

How to Set Up Gmail



By the end of this document, we'll learn on:

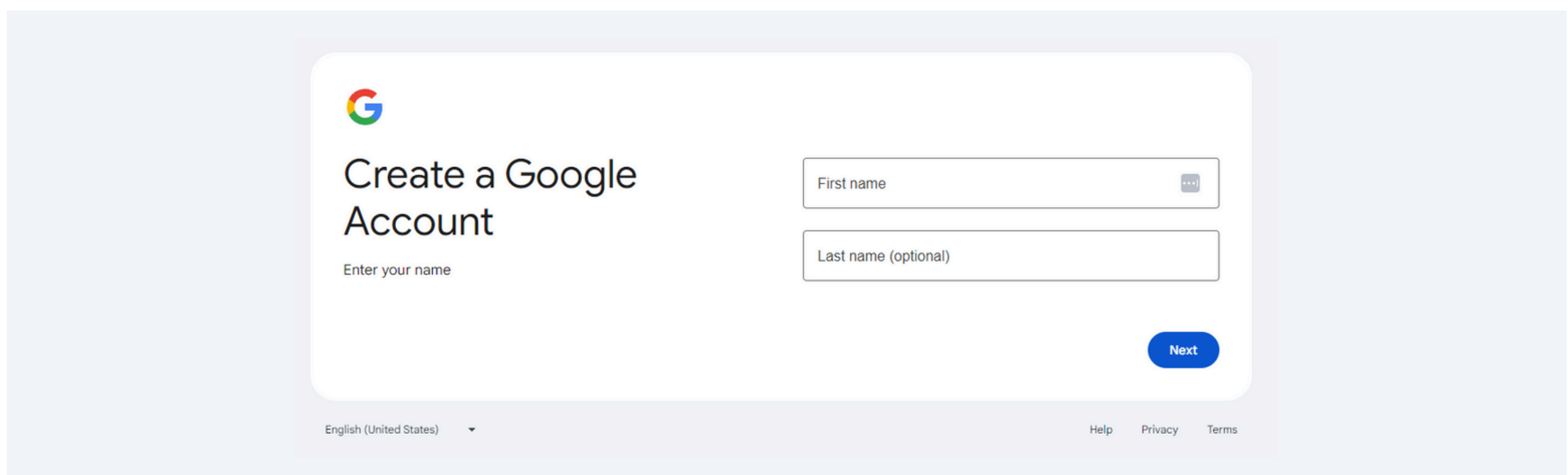
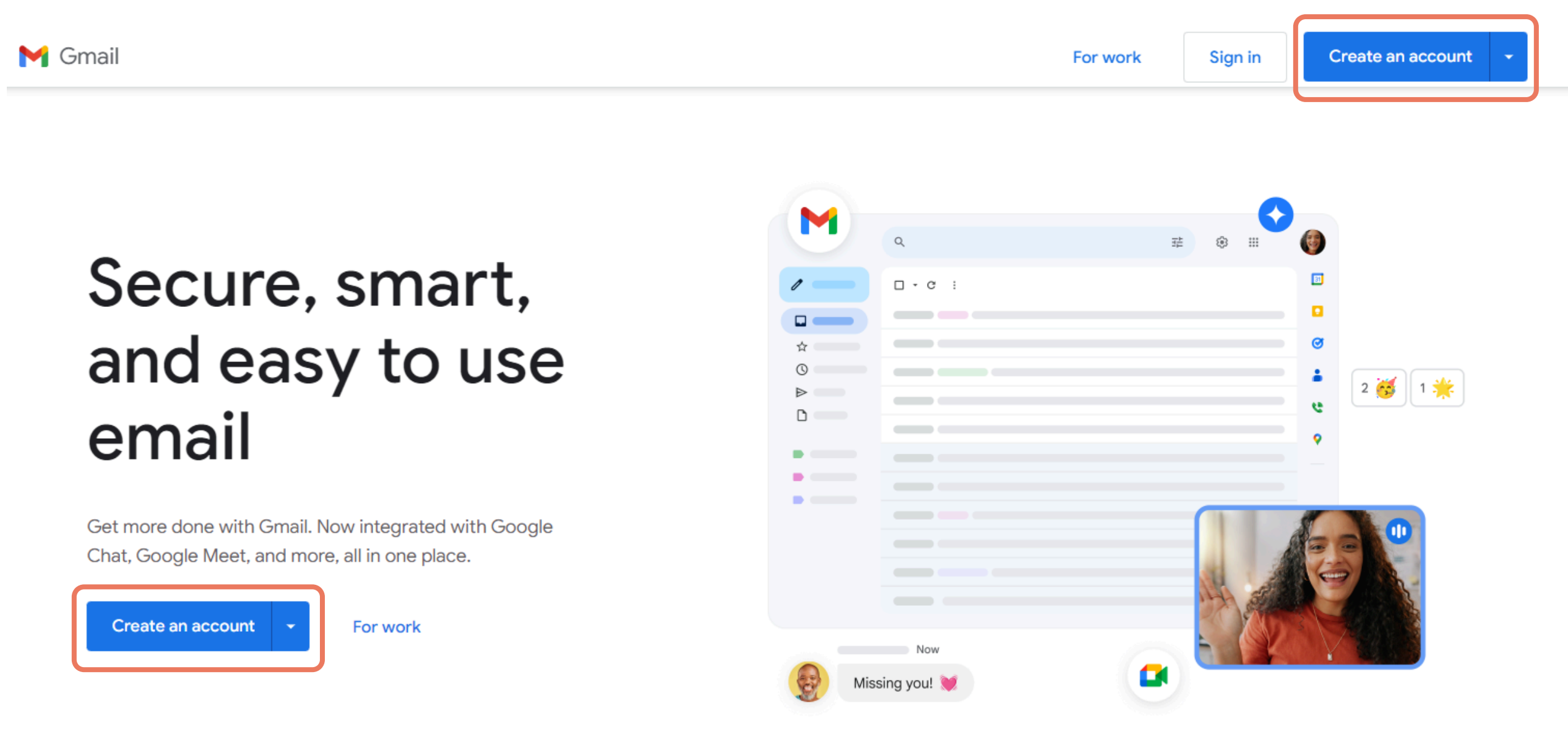
1. Setting up Google account
2. Getting the most out of Gmail
3. Setting up and using Google Drive
4. Using Google Docs
5. Using Google Calendar

I. Creating Gmail or Google account

Step 1 Go to your browser and type in the address bar "gmail.com"

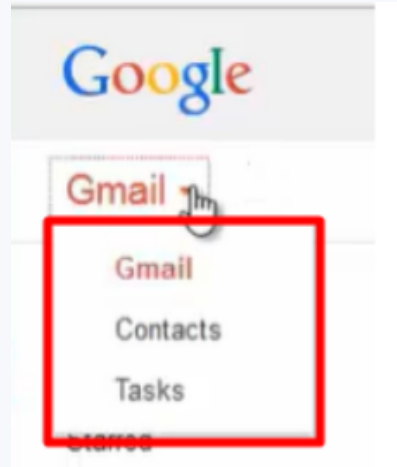


Step 2 Click on Create an account and enter necessary details to proceed

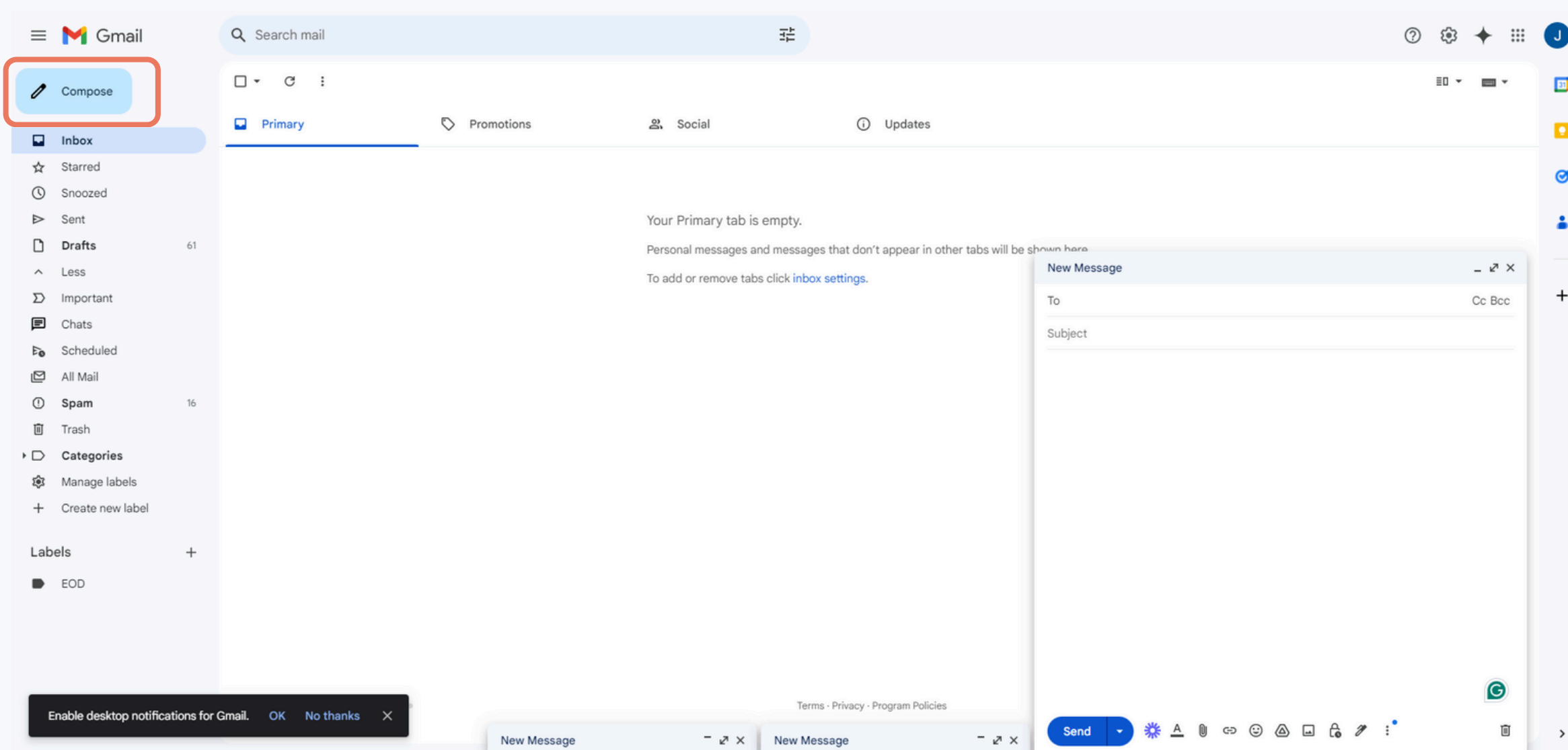


II. A Walkthrough with Gmail Interface

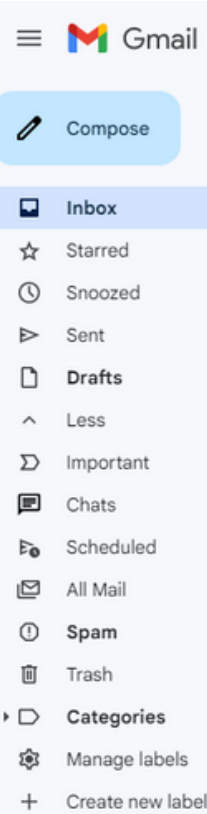
01 Navigate to the three options to check with your gmail, contacts, and tasks.



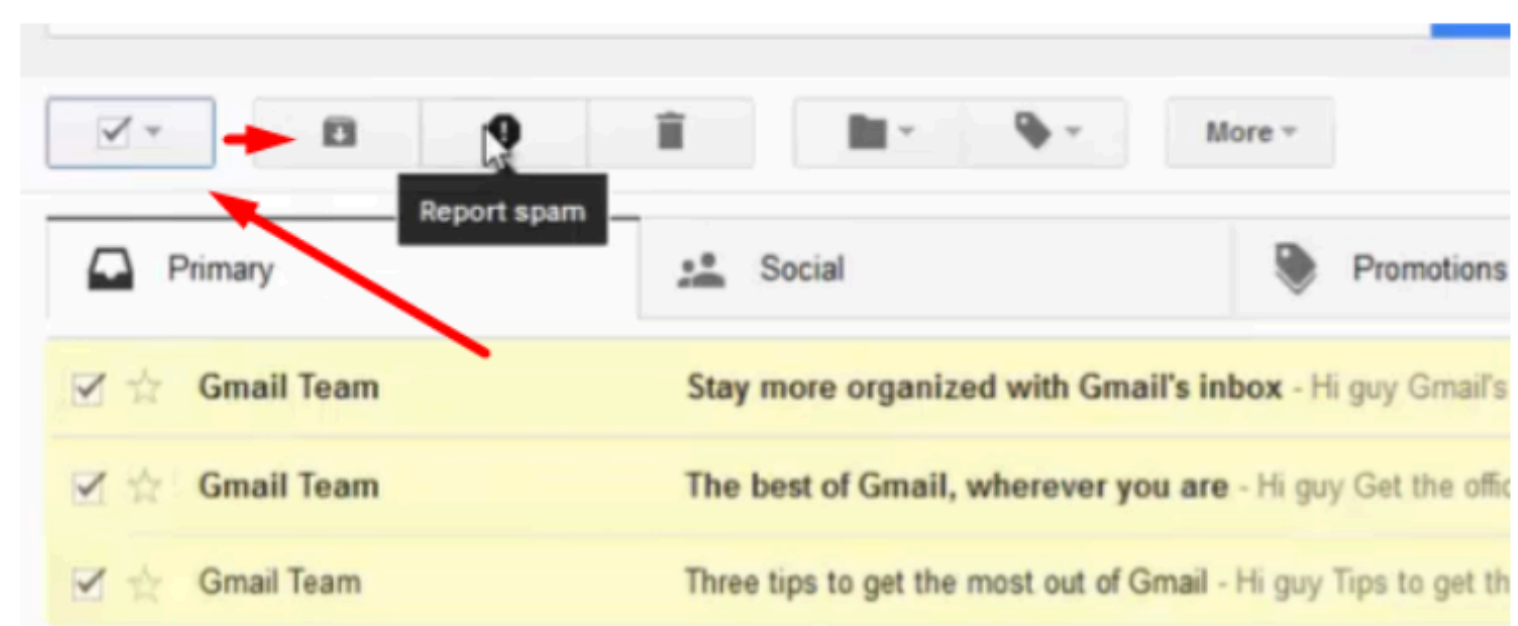
02 Compose button is where you create a message or email to send to the recipient.



