# Gmail

Lots of people seem to be using Gmail, so let's do a bit of work in it.
We will start by changing some of the settings: click on **Settings** ("**cog**" wheel), then on **Settings** again.
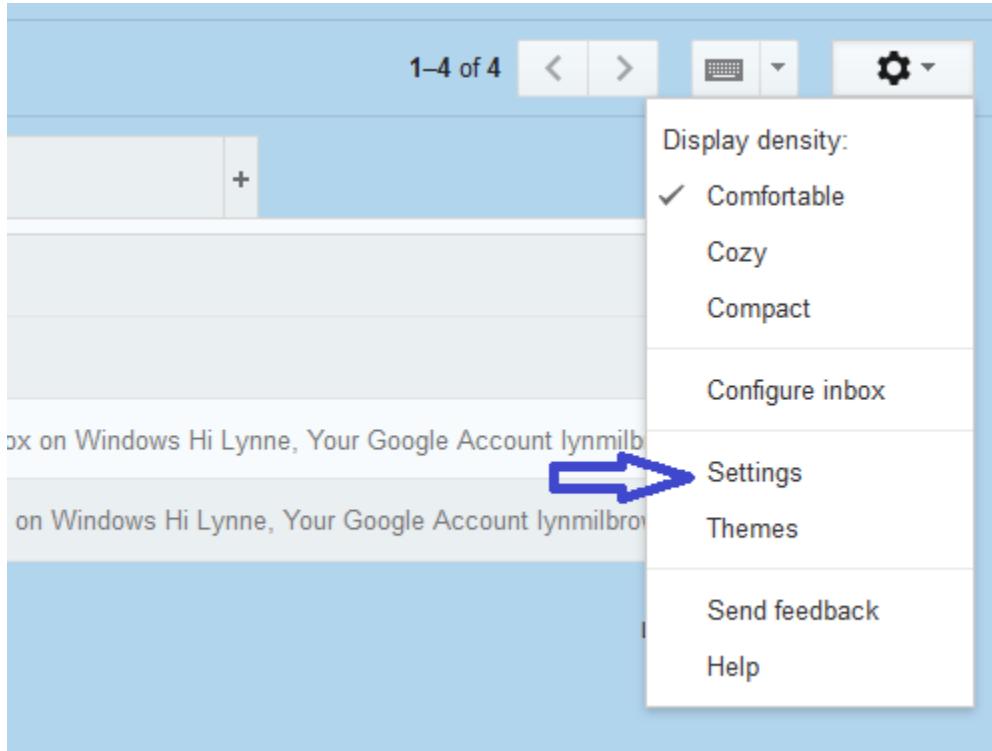
Here are some of the settings. I picked **Text** as **Button labels**. After making your choices, do not forget to scroll all the way down and click **Save Changes**.

To display (hide) the various folders (Inbox, Sent Mail, Spam, etc.) – in Gmail they are called **Labels**, go to Settings > Settings > Labels and choose which folders (labels) you want to see on the left.

