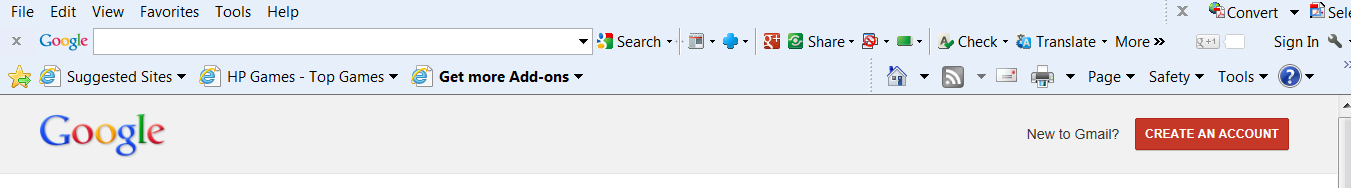
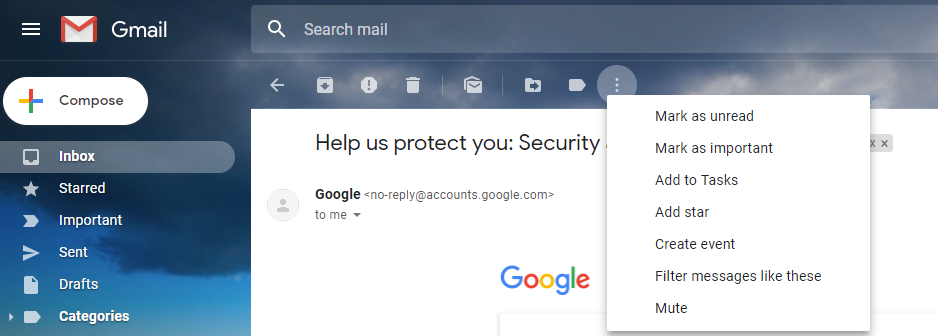
# Practical email

Apart from making the sending and receiving of email messages possible, email software such as Gmail and Outlook have a calendar, contacts, tasks and archive features to help a person to be organized. The different options available depend on what is offered by the system in use.

## **Creating a Gmail account**

* Step one: Click on **Create an account**
* Step two: Fill in all personal information.
* Step three: Add a profile photo to your email (if you want to).

These tasks can be managed from the Home tab in Gmail

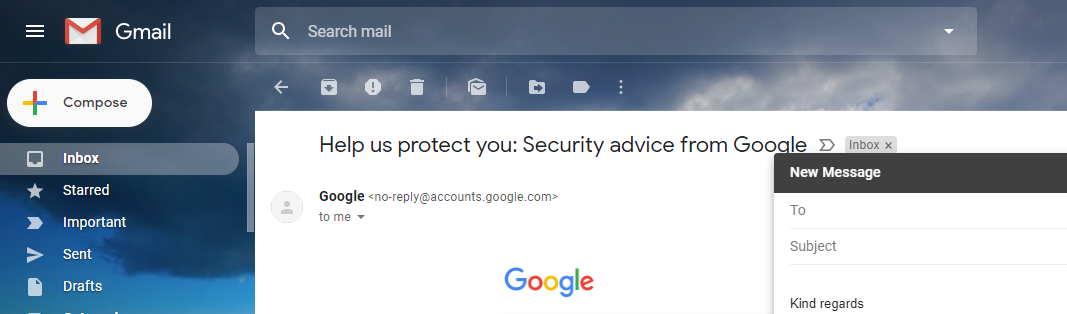


From left to right:

* Back to Inbox
* Archive
* Report spam
* Delete
* Move to – Here you can create new folders and manage your labels.
* Labels
* More – Mark as unread, Add to tasks, Add star, Create event and more.

General features

* You can compose a new email and your inbox will still be visible.

