

G Suite

Intro to G Suite

G Suite (formerly Google Apps for Work and Google Apps for Your Domain) is a brand of cloud computing, productivity and collaboration tools, software and products developed by Google, first launched on August 28, 2006 as "Google Apps for Your Domain". G Suite comprises Gmail, Hangouts, Calendar, and Google+ for communication; Drive for storage; Docs, Sheets, Slides, Forms, and Sites for collaboration; and, depending on the plan, an Admin panel and Vault for managing users and the services.

G Suite Features

Connect

Reach your colleagues wherever they are.



Access

Store files and find what you need instantly.



Create

Everything you need to bring your project to life.



Control

Manage users, devices, and data securely and easily.

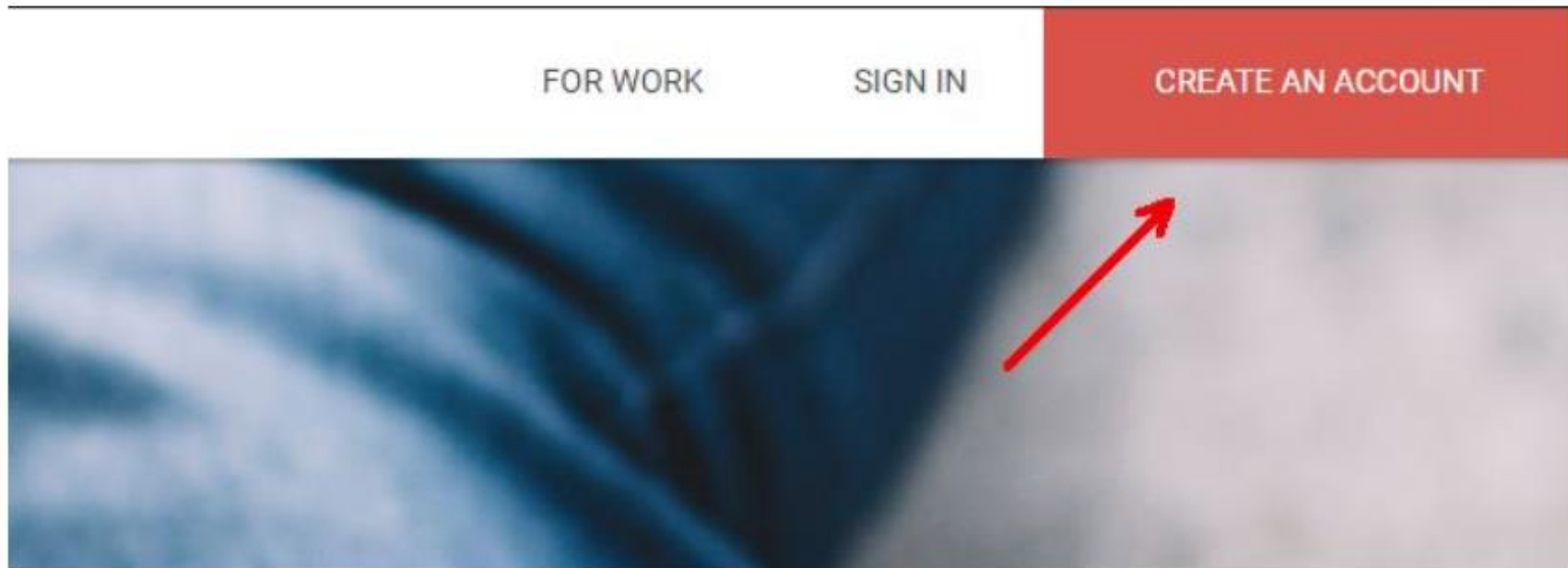




GMAIL

Create a Gmail Account

When you first visit the [Google Gmail page](#), at the upper right you'll see a large red box where you can **Create An Account**. Click it.



On the next page, you'll see a simple form to enter your personal details like birthday, gender, phone number and email address, and of course your name, username, and preferred password.

Name

First Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month Day Year

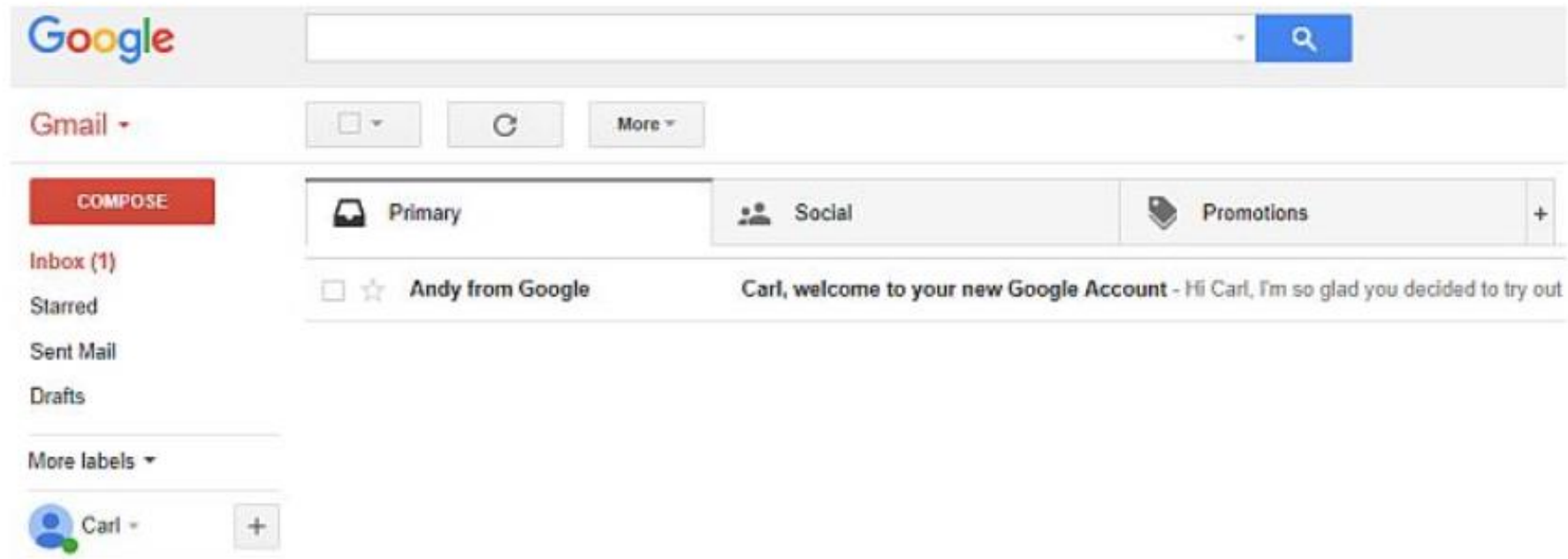
Just keep in mind that these days there are many thousands of users on Gmail. So, you most likely won't get an account name that matches your real name. To get around this, a lot of people use their full name followed by a random sequence of numbers.

Phone number and a secondary email address are optional, but it's a good idea to include them since these will be the only way Google can confirm your account should you ever get locked out.

Once you accept the terms and conditions and click **Continue to Gmail**, you will find yourself looking at your brand new, empty inbox.

