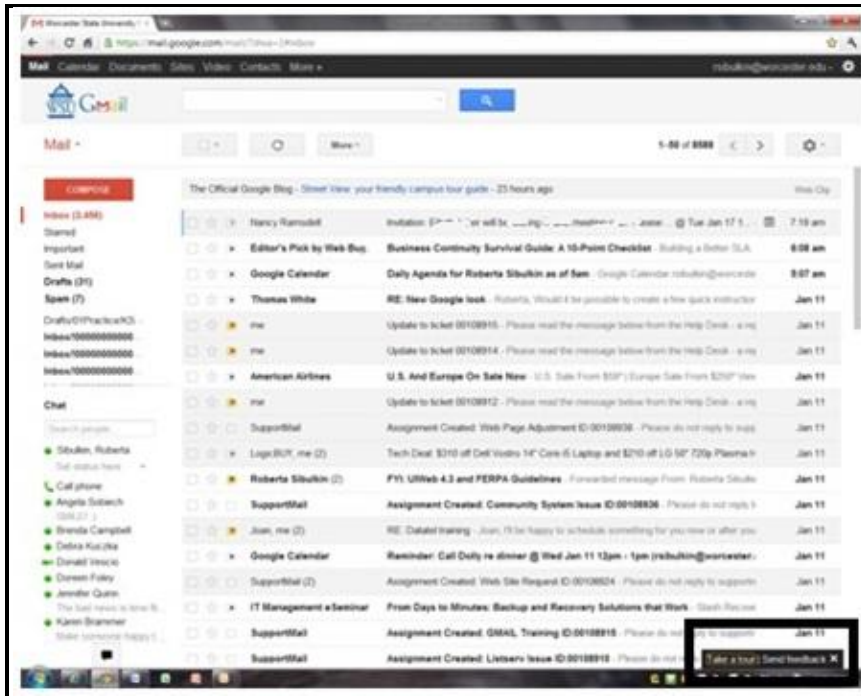


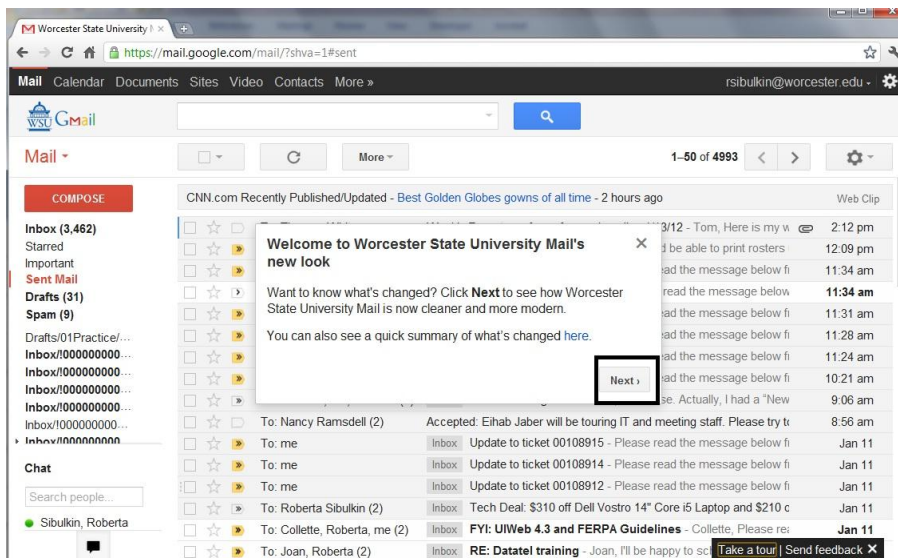
## Gmail's New Look

Once you switch to the “new look” of Gmail, you will notice that a “**Take a Tour**” link appears on the lower right side of the Inbox window.

In addition, you can use this YouTube [link](#) to a video created by Google to view some new features.



