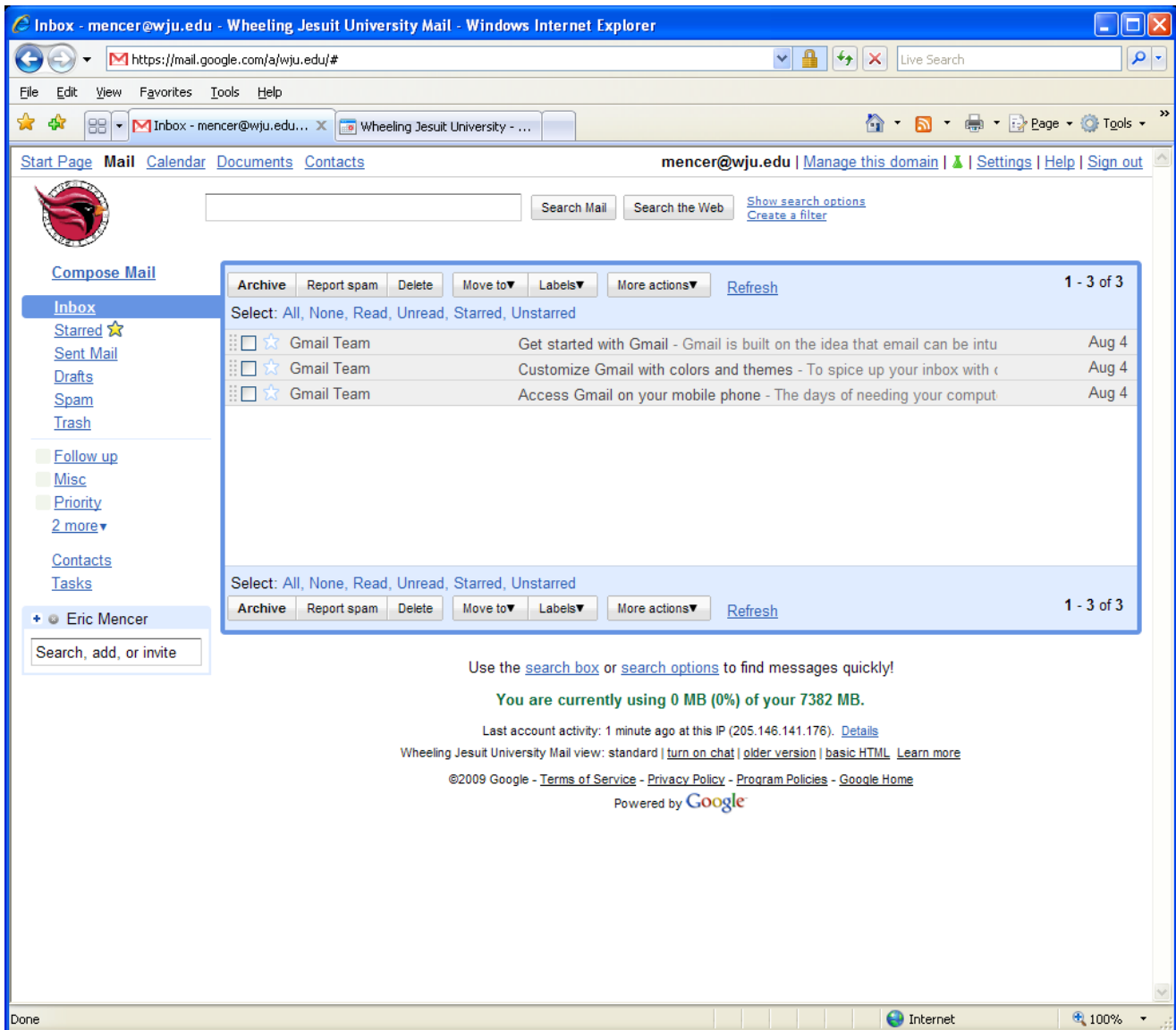


Google Apps: Introduction to Mail

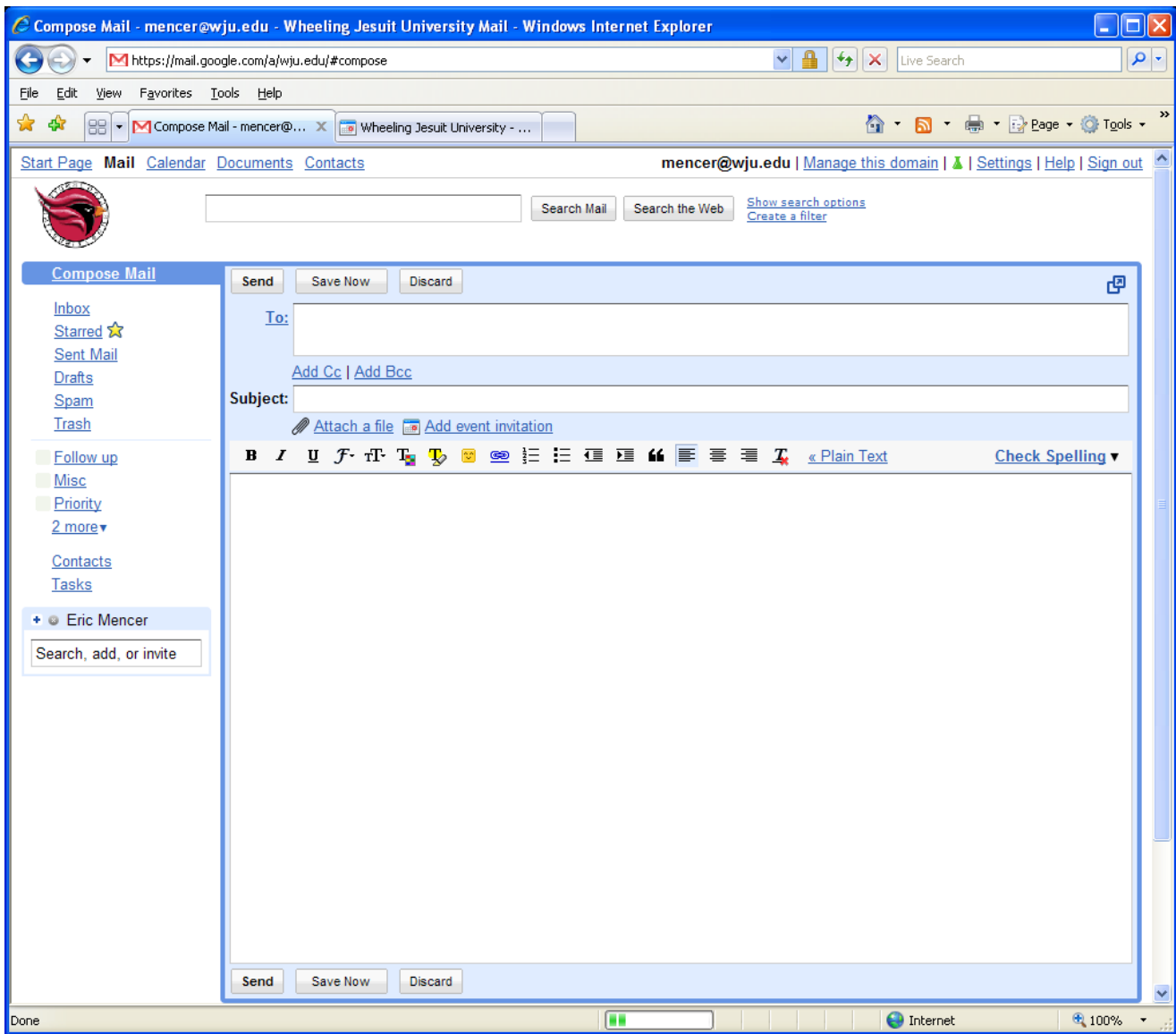


Compose Mail

Inbox, Sent Mail, Spam, Trash

Contacts

Archive, Delete, Move To, Labels