The Gmail Inbox

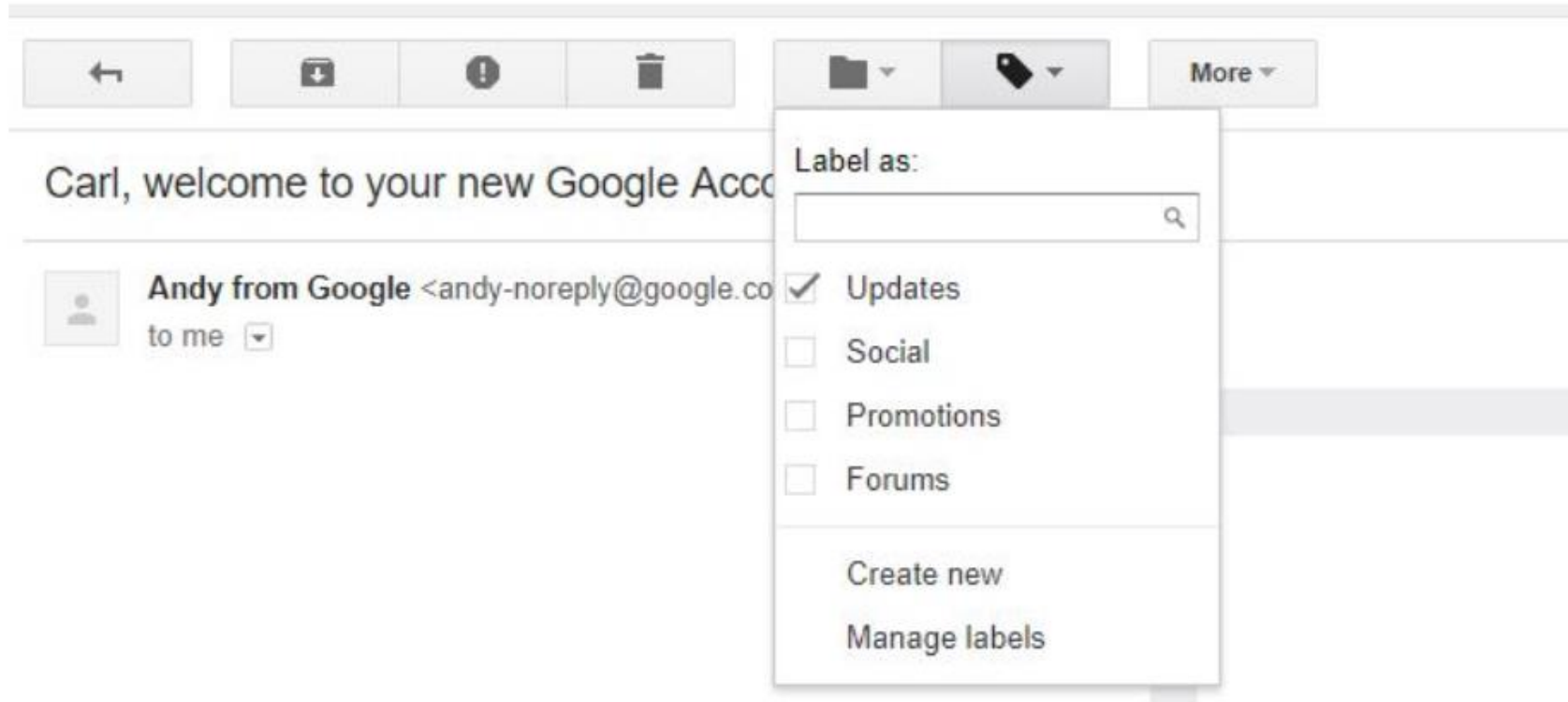
Your inbox is by default sorted into three tabs. The primary tab will hold all of your general incoming emails. However, if there's any email that Google identifies as either social notifications or promotional emails, those will be sorted into the **Social** or **Promotions** tabs respectively.



These are actually emails organized by “category”, which you can customize and add additional tabs if you want to.

Use Category Tabs

Whenever you get a new incoming email, you can click the label icon in the top menu, and either select a category or create a new one for that email.



Back in the main inbox, if you click on the “+” tab to the right of all of the existing tags, you’ll see a list of your current message categories. Select the new category you created and that will also show up as a new tab in your inbox.

×

Select tabs to enable

- Primary
- Social
- Promotions
- Updates
- Forums

Starred messages

- Include starred in Primary

Updates
Personal, auto-generated updates including confirmations, receipts, bills, and statements.

Examples

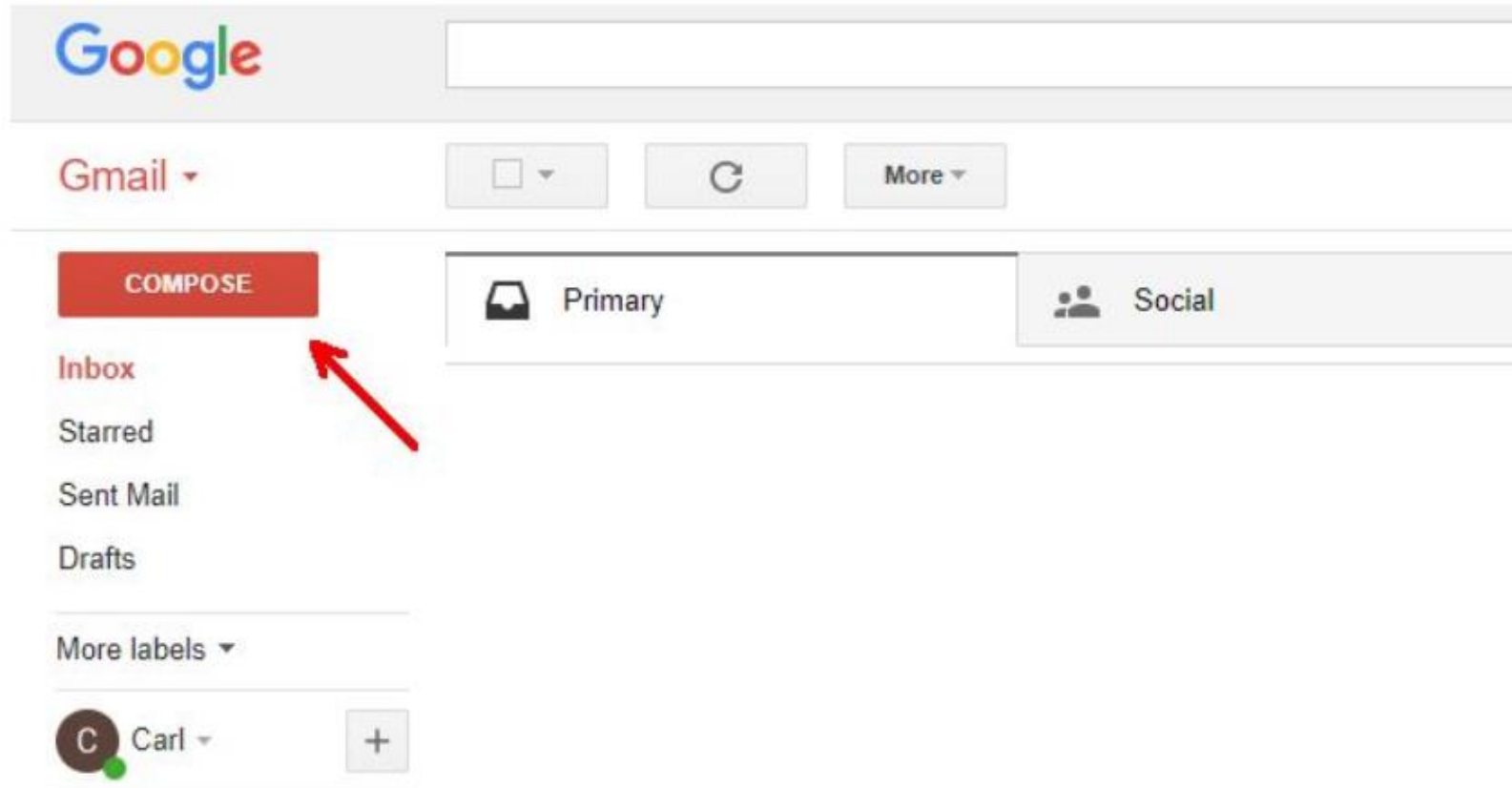
Confirmations	Statements
Bills	Shipments
Receipts	Daily news

Save **Cancel**

This is especially useful if you have a lot of projects or many different clients you're working for, and you'd like to keep all those emails sorted into different tabs. Using categories and tabs in this way can help you keep a much cleaner, easier to maintain inbox.

