



Conference Handout

You Are In The Winner Circle With Gmail Tips And Google Lens

You know how to use Gmail but there are many Gmail hidden features that you might have missed. Be in the winner circle when you use the hidden features highlighted in this session. You will add to your winnings when you discover one of Google's best-kept secrets on your smartphone - Google Lens.

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Gmail Management Best Practices

Clean Up Your Computer and Gmail

- Check your hard disk drives – If needed, clean it up.
- Organize desktop icons into folders.
- Save old pictures and videos to the cloud or external hard drive.
- Uninstall unused programs.
- Delete temporary files.
- Give your computer a break.
- Shut down or restart your computer at least once a week.
- Take a look at your web browsers. To do this in the two of the popular web browsers:

For Firefox:

- Click the menu button  and select Settings.
- Select the Privacy & Security panel.
- In the **Cookies and Site Data** section, click **Clear Data...**
- Remove the check mark in front of **Cookies and Site Data**.
- With *Cached Web Content* check marked, click the **Clear** button.
- Close the *about: preferences* page. Any changes you've made will automatically be saved.

Tip: Here's another way to clear the Firefox cache:

- Click the menu button  to open the menu panel.
- Click History and select Clear Recent History....
- Next to **Time range to clear**, choose **Everything** from the drop-down menu, select **Cache** in the items list, make sure other items you want to keep are not selected and then click the **OK** button.

For Google Chrome:

- Click on the three-dot button in the upper corner.
 - Select "More tools"
 - Click "Clear browsing data"
 - Note that Chrome allows you to delete data within a certain time period
 - If you've never deleted the files in your cache before, you'll want to select "All time"
 - Check the boxes "Cookies and other site data" and "Cached images and files"
 - Hit "Clear data"
 - Note: Cookies also can also include the autofill function in your search bar, so it is a good idea to have your favorite websites bookmarked just in case.
- Clean up your google drive and photos. Your storage is shared across Google Drive, Gmail, and Google Photos. To see how much space you have left, on a computer, go to google.com/settings/storage. Clean as needed.
 - Delete huge emails. Log in to your Gmail account:
 - 1) Click the downward facing triangle on the right side of the search bar to show search options.
 - 2) In the bottom-half of the pop-up window should be an option titled "Size." Make sure the first field next to it says "greater than" and the last field says "MB."
 - 3) Type the desired email size in the middle field.
 - 4) Click Search.
 - 5) Evaluate to keep or delete.

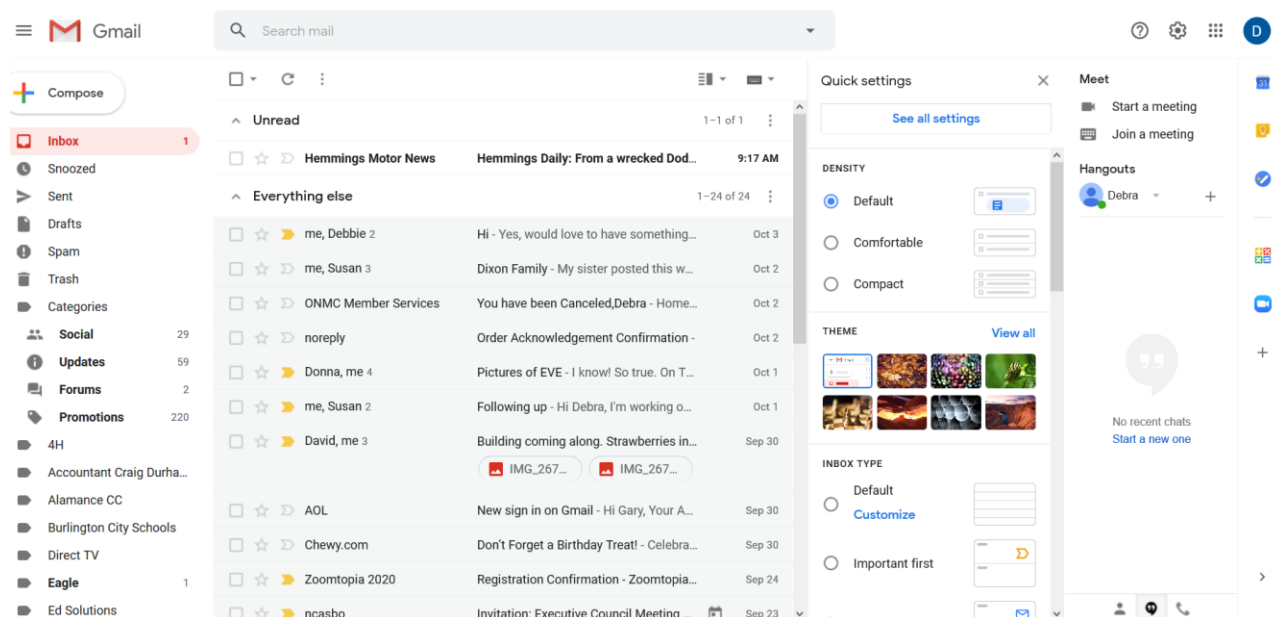
- Block unwanted senders and unsubscribe from marketing emails. Log in to your Gmail account:
 - 1) Click on the downward facing triangle on the right side of the search bar.
 - 2) Type the domain name under “From”.
 - 3) Click on the “Create filter with this search” option located on the bottom-right corner.
 - 4) Check the “Delete it” option to automatically delete all emails from the desired domain name.
 - 5) Click Create filter.
- Get rid of old emails. Log in to your Gmail account:
 - 1) Click on search bar
 - 2) Type “before:_____” (Date must be written year/month/day i.e.: 2015/01/01)
 - 3) Evaluate to keep or delete.
- Empty spam and trash.

Notes: _____

Gmail Tips and Tricks for Layout

Gmail has many options to customize layout, look and feel, and other details to make sure the interface is personalized and optimized for how you like to work. Click on settings for quick layout. The full settings menu is still available by clicking the “See all settings” button at the top of the new quick settings menu. Quick settings include:

