<u>Gmail</u> Navigating Gmail



Welcome to Lunch and Learn Technology Workshops, sponsored by Connections for Independent Living and The Arc of Northeast Colorado

This guide has 5 Sections:

Section 1: Opening and reading an e-mail - begins on page 2 Section 2: Creating a new e-mail message - begins on page 3 Section 3: Replying to or Forwarding an e-mail - begins on page 8 Section 4: Reporting a message as Spam - begins on page 14 Section 5: Unsubscribing from unwanted e-mail lists - begins on page 16

Section 1: Opening and reading an e-mail.

- 1. Log in to your account.
- 2. When the Gmail page opens, you will see your mail:

\rightarrow	С	1	2 (ìr	nail.google.c	om/mai	/u/0/#inbo	DX											☆	•	• :	*
=	M	1	Gma	ail		Q	Search n	nail								•			0	193		(
			- (2	:																	
14		^	Unrea	ad															1-14	of 14		
*			\$ X		Andrew Jone	s		Hey Andrew! - He	ello, Just c	checking	g in to se	e how you	u're doing	today. I've	been pretty	busy with	getting these Chr	omeb 🖸	Î	ê C	,	
D					Andrew Jone	s		Chromebook Zoo	om Meetin	ing - And	irew Jone	es, MSW, /	Arc of Wel	ld County i	s inviting you	u to a sche	duled Zoom mee	ting. Join Zoor	m 🖻	Apr 2	7	
			* 3	Ð	DiamondBac	k Cover	s	Cleaning and Pre	eparing Yo	our Catc	ch With Jo	ourney So	outh Outfi	tters - Exp	ore the way	s you can i	make your next ca	atch an even b	ett	Apr 20	δ	
>			* 3		AutoZone			15% off Brake b	undle bar	rgain! - F	Plus, we'll	ll walk you	u through	how to do	the job! Auto	Zone® He	llo, Count on us f	for your brake r	ne	Apr 20	ó	
			☆ 2		MSU Denver	Alumni	ι.	A new and better	road to p	potential	illy save n	money on	your stud	dent loans	now through	The Alum	ni Insurance Pro	gram - Just for	C	Apr 20	ś	1
			* 3	•	Chick-fil-A			Andrew, grab a fo	orkand a	a straw	- A fresh	start to s	pring, ava	ilable now						Apr 20	δ	
			* 3	Ð	Holden Tow	er		Monday Motivati	on 💪 - W	Vhat's Yo	our Excus	se? Get Ou	ut There! \	view this e	mail in your	browser M	onday Motivatior	We know it's l	òe	Apr 20	δ	
_			* 3		CheapOair			Monday Flight De	eals: Fly R	Round Tr	rip from §	\$63.99 - S	Summer is	s the perfe	ct time to tra	vel. Plan y	our next getaway	by browsing t	he	Apr 20	á	
			* 3		Alison Teres	, Ameri.		You and your frie	ends are a	a force f	for good -	- You and	the people	e closest t	o you could	make a life	saving difference	e for a family ir	1 y	Apr 20	ó	
1			☆ 3	•	Google			Security alert - N	ew device	e signed	d in to ajo	ones.usaf(@gmail.co	om Your Go	ogle Accou	nt was jusi	signed in to fron	n a new Windo	w	Apr 20	5	
<u></u>			* 3		USPS Inform	ed Deli	ι.	Your Daily Digest	t for Mon,	n, Apr 26	- You hav	ve mail ar	nd packag	ies arriving	soon. 4/26/	2021 CON	ING TO YOUR M	AILBOX SOON.	V	Apr 20	ó	
Ð			* 3		Adobe for Pl	notograj	b .	Make pop art from	m portrait	its - Turn	n photos i	into carto	on-style il	llustrations	with this fre	ee action s	et for Photoshop			Apr 20	5	
A			Å 1		Delta Air Lin	es		Last Chance: Ear	n 90,000	Bonus M	Miles For	r Future T	ravel - Thi	is limited t	me offer is a	almost gor	ie. View as a Web	Page #91565	97	Apr 20	5	
-			\$ 3		Avast			Quick, get 55% of	ff in our s	spring sa	ale! - Don	n't miss ou	ut View i	in browser	Time is runr	ning out fo	r that digital sprir	ng clean! The fl	lo	Apr 2	5	