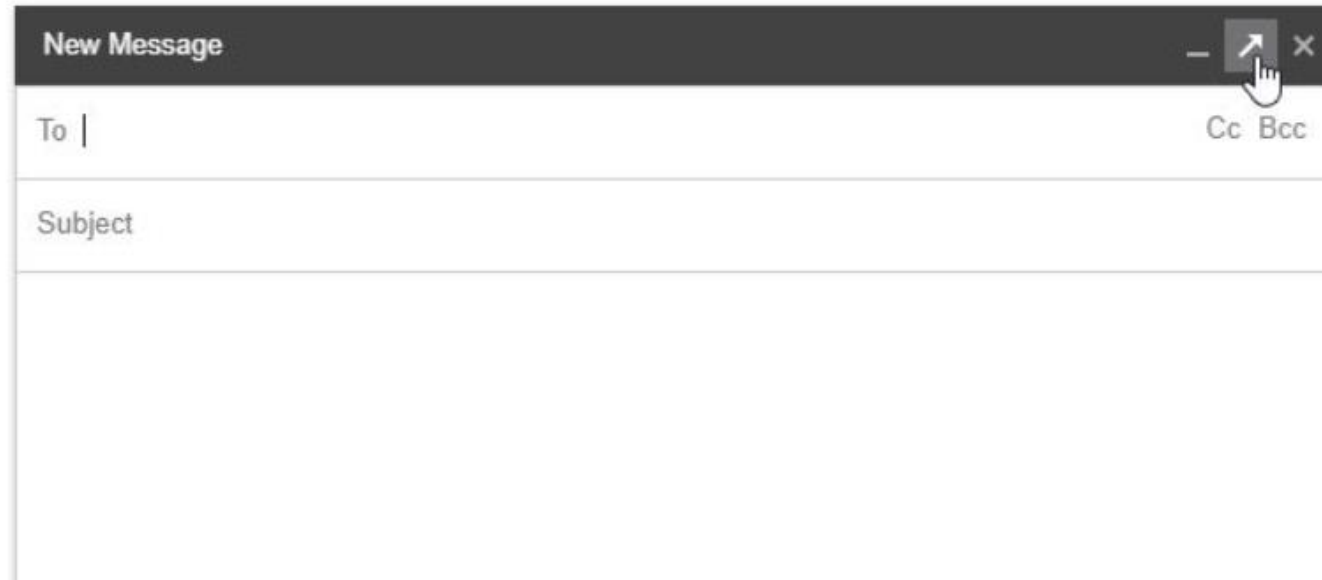
Compose an Email

To send your first email, click on the red **Compose** box in the upper left corner of the inbox.



The email composer window is probably one of the more feature-filled, powerful sections of the entire Gmail interface, so it's worth spending a little bit of time really exploring all of the things you can do in this view.

First of all, a little-known secret is that even though the email composer window opens up attached to the lower right corner of your screen, you can easily open it up into a new window by holding down the **Shift key** and clicking on the resize arrows at the upper right corner of the composer window.



You'll notice when you hover the mouse over the double-arrow icon with the Shift key pressed, the icon changes to a bold single arrow. Click on it and it'll pop up the email composer into its own separate window.

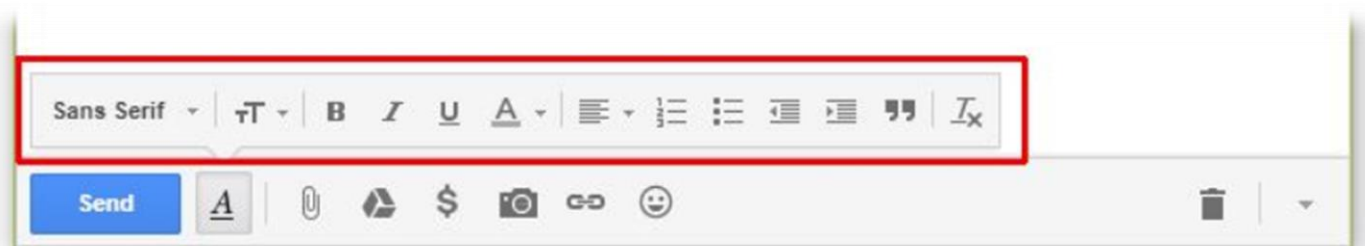
Format Email Text

The top of this window has the standard To, Cc, Bcc, and subject fields you're probably familiar with if you've used any other web client. However unlike most web clients where the text formatting menu is at the top, in Gmail this menu can be found at the bottom of the window.

This formatting bar lets you format your email text just as you would in a document editor like Microsoft Word. You can change font size, style and formatting, indent text, create numbered or bullet lists, or even include block quotes.

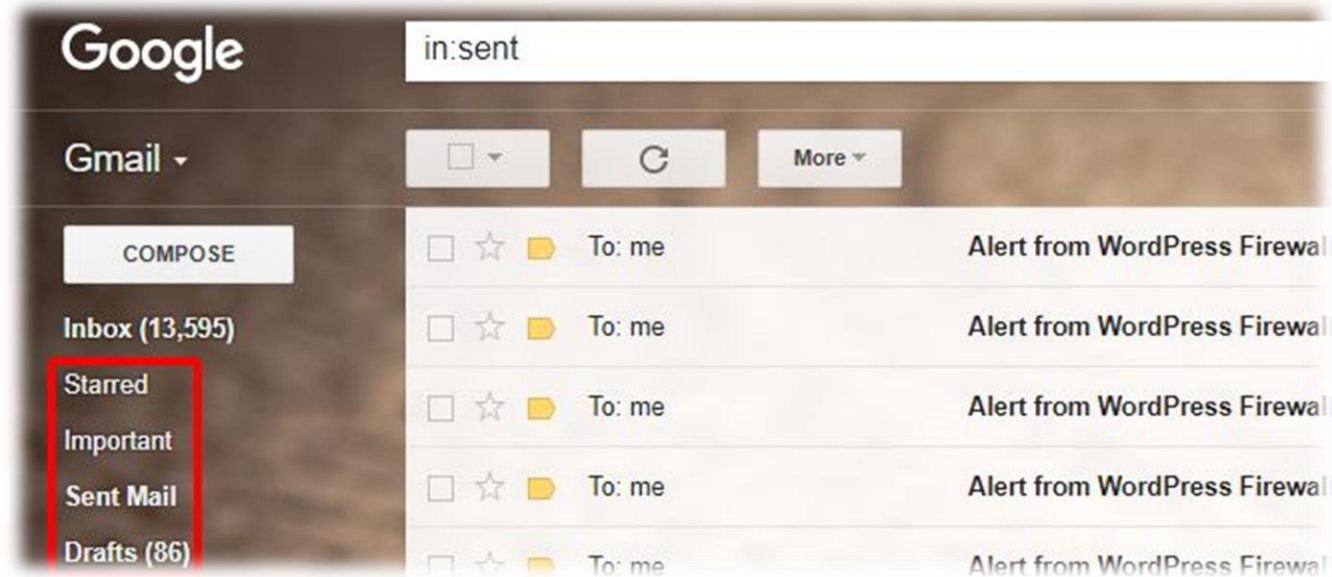
The next menu under this includes other top-level menu items. By default, the formatting menu is selected, but from left to right you can:

- Include an attachment (paperclip icon)
- Insert files from Google Drive (Google Drive icon)
- Send or request money with Google Wallet (the dollar icon)
- Insert a photo (the camera icon)
- Insert a hyperlink (the chain icon)
- Insert an emoticon (the smiley icon)



Sent Mail, Spam, Trash and More

Along the left side of your inbox is where you'll find the rest of your email folders. A little later when you create new labels, this is where those will show up as well.