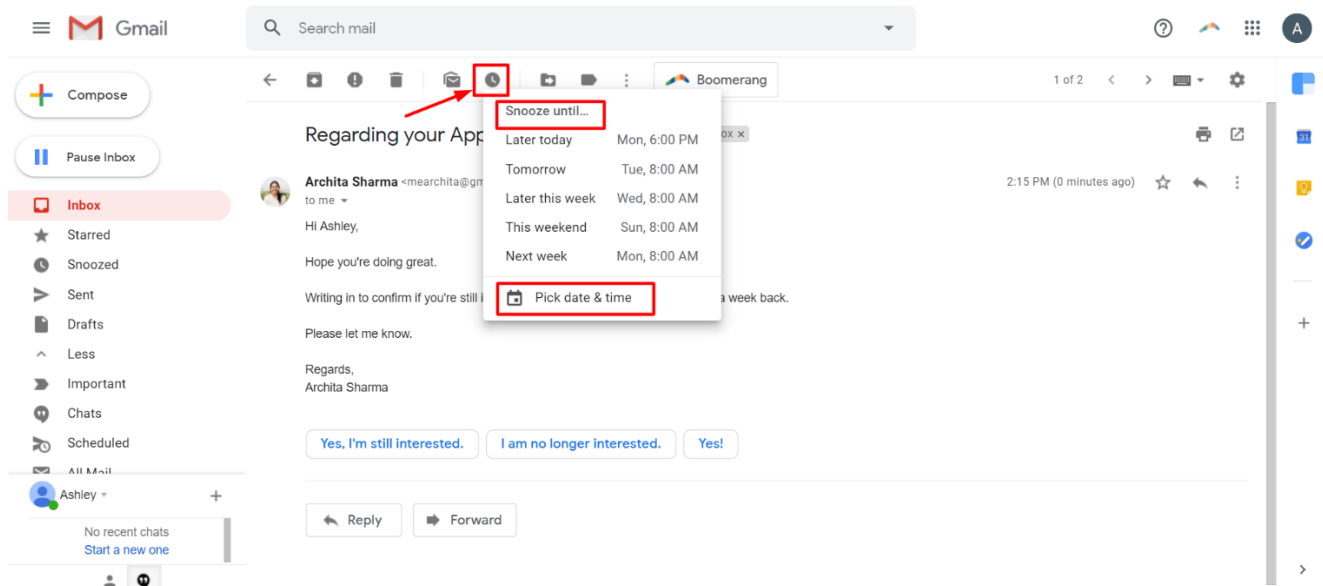
- Customizing the density of text and information displayed.
- Choosing a different inbox type to help intelligently prioritize and organize emails.
- Adding reading panes to quickly see email contents.
- Applying themes to personalize the look and feel of your inbox.



Gmail Tips and Tricks for Productivity

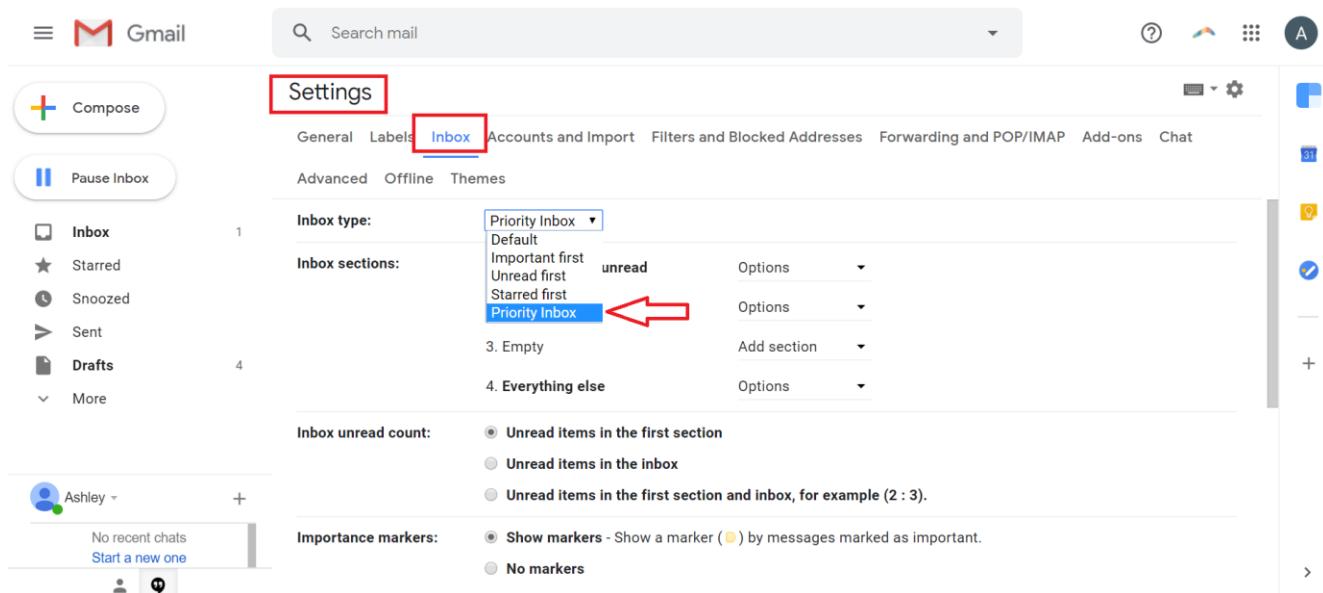
1. Snooze Emails in Gmail

How to use this: Right-click on a message you want to snooze. Pick a date and time when you'd like to tackle it, and Gmail will send you a notification.