03 Sidebar Menu



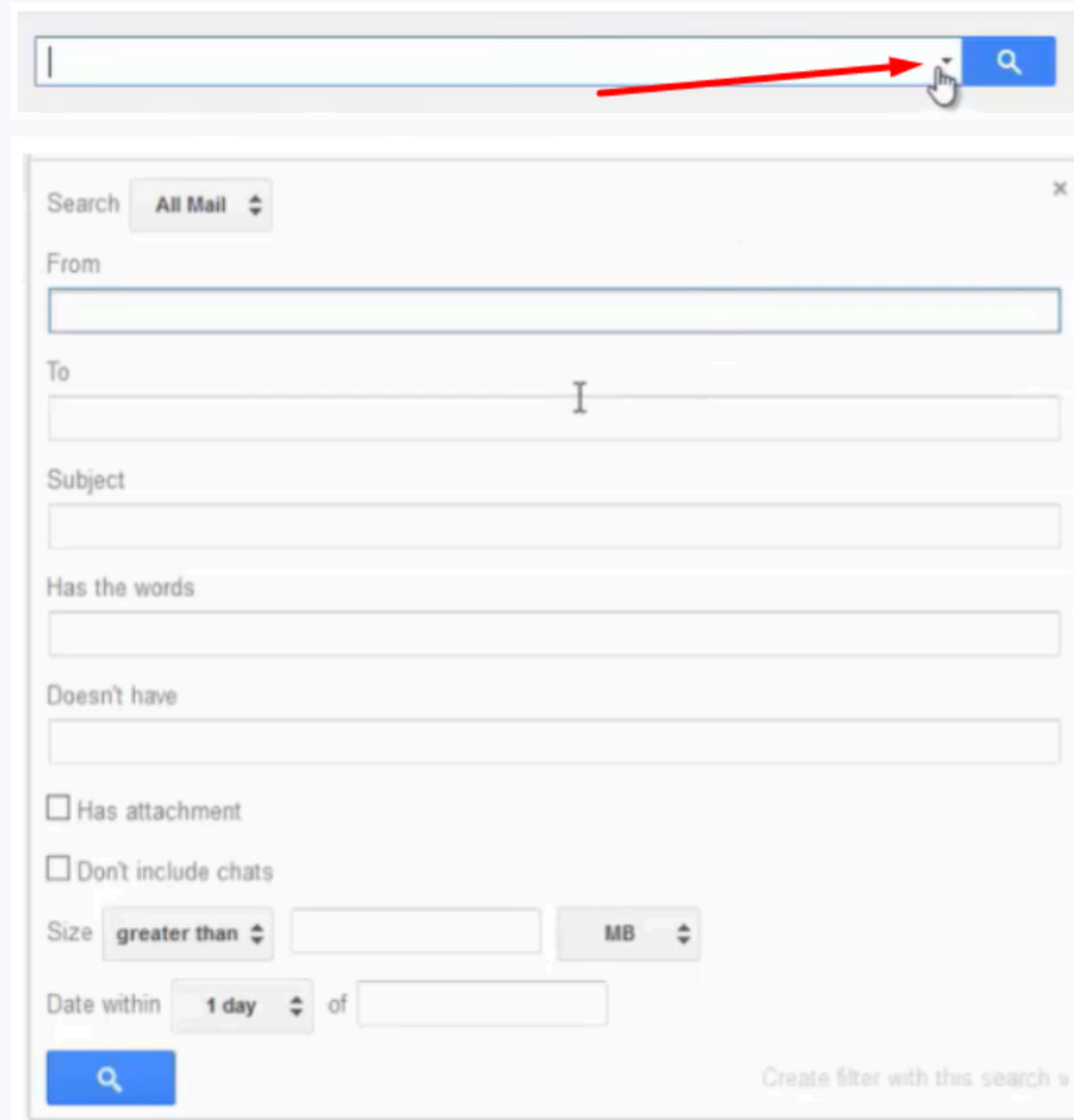
04 Once you've tick the box of the selected email, you have then the options beside on what to do with those particular emails.



II. A Walkthrough with Gmail Interface

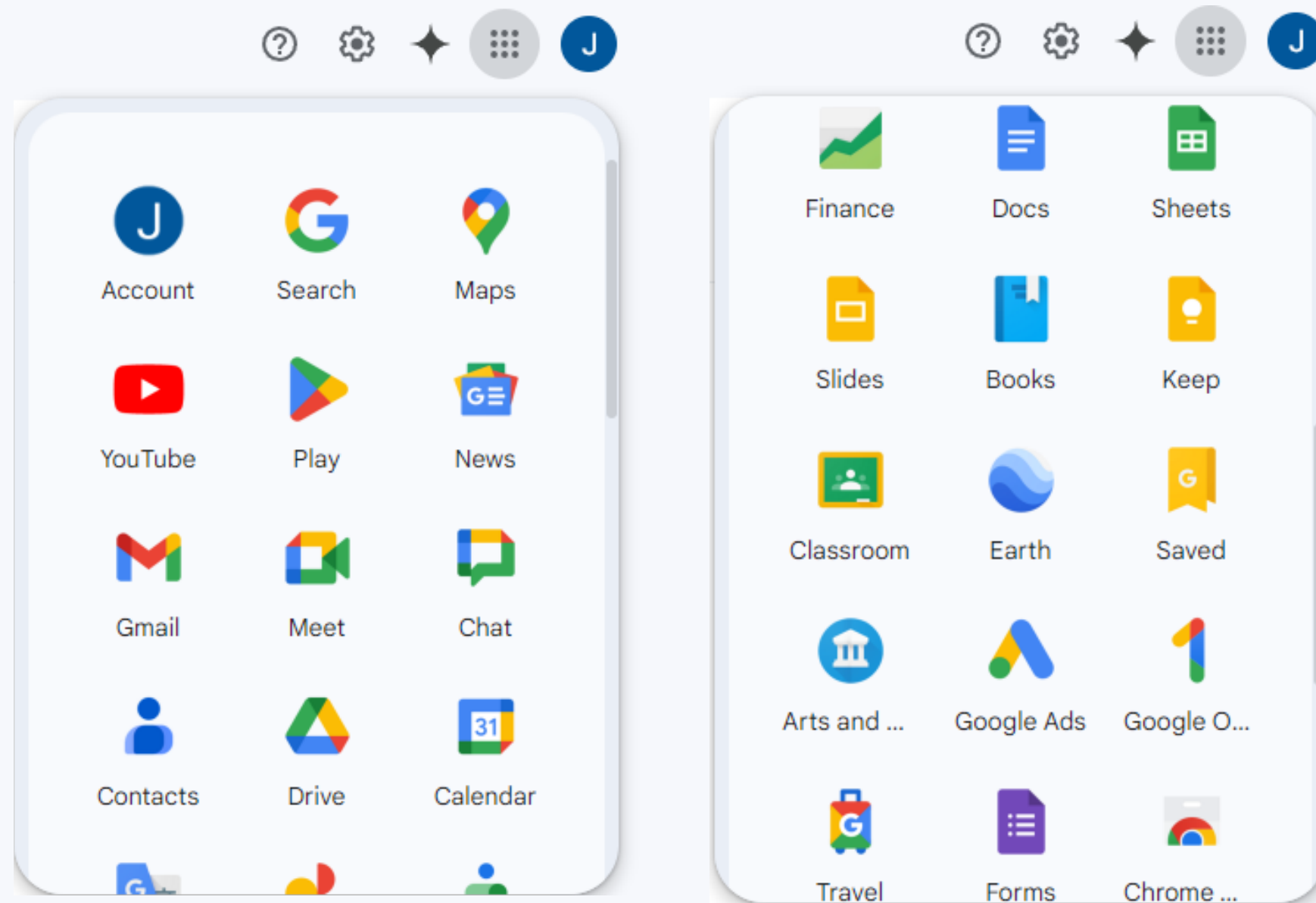
05

On the dropdown button in the searchbox is a more detailed search to customize.



06

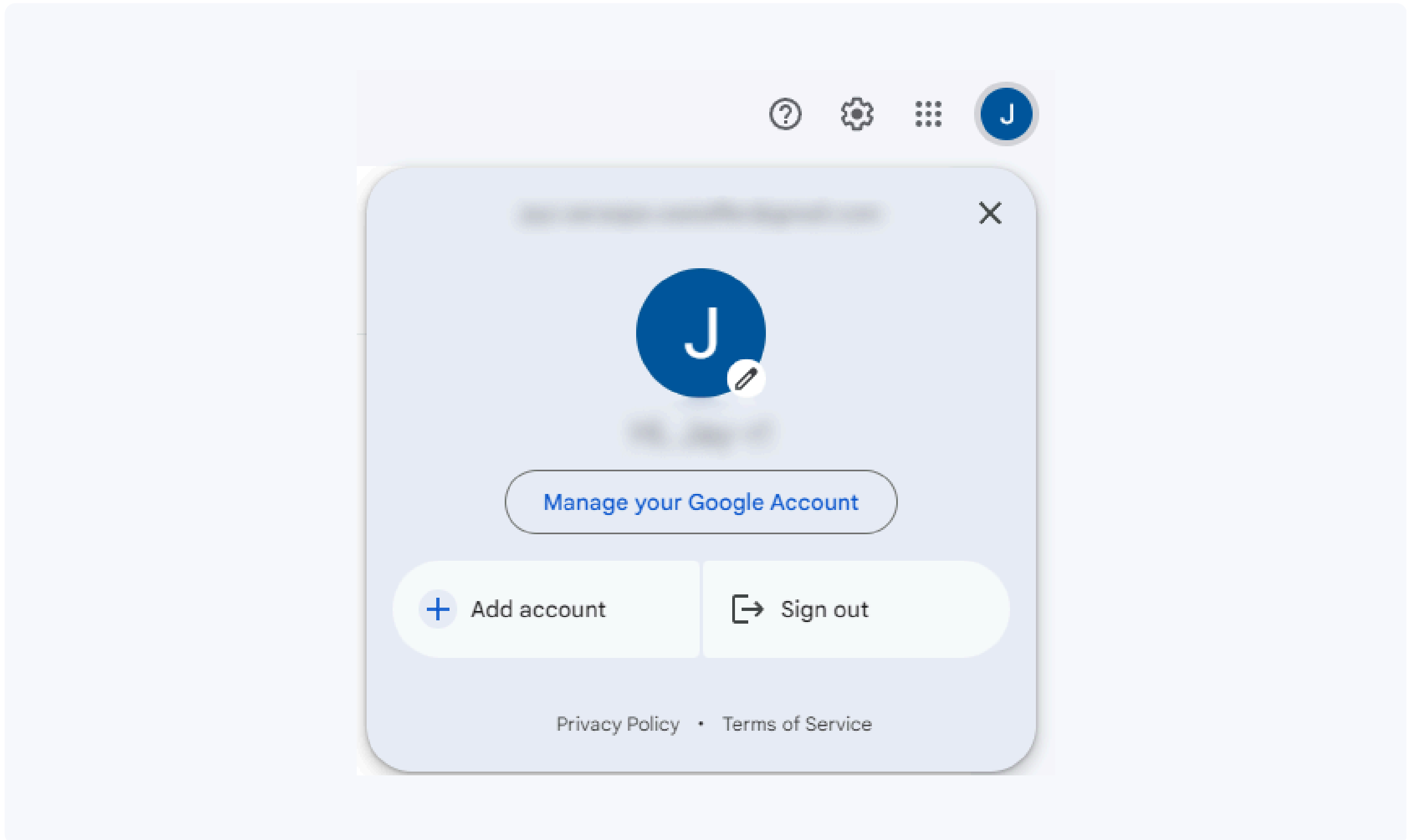
On the 9 dots are all apps that are associated with your gmail.



II. A Walkthrough with Gmail Interface

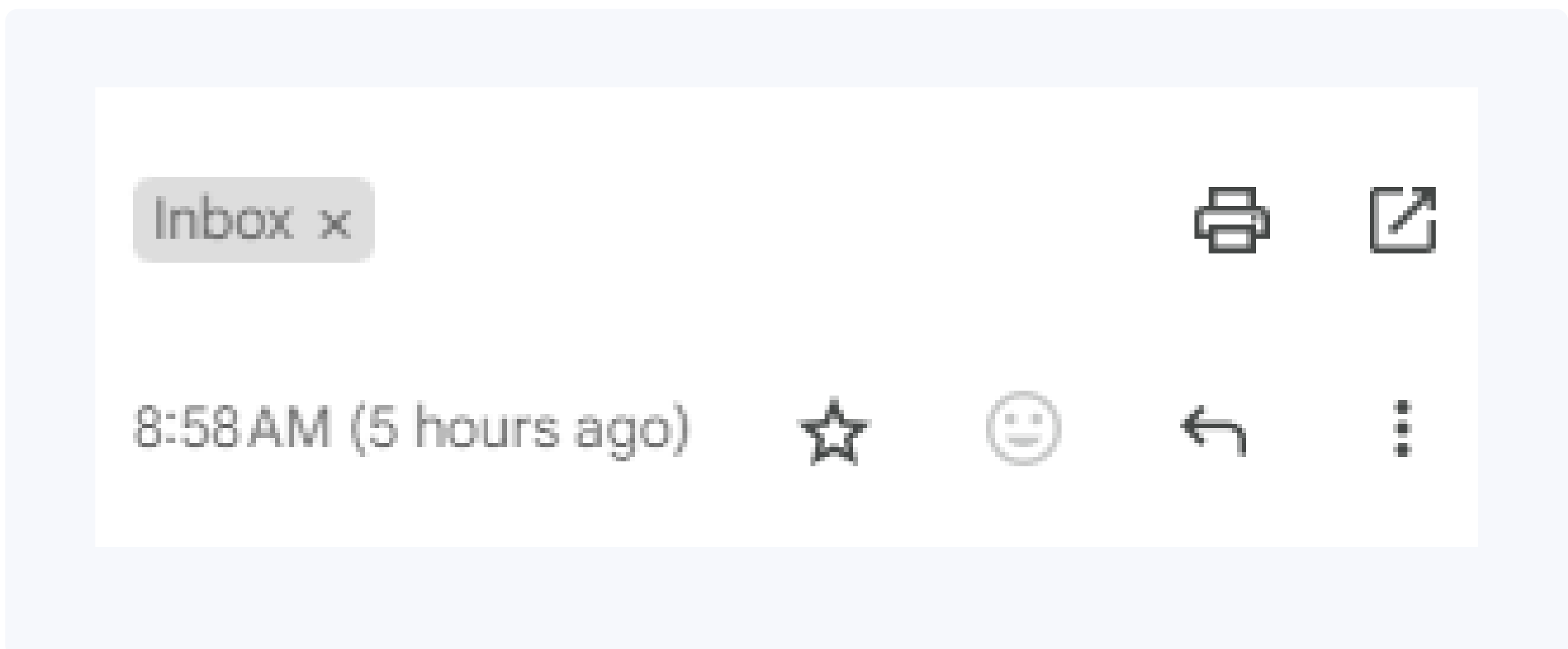
07

The dropdown button beside your username is a more detailed info of your account and the options to add an another account & sign out.



