

WEBMAIL BY GOOGLE BEST PRACTICES

Below is a list of common tips and tricks that are relevant to NJIT community and can be used with Webmail by Google to simplify and enhance user experience.

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Best practices to avoid reaching the storage limit:

1. Reduce quota: delete old messages that are using space in the mailbox.

See the [Your storage limit](#) article for instructions on deleting messages to reduce storage use. Using [advanced search operators](#) construct custom filters to identify certain messages, such as those with attachments: has:attachment. Alternatively, you could use 'before:' followed by the date in yyyy/mm/dd format to find all messages before a certain date and remove them from the mailbox.

2. If deleting messages isn't feasible, archive messages locally in a mail client such as Microsoft Outlook or Apple Mail.

This option is explained in more detail in our guide to [migrate data away from Google Apps](#).

3. Explore other resources to transfer and share files.

Try an alternative to email when sending many large files at the same time. Use other Google resources, such as [Drive](#) or [Sites](#).

4. Use Google groups for sharing mail.

[Use groups to create shared mailboxes](#) or to allow many people to send and receive mail with a single address.

Best practices, tips and tricks for web interface users:

1. Use Chrome as your email client.

Go to <http://ist.njit.edu/google/documentation/browsers.php> to see more details about browsers supported by Google.

2. Create [filters](#) to manage your incoming email.

3. To process mail: Label-Archive; Label-Archive; Label-Archive.

1) Apply Label(s);

2) Archive the conversation. This process allows you to apply multiple labels at one time and then helps you keep your Inbox clean.

or Use the Move to command to Label and Archive a conversation in one step.

4. Turn on keyboard shortcuts (Settings: General tab) and print them for reference.

To learn Webmail by Google shortcut please click:

<http://support.google.com/mail/bin/answer.py?hl=en&answer=6594>

5. Use Search. Don't spend time building a big complicated label structure.

6. Learn how to use advanced search

Search operator	Description
filename:	Search for messages with attachment by name or type (for example, <i>filename:doc</i> will find all messages with doc attachments)
in:anywhere	Search in all folders including Trash, all labels, spam (be default Gmail searches only inbox)
is:starred / is:unread / is:read / is:chat	Search for messages that are starred, unread or read, sent via Gtalk

For more tips how to search go to

<https://support.google.com/mail/bin/answer.py?hl=en&answer=7190>.

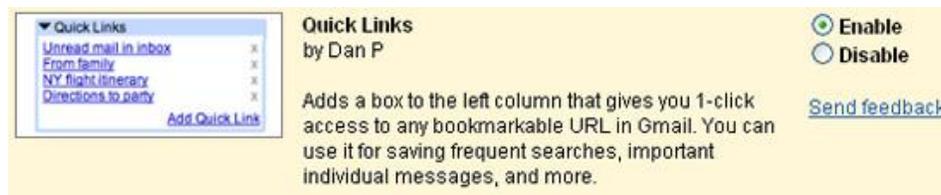
7. Check how to use Google Labs

(Labs are simply features that Google has not yet incorporated as part of the full Gmail product, but will allow you to turn on to experiment with. You can find a list of Labs by clicking the Labs tab in the Settings pane.) and customize your web interface functionality for example: use preview pane, Canned Responses, Google Calendar Gadget, inserting images, quick links, undo send, unread message icon etc.

8. Learn how use Quick Links to save your searches:

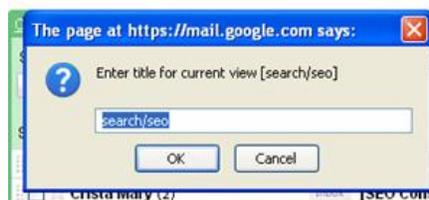
Quick Links allow you to save your searches for quick retrieval use Quick Links (Make this feature available by enabling it from Gmail Labs).

In Gmail Labs accessed via Setting), find “Quick links” and enable it:



Save it and go back to your Gmail. You should now see “Quick links” box in the left-hand panel in your Gmail interface.

Saving searches is easy: once you perform a search within your Gmail and feel like saving it, click “Add Quick Link” located in the box and then confirm in the dialog:



After that the search will be added to the box; once you click it, the search will be quickly performed again:



9. Use the pop-out link for a message to access other mail at the same time.

Or, right click (Mac: control + click) on the Inbox (or any other label) and choose Open Link in New Window or Open Link in New Tab.

10. Conversation view getting to you?

- The drop-down arrow attached to a message (next to Reply) applies to that message only. The buttons at the top above a conversation apply to the entire conversation.
- You can mute it so it doesn't keep reappearing in your Inbox while it continues. To mute, keyboard shortcuts must be turned on. Muted conversations are stored in All Mail with the label Muted. To unmute, type label: muted in the Search field. Select the conversation and click Move to Inbox.

11. Pasting text from Word or another program can look awful.

Select the text and use the Remove Formatting button to clean it up.

12. Find out what are the most useful Calendar Labs:



Event flair

Organize events with icons for vacations, parties, meals, etc., or use different color stars to categorize events. After you enable this, click an event and look for the "Calendar flair" gadget.

Note: Icons added to events will be visible to all attendees.



Who's my one-on-one with?

Having a hard time figuring out who scheduled that event called "Lunch" on your calendar? This feature displays the attendee's name right on the calendar if it's just you and one other person.



Year view

Planning ahead and want to see the whole year at once? Adds a Year View gadget to right of your calendar.

Description Hey, everyone, let's brainstorm some new ideas for Calendar Labs!

Attachment [Secret Labs ideas!](#)
[Awesome presentation](#)

Event attachments

Attach a Google Docs word processing document, spreadsheet or presentation to events.

Note: Guests don't automatically have permission to view documents; you must share each attached document.



Smart Rescheduler

Helps you reschedule an event by analyzing attendees' schedules, evaluating conflicts, obtaining conference rooms and proposing the best meeting times. It's like magic.

2pm-3pm Team meeting

robert
Free

jenny_h
Free

Free or busy

See which of your coworkers are free or busy right now. Requires that coworkers share their Google Calendars with you.

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Jump to date

Jump to date

Quickly navigate to dates in the distant future or past (actual time travel not yet supported).

2 hours 24 minutes

Dentist appointment
1600 Amphitheatre Parkway

Next meeting

See what's coming up next in your calendar.

Pacific	2:29pm
Eastern	5:29pm
Moscow	1:29am
India	2:59am

[Settings](#)

World clock

Keep track of the time around the world. Plus: When you click an event, you'll see the start time in each time zone as well.