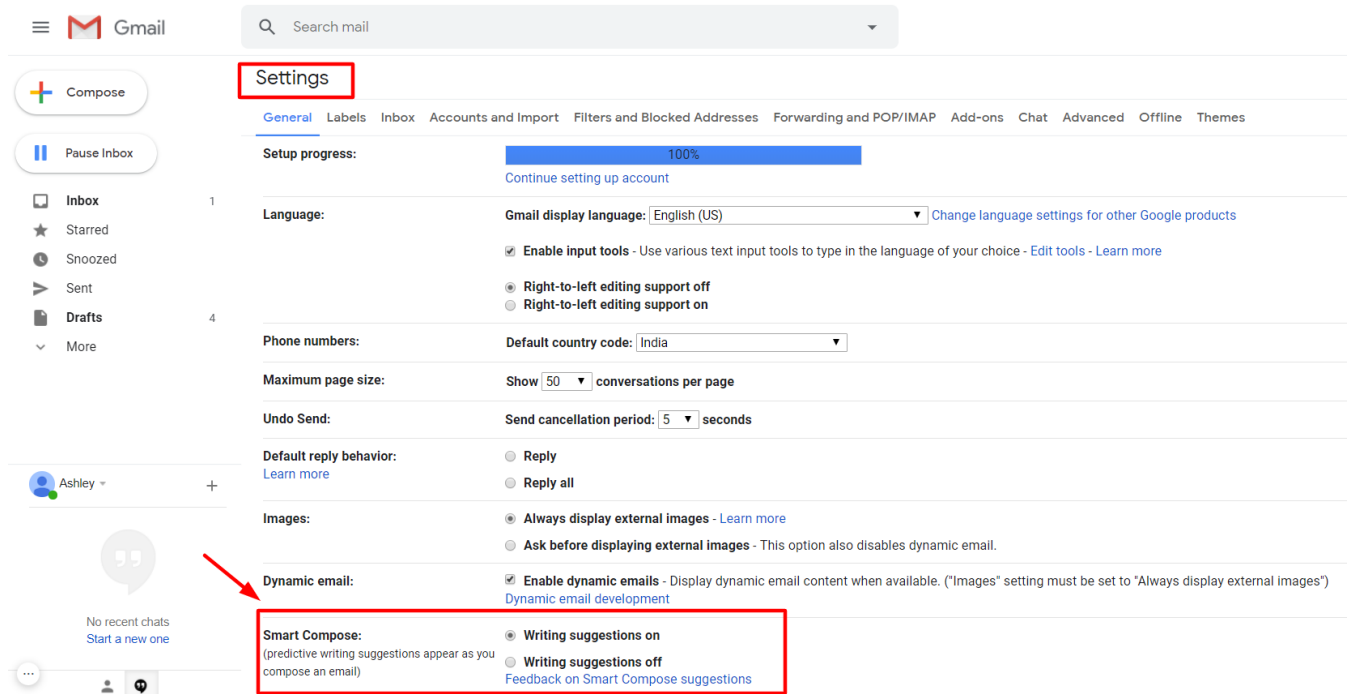
2. Set Up Priority Inbox in Gmail

Click on 'See all Settings'. Under the 'Inbox' tab, you'll find 'Inbox type' option. Select 'Priority Inbox'. Other than Priority Inbox, under 'Inbox Type', you can also choose to view your emails in the following manner: 'Important first', 'Unread first', or 'Starred first'. Scroll to bottom, click "Save changes".



3. Enable Smart Compose for Predictive Text Suggestions


Click on 'See all Settings'. Under 'General Settings', you'll see 'Smart Compose'. Click on 'Writing suggestions on' to enable the feature. Scroll to bottom, click "Save changes".





4. Create Google Calendar Events from Gmail Messages

Open the email you want to create an event for on your computer and then, click on the three vertical dots below the search bar. This will open a drop-down menu. Select 'Create event' from the drop-down menu and create the desired event.



5. Add your Emails to Google Tasks – Virtual To Do List

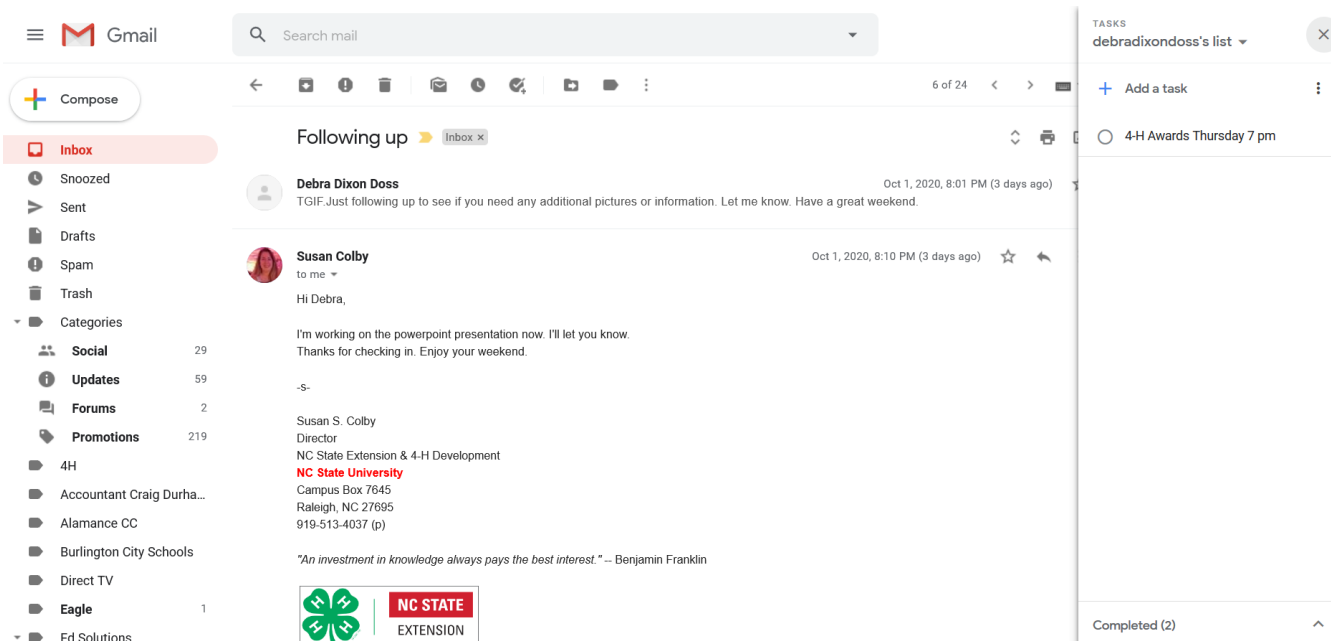
Select the emails you want to create a task. Click on the 'Add to Tasks'  option. Then edit to set the date & time when you'd like to work on it.

Switch between lists:

1. On your computer, go to [Gmail](#).
2. On the right, click Tasks .
3. At the top, click the Down arrow .
4. Click the list you want.
5. Click and drag the list you want to move.
6. Highlight a list with the arrow keys and press Alt + the Up or Down arrow key to move a list up or down.

Reorder lists:

1. On your computer, go to [Gmail](#).
2. On the right, click Tasks .
3. At the top, click the Down arrow .
4. To reorder lists, select an option:



6. Organize your emails using 'Labels'

Select the emails you want to label and then click on the 'Labels' option to add one. To create a new label, click on 'Settings'. Then, under the 'Labels' tab, scroll down to the last section, and click on 'Create new label'. Colors may be assigned to labels to easily spot them in your inbox.

Labels are different from folders. If you delete a message, it will be erased from every label that it's attached to and your entire inbox.

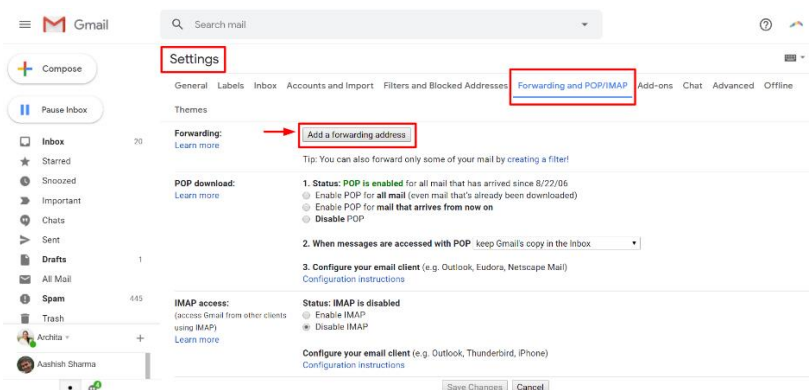
7. Advanced search

Click the little down-arrow button on the right of the search bar to open Gmail's advanced search panel where you can search for date ranges and attachment sizes, by subject line and with other filters.