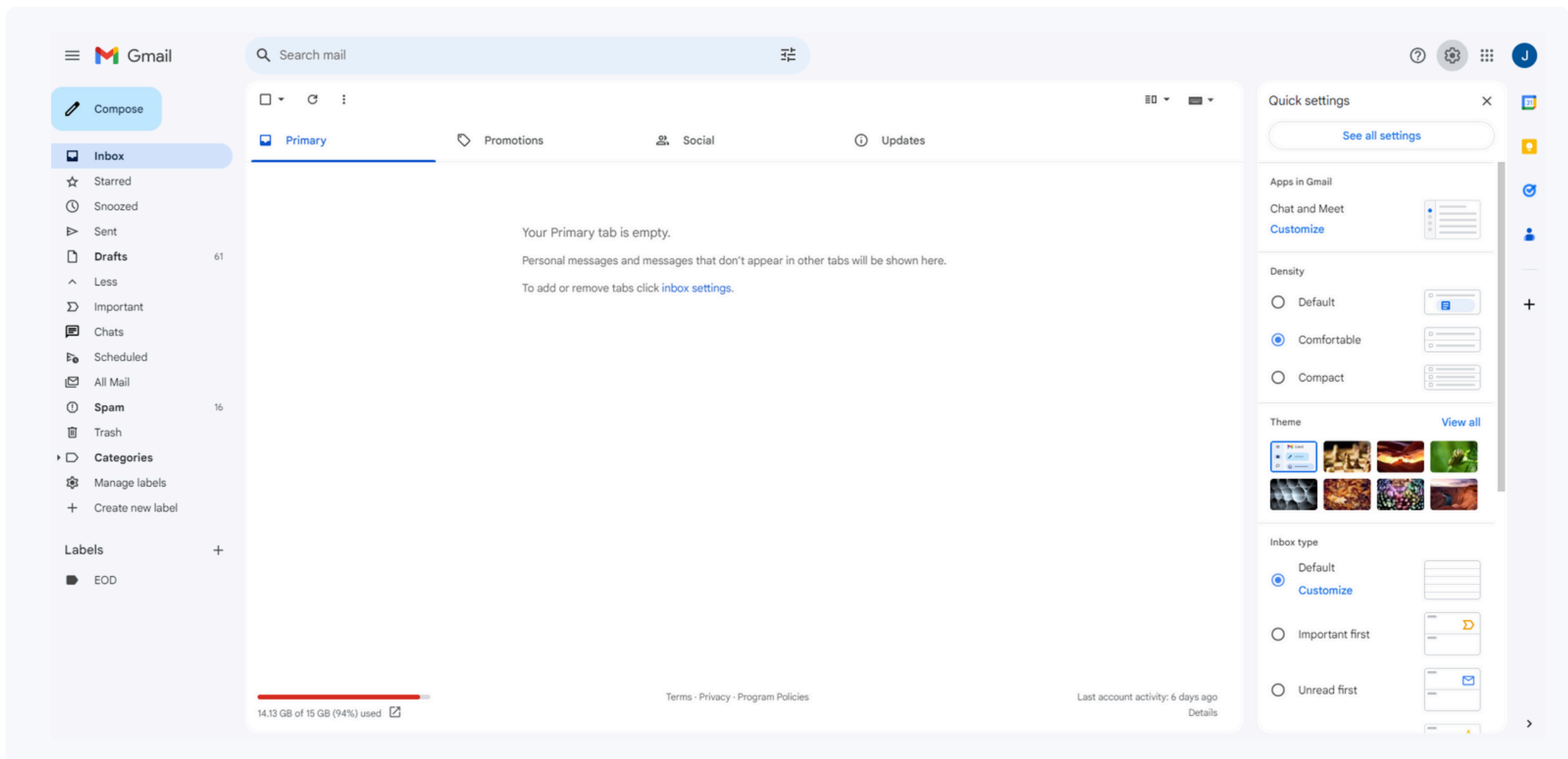
08

Inside the received email are the options to reply, mark as starred, print, and open in a new window.

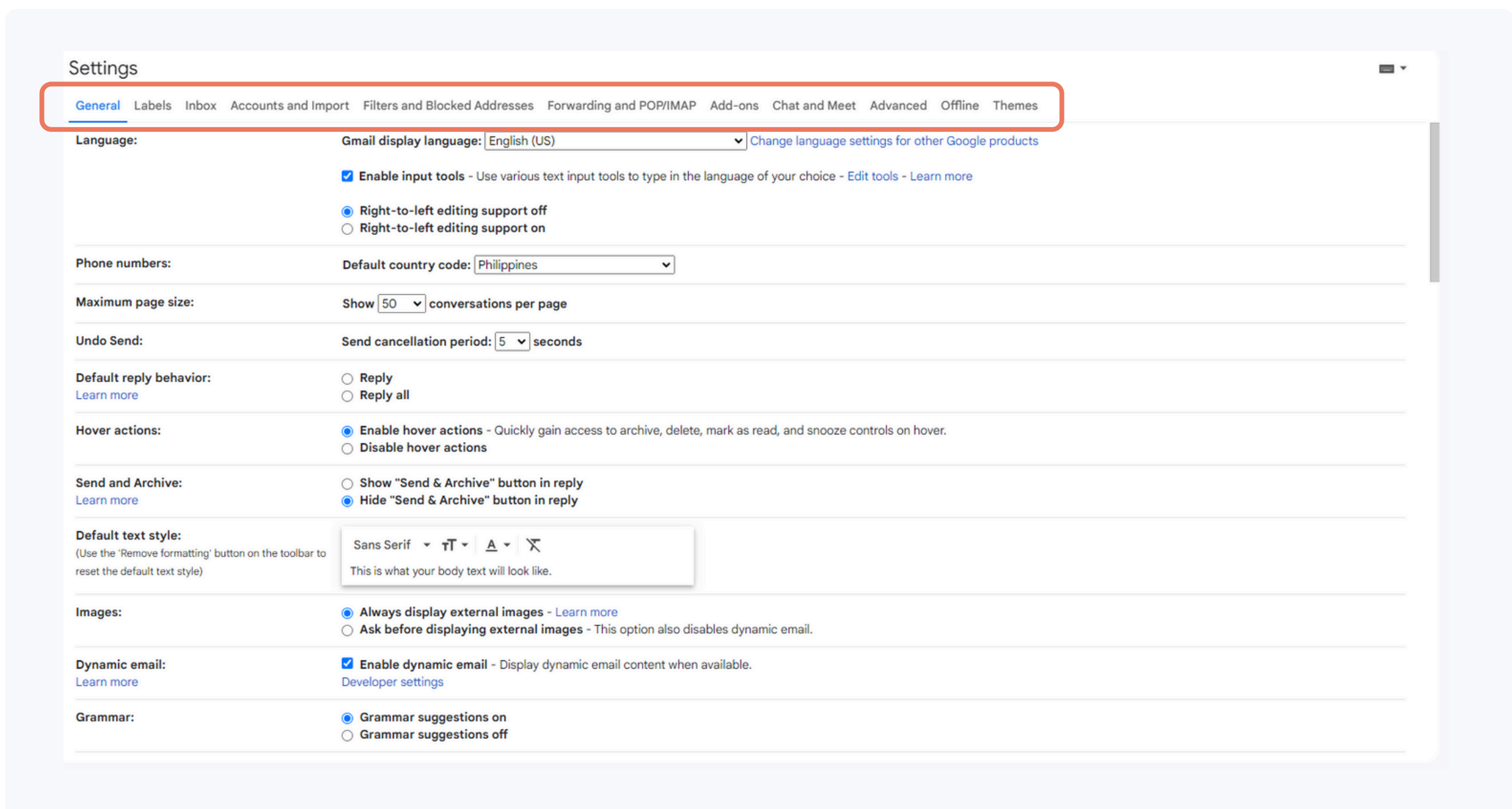


III. General Settings

01 Click on the gear button to go to all settings.



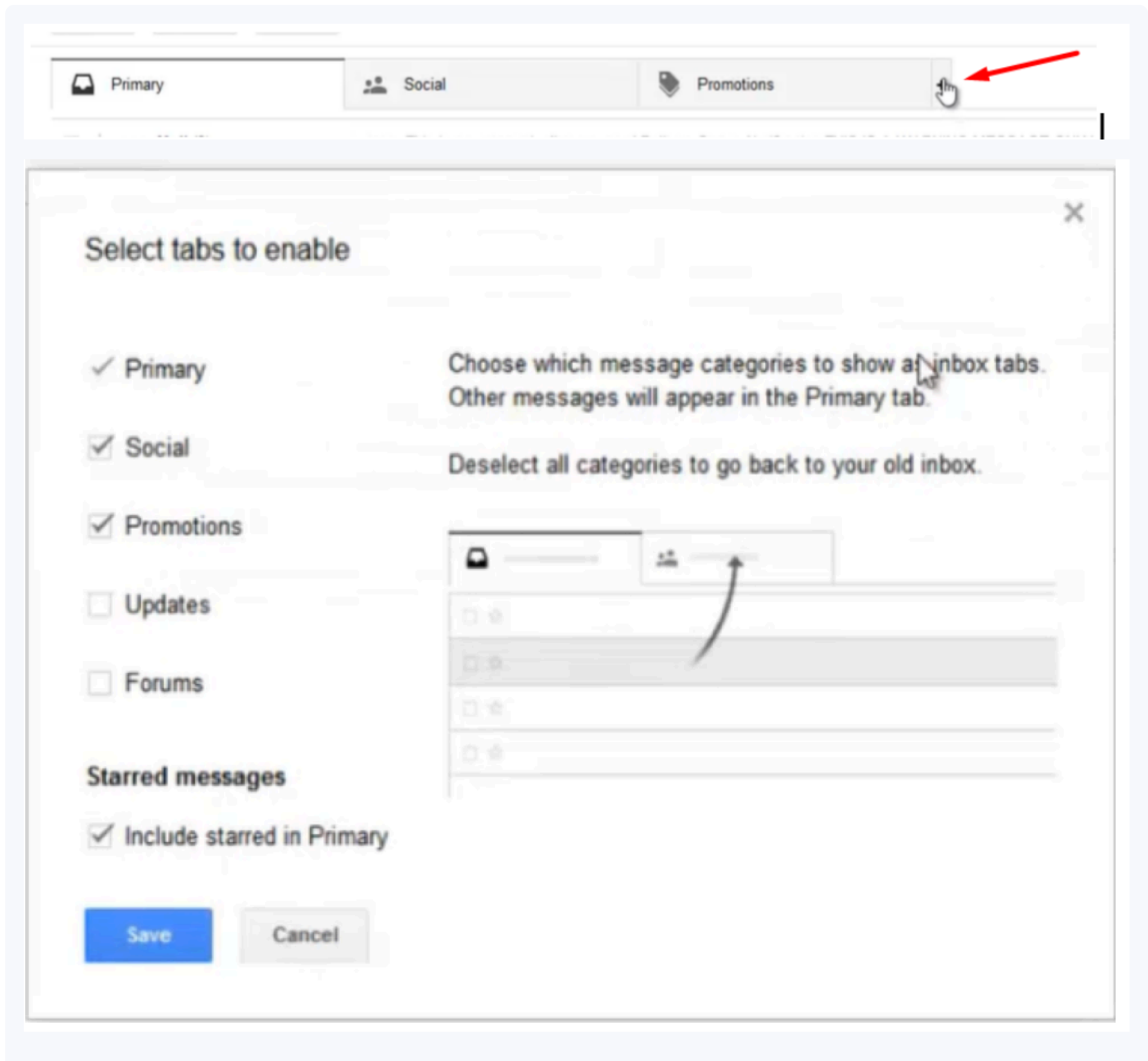
02 Here are the settings (You can Also Click the tabs for other settings)



