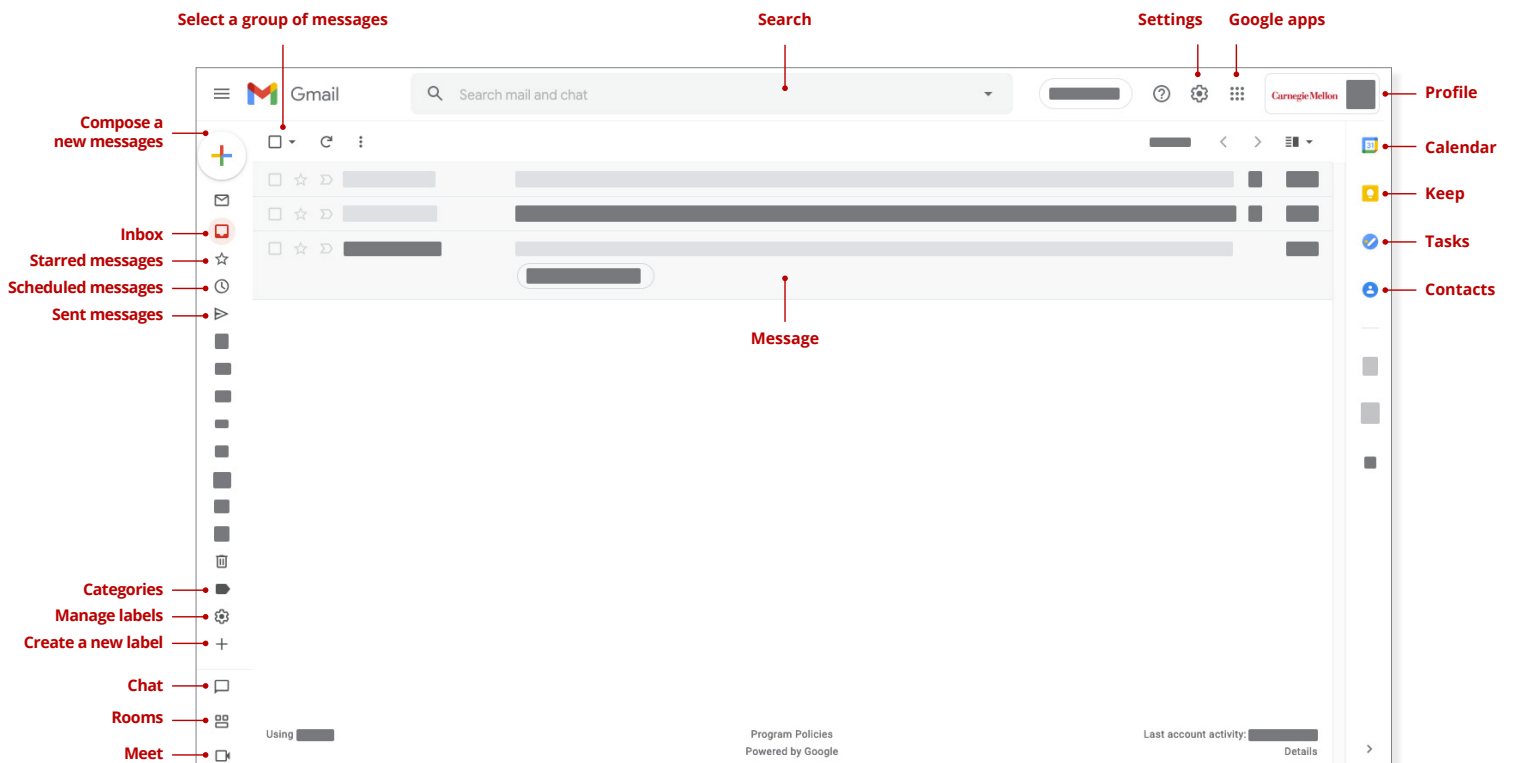**Carnegie Mellon University**
Computing Services

Get Started with
Google Mail

Welcome to Google Mail

To help you get up to speed quickly, we've combined everything you need to get started with Mail.

Labels around the Gmail interface: Select a group of messages, Search, Settings, Google apps, Profile, Compose a new messages, Calendar, Keep, Inbox, Tasks, Starred messages, Contacts, Scheduled messages, Sent messages, Message, Categories, Manage labels, Create a new label, Chat, Rooms, Meet

Log In to Your Email

1. Visit email.cmu.edu from your preferred browser.
2. If prompted, log in with your Andrew userID and password. Your new Google mail inbox will load.