Gmail Tips and Tricks for Automation


1. Auto-Forward your Gmail Messages


Go to 'Settings'. Under the 'Forwarding and POP/IMAP' tab, you'll find the forwarding option. Add the email address you want messages to get forwarded to. If you wish to forward only specific emails, choose the option to create a filter. You can filter based on the 'From Address', 'To Address', 'Subject', 'Any attachments', etc.



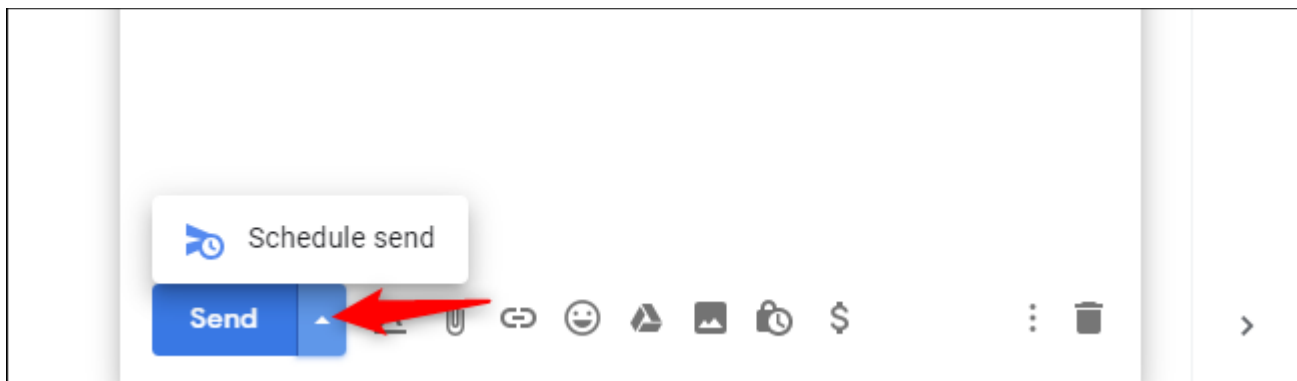
2. Schedule an email in Gmail

Important: Your emails will be sent based on the time zone you schedule them in.




On your computer, go to [Gmail](#) .

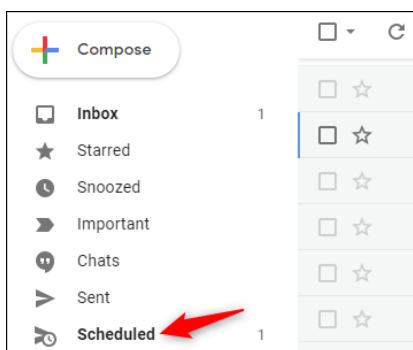
1. At the top left, click **Compose**.
2. Create your email.
3. At the bottom left next to "Send," click the dropdown arrow .
4. Click **Schedule send**.

Note: You can have up to 100 scheduled emails.





View or change scheduled emails

1. On your computer, go to [Gmail](#) .
2. At the left panel, click Scheduled .
3. Select the email you want to change.
4. At the top right of your email, click **Cancel send**.
5. Create your changes.
6. At the bottom left next to "Send," click the dropdown arrow .
7. Click **Schedule send** and select a new date and time.



Cancel scheduled emails

On your computer, go to [Gmail](#) .

1. At the left panel, click Scheduled .
2. Select the email you want to cancel.
3. At the top right of your email, click **Cancel send**.

Note: When you cancel a scheduled email, it becomes a draft.

3. Set Up Canned Responses to Create Gmail Templates

How to Create a Canned Response in Gmail

- In Gmail, click the Gear icon, then click 'See all Settings'.
- Click the tab that says 'Advanced'.
- Click 'Enable' on the 'Templates' prompt.
- Start a new email by hitting 'Compose' in the upper left-hand corner of your inbox.
- Type the email message you'd like to save as a template.
- Click the three dots icon on the bottom right-hand corner of the compose window, hover over 'Templates,' 'Save draft as template,' and then click 'Save as new template'.
- Name your template.
- Start a new email by hitting 'Compose' in the upper left-hand corner of your inbox.
- Click the three dots icon on the bottom right-hand corner of the compose window, hover over 'Templates,' then click on the template name.
- After the response is pasted, add your recipient and click 'Send'.

Hidden Features of Gmail

1. Use Gmail offline

You can read, respond to, and search your Gmail messages even when you aren't connected to the Internet by visiting mail.google.com.

Tips:

- To make it easier to use Gmail when you are offline you can bookmark mail.google.com in Chrome.
- If you're using Gmail with your work or school account, you can ask your [admin](#) to help change your settings.

Turn on Gmail offline

On your computer, make sure you've downloaded Chrome. You can only use Gmail offline in a Chrome browser window, not using Incognito mode.

1. Go to [Gmail offline settings](#).
2. Check "Enable offline mail."
3. Choose your settings, such as how many days of messages you want to sync.
4. Click Save changes.

Bookmark Gmail to use offline

You can bookmark your inbox to make accessing your email offline easier.

1. In Chrome, open your [Gmail inbox](#).
2. To the right of the address bar, click Star ★.

Note: When you send emails offline, your email goes into a new "Outbox" folder and gets sent as soon as you go back online.

Offline: ☒ **Enable offline mail**
[Learn more](#)

Storage: Using 58 MB of 20 GB available for offline mail on your computer

Sync settings: Store emails from the last

30 ▼ days.

7
30
90

☒ Download attachments

Security: After logging out of my Google account

☒ Keep offline data on my computer
Data stored on your device will not be deleted when signing out of your Google account or when changing your password. To delete account data from your device disable offline mail and save changes.

☐ Remove offline data from my computer
Data will need to be resynced to your computer when logging back into Gmail. It may take a few hours to resync the mailbox.

[Save Changes](#) [Cancel](#)

2. Use keyboard shortcuts. - To enable shortcuts, go to the settings in the top right-hand corner of Gmail. Under the General tab, you'll find Keyboard shortcuts, just turn it "on" & click on the save button. Here's a small list of shortcuts:

- C – The C key opens up a new compose window.
- S – In the Inbox view, the S key lets you star an email, hitting the S key again unstars the email.
- D – The D key opens up a compose window in a new tab.
- N & P – The N & P key lets you scroll through a conversation in a thread. When you need to expand a conversation, just hit the enter key.

3. Mute annoyingly noisy email threads - If you have an active group email and no longer care to follow the back-and-forth chatter, you can opt out.

- Open the thread, click the triple-dot button at the top and click Mute. The conversation will be moved to your archive, where it will remain even when more replies arrive.
- You can always find it in the All Mail view of Gmail, which includes your archived messages. You can then unmute the conversation if you so choose by opening the conversation and clicking the X button next to the Mute label at the top of the page.
- Once unmuted, the next time you receive a reply, it will show up at the top of your inbox.