IV. Customizing Gmail Interface

01

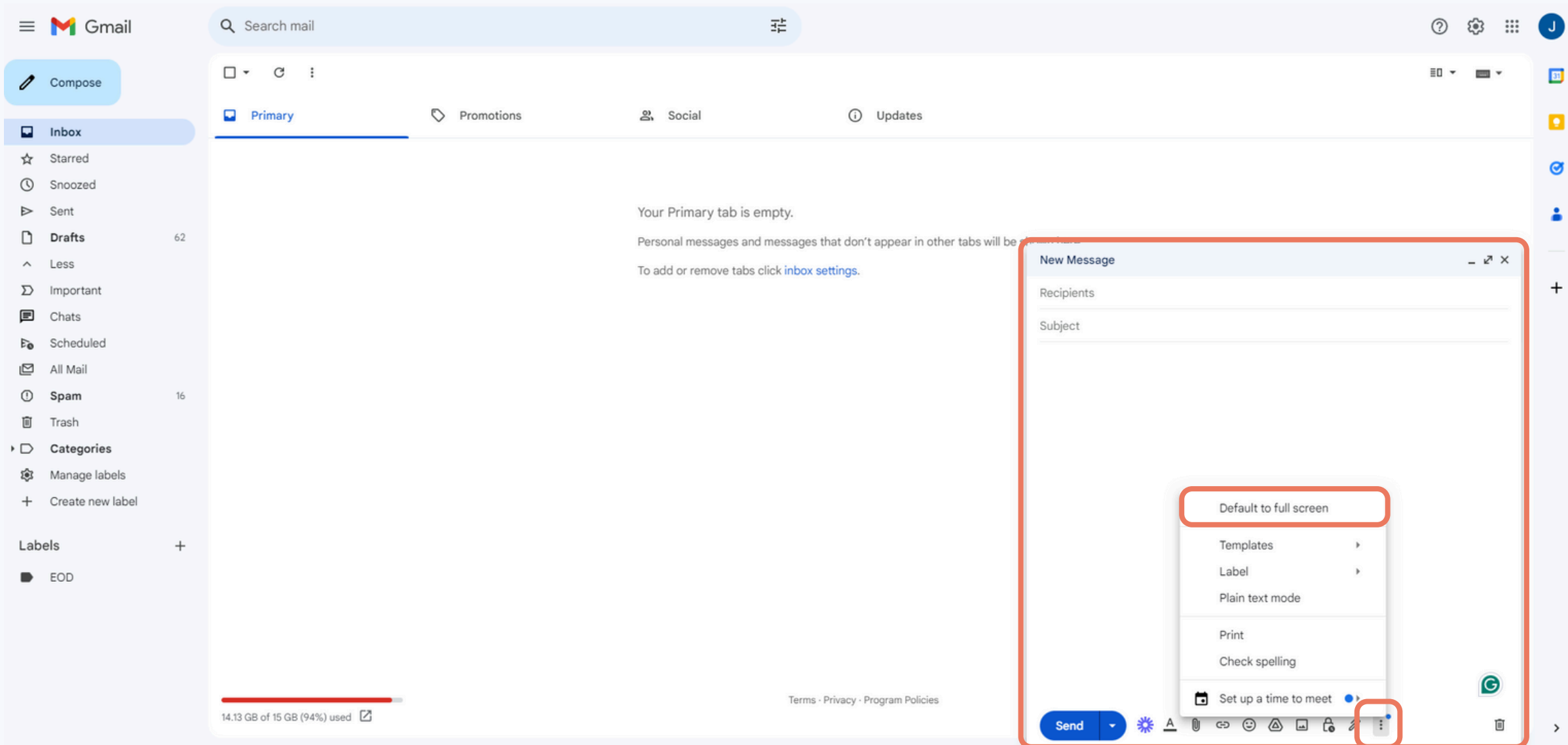
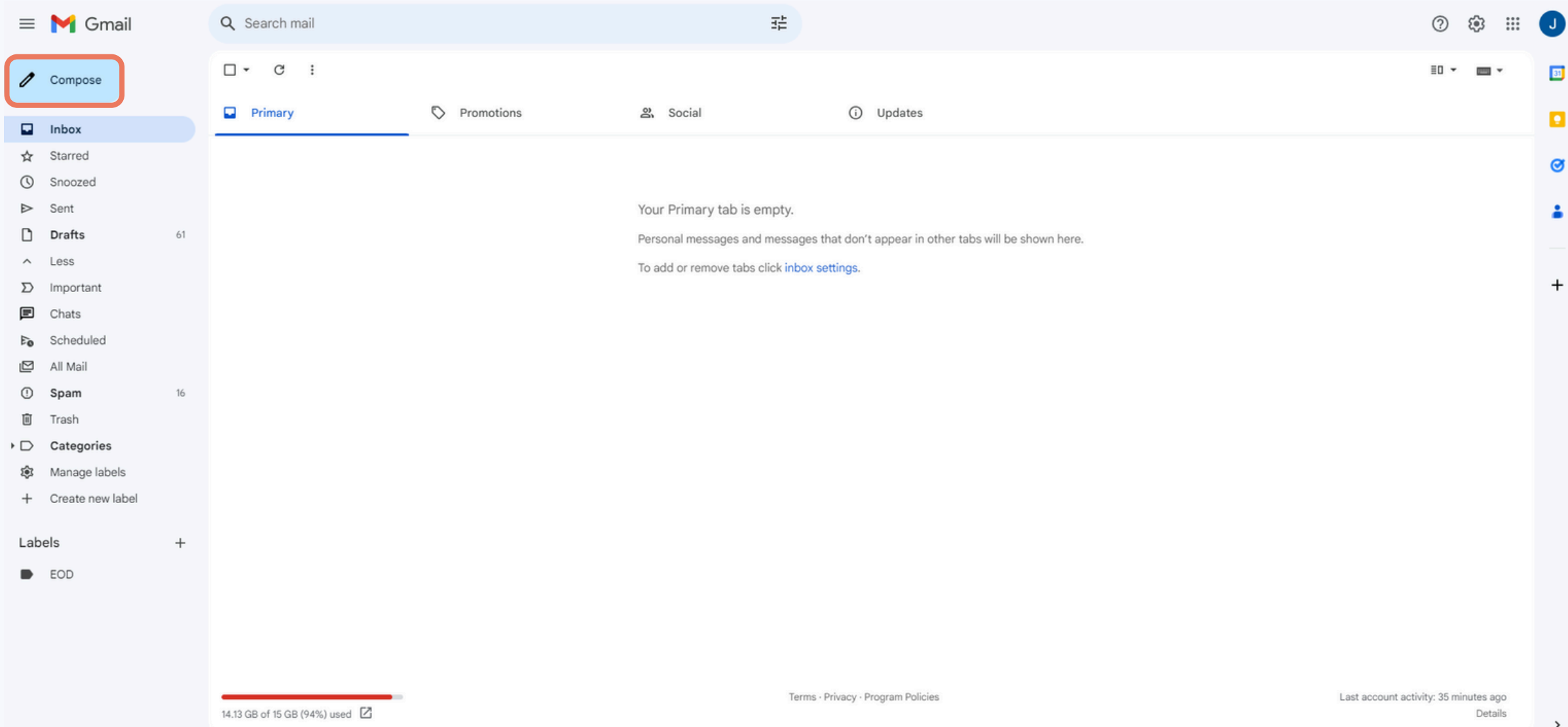
When you click on a + sign, it will give you the option to add a tab.



V. How to compose, receive, and send emails

01

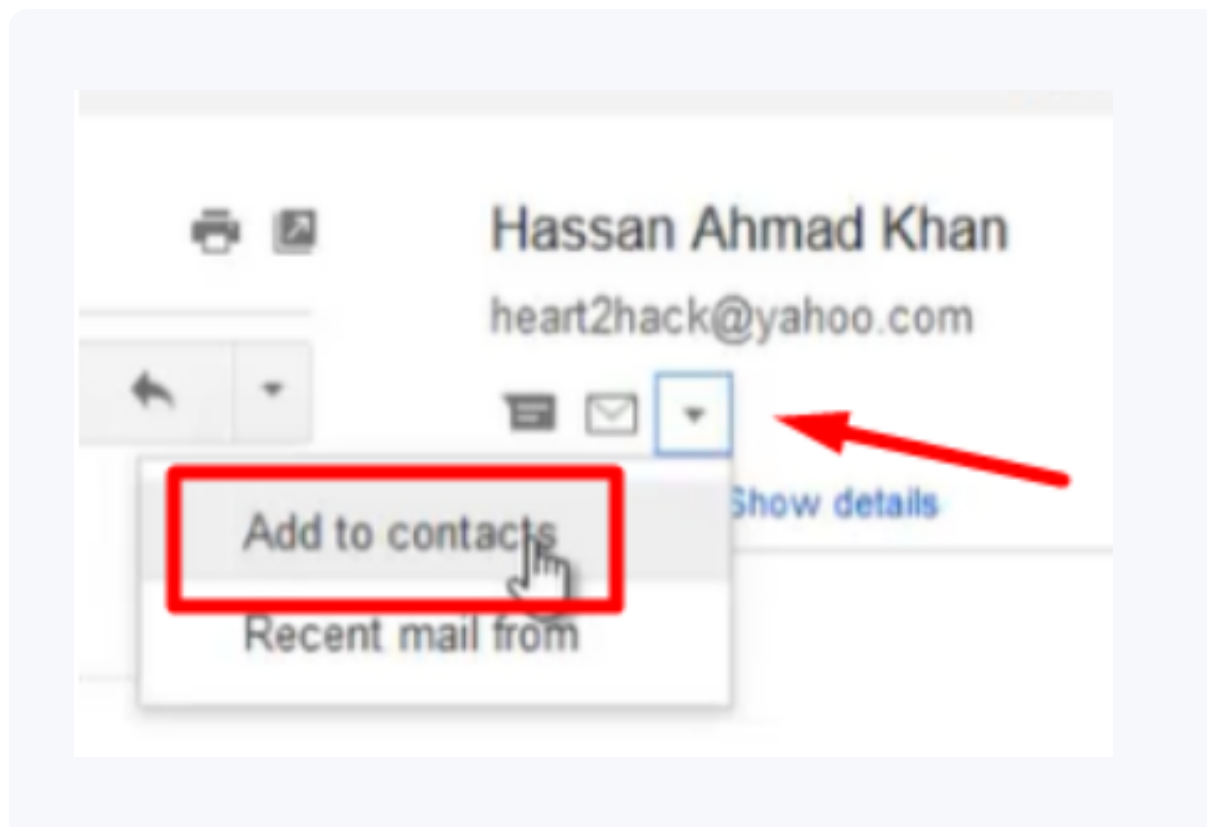
Click Compose button and a popup box would appear to compose a message. You have also the option to default it to full screen.



VI. Understanding Gmail Contacts & Groups

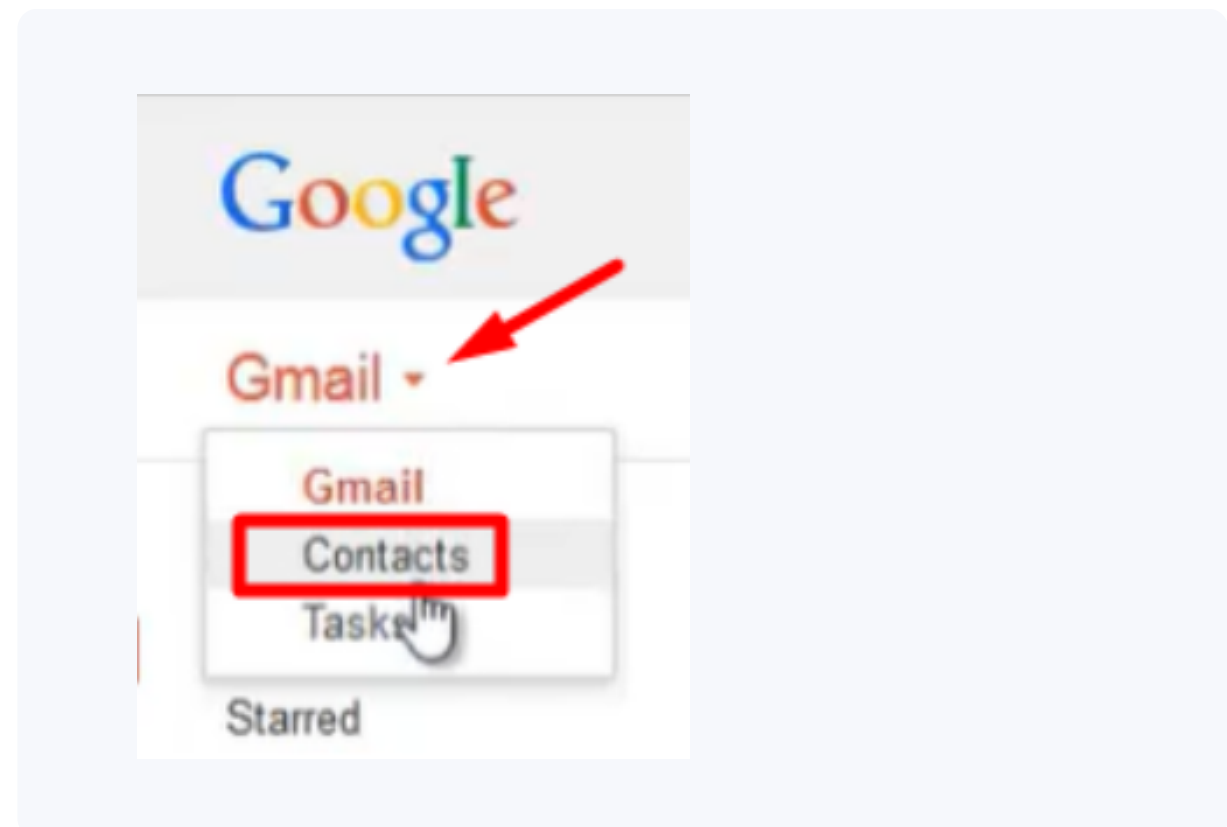
01

Click on the dropdown button in the recipient's email then click Add to contacts



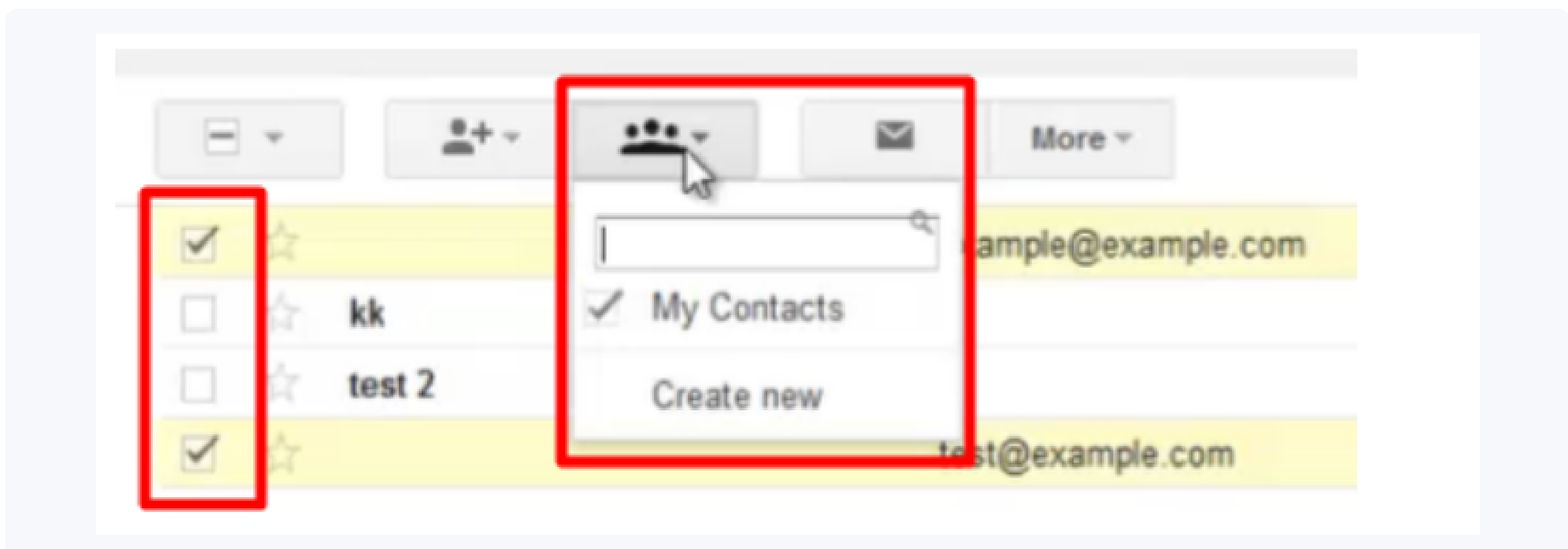
02

Click here to view added contacts



03

Tick the box of the contacts you want to create group with then click the group button to create one.