3. <u>Click on a message to read it:</u>

C D	a mail.google.com/r	nail/u/0/#inbox/FMfcgxwLtkTMHKmktZWFXShwrsBpcnnK	Å	0 4	0	*
M G	mail	Search mail	0	()		
÷	0 0 î	© © ♥; D ■ :	1 of 14	<	>	1
A	Hey Andrew! 2	x xodni C		ē	Ø	þ
The Arc	Andrew Jones to me +	3:12 PM (0 minutes ago	☆	*	:	ł
	Hello,					
	Just checking in t	to see how you're doing today. I've been pretty busy with getting these Chromebooks ready to go out.				Ľ
	Thank you,					L
	Andrew					L
	The Arc.	Andrew Jones, MSW (pronouns: he/him/his) Advocate, The Arc of Weld County 5312 W 9 th 52 Dr, Suite 150, Greeley, CO 80634 T 970.353.5219 ×101				l
1	andrew@arcweldcounty Website Donate Face					
r E	Please be advised: The	Arc of Weld County's physical offices remain closed in an effort to help stop the spread of the coronavirus (COVID-19). We are continuing to provide	quality se	ervices		

Section 2: Creating a new e-mail message.

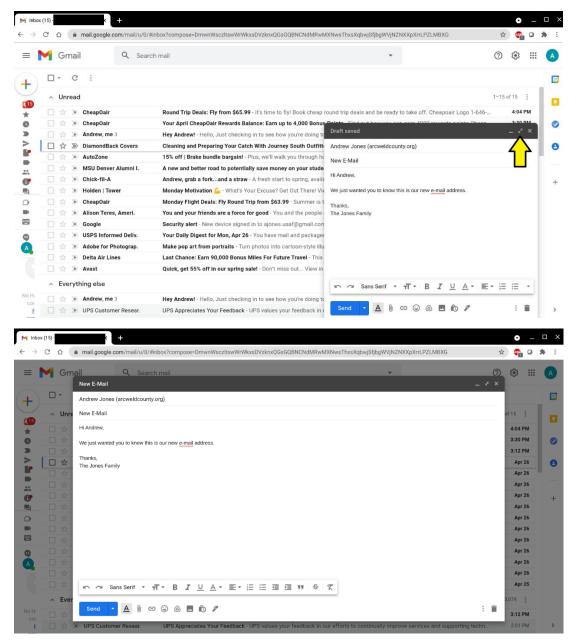
 Click the + in the top left of your message list and click Compose:

→ C û în mail.	google	.com/mail/u/0/#	nbox	☆	•	0	*			
= 附 Gmail		Q Searc	h mail 👻 (?	÷					
- Compose		-								
	15		1	-15 of	15 :					
Starred			Round Trip Deals: Fly from \$65.99 - It's time to fly! Book cheap round trip deals and be ready to take off. Cheapoair Logo 1-646		4:04 PM	1				
Snoozed			Your April CheapOair Rewards Balance: Earn up to 4,000 Bonus Points - Find out how you can earn 4000 rewards points Cheap		3:30 PM	4				
Important		3	Hey Andrew! - Hello, Just checking in to see how you're doing today. I've been pretty busy with getting these Chromebooks ready	æ	3:12 PM	1				
Sent		k Covers	Cleaning and Preparing Your Catch With Journey South Outfitters - Explore the ways you can make your next catch an even bett		Apr 2	5				
Drafts Categories	2		15% off Brake bundle bargain! - Plus, we'll walk you through how to do the job! AutoZone® Hello, Count on us for your brake ne		Apr 2	5	٩.			
Social		· Alumni I.	A new and better road to potentially save money on your student loans now through The Alumni Insurance Program - Just for		Apr 2	5				
Updates	4	_	Andrew, grab a forkand a straw - A fresh start to spring, available now		Apr 2	5				
		ver	Monday Motivation 💪 - What's Your Excuse? Get Out There! View this email in your browser Monday Motivation We know it's be		Apr 2	5				
New meeting			Monday Flight Deals: Fly Round Trip from \$63.99 - Summer is the perfect time to travel. Plan your next getaway by browsing the		Apr 2	5				
Join a meeting		, Ameri.	You and your friends are a force for good - You and the people closest to you could make a lifesaving difference for a family in y		Apr 2	5				
			Security alert - New device signed in to ajones.usaf@gmail.com Your Google Account was just signed in to from a new Window		Apr 2	6				
Andrew -		ned Deliv.	Your Daily Digest for Mon, Apr 26 - You have mail and packages arriving soon. 4/26/2021 COMING TO YOUR MAILBOX SOON. V		Apr 2	5				
Andrew •	+	hotograp.	Make pop art from portraits - Turn photos into cartoon-style illustrations with this free action set for Photoshop		Apr 2	6				
		ies	Last Chance: Earn 90,000 Bonus Miles For Future Travel - This limited time offer is almost gone. View as a Web Page #9156597		Apr 2	8				
	Quick, get 55% off in our spring sale! - Don't miss out View in browser Time is running out for that digital spring clean!				Apr 2	5				
No Hangouts contacts			1-50	of 33,	J79 :					
Find someone		3	Hey Andrew! - Hello, Just checking in to see how you're doing today. I've been pretty busy with getting these Chromebooks ready	e	3:12 PM	4				
1 0 L		er Resear.	UPS Appreciates Your Feedback - UPS values your feedback in our efforts to continually improve services and supporting techn		2:01 PM	4				