When you're first getting started, all you'll find here will be four additional folders besides the inbox.

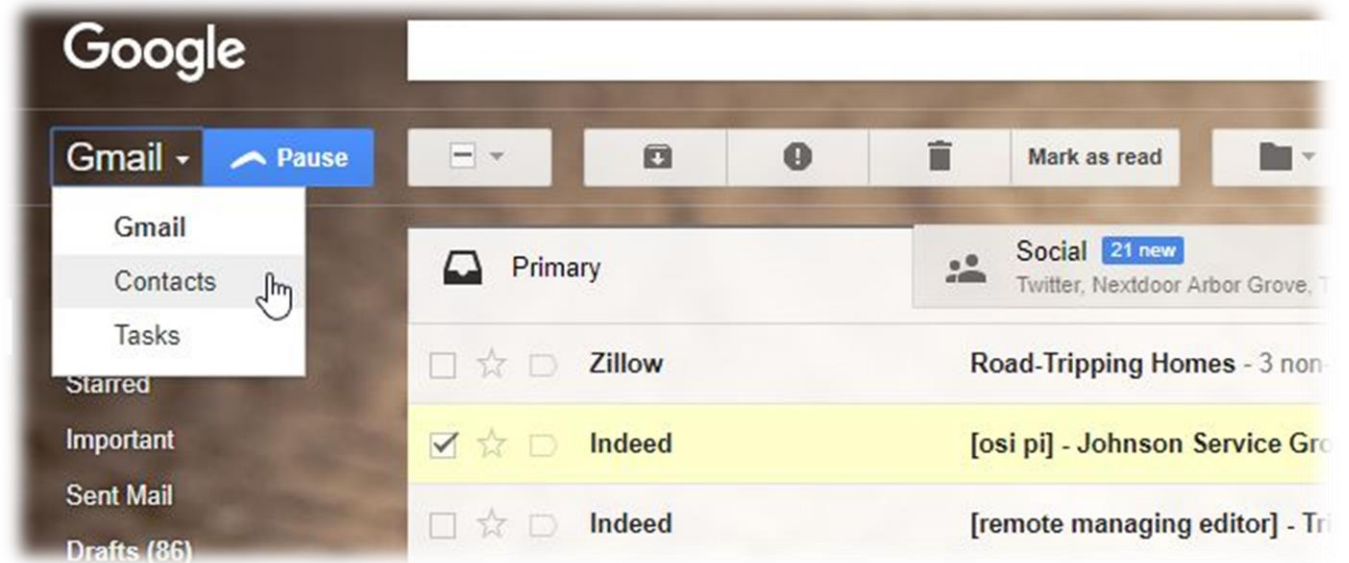
- **Starred:** Any email you star (click the star icon) will show up in this folder
- **Important:** Any email you mark as important will show up here
- **Sent Mail:** Whenever you send any email to anyone, a copy of it will be stored in this folder
- **Drafts:** If you start writing an email and then close the composer window, a copy of that draft will be in this folder

The Starred and Important folders are two good ways of sorting and organizing your emails, but there are many other ways as well. This is the topic that we're going to dive into next.

Contacts

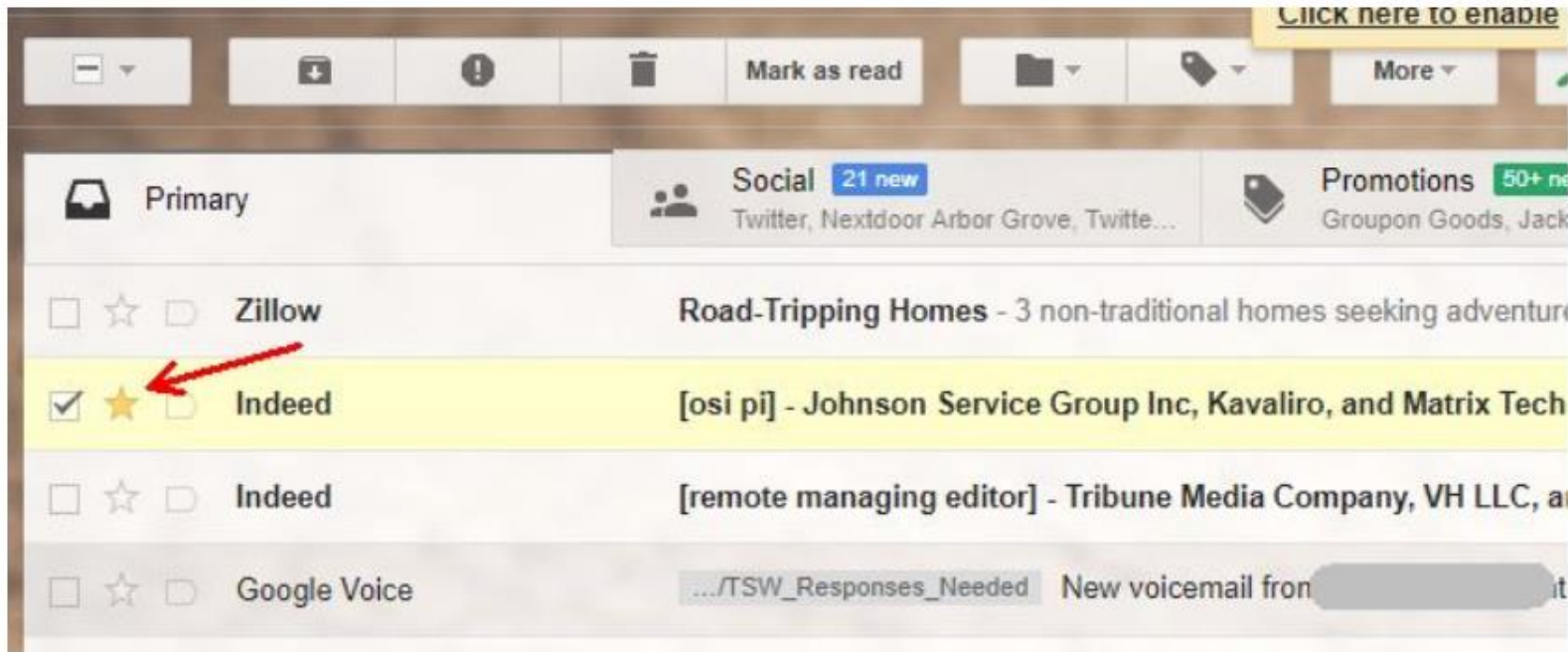
Google Contacts is a surprisingly powerful tool that lets you sync your contacts on many different apps and devices. To access contacts, just click on the arrow beside the word Gmail at the upper left corner of the window.

These contacts are merged between email contacts you add, and phone contacts you've added from your Android phone, or any other service where you log in with your Google account, with Contacts integration. You can easily organize your contacts using labels like Friends, Family, Work Colleagues, and more.