4. Enable Auto-advance

- In settings, click **Advanced** and you'll see **Auto-advance** at the top.
- Click the radio dial on the right for **Enable** to turn on.
- Return back to **Settings > General** and scroll down to **Auto-advance**, you can choose to go to the next (newer) or previous (older) conversation.
- To save, scroll down and hit the **Save Changes** button.

5. Use other Google products and Add-ons side by side

You can use Google products, like Gmail or Calendar, in the same window on your computer. This way, you can keep track of important info without switching between tabs.

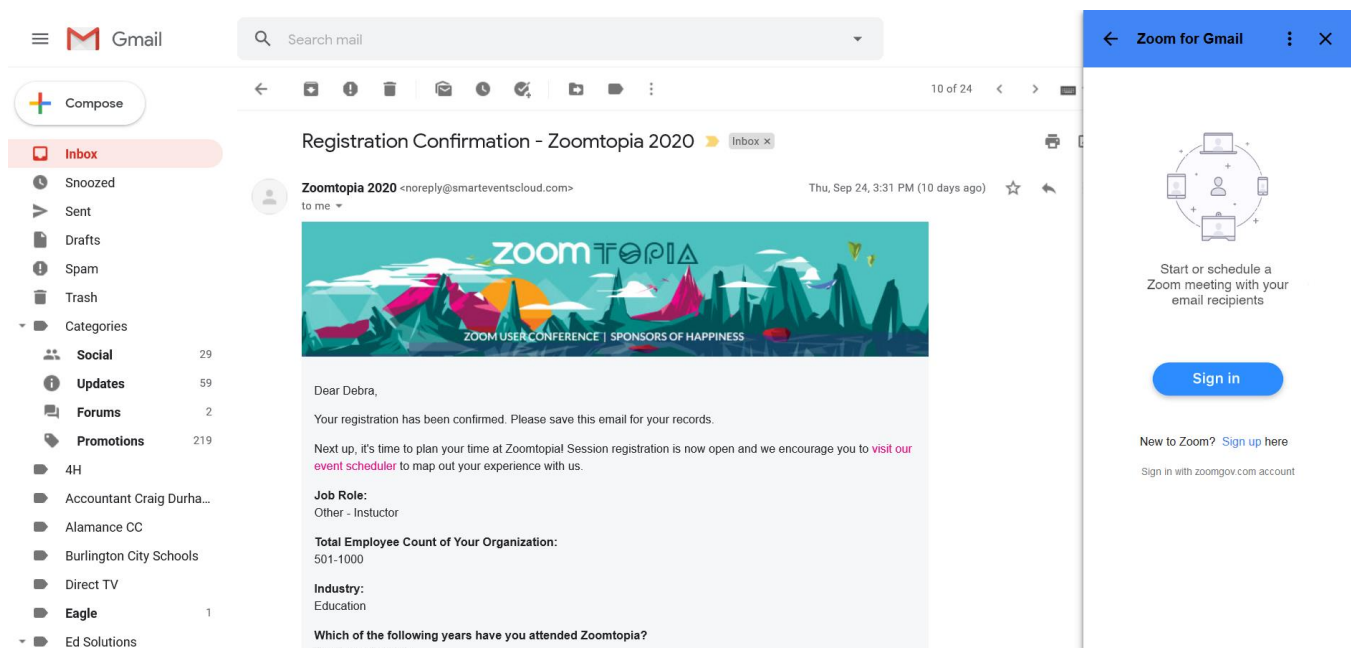
Use other apps with Gmail - To quickly access add-ons, go to the right sidebar and click Add **+**. Add other tools to use with Gmail, including Zoom and Byte Scout Calculator.

Install add-ons

1. On your computer, go to [Gmail](#).
2. In the top right, click Settings **⚙** > **Get add-ons**.
3. Search for and select the tool you want to use with Gmail.
4. In the top right, click **Install** > **Continue**.
5. Choose your account, then follow the steps on the screen.

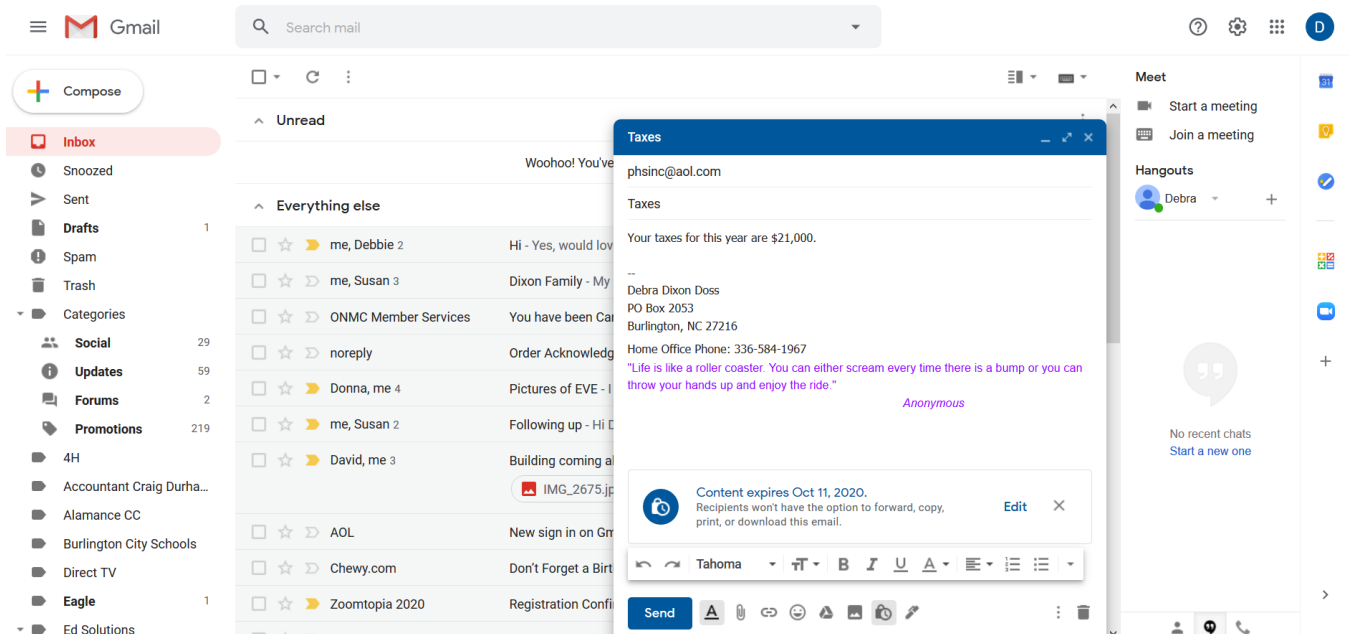
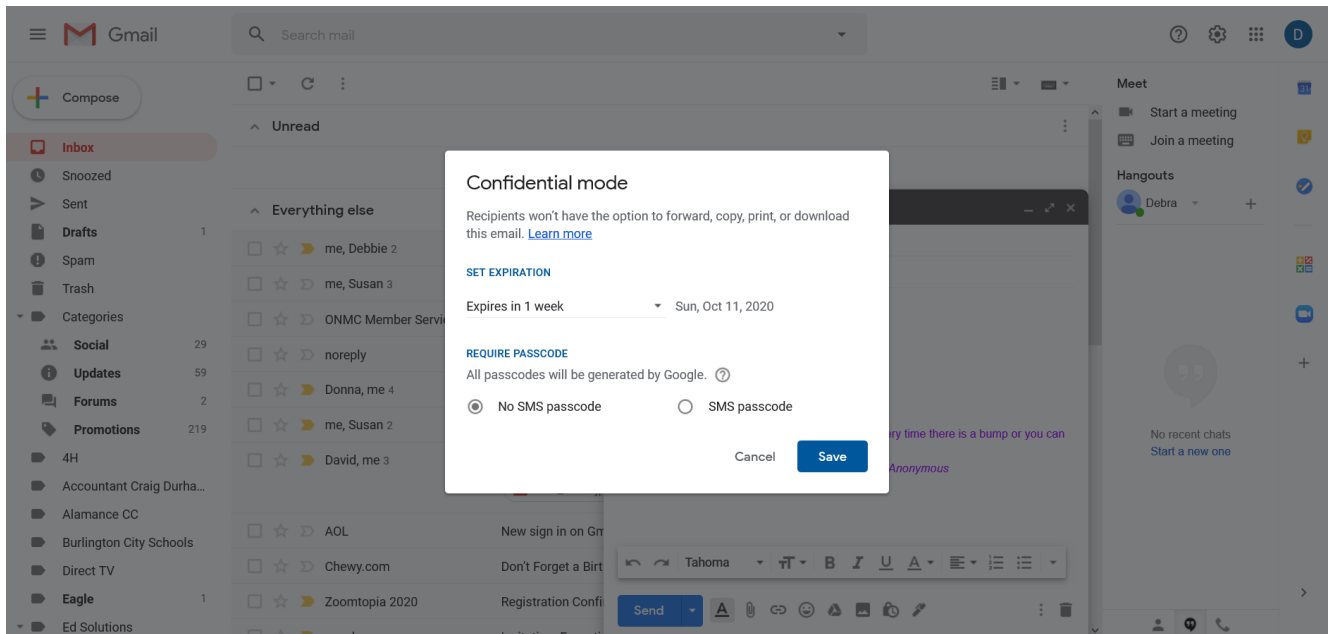
Uninstall add-ons

