8 Tips for Using Gmail

1. Use Gmail through an Internet browser. Gmail works best in an Internet browser, such as Mozilla Firefox or Google Chrome. Some features of Gmail are not optimized for a mail client such as Thunderbird or the Mail app on Mac and iOS.

2. The Search Feature in Gmail is very powerful! All email can be searched through keywords, dates, senders and more. This search ability will allow you to find emails that may have become lost. In addition the search feature creates filters that target a specific type of email.

3. 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 for later use. Unlike folders, messages can reside in more than one label.

4. Use Filters to keep your inbox clutter free. Gmail’s filters allow you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail, even keep it out of Spam.

5. Gmail messages are referred to as conversations. Gmail groups all replies with their original message, creating a single conversation or thread. In other email systems, responses may appear as separate messages in your inbox. In Gmail, replies to emails (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message -- or to follow the conversation. This setting is on by default, but can be turned off for a “classic view” of the inbox.

6. Take advantage of Google Groups. Google Groups provide a convenient way to create online groups and email distribution lists. Depending on the group settings, you can send a message to all members using a single email address, create a question and answer forum or post a message to the group via a web interface.

7. Use Current Versions of Firefox or Chrome. Older versions of Firefox and Chrome are not always supported, and often less secure than current versions, posing difficulties for successful Gmail use.

8. If you encounter problems, 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**.