Stars

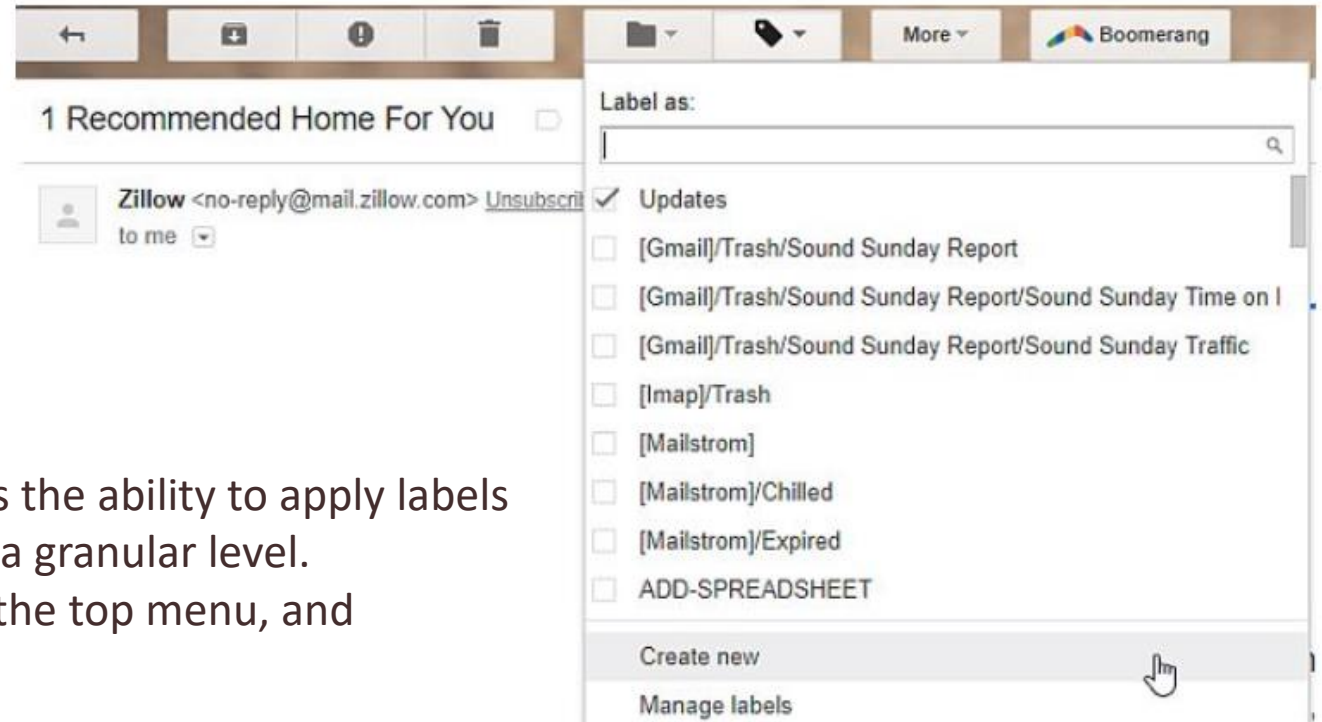
One of the fastest and easiest ways to deal with incoming emails is by starring them. You “star” an email by clicking on the star icon on the left side of the email when you’re viewing it in your inbox.



The idea with this is that you can quickly scan through your emails, and just tap the star icon on the items that you know you need to follow up on later. This way when you return later, you only need to visit the starred folder to see all of those items in one place.

Labels

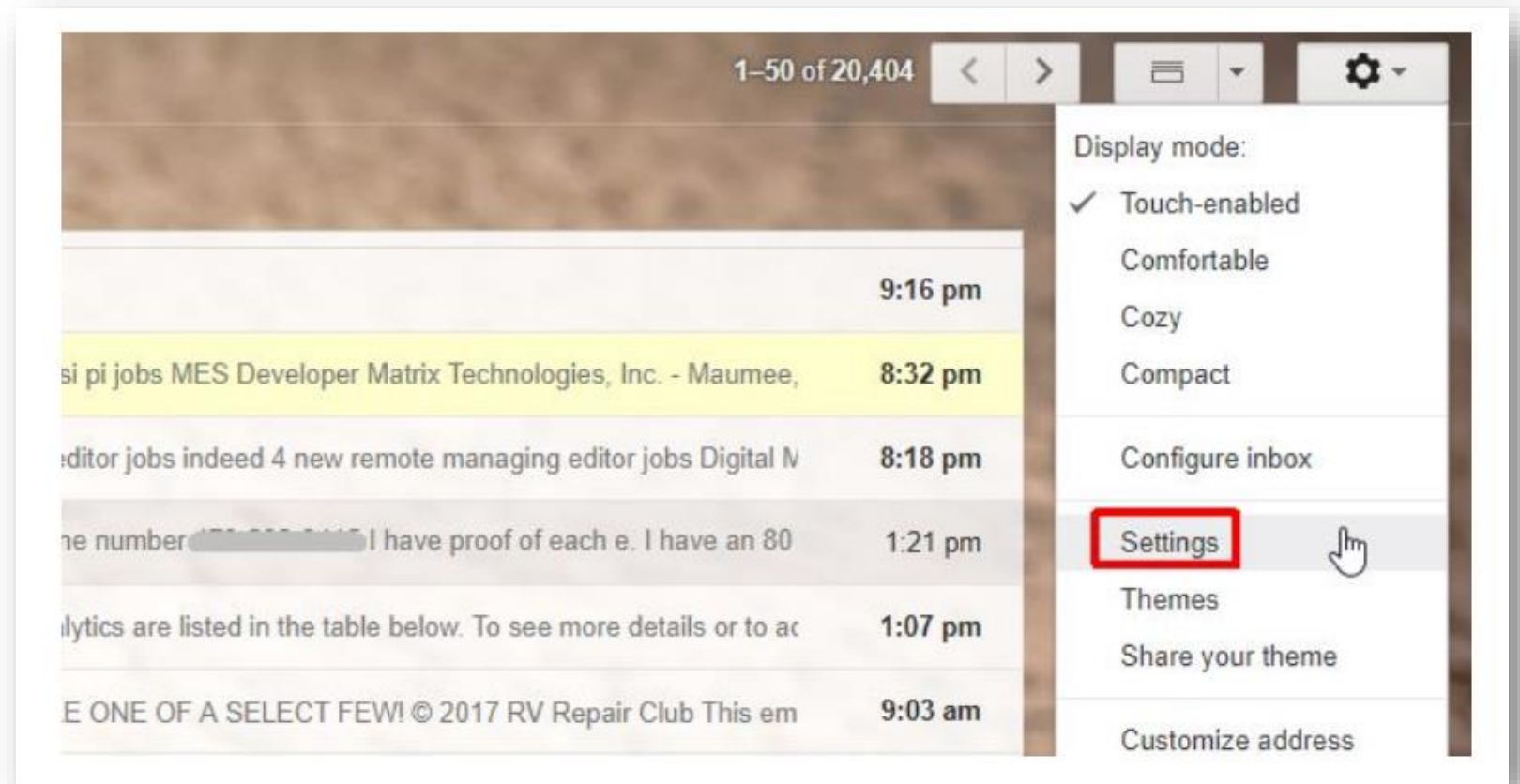
Probably one of the most powerful tools on Gmail is the ability to apply labels to emails. This lets you organize incoming emails at a granular level. To create a new label, just click on the label icon at the top menu, and choose **Create new** from the list.



When you have an email open, you can sort it into any one of those labels by clicking on the same icon and clicking the checkbox next to the label where you'd like to store the email. This will sort the email under that label in the left navigation bar, and you can also add the label as an individual tab in your main Gmail display, as mentioned at the start of this article.

General Settings

To get to these advanced settings, just click the Gear icon at the top right corner of the window, and then click on **Settings**.