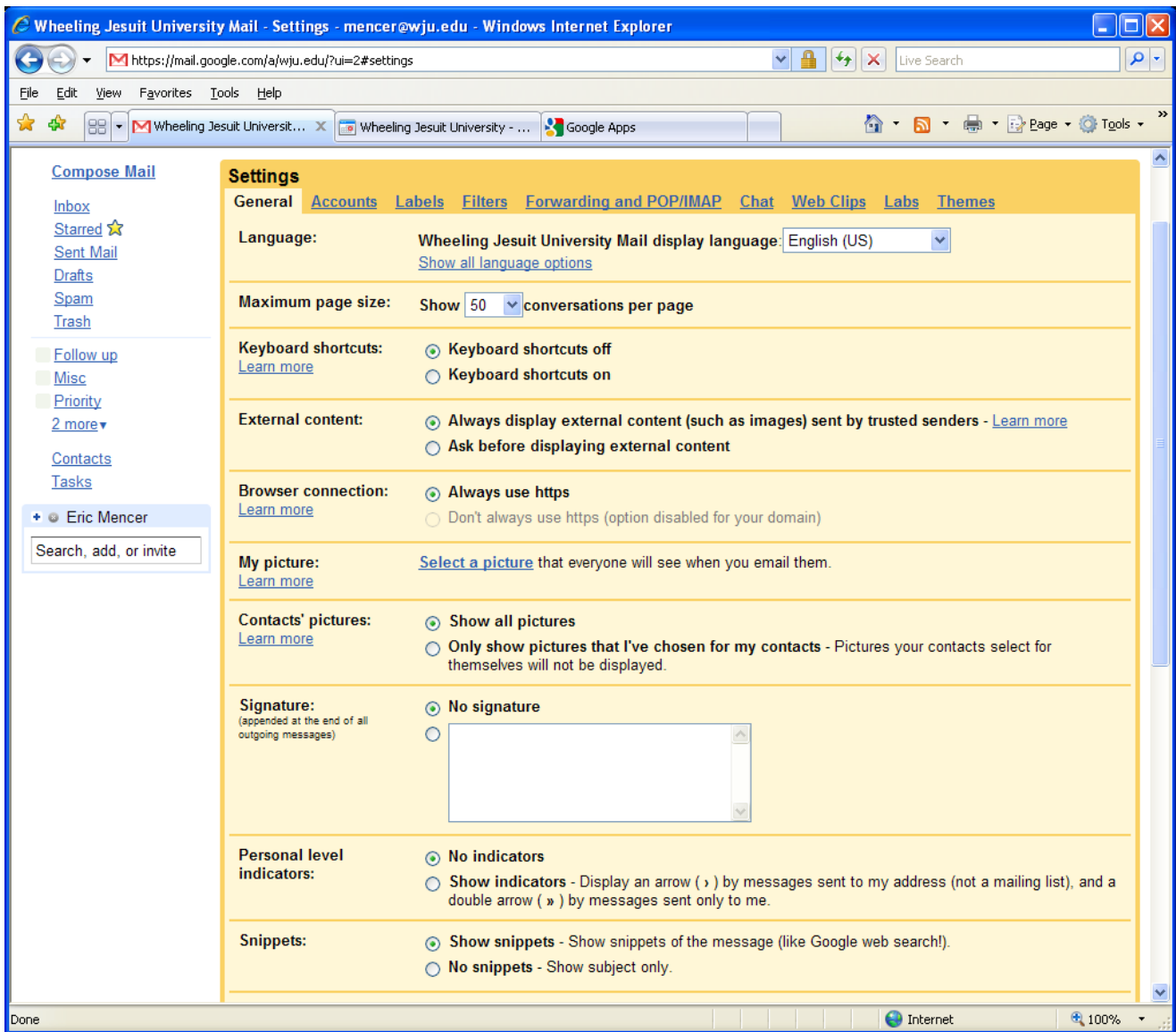
Add Cc

Add Bcc

Attach a file

Save Now

Discard



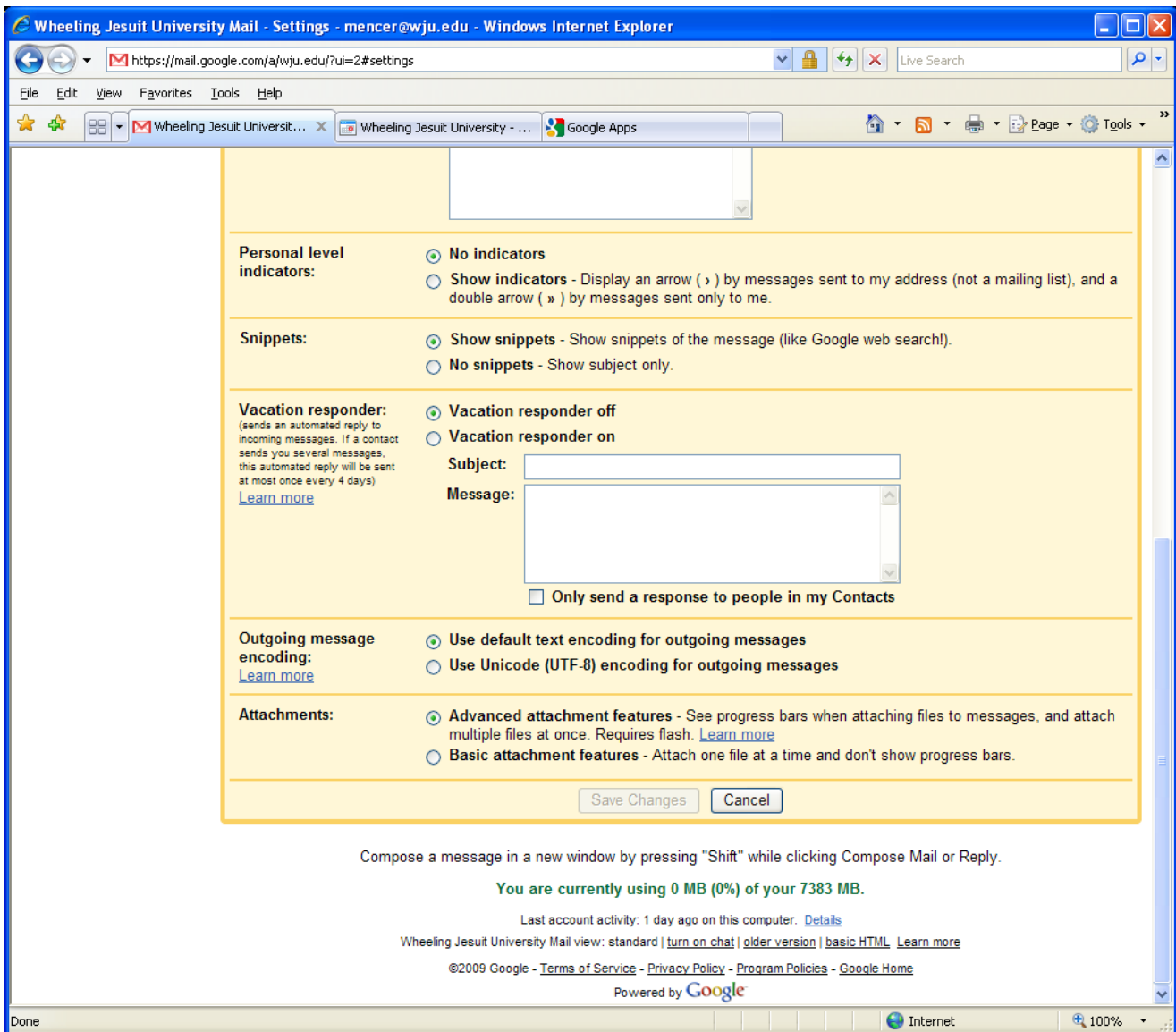
Maximum Page Size – default number of conversations to display on a single page is 50. Depending on how many messages you have and how you would like to have the information displayed, you can change this to 25 or 100.

External Content – I suggest changing this option to “Ask before displaying external content”.

Browser Connection is “Always use https”. This setting is controlled at the domain level and is set this way to increase security.