1. Click **Take a Tour** to start a demonstration of the new features of Worcester State's version of Gmail.
2. As you read and view each screen, click the **Next** button to proceed



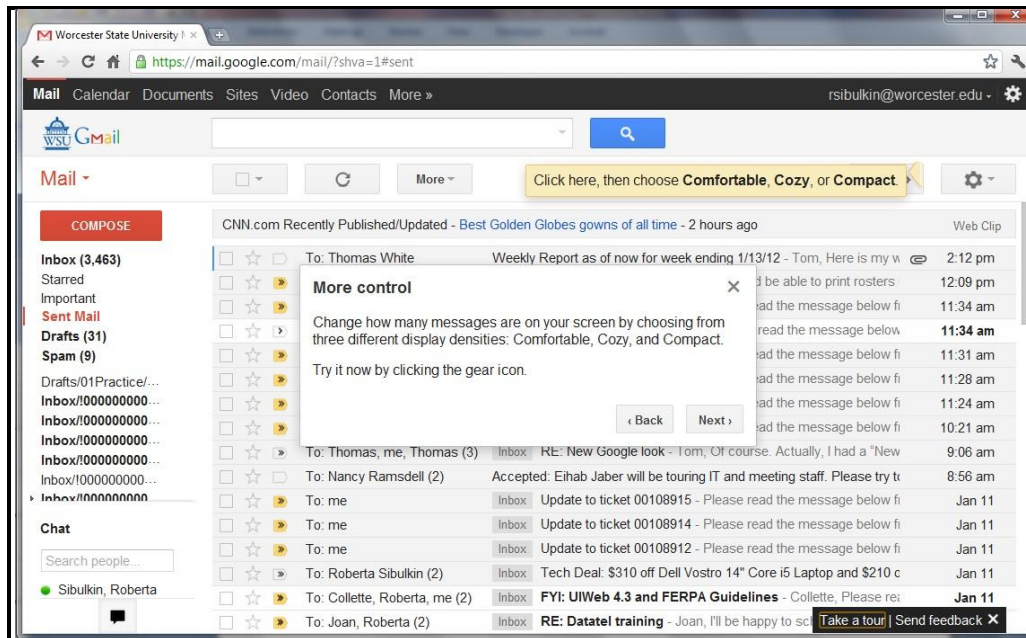
## Gmail's New Look

The **Settings Gear** allows the screen display to be set to **Comfortable, Cozy, or Compact**.

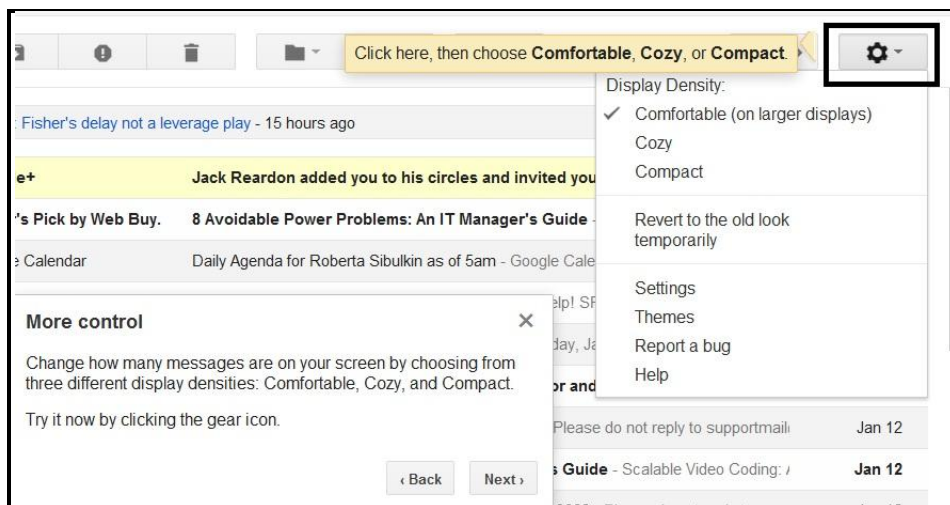
Depending on the choice you make, more or fewer messages will be visible in the Gmail window.