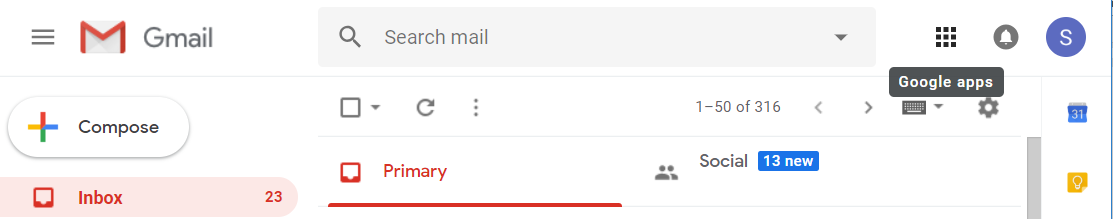


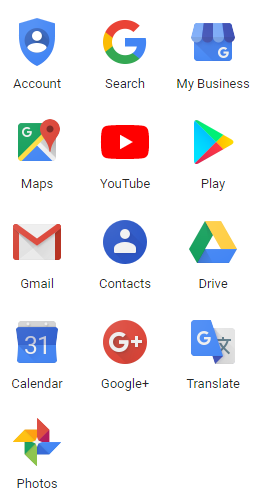
* You can customise the way your Gmail looks by choosing a theme. (Settings)
* You can use stars and tags to indicate importance and categories for your email messages.
* You can transfer and import contacts and emails from any existing email account.
* You have a huge amount of free storage (presently 15 GB used for Gmail and Google drive).
* You can use Google search in your inbox.

## **Calendar**

You can organise your schedule and share it with the calendar option. You can set SMS and email reminders for important events and sync your calendar with your phone. You can view a read-only version of your calendar offline on the Google Calendar app. (The offline feature is not available on the desktop version.) Features are updated online all the time, making it even better to use.

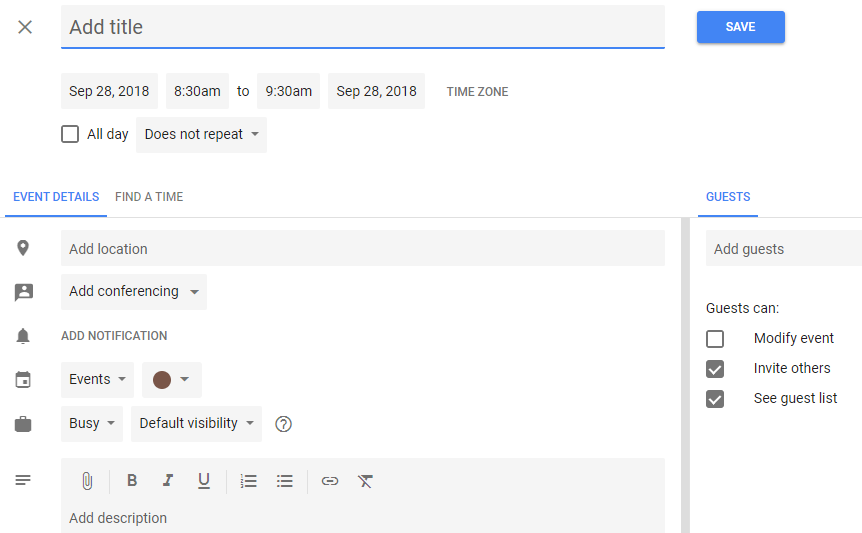
You will find the Calendar under Google apps.





To enter an event or set a task click on the **large +**  button or double click at the date and time you want to enter an event.

Enter all the information (you can even colour code your events e.g. home, school, work etc.) and even allow other people to make notes or changes on your task/event. You can add a friend’s calendar to your own or events and birthdays from your contact list.



### **Activity**

Log in to your Gmail account and do the following:

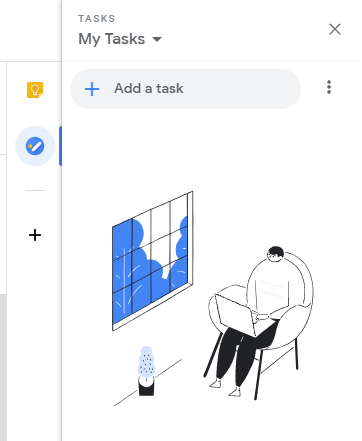
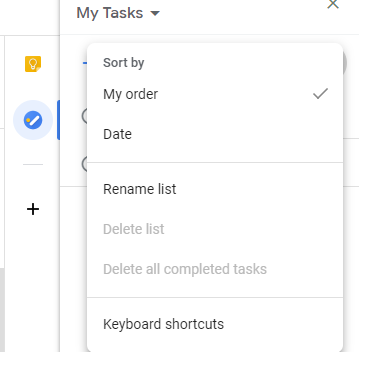
* Add a reminder for your mom’s birthday to the calendar
* Set up a meeting and add guests (one of your friends)
* Complete your schedule for tomorrow, using the calendar and share your calendar with a friend.
* View your calendar for the next week.