04

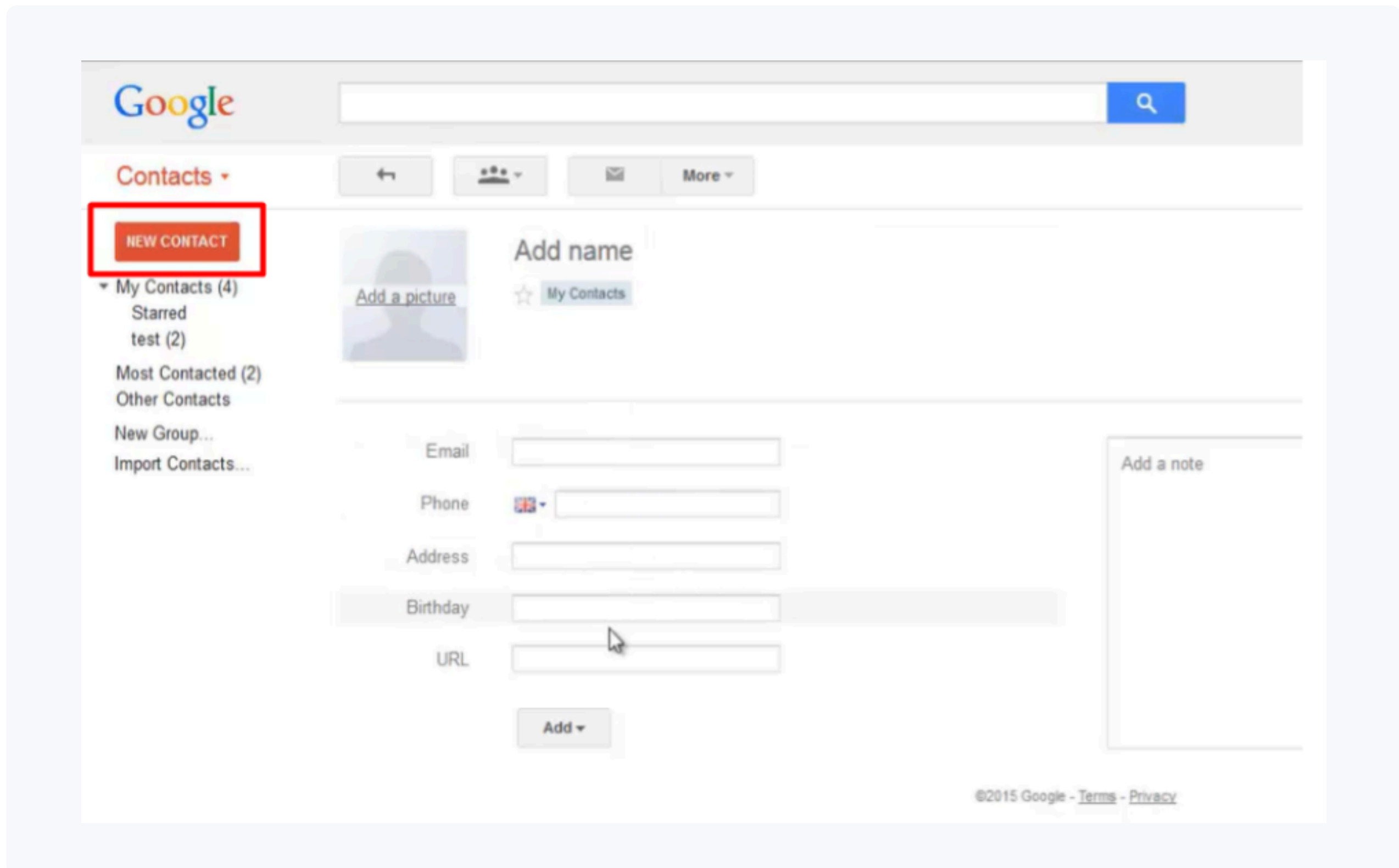
Input a name for new groups then hit OK.



VI. Understanding Gmail Contacts & Groups

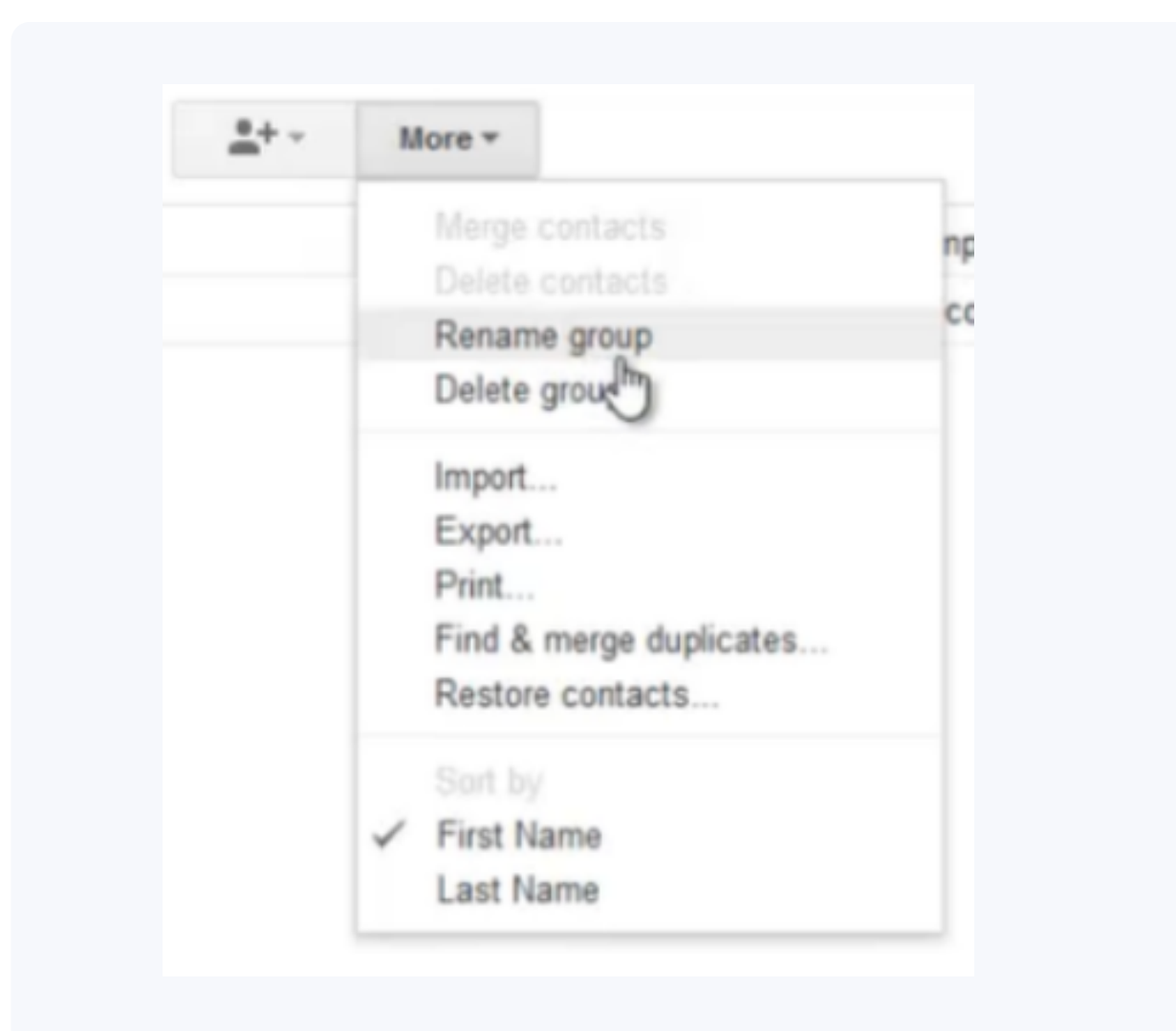
05

To add a new contact, click the New Contact button then input their details.



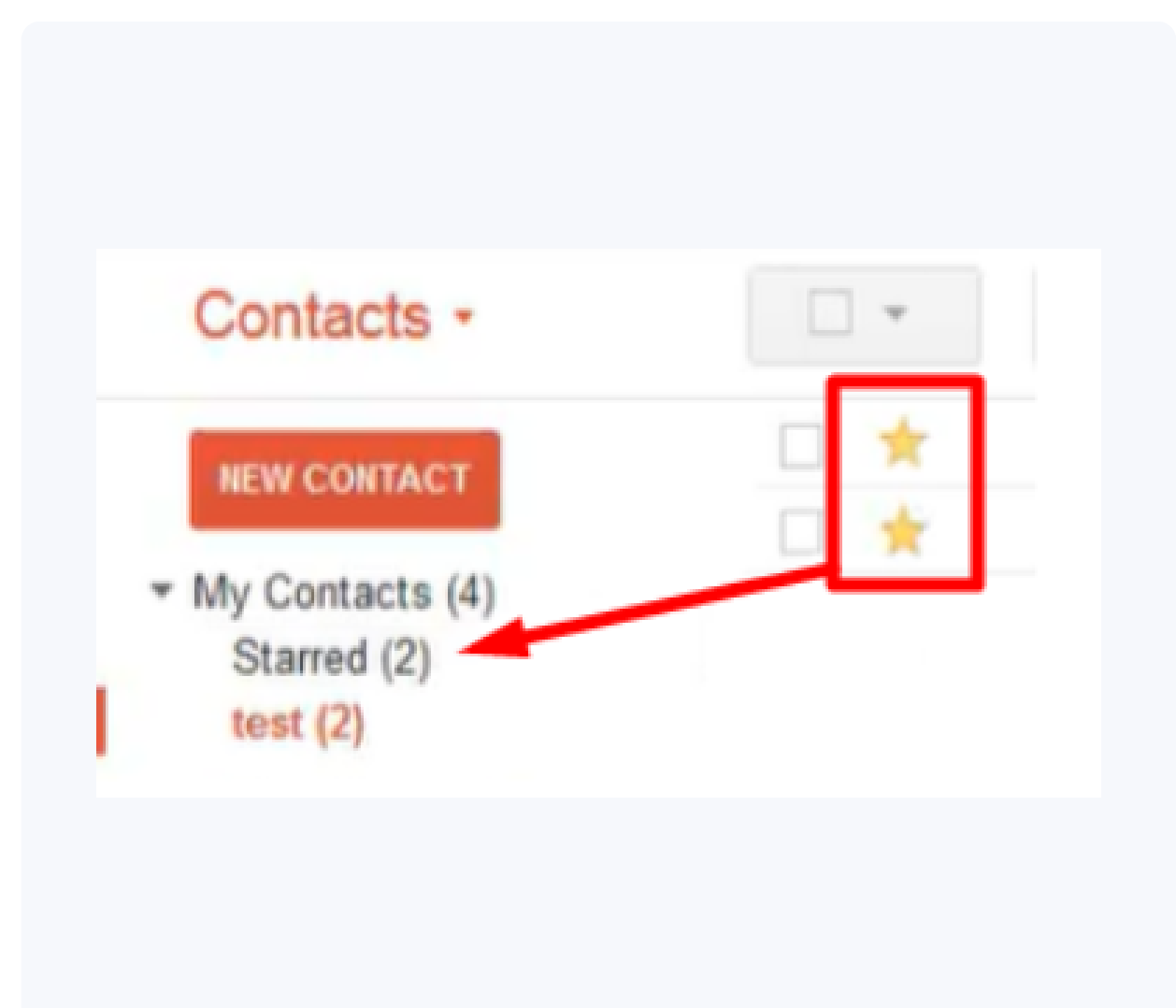
06

As for groups, you have these options to set.



07

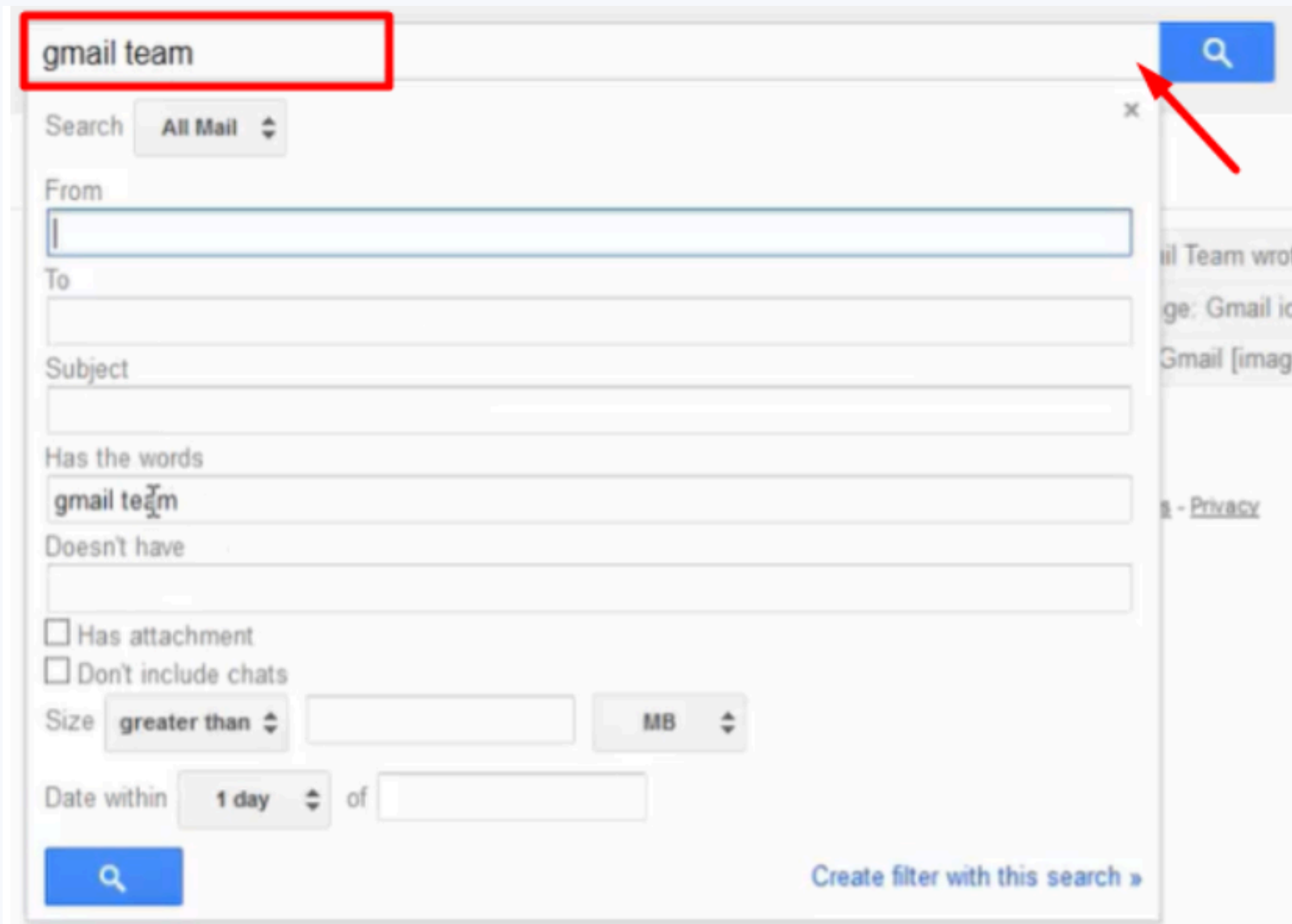
Click on the star for those important contacts/groups.