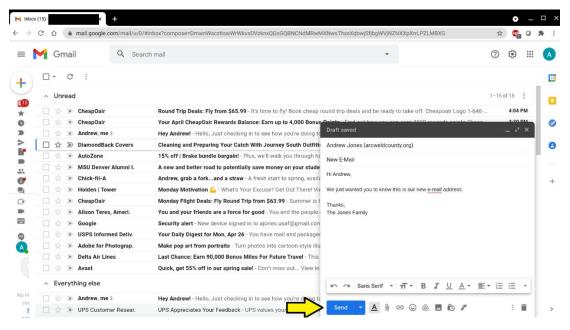
2. The default Compose window will open in the bottom right. Type in the e-mail address of the person you want to send an e-mail to (1), a subject to provide a clue what the message is about (2) and your message (3):

\rightarrow	G	Û			mail.google.co	m/ma	l/u/0/#in	compose=DmwnWsczltswWrWkxsDVzknxQGsGQBNCNdMRwMXNwsThxsXqb	bwjSfjbgWVjNZI	NXXpXrr	rlpzli	MBX	G			\$	- P	0	*
	4	C	Эm	ail		Q	Search	il .	•							0	(3)		
)		¥		C	:														
5	^	ι	Inre	ad												1–15 o	if 15	:	
		7		۲	CheapOair			ound Trip Deals: Fly from \$65.99 - It's time to fly! Book cheap round trip deals	s and be ready	to take (off. Ch	neapo	oair L	.ogo 1-	-646		4:04	РМ	L
		5		۲	CheapOair			our April CheapOair Rewards Balance: Earn up to 4,000 Bonus Delate. Find o	out hou you oo	n oorn 4	000 -		do no	inte Ol	haan		2.20		4
		3		۲	Andrew, me 3			ey Andrew! - Hello, Just checking in to see how you're doing to Draft saved									- 2	×	
. [7	2	Ð	DiamondBac	c Cove	s	leaning and Preparing Your Catch With Journey	es (arcweldcour	nty.org)									
					AutoZone			5% off Brake bundle bargain! - Plus, we'll walk you through he New E-Mail	$\sqrt{2}$										e.
		3		۲	MSU Denver	Alumn	I.	new and better road to potentially save money a3>		•									
		7		۲	Chick-fil-A			ndrew, grab a forkand a straw - A fresh start to spring, availa Hi Andrew,											
		3		۲	Holden Tow	er		Ionday Motivation 💪 - What's Your Excuse? Get Out There! Vie 🛛 We just wanted	ed you to know th	nis is our	new e	-mail	addre	?SS.					
		7		۲	CheapOair			onday Flight Deals: Fly Round Trip from \$63.99 - Summer is t											
		7		۲	Alison Teres,	Ameri		ou and your friends are a force for good - You and the people The Jones Far	mily										
		3		۲	Google			ecurity alert - New device signed in to ajones.usaf@gmail.com											
		7		۲	USPS Inform	ed Deli	v.	our Daily Digest for Mon, Apr 26 - You have mail and packages											
		7		۲	Adobe for Ph	otogra	р.	ake pop art from portraits - Turn photos into cartoon-style illu											
		7		۲	Delta Air Line	s		ast Chance: Earn 90,000 Bonus Miles For Future Travel - This											
		7		۲	Avast			uick, get 55% off in our spring sale! - Don't miss out View in											
	^	E	ver	yth	ing else			5 7 5	Sans Serif 🔹	-⊤-	в	I	U	<u>A</u> •	E.	ÌΞ	≔	•	
Hi		7		۲	Andrew, me 3			ey Andrew! - Hello, Just checking in to see how you're doing to	_					_			_	_	
or F					UPS Custome	r Rese	ar	PS Appreciates Your Feedback - UPS values your feedback in C Send	- <u>A</u> 🛛	⊝ 🕃			Ô	1			÷		