1. On your computer, go to [Gmail](#).
2. In the top right, click Settings **⚙** > **See all settings**.
3. Click the **Add-ons** tab.
4. In the "Installed add-ons" section, click **Manage**.
5. Click More **⋮** > **Remove**.



6. Enable Confidential Mode in Gmail

Gmail allows you to compose emails which can be automatically deleted at a later date. Think of these as private emails that you can send. After composing an email, click on the clock-like icon at the bottom right corner. You'll see the option to set an expiration for your message. You may also password protect the email with a verification encryption sent via SMS to the recipient.



Debra Dixon Doss has sent you an email via **Gmail confidential mode**:



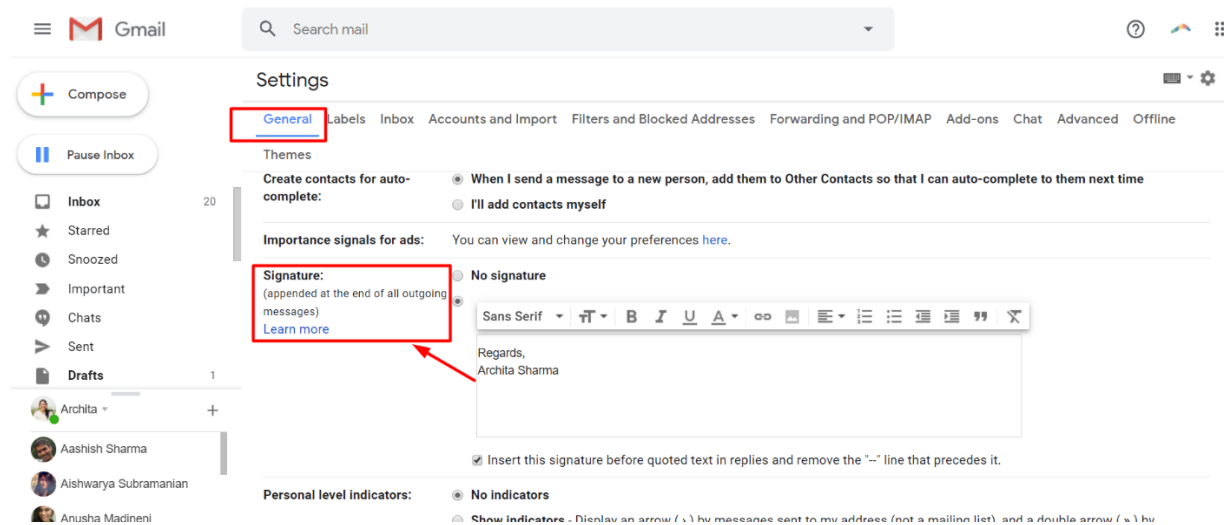
This message was sent on Oct 4, 2020 at 10:32:15 AM PDT
You can open it by clicking the link below. This link will only work for phsinc@aol.com.

[View the email](#)

Gmail confidential mode gives you more control over the messages you send. The sender may have chosen to set an expiration time, disable printing or forwarding, or track access to this message. [Learn more](#)

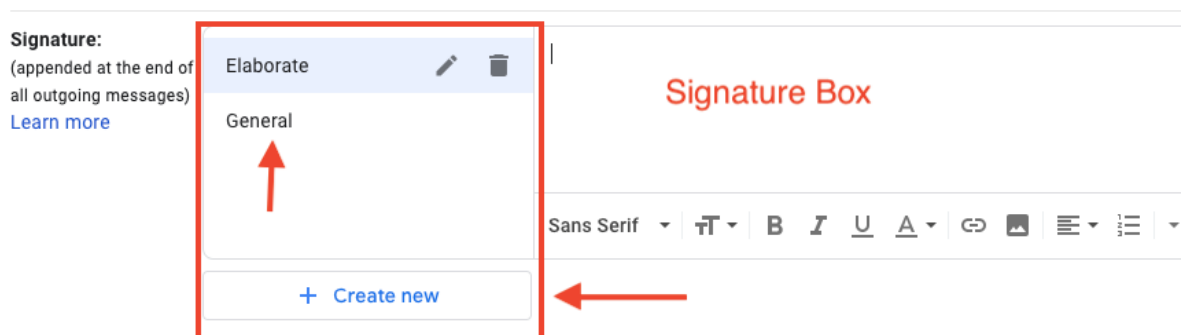
7. Add a Personalized Signature in Gmail

How to use this: Click on 'Settings'. Scroll down to the 'Signature' option under 'General settings' and you'll find a text box to enter your information.



