Learn how to effectively compose, receive, and manage your e-mail messages. Customize the environment to work best for you. Set how the messages are displayed and viewed. Find messages that fit certain criteria and manage messages using folders, categories, and conditional formatting. Set rules that control how the system handles outgoing and incoming messages. Create tasks and ToDo's from messages. Create new messages from scratch or from message templates. Attach files and items to messages and learn how to manage messages with attachments. Proofread spelling and grammar and translate messages into 50+ languages. Print or PDF messages.

PERSONALIZE YOUR E-MAIL ENVIRONMENT

- Personalize Gmail's Mail Environment Including Signatures, Auto Spell Checking, Font & Stationery, Replies and Forwards and Tracking.
- Customize GMail's Navigation Pane.

VIEWING AND READING MESSAGES

- Display All Messages or Just Unread Messages.
- Customize How Messages are Viewed and Read.
- Mark Read Messages as Unread Messages.
- View Messages in Conversation Groups.
- Translate Messages in Over 50-Languages.
- Select Any Message to be Read Aloud.

VIEWING THE PEOPLE PANE

- Display Gmail Items Related to Specific People Including E-Mail, Attachments and Meetings.

E-MAIL FIELDS, SORTING AND FILTERING

- Sorting and Grouping Messages.
- E-mail Fields – Add, Remove, Rearrange.
- Listing Messages Based on Content Criteria, Flags and Categories.
- Conditional Format Messages Based on Criteria.

MESSAGE REPLIES AND DOWNLOADS

- Messages – Reply, Reply to All and Forward.
- Download Gmail Items and File Attachments.
- Edit Attached Files and Send Back Updated.
- Create Task To-Do's from Messages You Receive.
- Set Up Your Out-Of-Office Response Message.

JUNK MAIL AND DETOURED MESSAGES

- Changing Junk Mail Settings to Avoid Problems.
- Using the Clutter Folder and Focused View.

MANAGING MESSAGES AND FOLDERS

- Creating and Managing Message Folders.
- Adding Folders to the Favorites Display Pane.
- Moving or Copying Messages to Folders.
- Archiving Older Mail and Managing the Archive.
- Deleting Messages – Temporary or Permanent.
- Recovering Permanently Deleted Messages.
- Assign Color-Categorization – Beyond Folders.
- Create Search Folders That Populate by Criteria.

MANAGE MESSAGES WITH QUICK STEPS AND RULES

- Apply Existing or Create New Quick Step Actions to Automate Message Management.
- Create Rules to Perform Varieties of Actions on Your Outgoing and Incoming Mail Messages.

COMPOSING NEW E-MAIL MESSAGES

- Create New Messages – To, CC, Subject & Body.
- Types of Recipients - To, CC and BCC.
- Formatting the Message with Font and Styles.
- Indenting, Spacing, Bullets & Special Characters.
- Insert Tables, Pictures, Icons, and Graphics.
- Save Messages as Drafts to Send Later.

PROOFING YOUR MESSAGES

- Spell and Grammar Check as You Type.
- Applying Spell Checking to Finished Message.
- Find the Perfect Word with the Thesaurus.
- Translate Messages into 50+ Languages.

MESSAGE TEMPLATES AND QUICK PARTS

- Create Templates to Speed Composition Time.
- Insert Saved Text Blocks (Quick Parts) into Body.

E-MAIL MESSAGE OPTIONS

- Set Outgoing Message Delivery and Read Confirmation – Sensitivity & Importance Levels.
- Delay Message Delivery for Future Date/Time.
- Direct Replies to Your Messages to Others.
- Make E-mail Voting Ballots and Track Responses.

MESSAGE ATTACHMENTS AND LINKS

- Add File Attachments & Gmail Items Like E-mail, Contacts & Notes.
- Edit File Attachments Content before Sending.
- Insert a Webpage Hyperlink That Opens the Browser to That Website.
- Insert an E-Mail Hyperlink that will Start a New E-Mail Message Box.
- Use E-Mail to Share Your Files with Other Fellow Office 365 Users.

SENDING YOUR E-MAIL MESSAGE

- Contact Groups Where a One Name Represent Many Recipients.
- Send Messages to Multiple Recipients Using Contact Groups.

SAVING AND PRINTING MESSAGES

- Print Messages or Save as Files or PDF's.