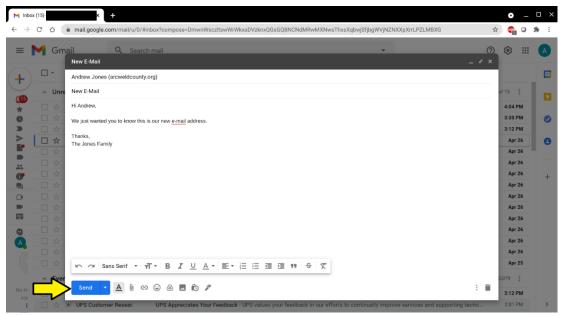
a. If the window is too small, click the icon to open a larger window:



3. After completing your message, click Send in the bottom left:



a. If you used the larger window, the Send button is still in the bottom left:

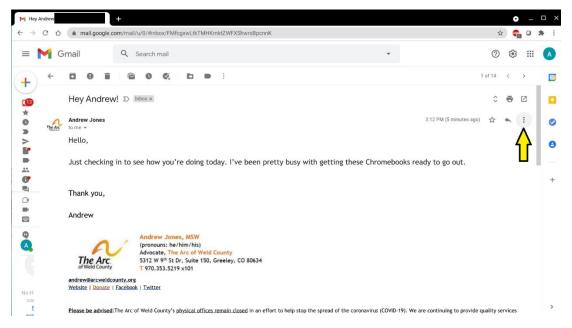


4. Check the bottom left for the send confirmation:

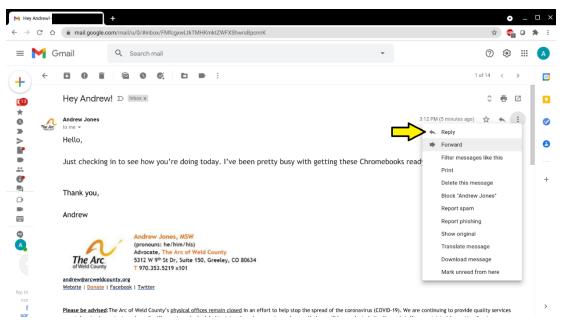
				man.googie.o	om/man/	u/0/#inbox	ж	•	0 7
4	(Эm	ail		Q	Search mail	0	\$	₩ (
	•		G	:					
^	ι	Jnre	ad				1-15	of 15	:
			۲	CheapOair		Round Trip Deals: Fly from \$65.99 - It's time to fly! Book cheap round trip deals and be ready to take off. Cheapoair Logo 1-	646	4:04	PM
			۲	CheapOair		Your April CheapOair Rewards Balance: Earn up to 4,000 Bonus Points - Find out how you can earn 4000 rewards points Ch	neap	3:30	РМ
			۲	Andrew, me	3	Hey Andrew! - Hello, Just checking in to see how you're doing today. I've been pretty busy with getting these Chromebooks	ready 🖙	3:12	PM
		☆	Ð	DiamondBac	k Covers	Cleaning and Preparing Your Catch With Journey South Outfitters - Explore the ways you can make your next catch an ever	n bett	Apr	26
				AutoZone		15% off Brake bundle bargain! - Plus, we'll walk you through how to do the job! AutoZone® Hello, Count on us for your brak	ke ne	Apr	26
				MSU Denver	Alumni I	. A new and better road to potentially save money on your student loans now through The Alumni Insurance Program - Just	for	Apr	26
				Chick-fil-A		Andrew, grab a forkand a straw - A fresh start to spring, available now		Apr	26
				Holden Tow	er	Monday Motivation 💪 - What's Your Excuse? Get Out There! View this email in your browser Monday Motivation We know it	ťs be	Apr	26
				CheapOair		Monday Flight Deals: Fly Round Trip from \$63.99 - Summer is the perfect time to travel. Plan your next getaway by browsin	g the	Apr	26
				Alison Teres	, Ameri.	You and your friends are a force for good - You and the people closest to you could make a lifesaving difference for a famil	y in y	Apr	26
				Google		Security alert - New device signed in to ajones.usaf@gmail.com Your Google Account was just signed in to from a new Win	dow	Apr	26
				USPS Inform	ed Deliv	Your Daily Digest for Mon, Apr 26 - You have mail and packages arriving soon. 4/26/2021 COMING TO YOUR MAILBOX SOC	DN. V	Apr	26
				Adobe for Pl	notograp	Make pop art from portraits - Turn photos into cartoon-style illustrations with this free action set for Photoshop.		Apr	26
			۲	Delta Air Lin	es	Last Chance: Earn 90,000 Bonus Miles For Future Travel - This limited time offer is almost gone. View as a Web Page #915	6597	Apr	26
				Avast		Quick, get 55% off in our spring sale! - Don't miss out View in browser Time is running out for that digital spring clean! Th	e flo	Apr	25
^	E	ve	yth	ning else			1-50 of 3	3,079	:

Section 3: Replying to or Forwarding an e-mail.