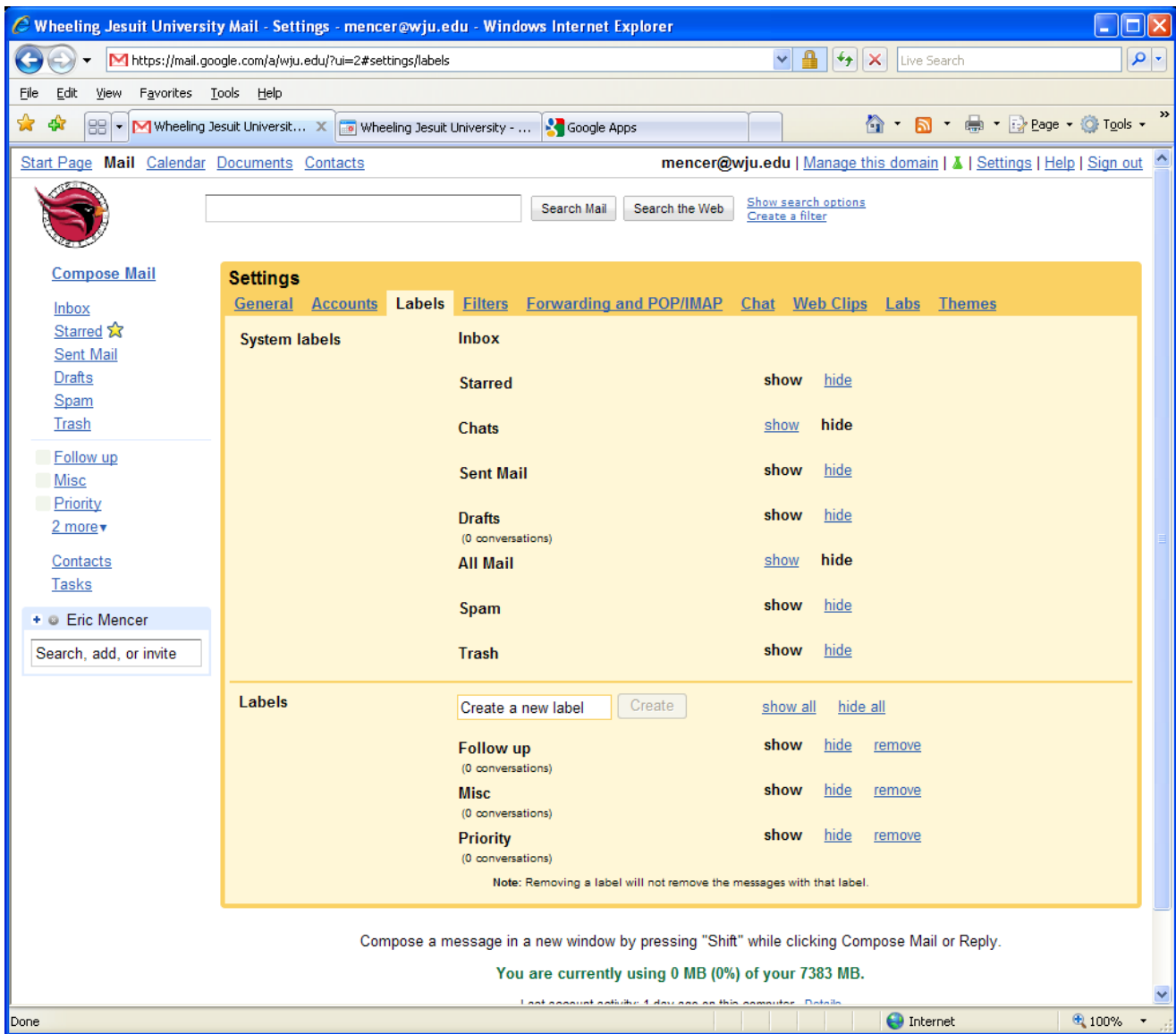
Signature – enter the information that you would like to include at the bottom of each message you send.

Show snippets – choose whether you want to see only the subject or the subject and a ‘snippet’ of the message.



Vacation responder – control the subject and message of your vacation responder as well as when it is active or not.

NOTE: There is a special add-on feature that makes this better!