VII. How to Setup Gmail Filters

01

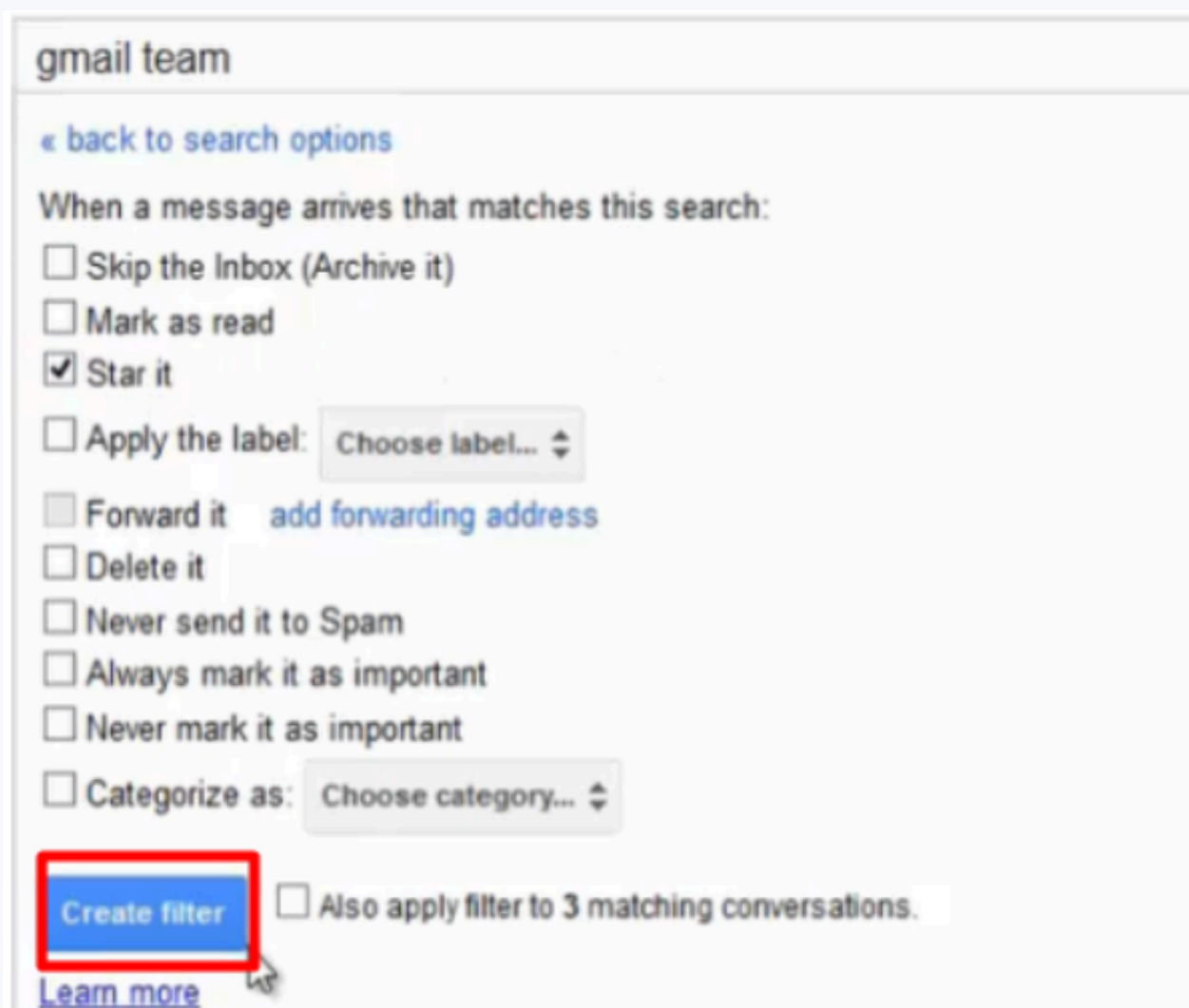
Search first for a particular email then click the dropdown button beside the search icon. After that, you have then the option to filter according to your liking.



The screenshot shows the Gmail search interface. The search bar contains the text "gmail team" and is highlighted with a red box. To the right of the search bar is a blue search icon, also highlighted with a red arrow. Below the search bar are various filters: "Search All Mail", "From", "To", "Subject", "Has the words gmail team", "Doesn't have", "Has attachment", "Don't include chats", "Size greater than MB", and "Date within 1 day of". At the bottom right, there is a link that says "Create filter with this search >".

02

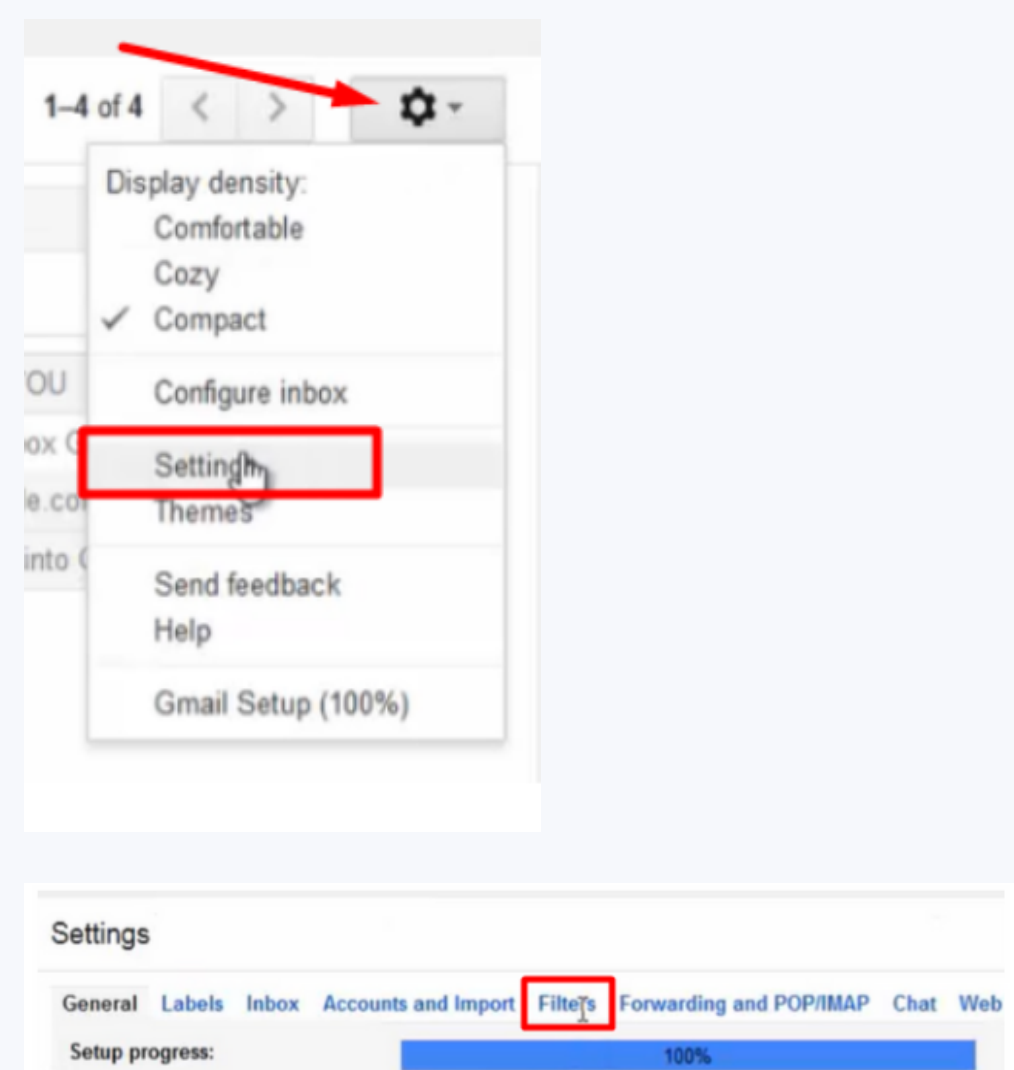
After clicking the Create filter with this search, it will proceed to photo below



The screenshot shows the Gmail filter creation dialog box. The search criteria "gmail team" is at the top. Below it are various actions to perform when a message arrives: "Skip the Inbox (Archive it)", "Mark as read", "Star it" (checked), "Apply the label: Choose label...", "Forward it add forwarding address", "Delete it", "Never send it to Spam", "Always mark it as important", "Never mark it as important", and "Categorize as: Choose category...". At the bottom, there is a "Create filter" button highlighted with a red box, and a checkbox for "Also apply filter to 3 matching conversations." A "Learn more" link is at the bottom left.

03

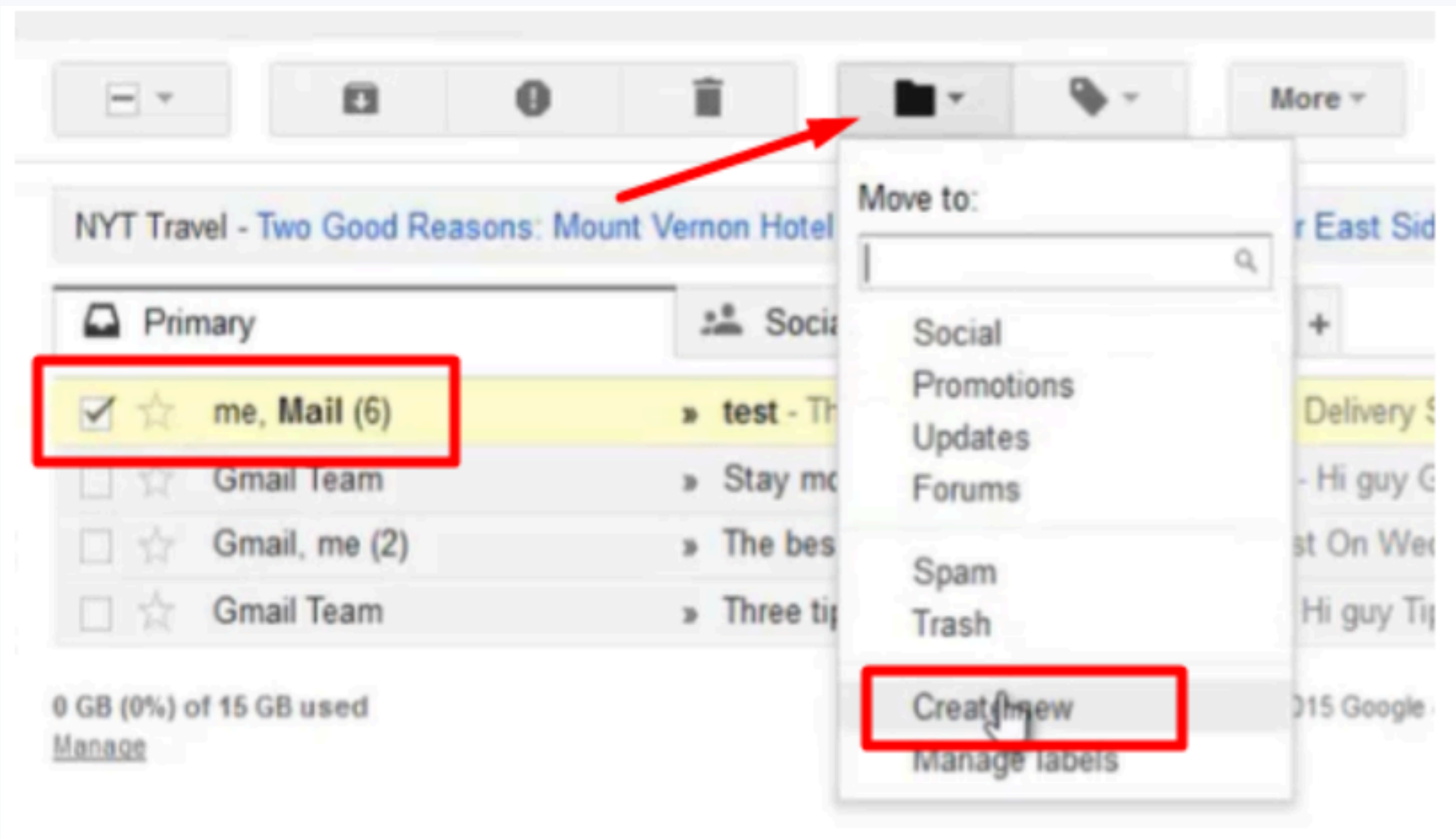
To manage your filters, go to Settings and click Filters