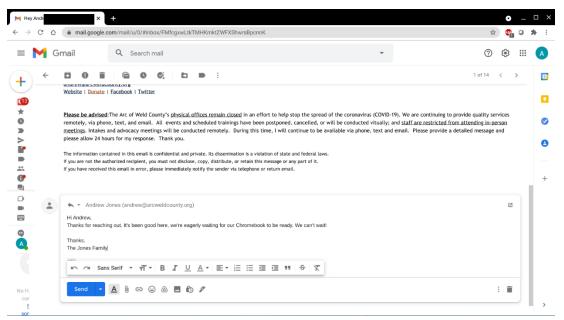
1. With the e-mail you want to reply to or forward open, click on the three dots in the upper-right:



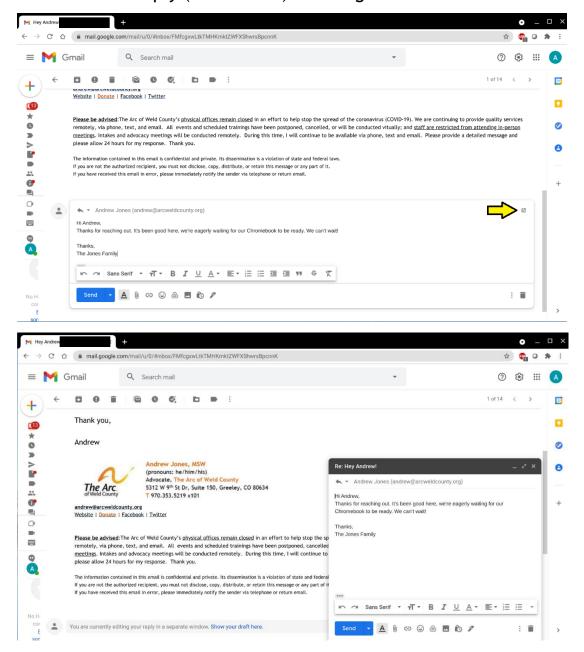
2. Click on Reply on the menu that appears:



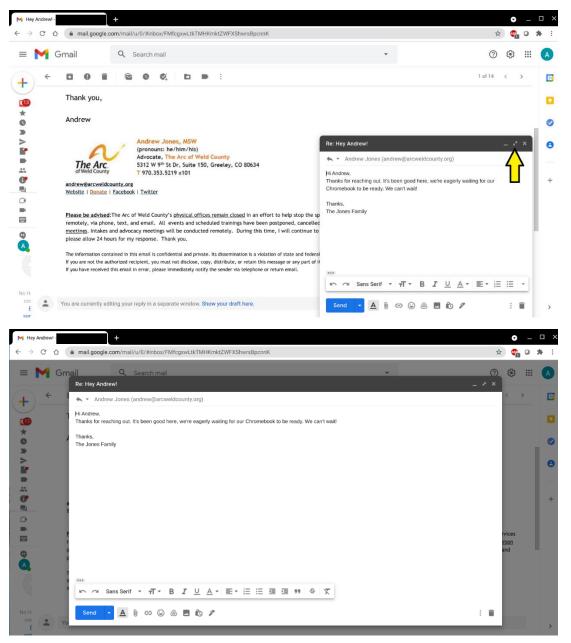
3. The reply window will open at the bottom of the message. Type in your reply message:



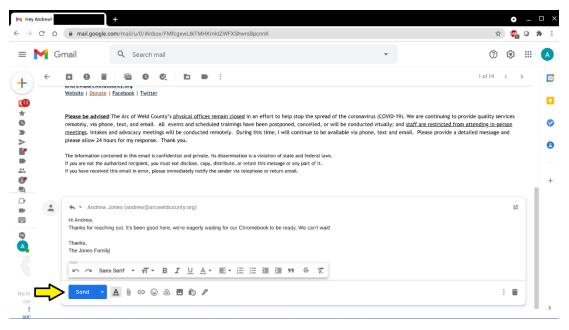
a. NOTE: You would use "Reply" to send a message back to the sender. You would use "Forward" to send a copy of the message to someone else. Otherwise, the process here is the same. b. If the window is too small, you can click the icon to popout the Reply (or Forward) to a larger window:



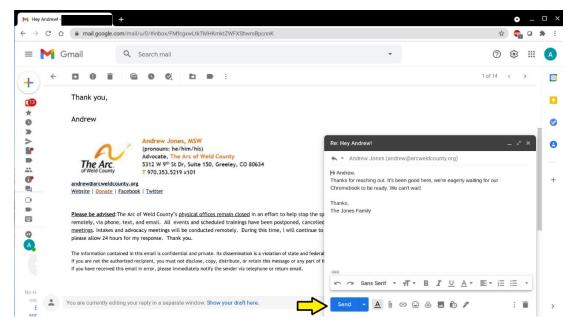
c. If that's still too small, you can click the Maximize icon to open an even larger Reply (or Forward) window:

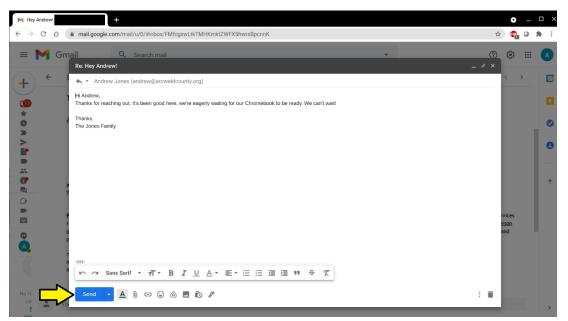


4. Once your message is done, click the Send button to send the Reply (or Forward):



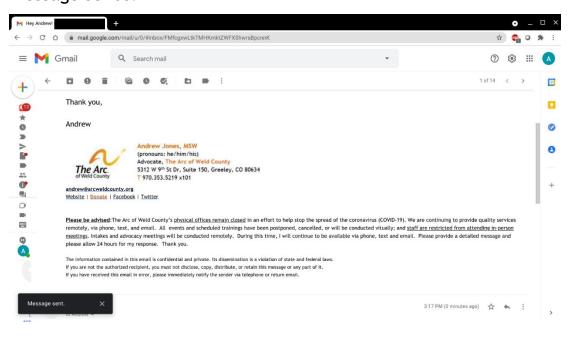
a. Here is the Send button in the pop-out window:





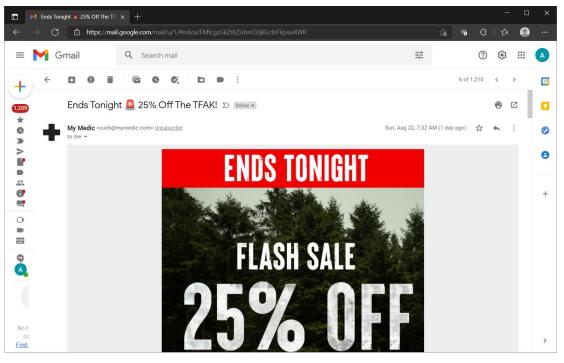
b. Here is the Send button in the maximized window:

5. Check the bottom-left of the Gmail window to make sure the message sends:



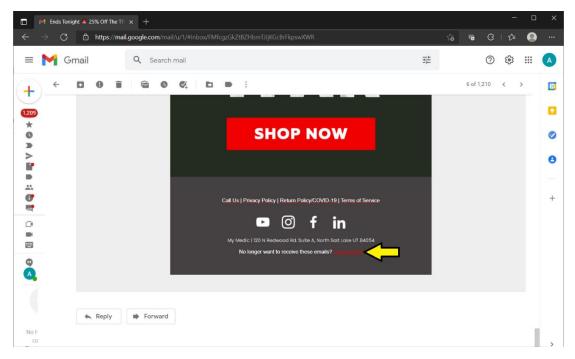
Section 4: Unsubscribing from unwanted e-mail lists.

1. Open the e-mail you wish to unsubscribe from:



a. NOTE: Use this method first to reduce unwanted e-mails.