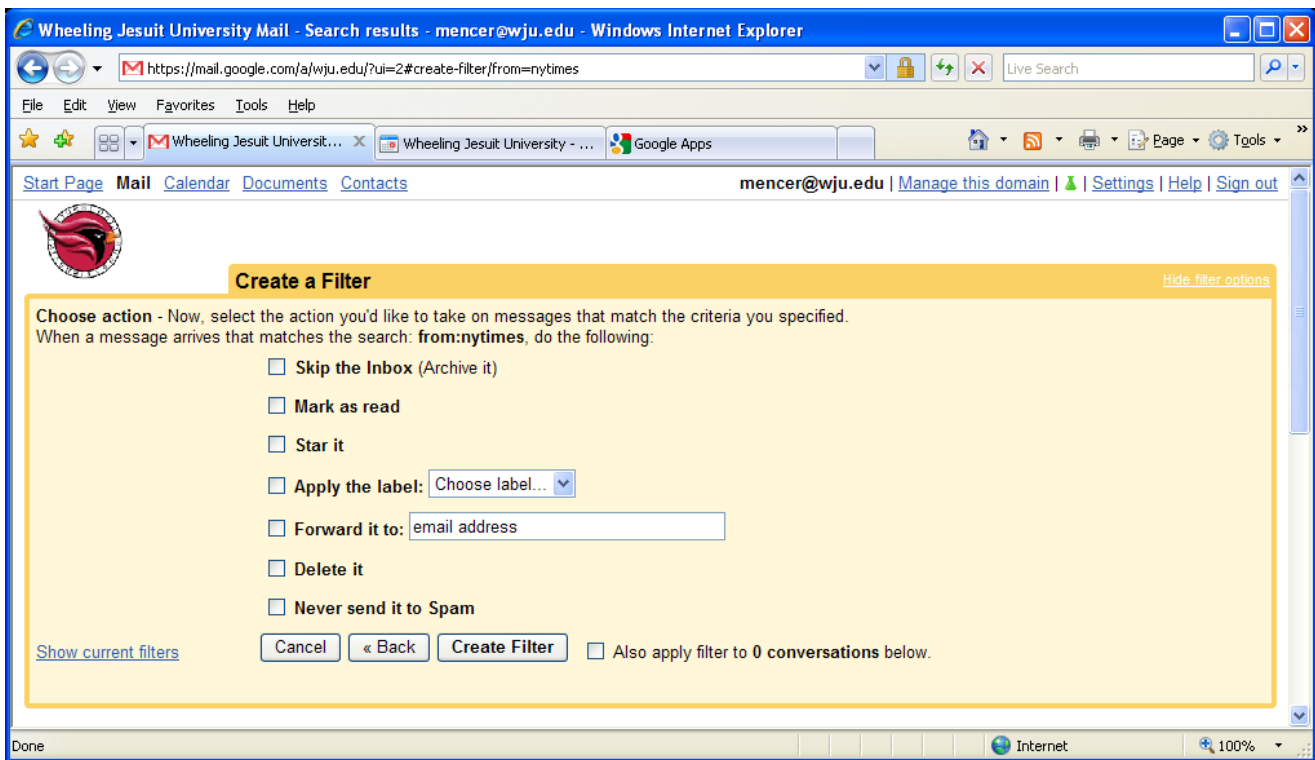
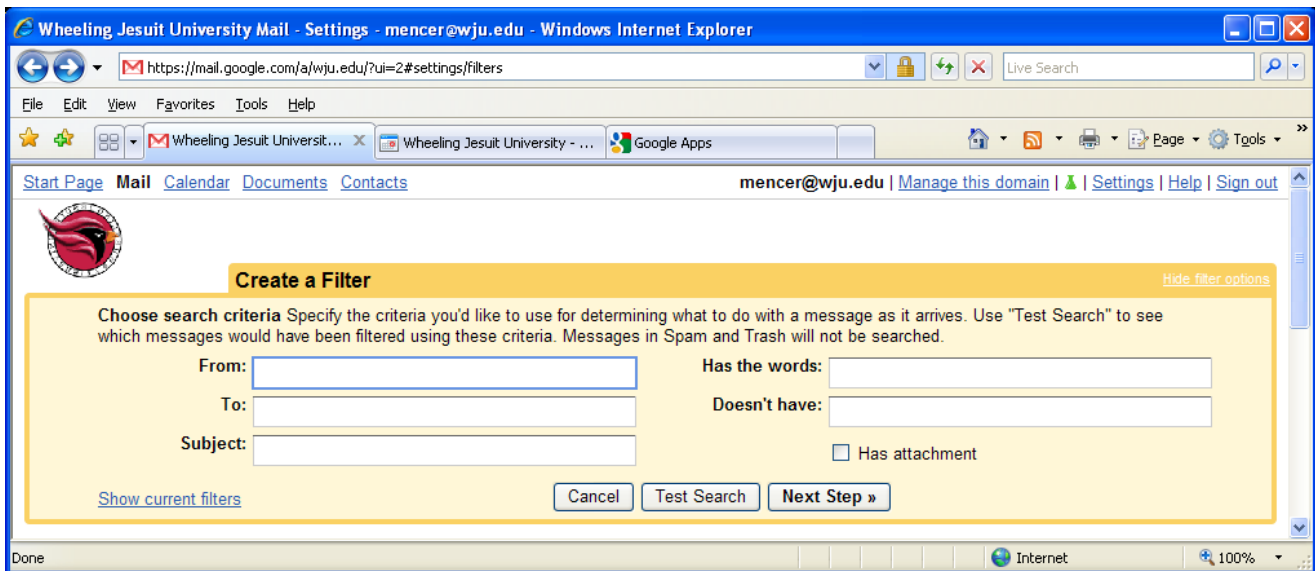


Labels are how you will organize your email, not Folders. (Take a deep breath; it'll be okay.)