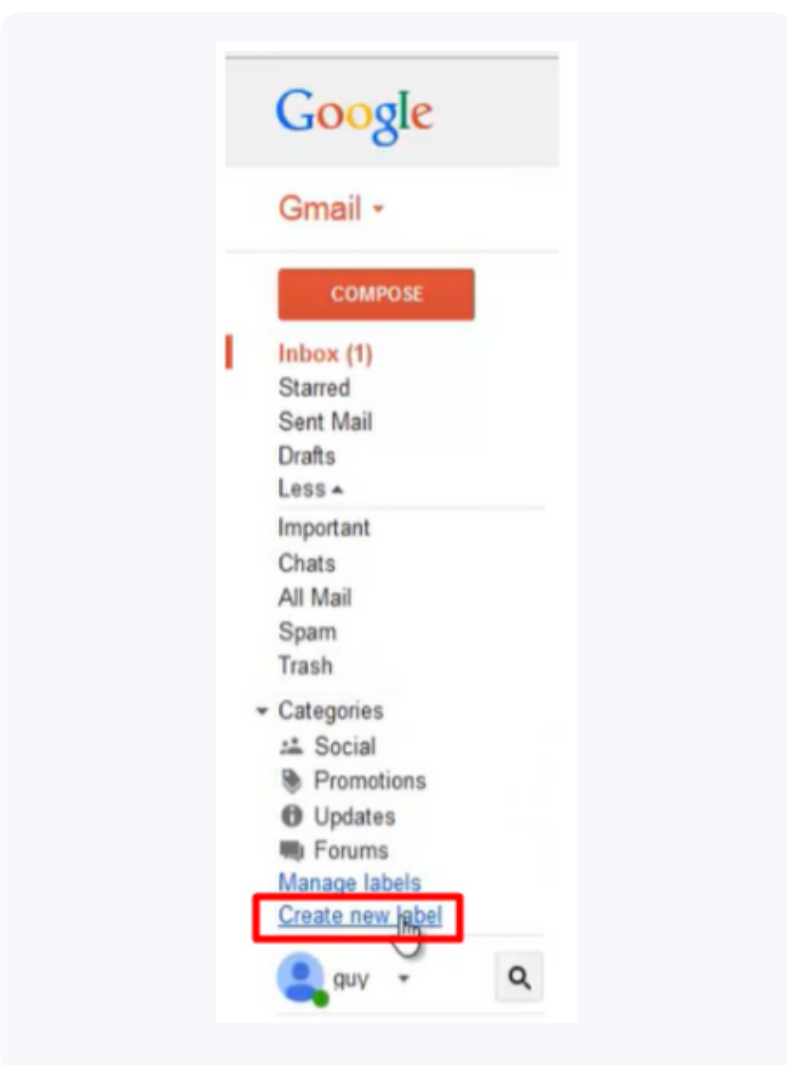
The screenshot shows the Gmail Settings menu. The "Settings" button is highlighted with a red box. Below it, the "Filters" option is also highlighted with a red box. The "Filters" option is part of a list of settings: "Display density: Comfortable, Cozy, Compact (checked)", "Configure inbox", "Settings", "Themes", "Send feedback", "Help", and "Gmail Setup (100%)".

