

Use the Tech-Talk Database frequently ([www.tech-talk.com](http://www.tech-talk.com)). Login in with your **organization's** member username and password.

**The Difference between Gmail (free) and G-Suite (paid)** – With G-Suite, you get:

- Custom email domain (for example: @tech-talk.com instead of @gmail.com)
- Full admin control (e.g. for an organization that has many users)
- Multiple email aliases (you can pull other email addresses into your Gmail account)
- Additional storage space (30 GB vs 15 GB in the free version)
- 24/7 Customer support (yes, you can talk to someone from Google on the phone)

**Customizing Your Gmail Layout**

- Density – Default, Comfortable or Compact
- Theme, Reading pane, Conversation View
- Quick Links to Google Calendar, Keep, Tasks and Add-ons

**Folders – Just what do some of these do?**

- **Inbox** – Includes Tabs across the top: Primary, Social, Promotions (if you have them turned on)
- **Starred** – Designates “important.” This helps you remember to look at them later.
- **Snoozed** – This removes an email from your Inbox temporarily. You tell it what day and time you want it to move back into your Inbox.
- **Sent** – ALL sent email. These never get deleted (unless you delete them)
- **Drafts** – Emails started, but not sent.
- **Categories** - Folders that Gmail calls Labels
- **Important** - Gmail uses several signals to decide for you which messages to automatically mark as important, including: Whom you email, and how often, which emails you open or reply to.
- **All Mail** – A storage place for all the mail you've ever *sent* or *received* but have not deleted.
- **Spam** – Automatically deleted after 30 days, Google has a very successful algorithm to determine if a message is junk. I go to that folder weekly to take a peek to catch mistakes.
- **Trash** – Deleted emails, emptied every 30 days automatically.
- **Archiving an Email** - If you want to keep something, but not put it in a folder, you can “Archive” it. When Archiving, mail moves messages out of your inbox and into your "All Mail" label.

**Google Meet and Hangouts** – If you don't use either of these in the side panel as they take up space on your screen you can turn it off. Go to *Settings, Chat and Meet* option to turn *Off*.

**Email Action Buttons** - When you mouse over an email in your Inbox, look to the very right where four options appear: 1) Archive, 2) Delete, 3) Mark as un-read, 4) Snooze.



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### New Message options you might not be aware of...

- **Small or full screen for messages:** You can set full screen as your default using the More menu (at the bottom of a new message on the right) next to Discard.
- **Confidential Emails** – Send messages and attachments with Gmail's confidential mode to help protect sensitive information from unauthorized access.
- **Send, Schedule Send** – Set a time in the future to deliver the email.
- **Boomerang app (add-on)** - Scheduled send (and reminder if no reply within “x” days) and remove email from Inbox until a designated time.

**Creating a Signature** - Go to *Settings, General Tab, Signature* - You can use different signatures for your emails. Set a signature default for new emails you compose or reply to. **TIP:** From inside an email, use the “pen” icon to add or make changes to a signature.

### Templates

Set up Templates so that you don't have to keep writing the same message over and over (meeting reminder, confirmation registration for upcoming program, etc....). Follow the steps in this article, <https://www.tech-talk.com/creating-templates-or-canned-responses.html>

1. Activate the Gmail Templates option (Settings, Advanced, Templates, Enable)
2. Create and save your templates
3. Use the template in an email

### Automate Templates with Auto-Replies

In this same article, <https://www.tech-talk.com/creating-templates-or-canned-responses.html> You can take templates a step further by creating a *Filter* so that email that you receive with a specific subject line (or other filter options) ... will trigger one of your templates to be sent automatically!

### Setting up Labels (Folders)

- Create a Label from left panel
- Move a message to it by drag and drop, check the box and select the “move to” icon, or inside the email select the “move to” icon.
- Select more than one at a time.

### Create Coloring with Labels and Filters

This is a two-step process in Gmail. First, set up colored Labels (otherwise known as Folders), then associate them with Filters. See the steps in this article, <https://www.tech-talk.com/find-important-emails-quickly-by-adding-color.html>

**The “Undo Send” feature** - When sending a message you have “X” amount of seconds to change your mind and halt the send (like if you forgot an attachment). Change the amount of seconds in **Settings, General Tab, Undo Send**. (I choose the maximum.)

**Other Topics on Email Requested**

- **Google Suite: Webinar:** <https://www.tech-talk.com/google-suite-apps-and-tools-galore.html>
- **Google Calendar: Multiple Calendars,** <https://www.tech-talk.com/web-tool-create-multiple-calendars.html>
- **Reduce Spam:** <https://www.tech-talk.com/email-reducing-spam-in-your-inbox.html>
- **Email Overwhelm? How to Take Control:** <https://www.tech-talk.com/overwhelmed-by-email-how-to-take-control.html> This is a collection of articles on email management.