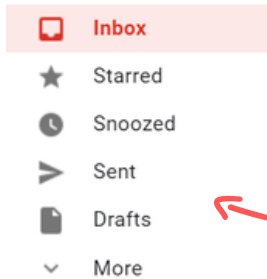
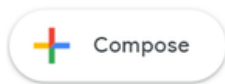


Basic Gmail Settings

Intermediate



Gmail has various time-saving features, you can integrate your calendar and contacts etc. In this lesson you will learn the basics on how to customize the most useful settings for your personal account.



Understanding the Folders in your Gmail

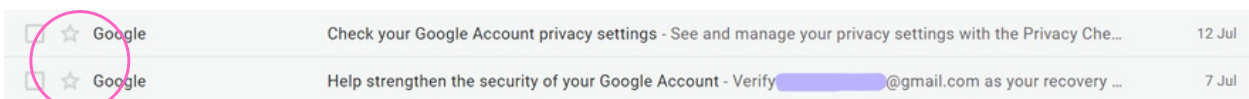
Tip: If using a Web Browser they are located on the top left hand side



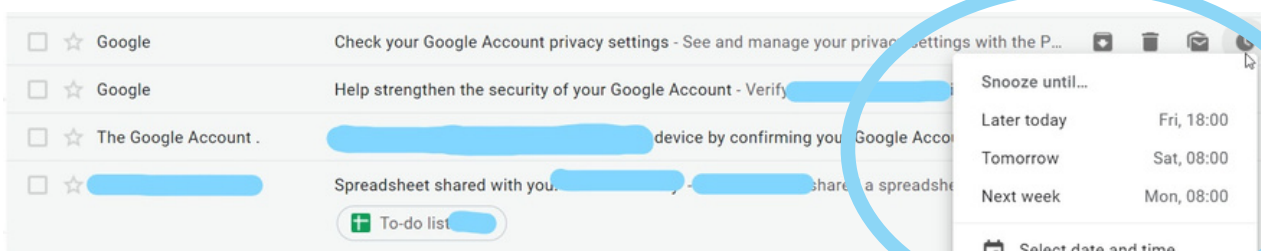
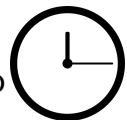
Inbox: Is the folder where you will **receive messages** on your email account



Starred: Gmail's star system allows you to mark your **most important** emails so you can easily find them later. Below you can see an example of an inbox. If the star on the right hand side is clicked then you mark this email as starred and you will also be able to find it in the starred folder.



Snoozed: Snoozed is a tool that can help you if you have too many emails in your inbox. It allows you to **save an email for later**. With snooze you can select a time for the email to pop back up and it will remind you to reply. If you want to find an email you snoozed, then you can do so in the snoozed folder. Look at the example below:



Sent: In the sent folder you can find emails that **you have send to others**



Drafts: In this folder messages that you have **started writing but never send** are stored, so you can find them later.



Spam: Here is where letters go if gmail identifies them and marks them as **suspicious**.

Tips: Each email will include a label at the top that explains why Gmail sent it to Spam.



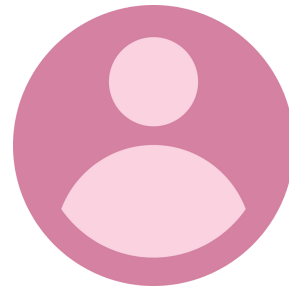
Bin: Here you can find all the emails you **deleted** in the last 30 days.

Tip: If you accidentally delete an email, do not panic, check your bin folder!



Add a profile picture

1. Open your Gmail account through a web browser.
2. At the top right, click your profile picture.
3. Click **Manage your Google Account**.
4. At left, click **Personal info**.
5. Under **Basic info**, click your profile picture.
6. Select a photo.
7. Click Set as profile photo.



Tips: Choose an image of your organisations logo, a photo of yourself. When people hover over your name in their inbox, they see the picture and know who you are.



Undo sending your email

If you made a typo, forgot to add an email address or the subject, do not worry! Gmail has an undo feature which allows you to take back the email you just send. However, you usually only have a few seconds to undo so you have to be fast.

