier Guitar Shred with Foo Fighter's Chris Shiflett View in browser Premier Guitar - Newsletter What's New: June 3rd, 2	Jun 3 Premier Guital	
6	George Takei Ron DeSantis can't seem to decide how to prounounce his last name My Top Picks Today: Ron DeSantis can't seem to decide ho		
K	Kelley Robinson Pride without exception It's more than a parade, more than a logo	Jun 2 ☆	
M	Margaret White The Big Myth Weekly Newsletter: The two parties are dead set on ensuring they rule	Jun 2 o NoLabets ☆	
D	DVDFab Buy One Get Two FREE! Mid-year Sale upgraded again, always the low price you want! View	Jun 2	
		III O K	

The back arrow is here...

Move to

Change labels

Mark important

View in light theme

Revert auto-sizing

Report spam

Add to Tasks

Help & feedback

Unsubscribe

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You will see the "reply" arrow that turns to the left

and the "forward" arrew that turns to the right.

Scroll down to read your email. A the top right you will see the Archive, Delete, Read/Unread, and the 3-dot menu icons.

If you click on the 3-dot menu, you'll have more options available to you. 7:05 Sun, Jun 4 ●●● ■ 72\* ← ● ♥ ♥ ♥ ♥ 63% ● Thank you! ■box NoLabels S Sen. Joe Lieberman 6:18 PM to me ~

Dear Jolyn,

## Thank you!

Your insistence that Congress pass the debt-ceiling bill this week was decisive. Without your concern, your engagement, and—I'll say it—your patriotism, our great nation, the economic engine of the world, would be facing a very different, very unsettled future.

Washington is so divided and the political parties so unable, or unwilling, to recognize how misguided they are that we came within days of calamity. Had Congress not authorized payment of the debts that

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Now let's take a live look at the Gmail App on an Android. Sorry, I don't use the Apple side, but it should work somewhat the same. Hopefully, some of you have information for us.

I also have two articles for you to go learn more.

Android ~ 11 best tips for using Gmail on Android https://www.androidpolice.com/best-tips-for-using-gmail-on-android/

iPhone ~ Tips to Use Gmail App Like a Pro on iPhone and iPad https://www.igeeksblog.com/gmail-for-iphone-ipad-tips-to-use-thegmail-app-like-a-pro/



# Q & A and a demonstration.

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thank you

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Jolyn Bowler jolyn.bowler@gmail.com

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

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