

Up and Running with Gmail Handout

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Available online at: <http://www.ramapo.edu/idc/guides/>

URL: gmail.ramapo.edu (login with your Ramapo user name and password)

Reset Password - link is on login page, same as before.

Spam filtering - is now done in Gmail, check your spam folder. Spam is automatically deleted after 30 days.

Vacation Responder - *Settings > General > Vacation Responder On/Off*

Signature - *Settings > General > Signature On/Off*

Conversations - When people reply to an email, Gmail groups responses together in a single conversation, a thread with the newest message on top. A conversation breaks off into a new thread if the subject line changes or the conversation reaches more than 100 messages. If you don't like this feature you can turn it off.

Settings > General > Conversation View > On/Off

Attachments - To add attachments, you can browse to add attachments to your messages by clicking the paperclip icon at the bottom of the compose window, or you can drag and drop the file attachment directly onto the compose message window.

To view attachments sent to you, click once on the attachment thumbnail and you can preview the file contents.

To download and save attachments, hover over the attachment thumbnail and click the arrow to download to your computer, or click the drive icon to download the attachment to your google drive.

Labels - You can create and use labels to organize your email messages into customized categories. They work like folders, if you use the "Move to" option, which moves the message out of your inbox. However, you can add more than one label to a message, and you can also just label and keep mail in your inbox. Labels can be color coded. *Settings > Labels > Show/Hide or Create New Labels*

Archive - Archive is a new feature. Archiving messages removes them from your inbox and moves them to All Mail on the left column. To retrieve archived messages, you can search for or browse through "All Mail."

Search - enter search criteria in text field next to magnifier (at top). Click triangle for advanced search options.

Smartphones and Tablets - Install the free Gmail app, or setup the mail app on your mobile device. Instructions are linked on the ITS email migration page at: <https://www.ramapo.edu/its/migration/>

The RCNJ Help Desk is available for assistance setting up mobile devices and Outlook desktop email client. Call 201-684-7777 or email helpdesk@ramapo.edu.

Help - To view Google's online help documentation, click the gear icon > Help (top right)



Other G Suite Apps - Gmail is part of G Suite which includes other applications (Calendar, Drive, Docs, Sheets, Slides, Forms, Sites, Maps). To navigate to these other apps, click the tile icon (top right) 