Once you have send an email, at the bottom left of the page you will see:

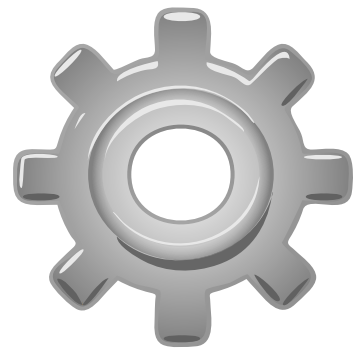


Then you click the Undo button and your email will be unsend.

Gmail also allows you to adjust the cancellation period from 5 seconds up to 30 seconds.

To do so follow the below steps:

1. At the top right, click Settings then See all settings.
2. On the General tab, scroll to the Undo Send feature.
3. Select a different cancellation period and click Save Changes.





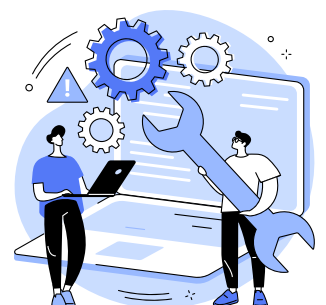
Turn grammar, spelling and auto-correct tools on or off

1. On your computer, open Gmail.
2. At the top right, click Settings then **See all settings**.
3. At the top, click General.
4. Turn the following tools on or off:
 - o Grammar
 - o Spelling
 - o Autocorrect

Tip: These tools only work for some languages.

When you have turned on the above tools you will be able to see if you have any errors in your writing if:

- A blue line appears under your text in means incorrect grammar. 
- A red line appears under your text it means misspelled words. 
- You might notice some errors getting autocorrected. A dashed line will temporarily appear under the corrected text.



Activities

Exercise 1

Match the folder icon to the correct word/phrase

1. Inbox



2. Starred



3. Sent



4. Snoozed



5. Spam



6. Drafts



Exercise 2

Fill in the blanks with the correct word/phrase

misspelled words, spam, drafts, important, autocorrect, incorrect grammar, spelling

1. Gmail's star system allows you to mark your most emails.
2. When you turn on the grammar tools if a blue line appears under your text it means
3. Messages that you have started writing but never send are stored in the folder, so you can find them later.
4. To help you not make spelling mistakes you can turn on the grammar, and tools.
5. When you turn on the grammar tools if a red line appears under your text it means
6. Letters that gmail identifies and marks them as suspicious go in the folder.

Exercise 3

Multiple choice, choose the correct option

1. You can undo an email for up to:

- a. 30 minutes
- b. 5 seconds
- c. 30 seconds

2. The snooze tool allows you to:

- a. save an email for later
- b. mark an email as important
- c. change your profile picture

3. Your deleted messages are kept in the bin folder for up to:

- a. 30 days
- b. 10 days
- c. 20 days

Answer Key

Exercise 1

Fill in the blank

1. ----> 5
2. ----> 6
3. ----> 4
4. ----> 1
5. ----> 3
6. ----> 2

Exercise 2

Fill in the blanks with the correct word/phrase

1. important
2. incorrect grammar
3. drafts
4. spelling, autocorrect
5. misspelled words
6. spam

Exercise 3

Put each sentence into the correct order, as shown.

1. c
2. a
3. a

Sources:

<https://support.google.com/a/users/answer/9259748?hl=en#zippy=%2Cbeginner-tips>

[https://www.businessinsider.com/what-is-snooze-in-](https://www.businessinsider.com/what-is-snooze-in-gmail#:~:text=The%20tool%20helps%20busy%20people,that%20automatically%20store%20Snoozed%20emails.)

[gmail#:~:text=The%20tool%20helps%20busy%20people,that%20automatically%20store%20Snoozed%20emails.](https://www.businessinsider.com/what-is-snooze-in-gmail#:~:text=The%20tool%20helps%20busy%20people,that%20automatically%20store%20Snoozed%20emails.)