Google™

To get started with Google Apps visit **google.com/apps**

For many more tips and tricks, please visit:

- **http://learn.googleapps.com/gmail** (need to have a Google Apps account)
- **support.google.com**
- **google.com/a**

Gmail Tips and Tricks:
How to stay organized, prioritize and manage your inbox most productively

Sort messages by keyword using *Gmail search*
- Instead of 'sorting' messages as you might be used to, use search
- To perform a basic search, type your search terms in the search bar at the top of your screen
- For even quicker results, perform an advanced search. Click on the drop-down arrow in the search bar and search by: **From**, **To**, **Subject**, **Has the words**, **Doesn't Have**

Create *Labels* to stay organized
- In your old mail system, you might have organized your messages in folders. In Gmail, you associate messages with labels instead of folders
- What's cool about labels is that a single message can be associated with more than one label
- To create a label, click the **More** link below your Inbox label, the list expands and enables you to **Create new label**. A window then pops up where you can type the name of your label

Highlight special messages using stars
- Stars are an eye-catching way to mark a special message or even a great visual reminder to follow up on a message later
- To star a message, just click the star icon ★ next to the sender's name
- You can also choose to use multiple types of stars to indicate different types of messages

Enable *Priority Inbox* to focus on what's important first
- Priority Inbox provides a different view of your current Inbox, separating your important messages from the less important ones
- It's completely customizable, and you can get back to your regular Inbox with a simple click
- To **Enable your Priority Inbox**, point your mouse at your Inbox label, click the small drop-down arrow that appears, and select **Priority Inbox**
- To return to your regular inbox, simply open the same menu you used to enable Priority Inbox, and choose another option (such as **Classic**)

Save time with keyboard shortcuts
- Keyboard shortcuts are a great way to reduce the time you spend clicking through your email
- To enable keyboard shortcuts, click on the **Settings** gear in your Gmail's toolbar. Go to **General** tab, make sure **Keyboard shortcuts on** is selected under **Keyboard shortcuts**, and click **Save Changes** (if you made any)
- To quickly view a list of keyboard shortcuts, press the question mark on your keyboard (**Shift + ?**). To close the overlay, click **Close** or press the **Escape** key (**Esc**) on your keyboard