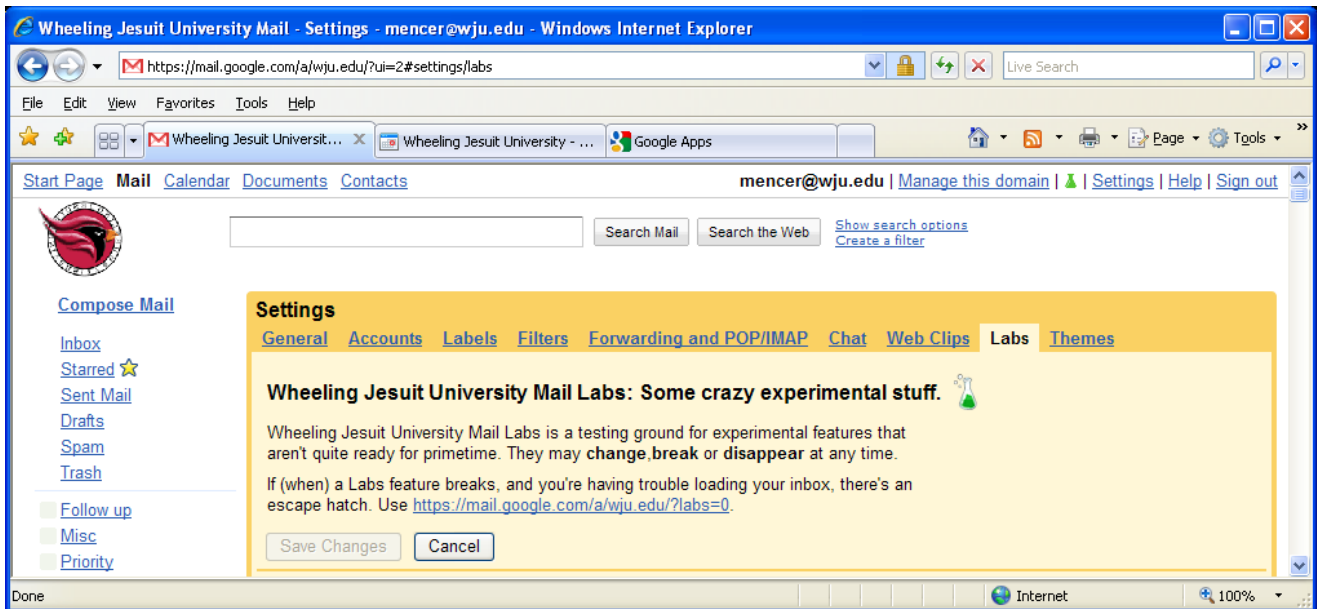
Let's say you get a memo from a graduate about donating \$1,000.00. Which file folder does that go in, Alumni or Advancement? With file folders, you have to make a decision about where you still store the message, so you may also use colored tabs to help recognize the topics in the memo, a red tab means Alumni and a blue tab means Advancement.

Now, with email, you do not store messages in folders, but label the message with whatever topics are related; both Alumni and Advancement for example. Then when you go to the Alumni label, the message would be included there, and when you go to the Advancement label, the message would be included there.

You can make the system feel as if it has folders. If you decide to place a single label on individual messages, then your list of labels and the results of clicking on them will behave as if they are folders.



You can use Boolean operators (AND, OR, NOT) to combine items as well. For AND use a space; for OR use |; and for NOT use a hyphen.



Labs that I use and like:

Superstars – adds an additional configuration option to the General tab under Settings.

Canned Responses – essentially these are templates that you can write ahead of time to send out when needed.

Vacation Time – allows you to set that start date and end date of your Vacation Responder in advance.

Custom Label Colors – add colors to your labels.

Multiple Inboxes – creates configurable categories for you inbox to add another level of organizing incoming mail

Title Tweaks – changes the order of the information in the Title bar of your browser to see new mail easily.

Inserting images – insert images directly into your email message

Google Calendar gadget – adds a preview of your Calendar to the left column of your Mail.