If you want to import emails and/or contacts from another web based email, you can go through with the following:
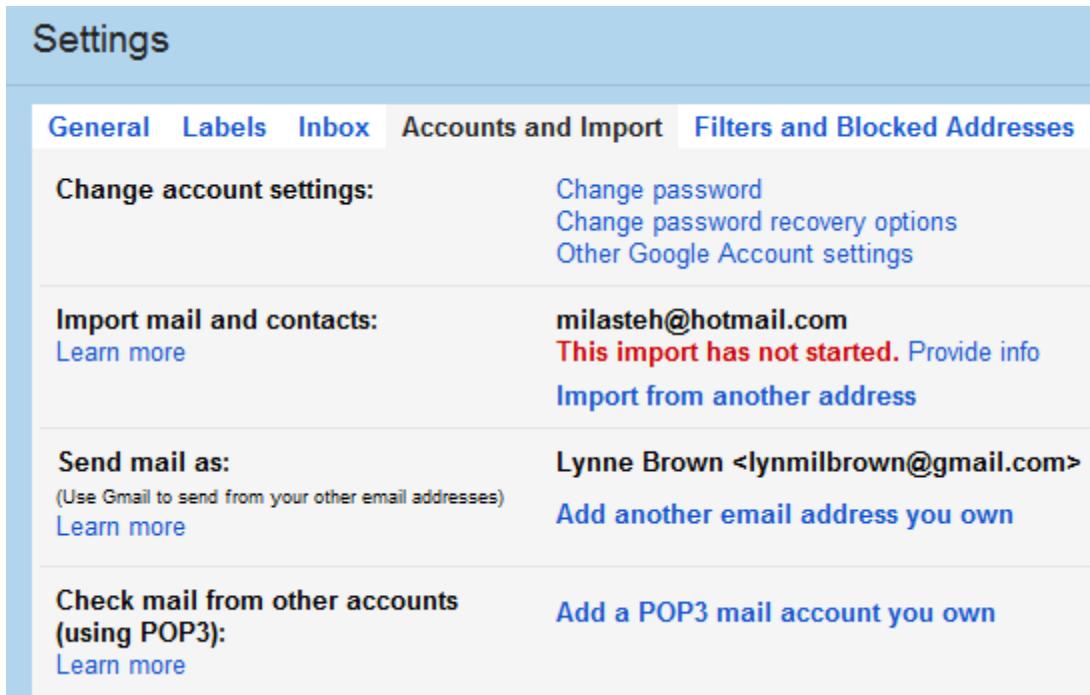
I have previously started an Import, but did not follow through; when I now click the **Provide info** I get the next screen and can continue where I left off last time.
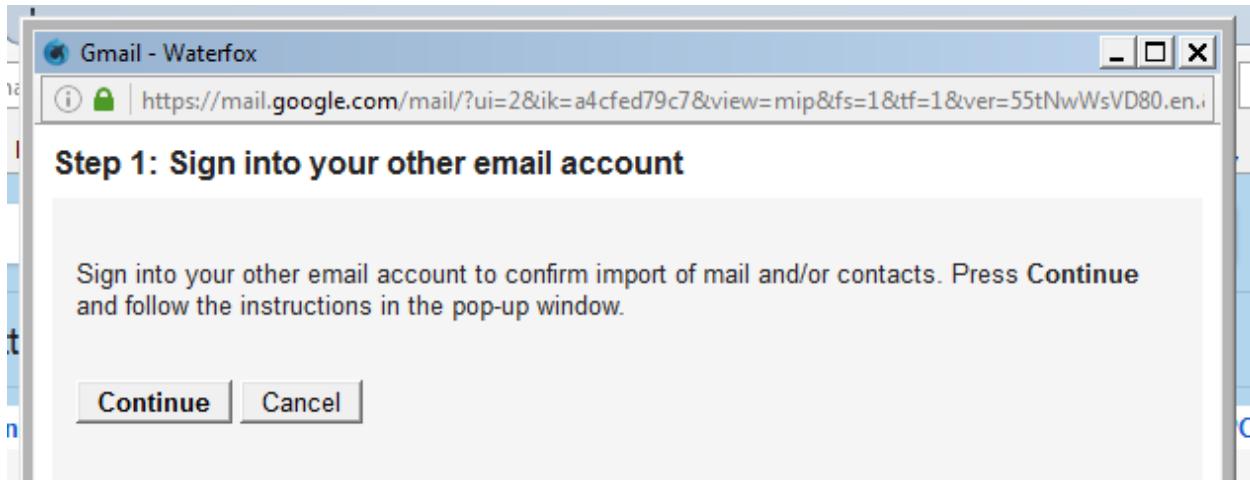
After clicking **Continue**, just follow the instructions.

Here are two links (going to the same website) re adding contacts in Gmail.

How to Add Contacts in Gmail

http://www.wikihow.com/Add-Contacts-in-Gmail

Some other notes on adding contacts:

Any time that you reply to someone or forward a message, the sender will be added to your Contacts list automatically. Check your Contacts page to see if the person is already on your list. They will be listed in the "Frequently contacted" section until they are added to your full contact list.

- If you're using the traditional Contacts interface, you'll be able to find them in the "Other Contacts" section.
- To add a contact from received mail, select the mail message, click on the little triangle next to Reply, then click Add "name" to Contact list.

How to Make a Mailing List in Gmail

http://www.wikihow.com/Make-a-Mailing-List-in-Gmail

It is quite simple.