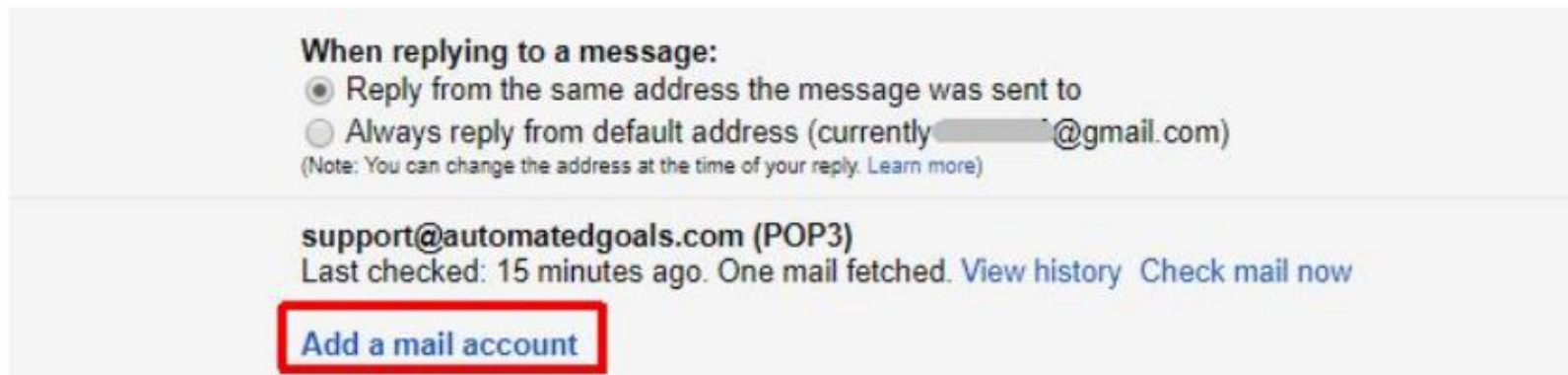
The General tab inside the settings menu is where you'll find a whole assortment of things you can customize with your Gmail account. These include the following:

- **Language and country:** Set the local language and default phone country code settings for your account
- **Images:** Let's you block whether inline images get displayed in emails
- **Undo Send:** Allows you to cancel sending an email if you cancel it within the time frame specified
- **Default Reply:** When you press the Reply button, do you want to automatically reply all or reply to sender only?
- **Conversation View:** Conversation view groups similar topic threads together – you can turn this off if you like
- **Send and Archive:** This will show or hide the “Send & Archive” button
- **Stars:** When you star a message, there can be multiple star colors and icons – this setting is where you define what colors or icons show up depending how many times you click the star icon
- **Desktop Notifications:** Enable or disable notifications, or set them for important mail only
- **Button Labels:** Labels for buttons can be set to be either icons or text
- **My Picture:** Load your profile picture and make it visible to everyone or only certain people
- **Signature:** Do you want to create a customized signature for your email footers – this is where you create it
- **Personal level indicators:** This will enable a single arrow near messages that aren't sent to a mailing list, and a double arrow next to messages sent directly to you
- **Vacation Responder:** This lets you customize and send schedule vacation responses automatically whenever you aren't around to answer emails

Accounts and Import

The Accounts and Import menu is the place to update your password or Google settings (under **Change account settings**), or control how emails and contact information is imported from any of your external accounts like Yahoo!, Hotmail, or any other POP3 email account you may have.

To have Gmail check external POP3 accounts, just click on the **Add a mail account** in the **Check mail from other accounts:** section.



Gmail will attempt to import emails using Gmailify. If this isn't possible, you can click Next to import using POP3 settings. On the POP3 setting page, make sure to enter the appropriate POP3 server and port number provided by the email account service that you're importing from.

Don't forget to tell Gmail what to do with those incoming emails, like applying a specific label (which can help you with organizing those better, without cluttering your main inbox).

Don't forget to set up the send mail settings in the **Send mail as:** section. This is where you'll configure the SMTP server settings so that you can send email through your Gmail account, but make it appear as though you're sending it from the remote POP3 email account.

Add a mail account

Enter the mail settings for ryan@topsecretwriters.com. [Learn more](#)

Email address: ryan@topsecretwriters.com

Username:

Password:

POP Server: Port:

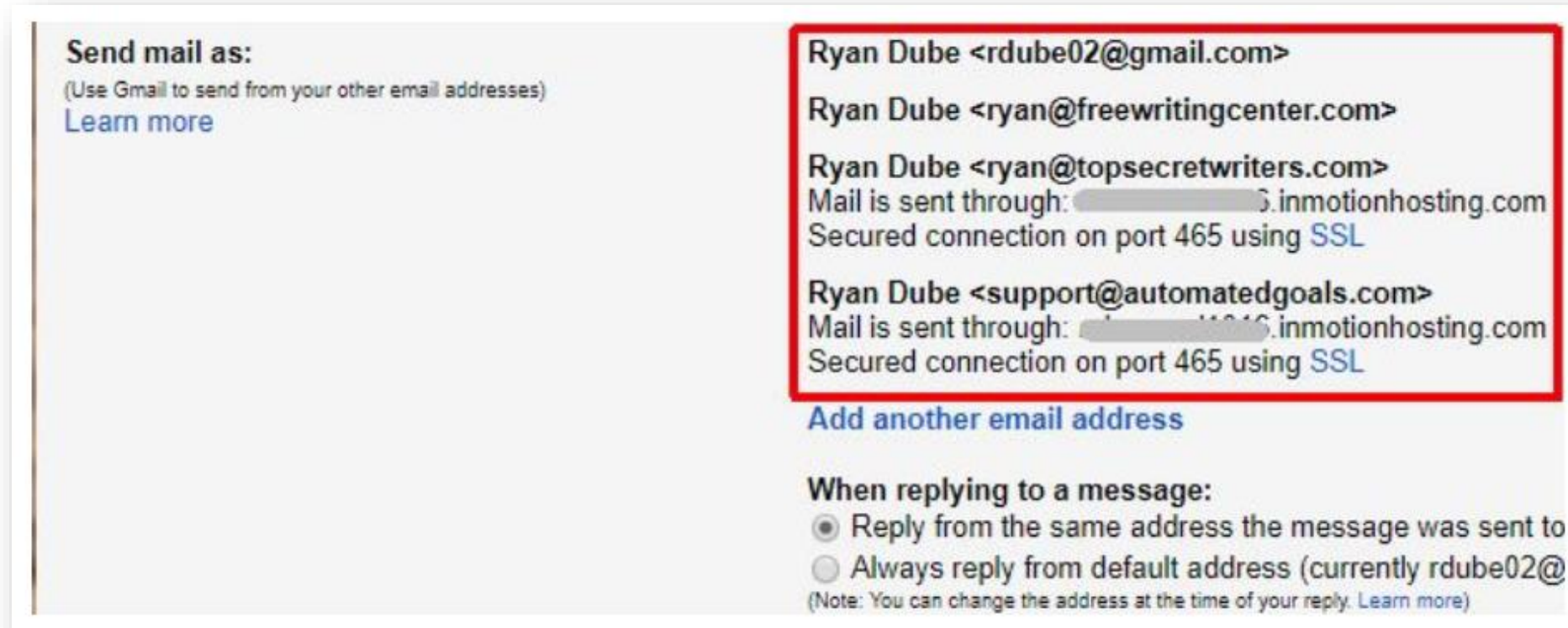
Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

Archive incoming messages (Skip the Inbox)

Every email account you set up here will show up in a dropdown box near the “From” field in your email composer window.