## **Tasks**

The tasks option allows a user to add tasks to a To-Do-List to keep you on track. These tasks can be ordered according to importance and can be emailed or printed depending on the application. Once the tasks have been assigned to a date, a person can keep track of what’s due next by sorting according to the due date.

Click on the **Task** icon

All the tasks can be edited, added, removed, sorted, viewed and printed.



### **Activity**

Go to Gmail and do the following: Go to calendar and then open the task application and do the following:

* Add all your test and exams for the year to your ‘to-do’ list and mark as important.
* Mark the tests or exams that have passed as complete.

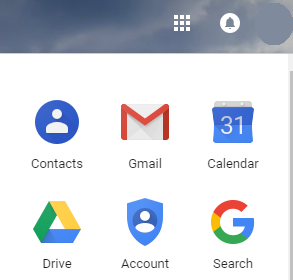
## **Contact list**

All email applications have an address book or contacts list. This is a feature where you store the email addresses of people to whom you might want to send an email message. When preparing an email message, you can choose addresses from your contacts list or address book or you can type in the address. Contacts can be organised into groups (distribution lists) so that you are able to send the same message to many people without having to add all the individual addresses. Contacts can also be imported from other applications.

You can sort, add and delete contact information, but My Contacts are private and not shared with other users. By typing in contact information, you can use the autocomplete function in all your other Google applications such as Calendar, Gmail and Drive without having to type in all the information every time you want to add a contact. You can have a large number of contacts (up to 25000).

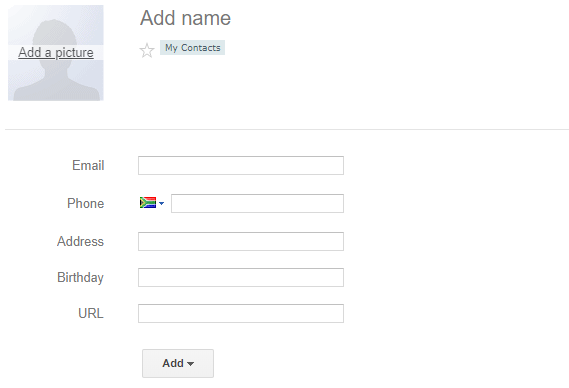
To access your contacts list, click on the 9 dots (top right), scroll down till you see contacts then drag it up.

Click on **Contacts**:



You can add a contact and manage all contacts.

When you add a contact, you can add the following information:



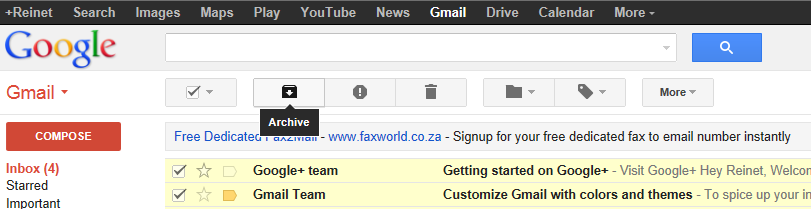
You can also add this contact to a specific circle (group), add a picture and other personal information such as birthdays, a web address for a website or blog and any notes you might want to add.

### **Activity**

Open Gmail Contacts and do the following:

* Add a person and his/her contact details to your contact list.
* Create a contact group that contains your closest friends and send a meeting request for a party to the group.
* Send the contact details of one of your contacts to a friend, using export.
* Use the mail merge facility and send an email invitation to a party to all your friends.

## **Archive**

Archiving allows you to keep old email messages in an archive folder. This means that your inbox stays tidy and that you do not have to delete any messages. It is similar to moving something into a filing cabinet for safekeeping, rather than placing it in the trash can.

Mark the messages you want to send to archive, and click on the **Archive** button. All files are moved to the archive. You can access archive messages by clicking on **All Mail** and all the messages will show in your inbox. It is better to label all your messages before you archive them.

## **Google Drive**

Google Drive lets you store and access files anywhere where you have Internet access. You can then share these files with others. If you would like to have offline access to your files in Google drive, you will need to install the Google drive application “Backup and Sync” to your laptop or desktop.

The first 15 GB of storage space is free.