Click on Gmail > Contacts > Groups > New Group

Adding a contact to a group from **Edit Contact** click **Add to groups** (bottom left)

Adding multiple contacts to a group:
- Click Gmail at the top-left corner of your Gmail page, then choose Contacts.
- Select the contacts in the Contacts list.
- Click the Groups button 👥.
- Select the name of the groups you'd like to add these contacts to, or select Create new to create a new group.

**Here is another way (in case your version does not display the Groups button):**

The first 2 steps are the same, but then you have to click the **Change group** icon:
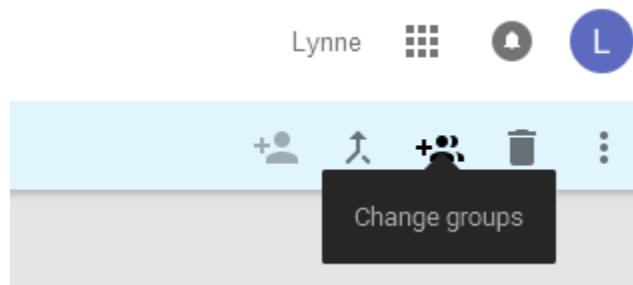
Check the desired group, then click on **the three vertical dots** icon.
The selected contacts will be added to the checked group.

To send a picture (in the email message and as an attachment):

Click **COMPOSE** > click on <u>To</u> (to Select Contacts) > check the contact > click **Select** (bottom left) > click the "picture icon"
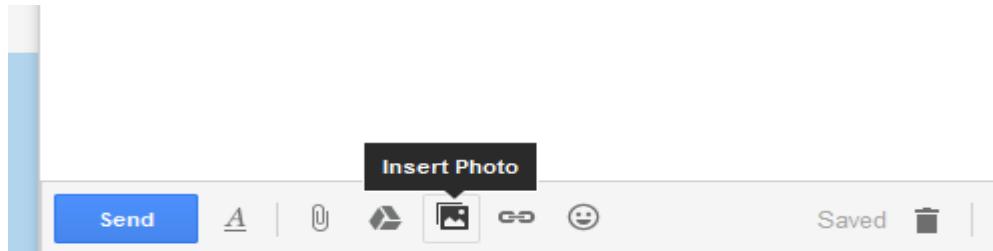

If you have no pictures uploaded in Google, click Select files from your computer