VIII. How to Setup Gmail Filters

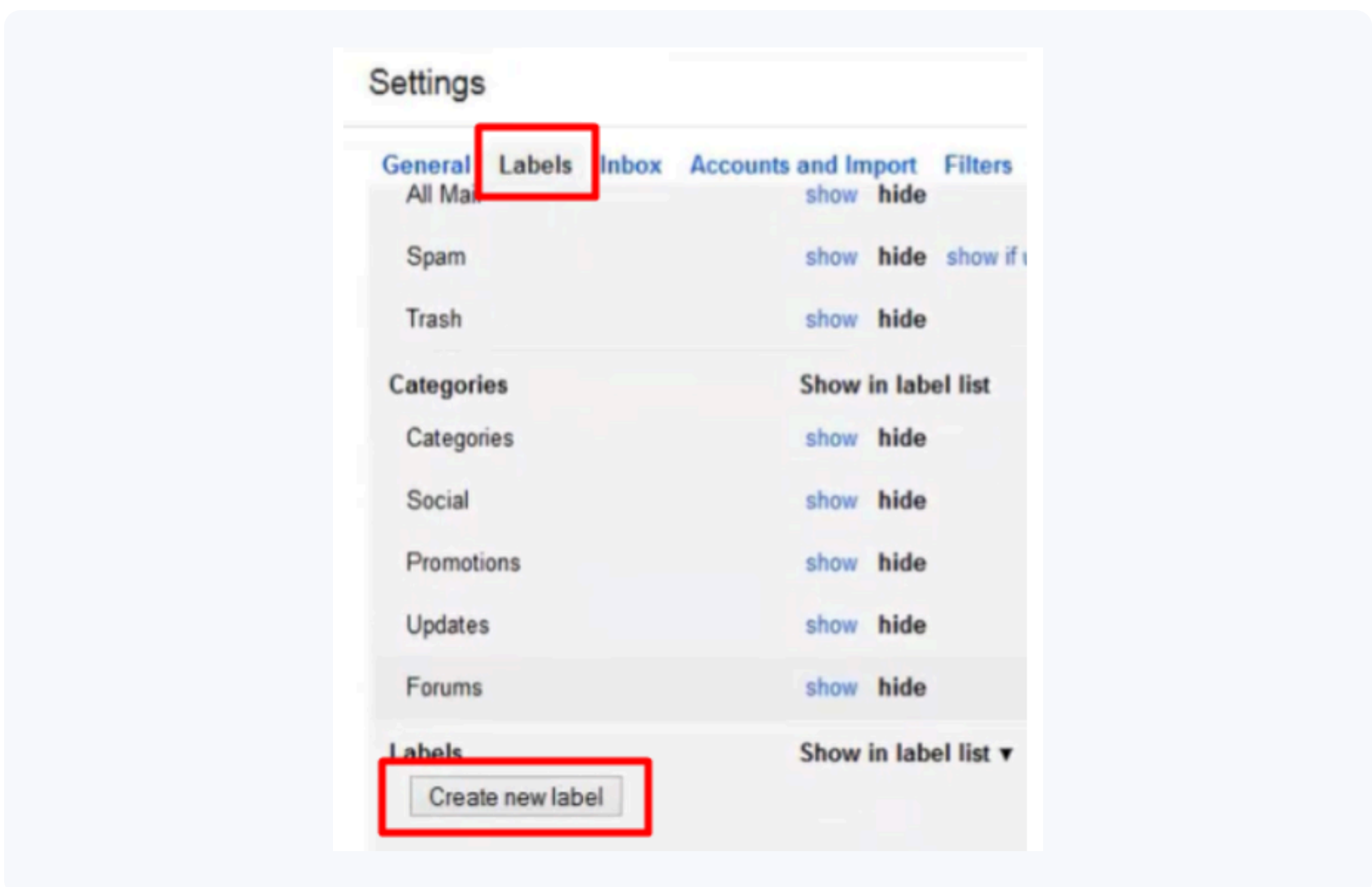
01 Select an email then create a label



02 Another way is on the sidebar at the bottom

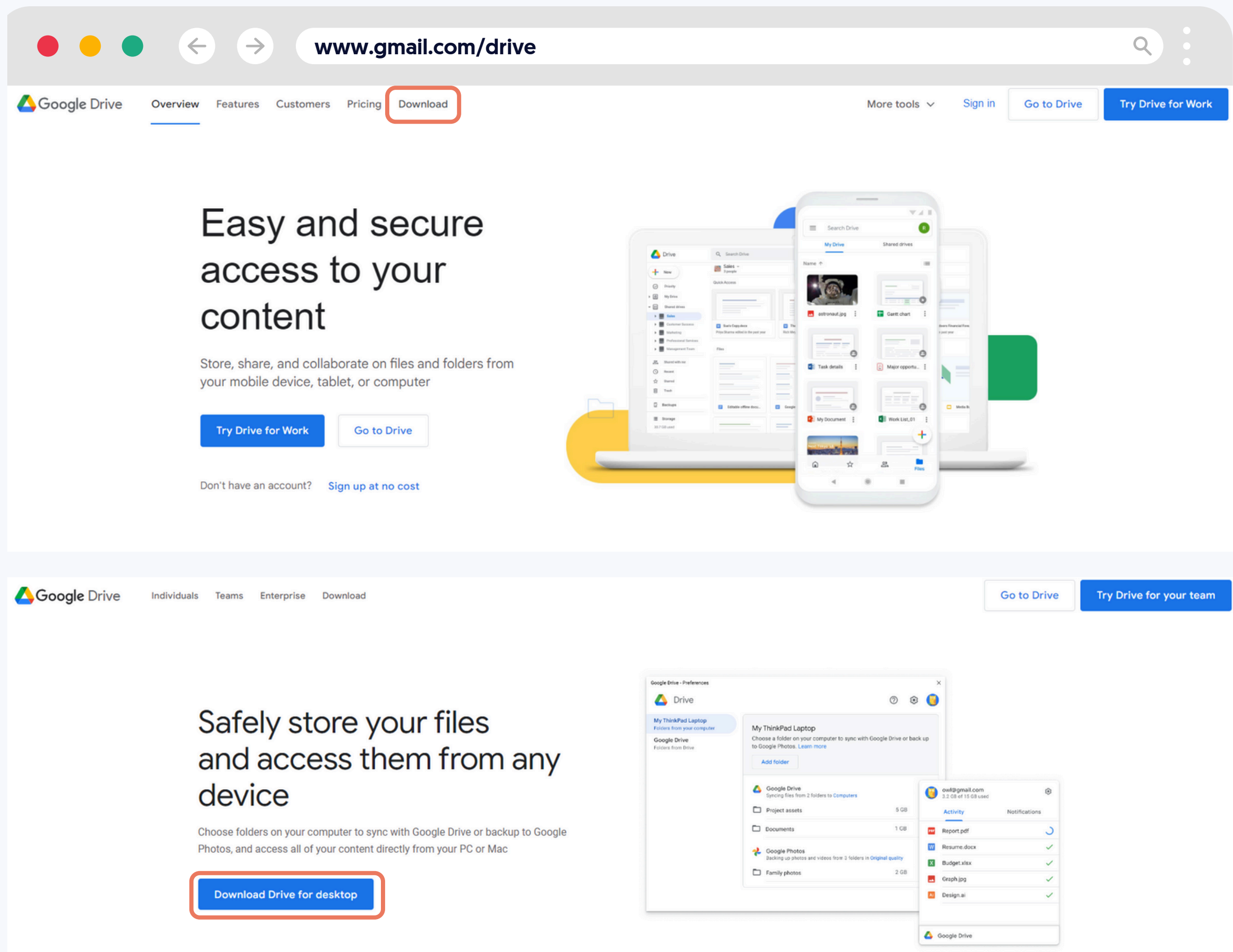


03 The 3rd way is to go to settings and click Labels then at the bottom is to create a new one.

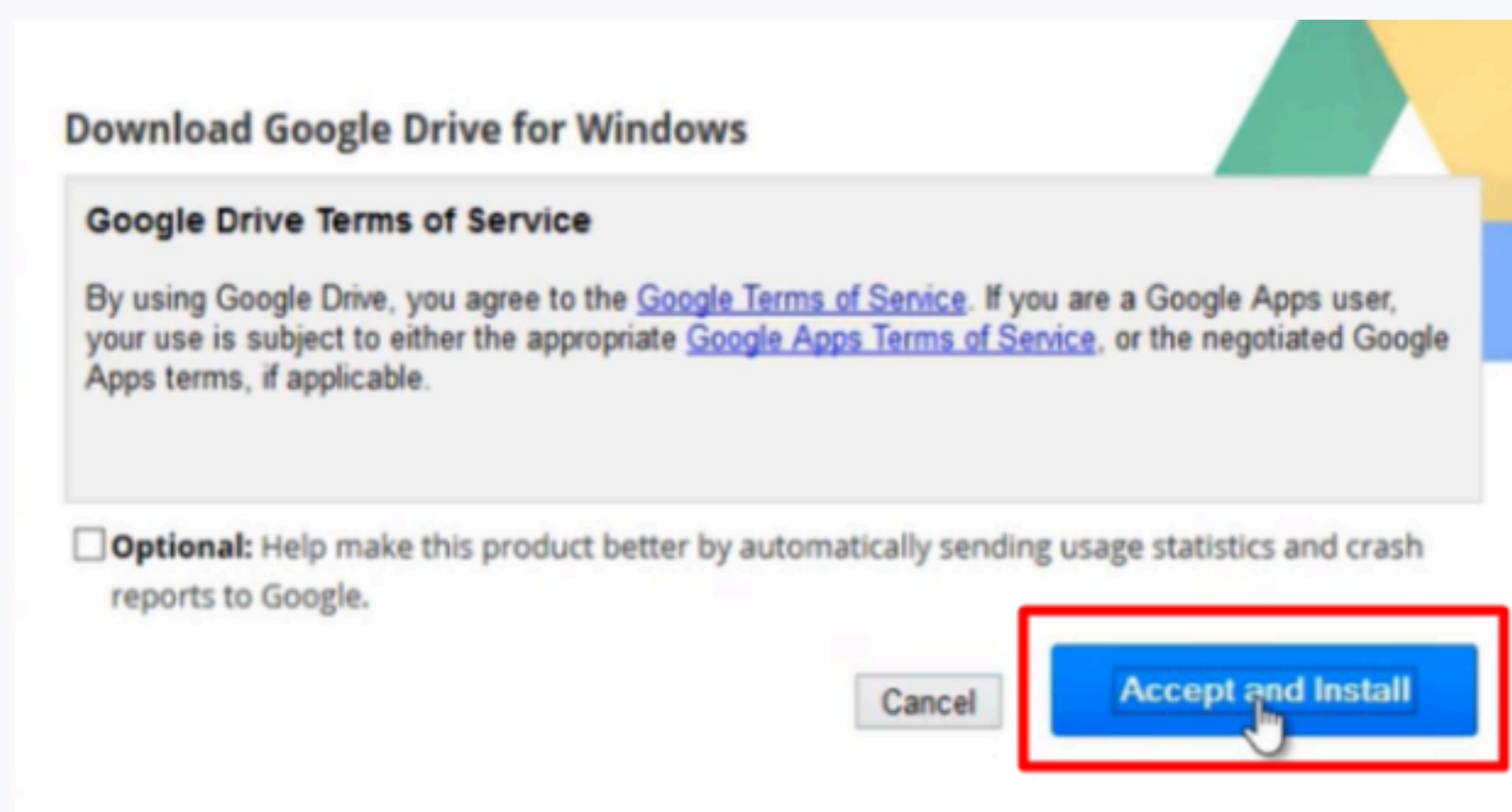


IX. Downloading Google Drive and Backing Up Files

01 Go to this address and click Download. Then choose for Mac and PC



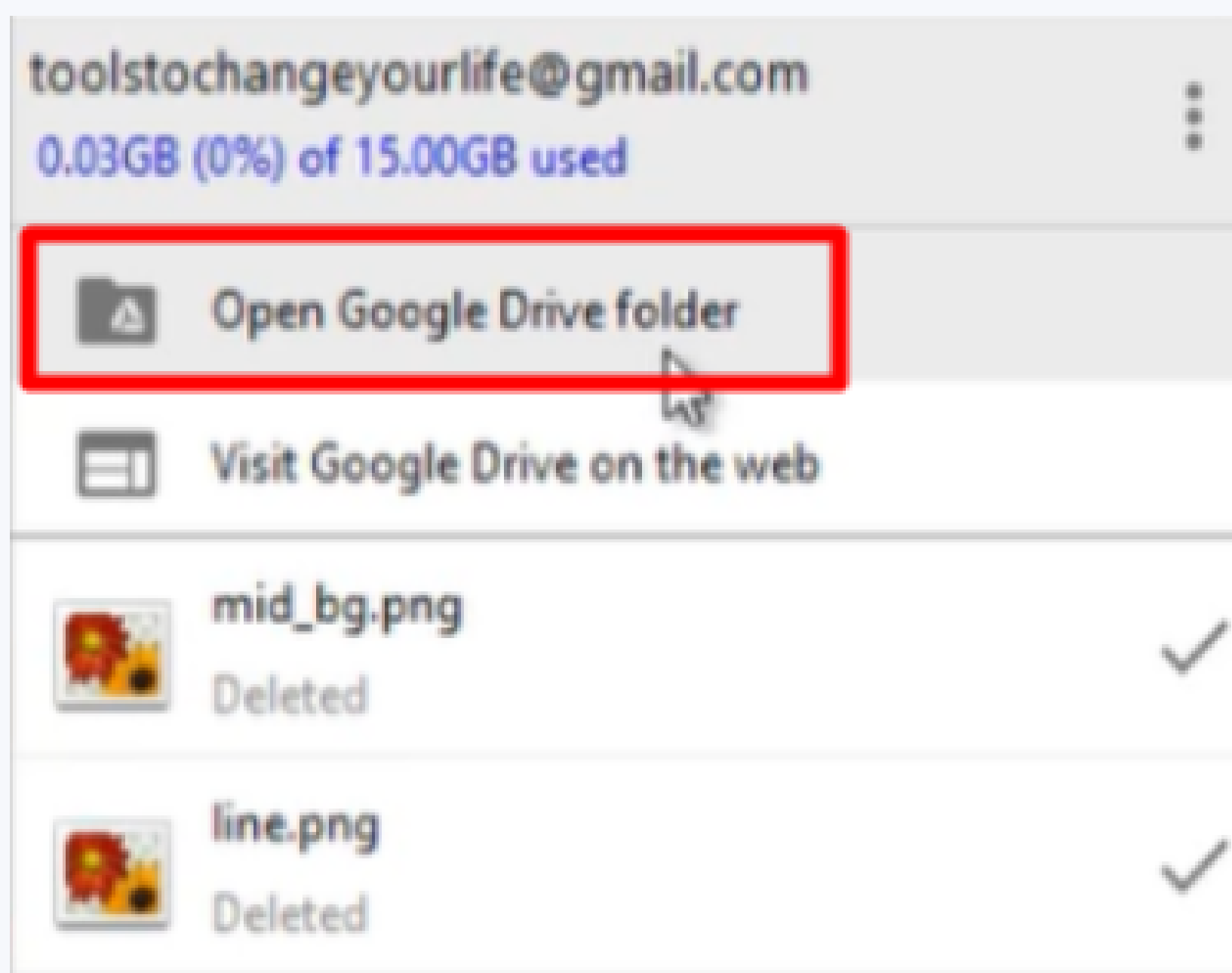
02 A pop up box will show then click Accept and Install



IX. Downloading Google Drive and Backing Up Files

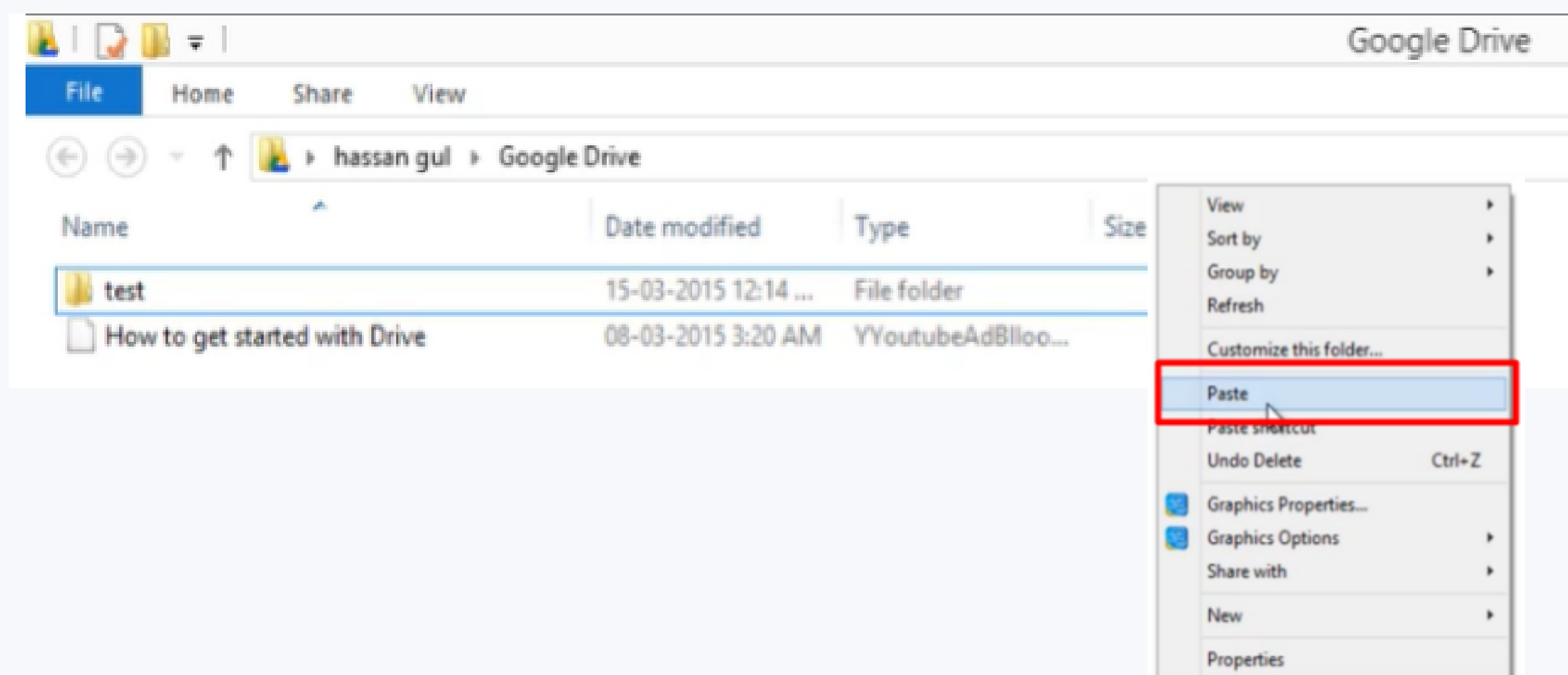
03

For backing up, copy a file then click Open Google Drive folder which can be found on the hidden icons on your computer.



04

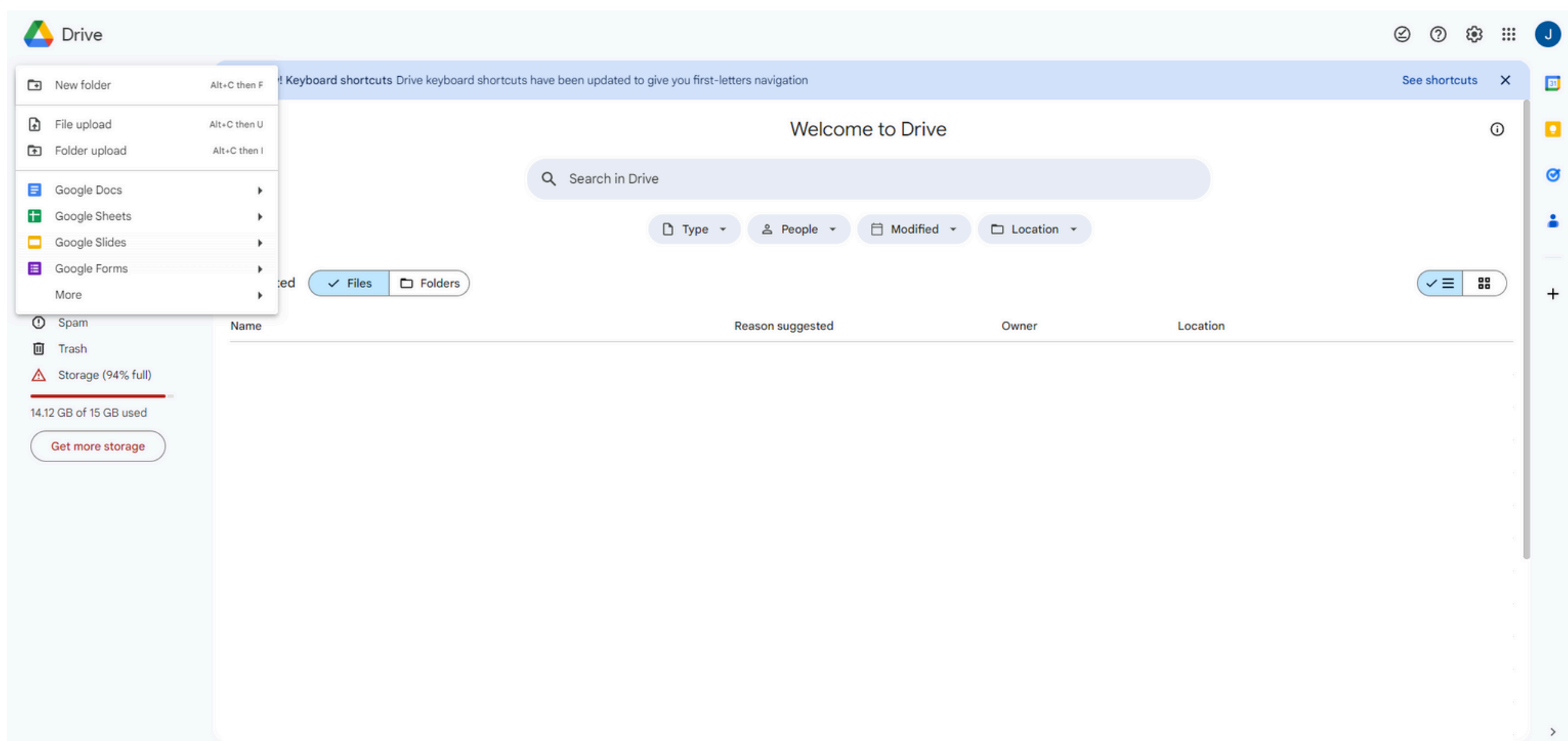
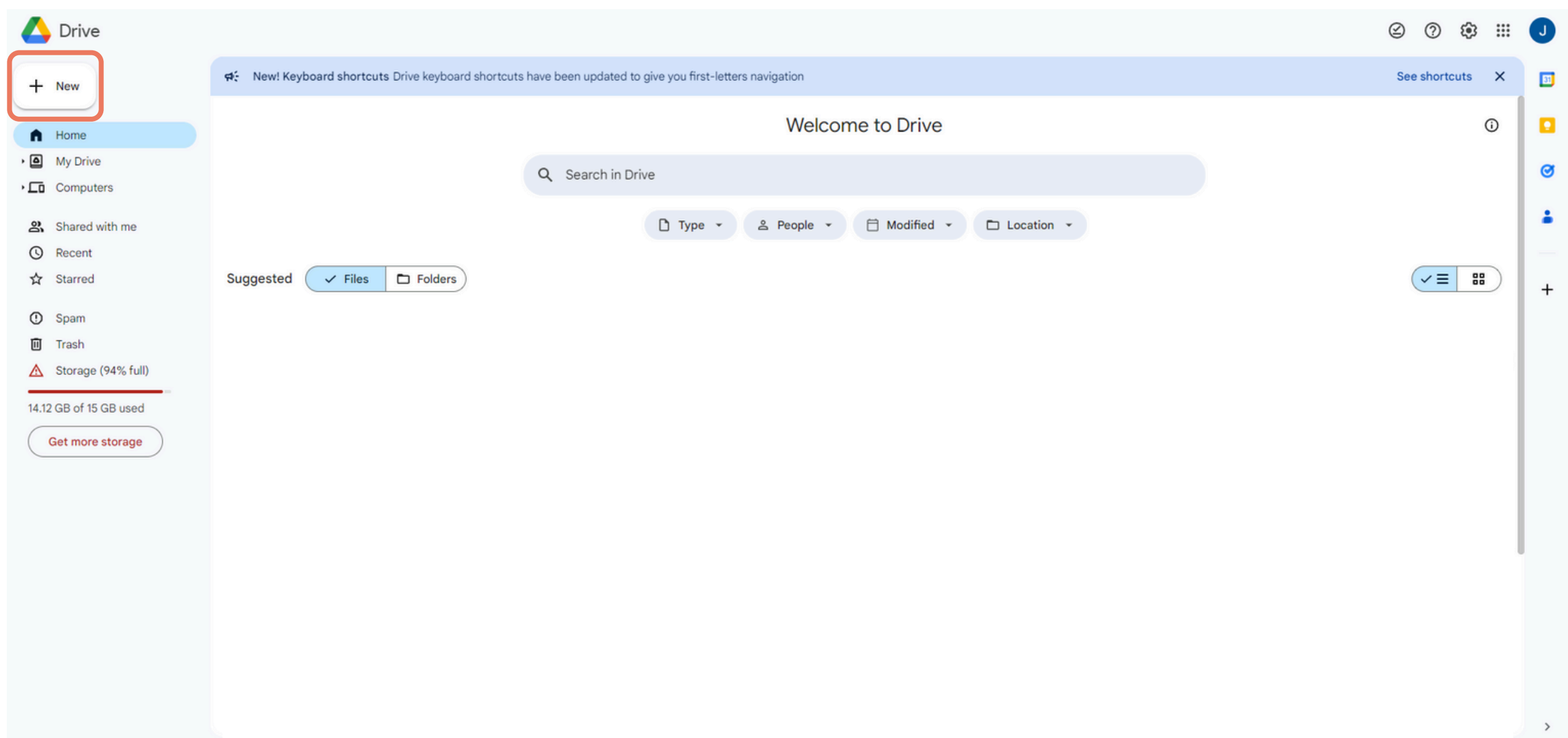
Once the folder will pop up, paste the copied file.



X. Google Drive Interface

01

Create or upload button



How To Set Up Gmail



SCAN CALENDAR



BOOK A STRATEGY CALL

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