Send mail as:
(Use Gmail to send from your other email addresses)
[Learn more](#)

Ryan Dube <rdube02@gmail.com>
Ryan Dube <ryan@freewritingcenter.com>
Ryan Dube <ryan@topsecretwriters.com>
Mail is sent through: [redacted].inmotionhosting.com
Secured connection on port 465 using [SSL](#)
Ryan Dube <support@automatedgoals.com>
Mail is sent through: [redacted].inmotionhosting.com
Secured connection on port 465 using [SSL](#)

[Add another email address](#)

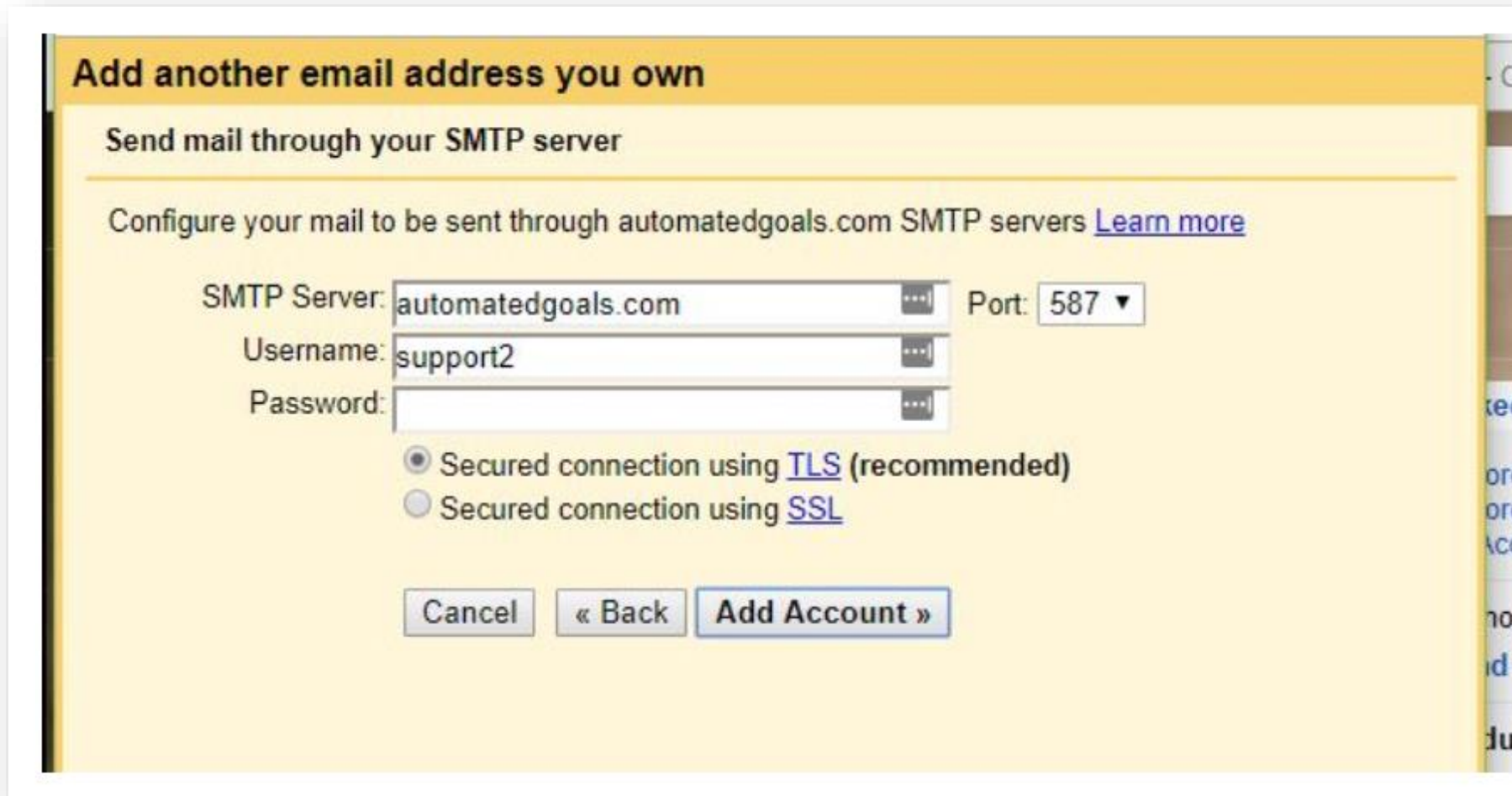
When replying to a message:

- Reply from the same address the message was sent to
- Always reply from default address (currently rdube02@)

(Note: You can change the address at the time of your reply. [Learn more](#))

To add the SMTP settings for your external POP3 account, click on **Add another email address**.

This window is where you'll type in the SMTP server address, port number, and the appropriate ID and Password for the account, as well as selecting the correct security options.



Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through automatedgoals.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

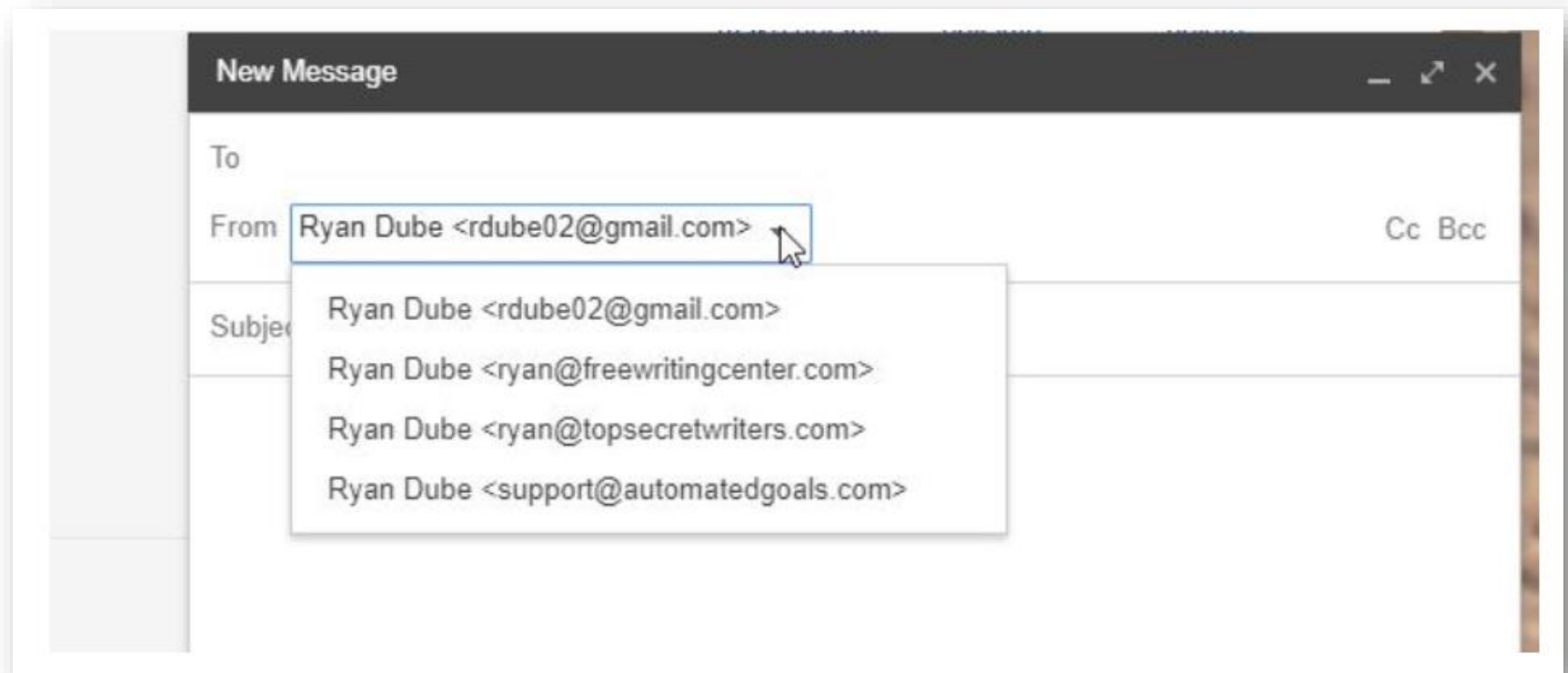
Secured connection using [TLS](#) (recommended)

Secured connection using [SSL](#)

Once you're done, you'll see all the accounts you've added in the dropdown list in the **From** field for any new email message you create.