Find a picture on your computer (by now you have them organized) and drag it over to be uploaded and watch the process. When it is finished, you will see the picture in your email.
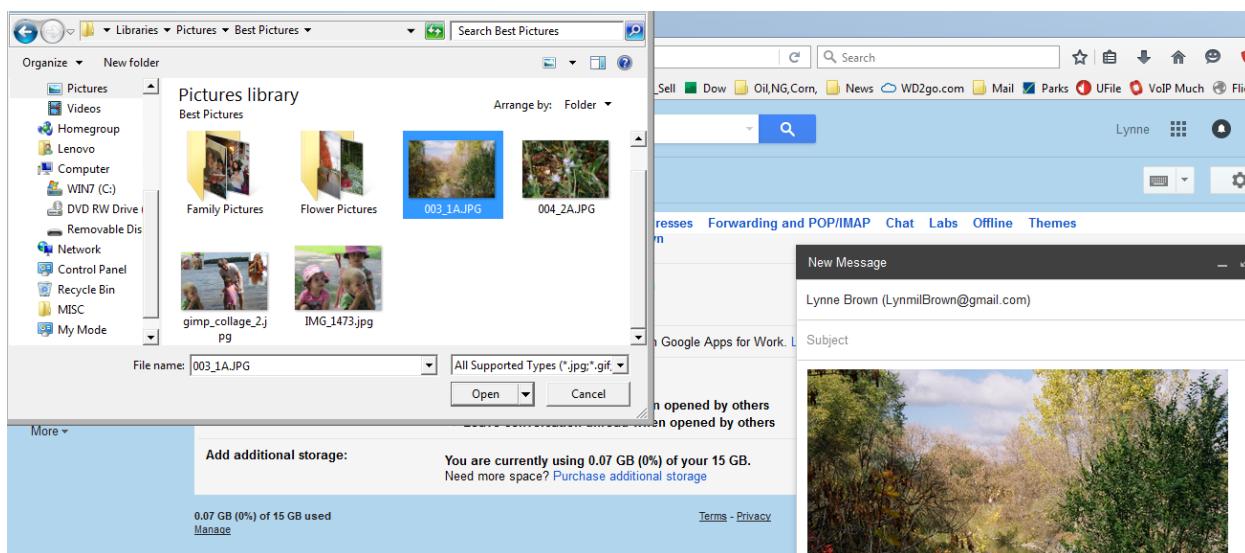
To attach a picture (or any other file)..
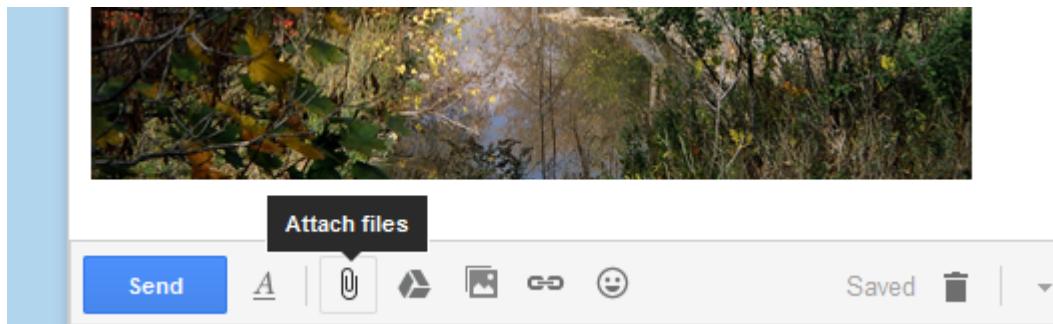
Click on **Attach files** and then select the pictures (or files) you want to attach. To actually "attach" the pictures (or files) click the **Open** button.
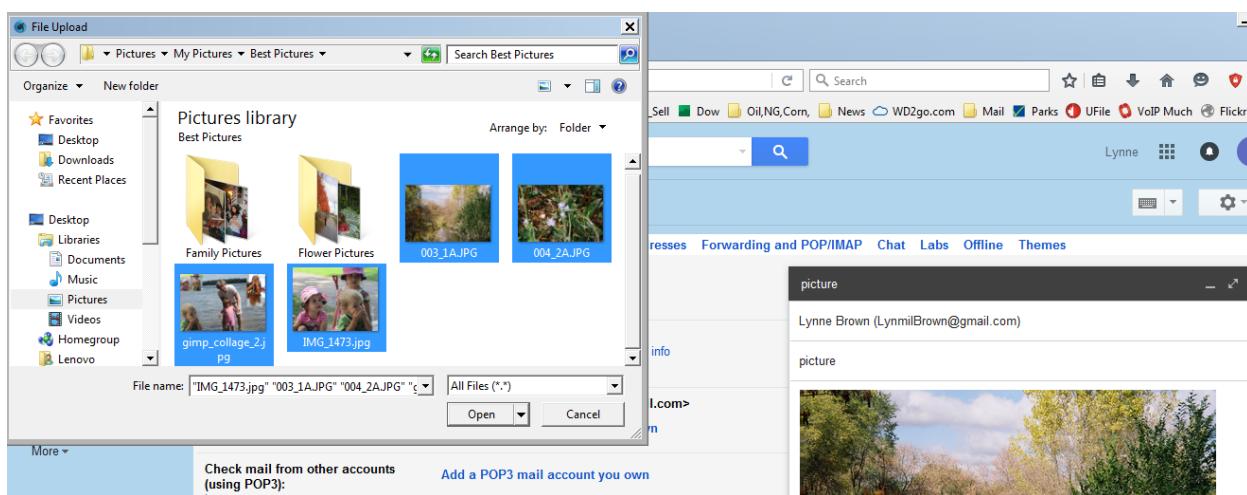
Here you can see the picture file names attached, ready to be mailed. Notice, that you can still change your mind here and click the **x** on the right of each file to "delete" (detach) a file previously attached. Word of caution, if you attach too many big files, it will take a long time to upload and send!!