You can use customized signatures for different situations.

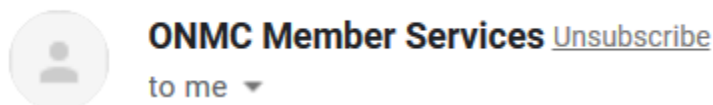
Post the update, the signature panel looks like this:



The 'Create New' option lets you create multiple signatures. You can create signatures for various situations, and accordingly add to your email when you send out an email. For example, I have two types of signatures – one is elaborate with company details, website, etc. and one is general which is kind of short, just having my name and designation.

8. Easy Unsubscribing

Gmail now has 'unsubscribe' button right next to the email address of the sender. Click on the 'Unsubscribe' button and never receive emails from that particular address.



9. Translate messages

Click on the three vertical dots, next to the 'Reply' option and select 'Translate Message'. Gmail will then ask you for the language you wish to translate the message from & to.

10. Send texts from Gmail

To send them an SMS, compose an email putting their 10-digit phone number (no dashes) as the username and their carrier's gateway address (available on carriers' websites) as the domain in the "to" field.

For example, an email-based text to a Verizon customer would look something like 0123456789@vtext.com. Other common domains include @mms.att.net for AT&T, @messaging.sprintpcs.com for Sprint and @tmomail.net for T-Mobile.

11. See If Someone Else Is Accessing Your Gmail

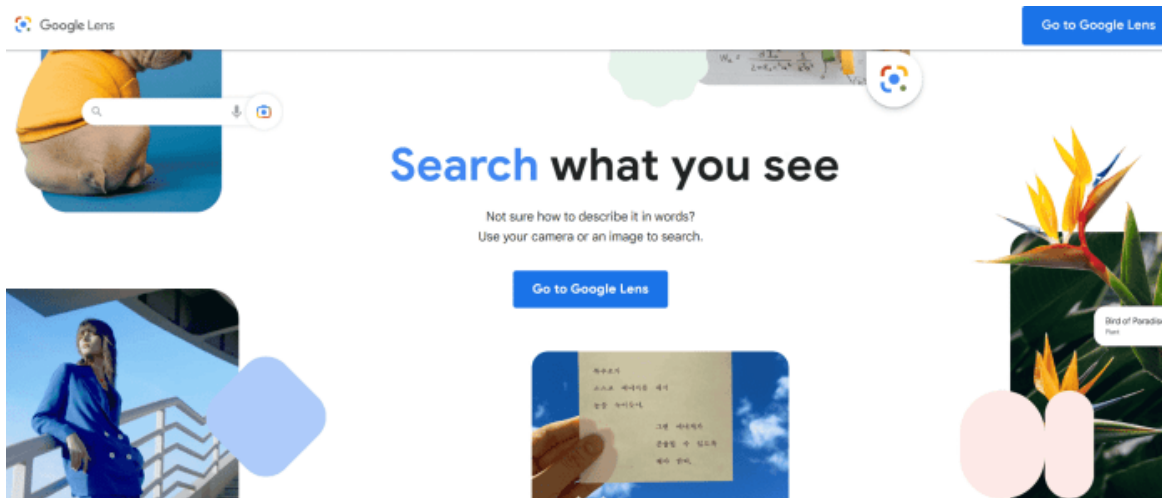
Click on the "Last Account Activity Details" link at the bottom of the Gmail inbox and you'll see the IP address and location of where your Gmail account has been accessed from.

12. Make A Call From Gmail

To do this you need to download the [Google Talk plugin for Hangouts](#). Now click the "Make A Call" link in the Gmail inbox and type in the number you want to call.

Google Lens

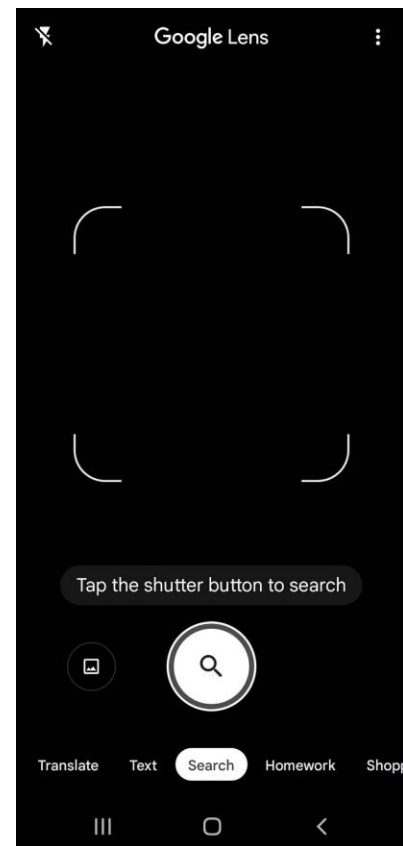
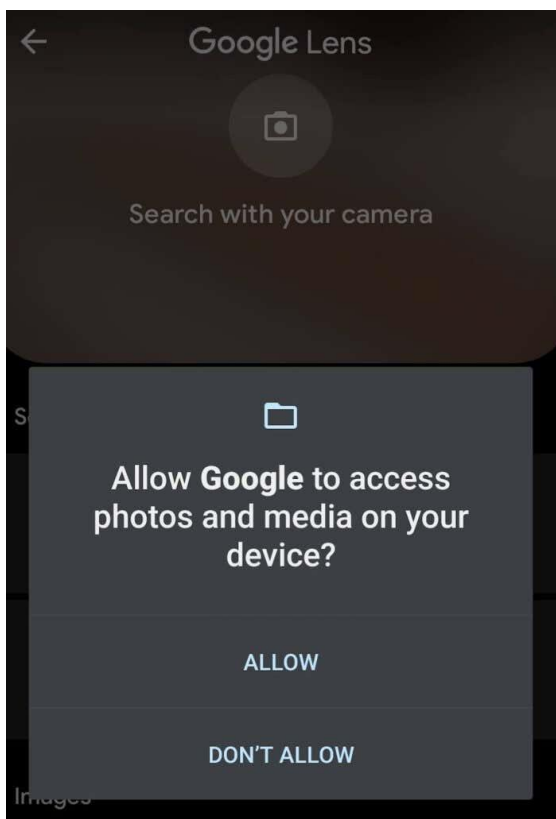
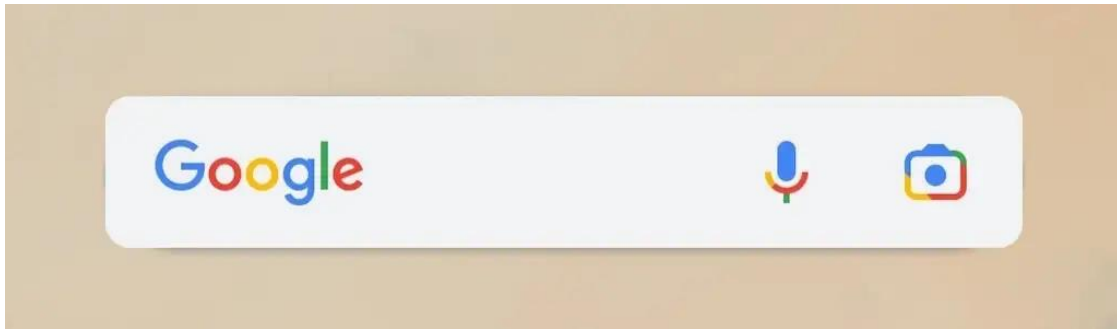
Google Lens is best described as a search engine for the real world. It uses artificial intelligence to identify text and objects both within images and in a live view from your phone's camera, and it then lets you learn about and interact with those elements in all sorts of interesting ways.