This makes it as convenient as ever to manage all of your different email accounts around the web from a single point – your Gmail account.

These settings will also work when you connect to your Gmail account through your mobile (see below). All of these accounts will be accessible for sending and receiving emails from your mobile device as well.



Email Forwarding and POP/IMAP

The next tab in the Settings menu worth mention is the **Forwarding and POP/IMAP** tab.

There are three sections in this area. The first is to automatically forward a copy of all incoming emails to a specific email address.

This is mostly for folks who use a different email client most of the day – such as their work email – and want to receive incoming Gmail emails at that address as well. This option lets you automatically delete the incoming emails, or keep a copy in your Gmail inbox.

The next section on this page is the **POP Download**. POP stands for Post Office Protocol. It's one protocol most email service providers use to transmit email. In this area, you can enable POP in your Gmail account. This lets you use any email client (even desktop ones) to import all of your Gmail emails, so long as the client is capable of connecting to a POP server.



The screenshot shows the Gmail settings for forwarding and POP/IMAP. It features two radio buttons: "Disable forwarding" (selected) and "Forward a copy of incoming mail to" (unselected). The "Forward a copy of incoming mail to" option is followed by a dropdown menu showing "Filter (in use by a filter)" and the word "and". To the right of "and" is another dropdown menu showing "keep Gmail's copy in the Inbox". Below these options is a button labeled "Add a forwarding address". At the bottom, there is a tip: "Tip: You can also forward only some of your mail by [creating a filter!](#)".

This is where you configure Gmail to either keep a copy of the original email, mark it as read, delete it, or archive it. If you click on **Configuration instructions**, you can read specific server and port settings to use when setting up your email client to obtain your Gmail emails.

The IMAP section of this tab is similar to the POP section, with a few variations. IMAP stands for “Internet Message Access Protocol”, and like POP it’s simply another email transmission protocol.

1. Status: POP is enabled for all mail

- Enable POP for all mail (even mail that’s already been downloaded)
- Enable POP for mail that arrives from now on
- Disable POP

2. When messages are accessed with POP ▼

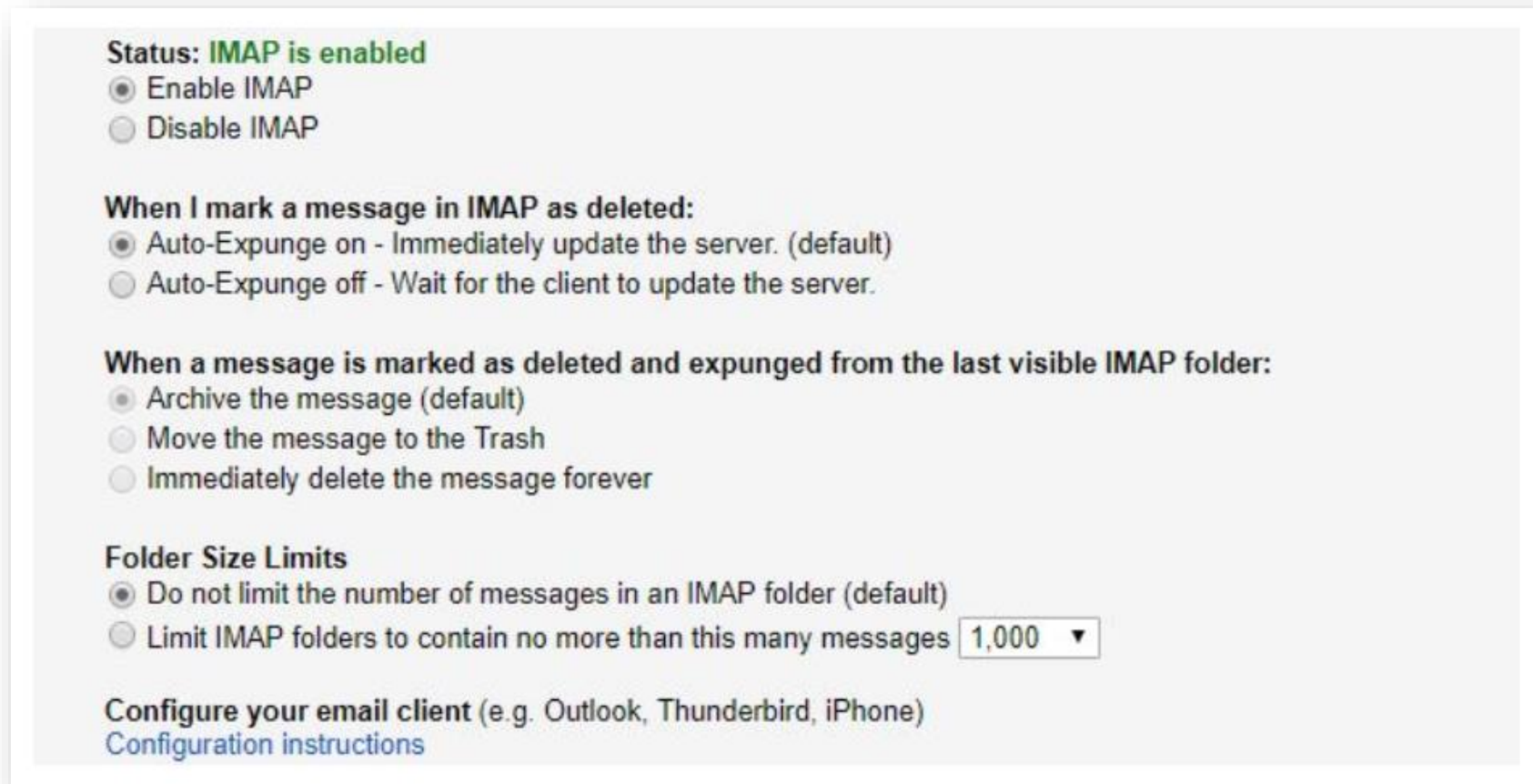
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

To allow IMAP email clients to access your Gmail account, you'll need to **Enable IMAP** in here.

IMAP is a two-way exchange, so you can set up Gmail to copy the actions that you use in an IMAP client. So, when you delete it there, you can configure Gmail to delete it on your local Gmail account as well.

Again, click on **Configuration instructions** for the exact IMAP servers and ports to use when you're configuring your IMAP email client to connect to your Gmail account.

A screenshot of the Gmail IMAP settings panel. The panel has a light gray background and a white border. At the top, it says "Status: IMAP is enabled" in green. Below that are two radio buttons: "Enable IMAP" (selected) and "Disable IMAP". The next section is "When I mark a message in IMAP as deleted:" with two radio buttons: "Auto-Expunge on - Immediately update the server. (default)" (selected) and "Auto-Expunge off - Wait for the client to update the server.". The third section is "When a message is marked as deleted and expunged from the last visible IMAP folder:" with three radio buttons: "Archive the message (default)" (selected), "Move the message to the Trash", and "Immediately delete the message forever". The fourth section is "Folder Size Limits" with two radio buttons: "Do not limit the number of messages in an IMAP folder (default)" (selected) and "Limit IMAP folders to contain no more than this many messages" with a dropdown menu showing "1,000". At the bottom, it says "Configure your email client (e.g. Outlook, Thunderbird, iPhone)" and "Configuration instructions" in blue text.

Status: IMAP is enabled

- Enable IMAP
- Disable IMAP

When I mark a message in IMAP as deleted:

- Auto-Expunge on - Immediately update the server. (default)
- Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

- Archive the message (default)
- Move the message to the Trash
- Immediately delete the message forever

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)