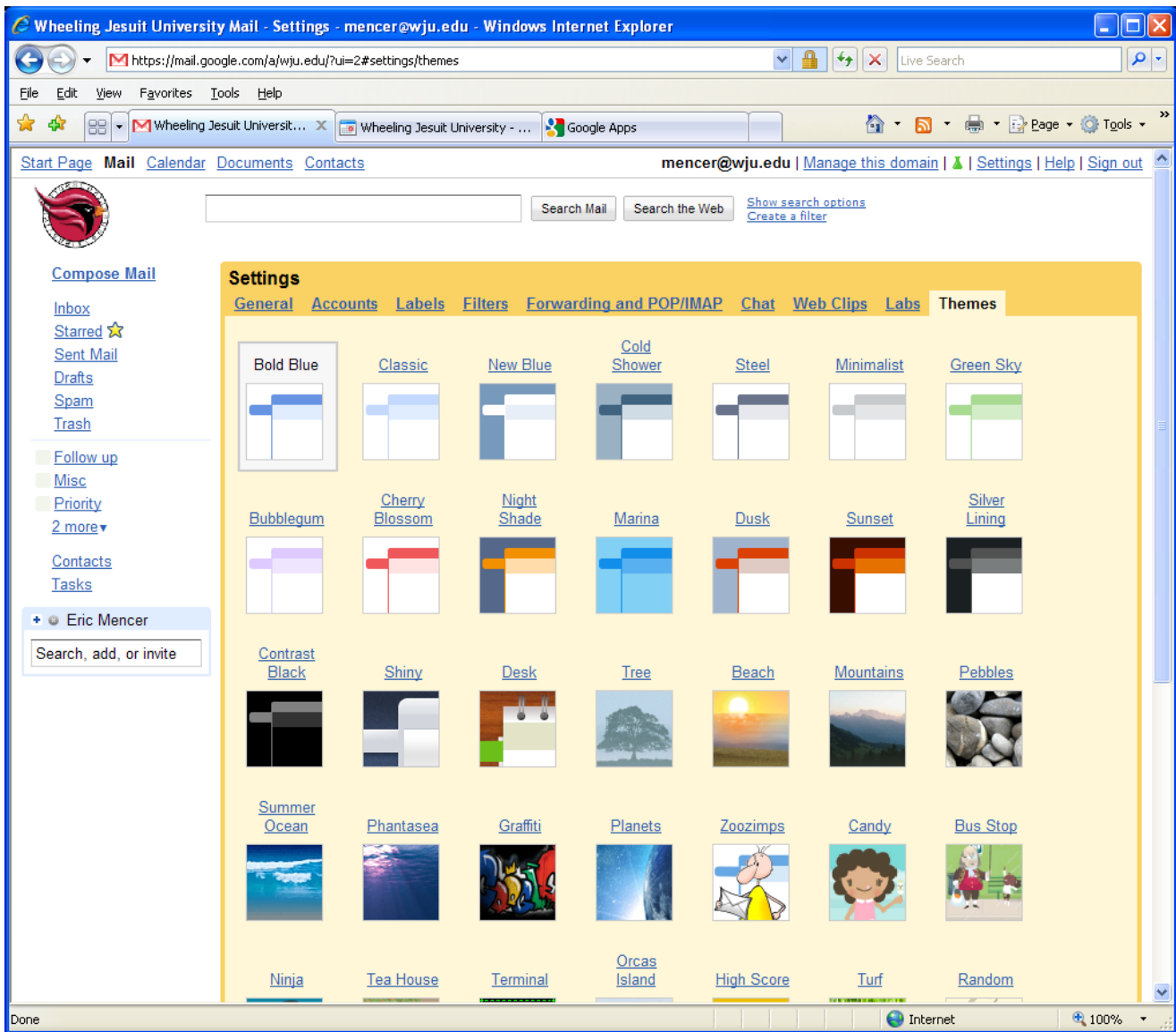
Labs that I just found writing this and look like I might use:

Navbar drag and drop – reorder the items in the navigation bar.

Forgotten Attachment Detector – attempts to figure out if you mentioned a file in your email but had not yet attached a file

Filter import/export – backup your filters and easily restore them (even to another account)

Hide read labels – visible labels in the navigation bar will be hidden under more unless they have new mail.



You get to change the colors and backgrounds: enjoy!