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***Logging In:***

is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first. To see all the messages in a conversation, just click the "Expand all" button. Note: A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.

**Archive:** Archiving moves messages to your All Mail label. Archive messages you want to remove from your inbox, but do not want to delete.

To archive messages:

1. In your inbox, select a message by checking the box next to the sender's name.
2. Click the Archive button. (If you have a message open, you can also archive it by clicking the Archive button).

To move an archived message back to your inbox, follow these steps:

1. Click the All Mail label. (If you don't see All Mail along the left side of your Gmail page, click the More drop-down menu at the bottom of your labels list.
2. Check the box next to the message.
3. Click the Move to Inbox button.

**Delete:** When you're positive you won't need a message, use the Delete button to send it to Trash. Deleted messages and conversations are permanently removed from Gmail 30 days after you send them to Trash.

**Note: If you are using conversation view when you delete one part of the message it deletes the entire conversation.**

**Recovering deleted messages:** If you've moved a message to Trash, by clicking Delete, but it's been fewer than 30 days and you haven't emptied trash, follow these steps to put it back in your inbox:

1. Click on the Trash label. (If you don't see the Trash label along the left side of your Gmail page, go to the Labels tab in Settings, then click the show link next to the Trash label.)
2. Locate the message you'd like to move to your inbox, and check the box next to the sender's name.
3. Click Move to Inbox.

**Spam:** Reports the message as spam and helps the Gmail Team improve their spam filters to keep annoying messages out of your inbox. Clicking SPAM moves the message out of your inbox. If you find a message in your SPAM folder that is not Spam you can move it back to your inbox by selecting the message and clicking the *Not Spam* button.

**Move to:** Moves the message to a label. However, if you are using conversation view and the sender replies to the message the entire thread is moved back into the Inbox.

Note: You cannot move messages out of the Sent Mail label.

**Labels:** Labels a message, but it remains in the inbox until moved or archived. To help you organize your mail more effectively, Gmail uses labels instead of folders. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any Gmail



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All of these settings are accessed through the Applications Settings menu. In Internet Explorer, click on the gear icon in the upper right hand corner of the window, then click on Mail Settings. In Firefox, just click on the Mail Settings link in the upper right hand corner of the window.

## **GENERAL**

**Conversation View:** This is where you would turn On or Off Conversation view.

**Create Contacts for Auto Complete:** You turn this setting on or off here.

**Create Signature:** Signatures are a simple way to add some bulk-text to every outgoing email-message. Note: According to General Netiquette Rules signatures shall start with double-dash and a space, and a

carriage return ("-- "), and *should* not contain more than 4 lines.

### **Vacation Responder:**

When you are going to be away from your email-account for an extended period of time, A wise rule would be to put up a "vacation" message. The vacation-message works by sending out an email to everyone that sends you an email message, with a predefined message. During the time-period you are in "vacation-mode". They will only get one message per vacation-period.

The vacation-period will reset if you disable/enable the vacation-message, or change subject or body of the vacation-message.

NOTE: It is highly recommended that you either start each responder with the text or use the subject line "Automated Response."

**Labels:** Settings for labels are accessed through this menu.

**LABS:** Labs are a testing ground for experimental featu