Launch the Google app. Look for a colorful G on your home screen or app menu. Or, look for the Google search bar widget.

If you are on an Android, simply say "OK Google". This will launch Google Assistant if you have your Android set up to accept this command.

If you're using an iPhone or iPad and don't have the Google app, you can download it for free from the App Store.

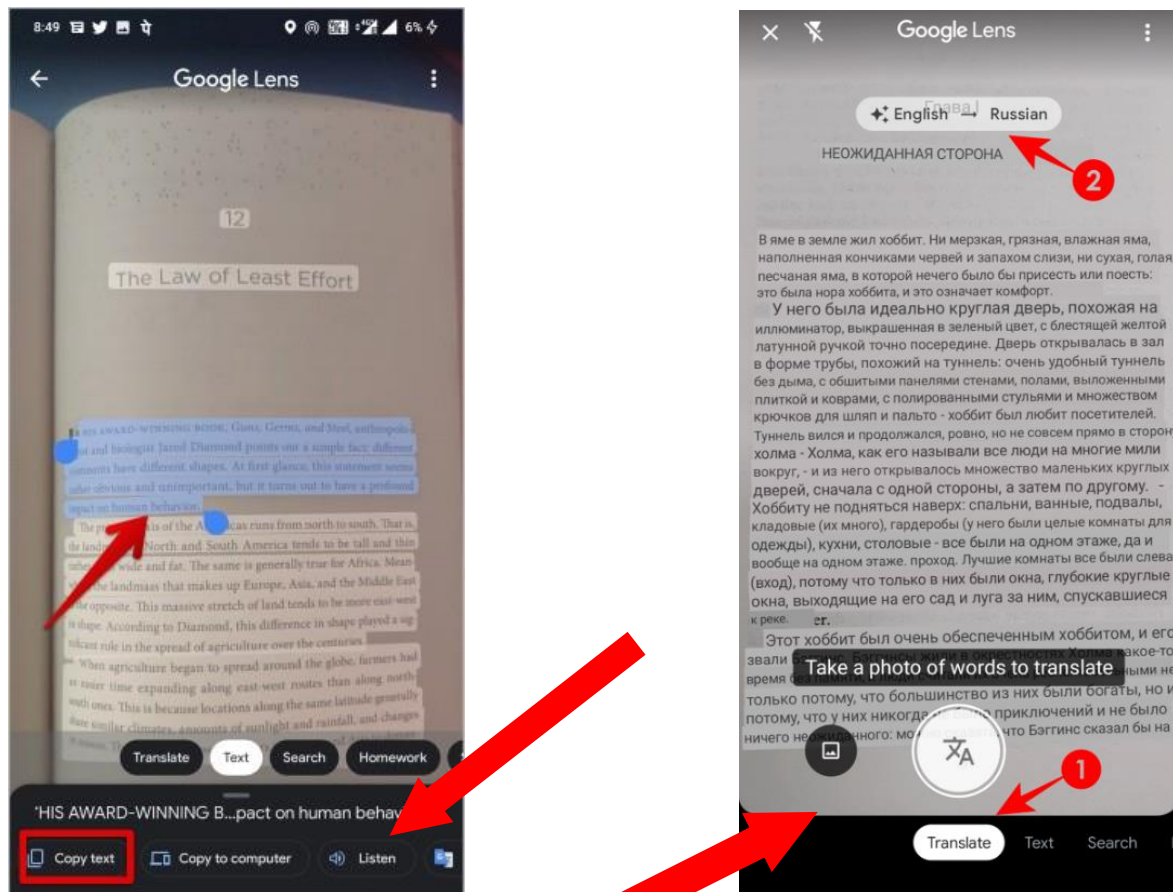


On the bottom you will find bookmarks to translate, text, search, homework, shopping, places, and dining.

Google Lens Trick No. 1: Text – Copy or Listen

Open up the Google Lens app and tap the "Search with your camera" area at the top of the screen. Point your camera at any text around you, then tap your finger onto any area of the viewfinder and select the exact portion of text you want.

Hit the "Copy text" command in the panel at the bottom of the screen, and every last word will be on your system clipboard and ready to paste wherever you like. Or you may listen to the text copied. Just select listen.



Google Lens Trick No. 2: Translate Text

Open the app, aim your phone at the text, and tap the word "Translate" along the bottom edge of the screen. Lens will replace the words on your screen with their English equivalents (or with a translation in whatever language you select. You can also listen or copy.

Google Lens Trick No. 3: Scan Codes Galore

Open up Lens, aim your camera at any barcode or QR code, and poof: Lens will offer to show you whatever that code contains faster than you say "What does QR stand for, anyway?"

Google Lens Trick No. 4 : Complete Homework

Google Lens has a dedicated homework mode for solving math problems. You just have to point your camera lens towards a math equation. Google Lens will scan the question and display the results.

Google Lens Trick No. 5: Shop Anything You See

Google Lens also has a shopping option which you can select and point the camera on anything. The lens will scan it and provide you with links to buy that item. If you do not know the name of the item, you can buy the same product with the same or a similar design. It works with almost everything from clothes, home decor, electronics, spare parts, kitchen utensils, and even tools.

Google Lens trick No. 6: Search for Similar Visuals - Identify

In addition to searching for the text from an image, Lens can search the web for other images that match the actual object within your photo or screenshot. It's a fantastic way to find visually similar images or even identify something like a specific phone model or product seen within a photo.

Google Lens Trick No. 7: Find Best Dishes on Restaurant's Menu

In a restaurant, open Google Lens and change it to Dining mode. Scan their menu, Lens will highlight the best dishes they serve. Google aggregates this info from the reviews people have left on that restaurant. When you are in dining mode, you can scan any dish directly or from a photo. Then add Nearby in the multi-search. This will help you find a restaurant nearby that is selling a similar dish.

Google Lens Trick No. 8: Explore Nearby Places

Scroll right through the bookmarks and select Places. Take a picture of the place.