This works for a majority of e-mails that come from legitimate businesses (Best Buy, Kohls, Amazon, etc, just to name a few). Scroll to the bottom of the e-mail to locate and click the "Unsubscribe" link:



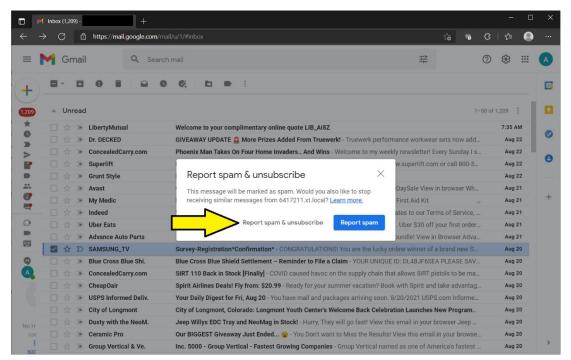
a. NOTE: For some companies, this link will automatically unsubscribe you. For some companies, there will be an "Are you sure?" to fully unsubscribe. For some companies, you will be asked to provide the e-mail address you want to unsubscribe. For some companies you will get a list of options for unsubscribing from certain types of messages. And for still others, it should be a combination of many of these.

Section 5: Reporting a message as Spam.

- 1. Do not open the message! Just Right-Click on it, Select "Move
 - to," and choose "Spam."

	1 Inbox (1,209) - +				- 0
\leftarrow	→ C Ĉ https://mail.google.co	m /mail/u/1/#inbox		ි ම ර	¢≘ 🚇 ·
=	Gmail Q s	earch mail			۰ 🗰 🕸
+	8-8 0 î û	0 🐔 🗈 🖿 :	Move to:		E
1,209	∧ Unread		Junk E-mail	- 1-50 of	f 1,209
*	🗌 🚖 💌 LibertyMutual	Welcome to your complimentary onl			7:35 AM
C >	🗌 ☆ 💌 Dr. DECKED	Keply all	Personal	erformance workwear sets now add	Aug 22
>	🗌 🚖 💌 ConcealedCarry.com	🔦 Reply		' weekly newsletter! Every Sunday I s	Aug 22
	🗌 🚖 💌 Superlift	Forward	Receipts	isit www.superlift.com or call 800-5	Aug 22
•	🗌 🚖 💌 Grunt Style	Forward as attachment	Unwanted		Aug 22
	🗌 🚖 🐌 Avast	C Porward as attachment	Work	ecauseDaySale View in browser Wh	Aug 21
	🗌 🚖 膨 My Medic	Archive	Social	rauma First Aid Kit	Aug 21
	🗌 🚖 💌 Indeed	Delete	Lindataa	s - Updates to our Terms of Service,	Aug 21
	🗌 🚖 🐌 Uber Eats	Mark as read	Spam	\$30 off. Uber \$30 off your first order	Aug 21
	🗌 🚖 🔊 Advance Auto Parts		Trash	h this bundle! View in Browser Adva	Aug 21
	SAMSUNG_TV	Snooze	Tush	icky online winner of a brand new S	Aug 20
9	Blue Cross Blue Shi.	🌠 Add to tasks	Create new	IQUE ID: DL4BJF6SEA PLEASE SAV	Aug 20
A		Move to	Manage labels	in that allows SIRT pistols to be ma	Aug 20
	CheapOair	Label as	- Ready for your summer vacation	Provention of the second secon	Aug 20
	🗌 ☆ 💌 USPS Informed Deliv.		have mail and packages arriving	soon. 8/20/2021 USPS.com Informe	Aug 20
	🗌 👷 💌 City of Longmont	🔌 Mute	t Youth Center's Welcome Back	Celebration Launches New Program	Aug 20
No H	🗌 👷 💌 Dusty with the NeoM.	Q Find emails from SAMSUNG_TV	Stock! - Hurry, They will go fast!	View this email in your browser Jeep	Aug 20
COL	🗌 🚖 💌 Ceramic Pro		😮 - You Don't want to Miss the F	Results! View this email in your browse	Aug 20
E	🗌 🚖 💌 Group Vertical & Ve.	Open in new window	owing Companies - Group Vertic	cal named as one of America's fastest	Aug 20

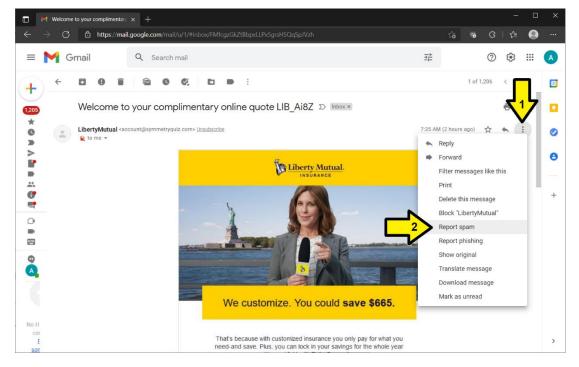
 a. NOTE: Use this method to reduce unwanted and unsolicited (meaning "I didn't ask for this") spam e-mails. Gmail typically does a good job of filtering out the spam, but sometimes messages will come through. Using this method not only helps you, but helps Gmail improve their filtering. 2. Click "Report spam and unsubscribe" in the pop-up box.