Work in Google Mail

Customize Your Look

1. Click the **Settings** button (upper right). A list of all of the available **Quick settings** will display.
   a. **Density** - provides options for customizing the height of your mailbox items. Choose from Default, Comfortable or Compact.
   b. **Theme** - lets you to assign a unique look and feel to your mailbox.
   c. **Inbox type** - controls how your messages display. We recommend the Default type. Then select the Customize link and deselect the Social, Promotion, Forums and Update checkboxes.
   d. **Reading Pane** - Adding a reading pane will make your screen look more like Outlook. Display your message content beside or below the message list.
   e. **Email Threading** (View) - deselect **Conversation view** to view each message as a separate entry in your inbox.
2. Hide the **Chat and Meet Widgets** - Click **See All Settings > Chat and Meet**. Turn off the Google Chat widget or choose to hide the Google Meet widget. Click Save Changes to apply.
3. Click the **x** to close the **Quick settings**.

Enable Mail Notifications in Your Browser

Follow the steps below to enable Google Mail notifications in a browser.
1. Click **Settings** (top right) and then click **See all settings**.
2. Under **Desktop notifications**, select from the following options: **New mail notifications on**, **Important mail notification on**, or **Mail notifications off**.
3. Click **Save Changes**. You must keep your browser running and Google Mail open on one tab to receive notifications. It does not need to be maximized.

Enable on Mac (optional)

1. Click **System Preferences**.
2. Click **Notifications**.
3. Click on your **preferred browser** that you will use with Google Calendar (left).
4. **Enable** the following:
   • Allow Notifications
   • Show notifications on lock screen
   • Show in Notification Center
   • Badge app icon
   • Play sound for notification

NOTE: If more than one instance of your browser is listed here, you will need to apply these settings for both.

Create a Signature
1. Click **Settings** (top right) and then click **See all settings**.
2. On the **General** tab under the **Signature** section, click **Create new**.
3. Enter a **name** for your signature, then click **Create**.
4. Enter the **text** for your signature in the text box at the right, using the format bar to add text colors, links, and images as desired.
5. Click **Save Changes**.

Create and Send a Message
1. Click **Compose**.
2. Add **recipients** (To, Cc, or Bcc) and **subject**.
3. Enter the **message**.
4. Apply **formatting** as desired.
5. Click **Send**.

Respond to Event Invitations
Event (calendar) invitations appear in your calendar as well as your inbox. You can respond to an invite from either location.

1. Open either the **invitation** from your email or the **event** from your calendar.
2. Click **Yes**, **No**, or **Maybe** to indicate your planned attendance.

Use Labels
One thing that's different about Google Mail is that it doesn't use folders, it uses labels. You can assign a label to anything in your mailbox and assign it any color. Folders will migrate over from Exchange as labels, so all of your folders will be there on the left side of your mailbox.

1. On the sidebar under Mail, click **More**.
2. Click **Create new label** (plus icon).
3. **Name** your label.
4. Click **Create**.
5. Click **Manage labels** to edit or delete existing labels.

Search

One of the things you may have noticed is that Google has a more robust search tool than Outlook. Not only can you search by Sender, Recipient and Subject, but you can also search for messages that match multiple criteria.

Simple Searching

For a simple search, **enter any criteria in the Search box**. Gmail will search for that entry in the message:

- Subject
- Message Body
- Message Recipient
- The name of any attachments

For a video on how to perform more advanced searches, visit Gmail Search.

Out of Office or Vacation Reply

1. Click **Settings** (top right) and then click **See all settings**.
2. On the **General** tab under the **Vacation responder** section, click **Vacation responder on**.
3. Enter the **first and last date** of your vacation, a **subject** and **message**.
4. Choose if you only want the response to be sent to your **contacts** or to anyone at **Carnegie Mellon University**

Click **Save Changes**.

Send or unsend a Gmail message - When you click send Gmail delays sending the mail for five seconds, so if you forgot an attachment you can unsend the message. You can even customize the delay time.

Schedule emails to send - Create your email. Then click the drop-down arrow to the right of the **Send** button and click **Schedule send**.

Create email templates - Click **Settings** (top right) and then click **See all settings**.
Click **Advanced** > **Templates** > **Enable > Save Changes**. Then when composing an email, click **More** > **Templates** and choose save your draft as a template or insert an existing one.

Mute noisy conversations - Right-click on a message, then click **Mute** to stop receiving notifications on noisy conversations. Your message will receive a mute label and you can right-click on the message at any time to unmute it.

Want to learn more? Visit Switching to Gmail from Microsoft Outlook.