**NOTE:** As a window gets adjusted to a larger or smaller size, the content adjusts to fit the window.

Therefore, when viewing Gmail on a computer, iPad, or mobile phone, the contents should be visible in an appropriate size for the device. Of course, some devices might require a special “app” (application) to be installed in order to view Gmail effectively.

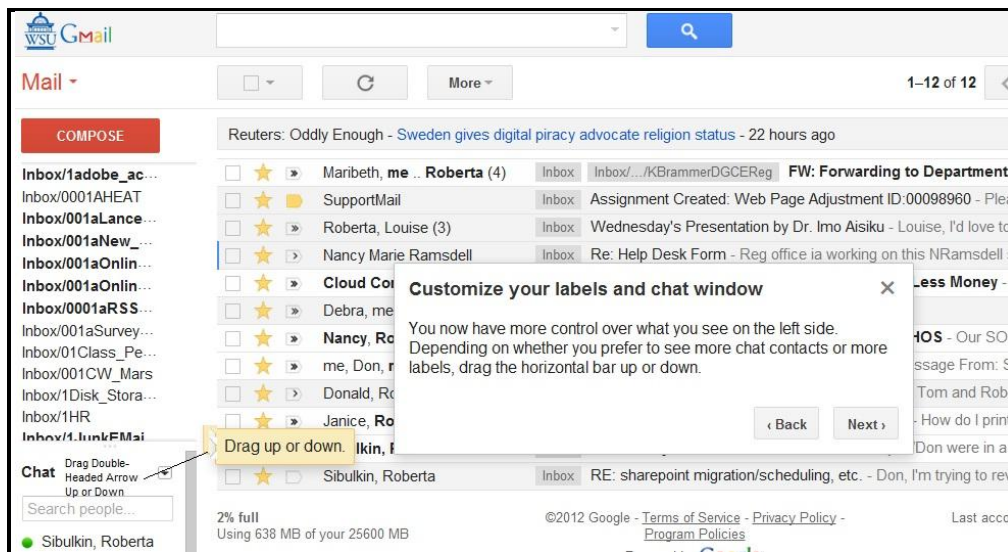


3. On the upper right side of the Gmail window, click the **Settings Gear** and choose **Comfortable** (for larger displays), **Cozy**, or **Compact**.



## Gmail's New Look

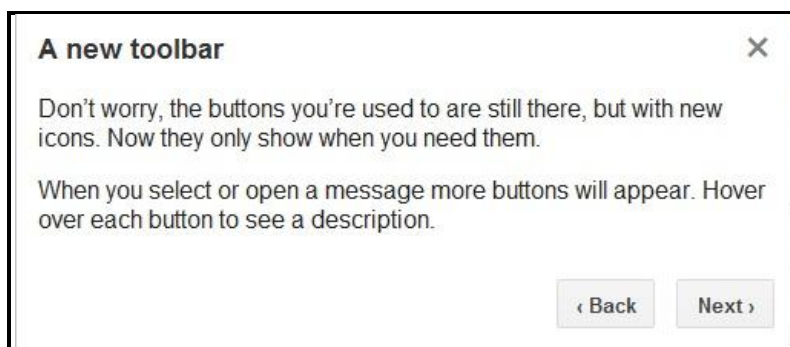
4. Click **Next** to move to the **Customize your labels and chart demo** prompt.



When the mouse pointer is placed in the left-hand column next to the word **Chat**, a double-headed arrow displays.

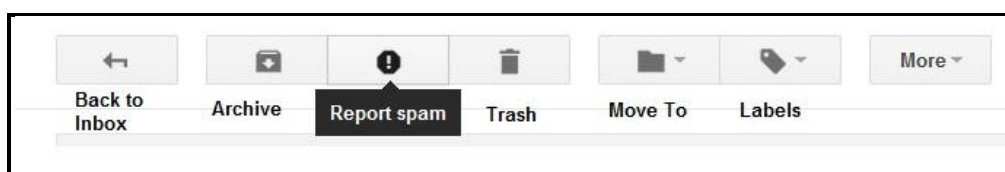
5. Use the **left mouse button**, that looks like a **double-pointed arrow** when clicked in the **Chat** area, to **drag the bar dividing Gmail labels and Chat contacts** to view more or less of the area (labels or chat contacts) you use most.