3. Check in the lower-left to confirm.

)	Inbo	(1,20	6) -	+					
	→ (З	e) https://mail.google.com/r	nail/u/1/#inbox to q	\$	{≦		
=	Μ	Gr	nai	Q Sear	ch mail I	?	(3)		
		÷	C	:					
•)			3	upTOP Overland	The Alpha Series Just Got Better! - https://g5.smartrmail.com/2d9bf805-016e-4b9a-b086-0a185fa24d7e/	DS	Aug	18	
206				ConcealedCarry.com	Is your EDC reliable? Find out here August 18th, 2021 Contact Us SHOP ARTICLES VIDEO PODCASTS I	NS	Aug	18	
k			3	Chick-fil-A	Andrew, this made us think of you - Any guesses?		Aug	18	
D			3	Grubhub	See Ella Mai and Jazmine Sullivan tonight! - Tune in for \$5 off your order. Grubhub Our first live Sound Bit	es	Aug	18	
			3	Toyota	Your Recent Service Experience - Hi Andrew Jones, Toyota Motor Sales and Pedersen Toyota, Ltd. would	ike	Aug	18	
>			3	CheapOair	🛪 Round Trip Deals: Fly from \$46.99 - Get your next getaway started and save with these deals. Book too	lay,	Aug	18	
	::□	☆)	CampusWell	Jumpstart your day with this quick 25-minute HIIT routine - Metro State University of Denver] Ca			0	
			3	USPS Informed Deliv.	Your Daily Digest for Wed, Aug 18 - You have mail and packages arriving soon. 8/18/2021 USPS.com Info	rm	Aug	18	
				VMware	Embrace the Modern, Integrated Solution for Distributed Work - Support remote users with modern mana	ge	Aug	18	£.
-			3	Uber Eats	Don't miss out on your \$30 - You can still get \$30 off your first order. Uber Get \$30 off your first order with	U	Aug	18	
			3	upTOP Overland	Rock Light and more products you're sure to take your rack to the next level - https://g5.smartrmail.com/	50	Aug	18	
		☆)))	5.11 Tactical	New Defender-Flex Pants are now available! - New colors and a brand new style in the Defender-Flex colle	cti	Aug	18	
<u></u>			3	Delta Air Lines	Rejoin Your Loved Ones With 70,000 Bonus Miles - Plus, earn a \$200 statement credit. View as a Web Pag	je	Aug	18	5
Ð			3	Budget	Labor Day Sale, Save up to 35%! - Book now to score big Labor Day savings! View on web Budget® Speci	al	Aug	17	
A	^	Eve	rytl	hing else		1-50 of	34,309	:	
				My Medic	Ends Tonight 🚨 25% Off The TFAK! - Hurry & Save On The Ultimate Trauma Kit 🗲		Aug	22	
			-	Ducty with the NeeM	loop Willys EDC Tray and NooMag in Stock! - Hurry, They will go fast! View this email in your browser Jeep	W	Aug	21	
0					ave mail and packages arriving soon. 8/21/2021 USPS.com Inform	ne	Aug	21	
Con	iversat	ion r	nark	ed as spam. We'll attempt to	punsubscribe you from these emails. X ick - Hurry, They will go fast! View this email in your browser Jeep	W	Aug	20	
					Learn more Undo 3 2)21 - Logo Andrew, We look forward to seeing you soon Here's	all	Au	g 4	
-			100	Block)/up	Plack/up Newsletter Live Front Upland - hy You Should Use It - BlackVue Newsletter 2021.07.20 View in	. has	1.1	20	

4. If you've already opened the e-mail, that's ok, you can either go back to your Inbox and use the above steps, or: Click the three dots in the top-right of the message and select "Report Spam."



This concludes our Lunch and Learn Technology Workshop for today! Please feel free to use any free space to make whatever notes you may need.

For further Technology learning opportunities, be sure to join us again over the next two weeks as we discuss Microsoft Windows and Microsoft Office Word, as well as telehealth and reordering prescriptions online. Also visit our Tech Coaching website for more information and instructional videos: www.arcweldcounty.org/inclusive-technology-access and https://connectionscolorado.org/technology-services
