8 Tips for Using Gmail

To learn more about these Tips Visit the Tech Bar in Galileo 111 or call the Service Desk at 4266.

1. **The Search Feature in Gmail is very powerful!** All email can be searched through keywords, dates, senders and more.

2. **Labels are the new Folders.** Organizing your email into labels allows for easier separation of different types of messages. Labels can be used to gather messages from multiple senders and organize these messages with separate identifiers or colors.

3. **Use Filters to get your work flow going and keep your inbox clutter free.** Gmail's filters allow users to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail. Learn more about filters at [Google’s Filter Tutorial](https://support.google.com/mail/answer/23949).  

4. **Use the Archive Feature.** Does your Inbox have more than 100 messages? 500 messages? Maybe even thousands? If so, you’ve got a case of Inbox Bloat! There’s really no reason to keep all that email in your Inbox. It’s much easier to archive your old messages. To learn more visit [Google’s Archive Feature Tutorial](https://support.google.com/mail/answer/23729).

5. **Take advantage of Google Groups.** These groups can be used like mailing lists to message an entire group of people and have numerous responses all grouped together. These allow for perfect integration into group collaborations, such as meetings that cannot be scheduled or group projects.

7. **Use Current Versions of Your Browser:** Make sure to update as often as possible! Older versions may not be compatible, and often less secure than current versions, posing difficulties for successful Gmail use.

8. **If you encounter problems logging in, Clear the Cookies and the Cache.**

   For Firefox,
   1. On the menu bar, click on the Firefox menu and select **Preferences**...
   2. Select the **Advanced** panel.
   3. Click on the **Network** tab.
   4. In the **Cached Web Content** section, click **Clear Now**.

   For Chrome,
   1. Click the Chrome menu on the browser toolbar.
2. Select **Tools**.
3. Select **Clear browsing data**.
4. In the dialog that appears, select the checkboxes for the types of information that you want to remove. (Uncheck everything except **Cache** and **Cookies**.)
5. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
6. Click **Clear browsing data**.