**A New Toolbar has been added to Gmail.**



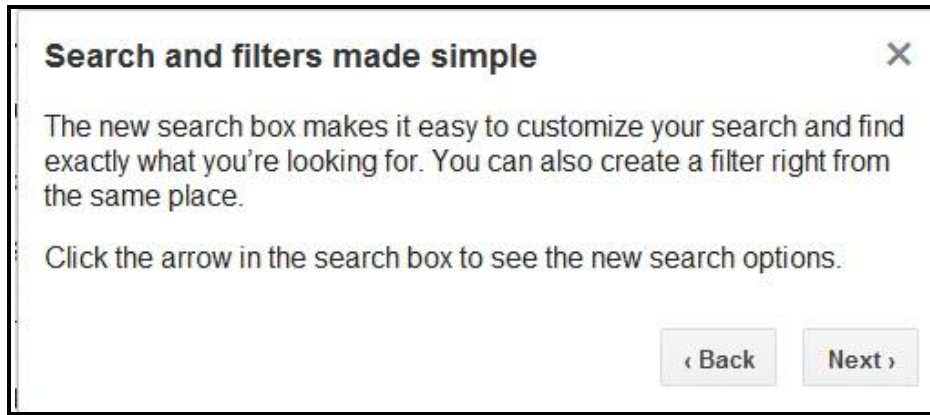
6. **Select a message** in Gmail's **Inbox** by clicking the **check box** to the left of the **desired message** or by **opening a message**.

The new toolbar displays. Point to each graphic to view a label to match each graphic.



## Gmail's New Look

Searching or filtering messages from specific people or organizations has been simplified with the availability of a new search box accessed by clicking the arrow on the right side of the "Search" box.



7. Click **Next** to proceed to the next prompt in the Gmail tour. Then, click the **arrow on the right side of the Search box**.

The Search box should display.

8. Enter desired **Search criteria** in the Search box, and **press the blue "Search Mail" button** on the lower left of the Search box **to initiate the search**.

If desired, click the **"Create filter with this search" link** to move messages to specific labels (folders) or to perform other specified actions. Once the options are selected, click the blue **Create filter** button.

Search [X]

All Mail [v]

From: Joseph Lancer

To: Roberta

Subject:

Has the words:

Doesn't have:

Has attachment

Date within 1 day [v] of [ ]

Examples: Friday, today, Mar 26, 3/26/04

[ Search ] [ Create filter with this search » ]

from:SupportMail [X]

« back to search options [X]

When a message arrives that matches this search:

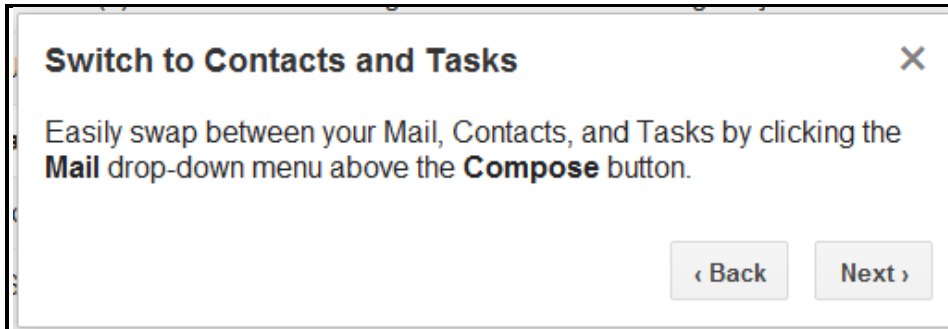
- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... [v]
- Forward it [ add forwarding address ]
- Delete it
- Never send it to Spam
- Send canned response: No canned responses [v]
- Always mark it as important
- Never mark it as important

[ Create filter ]  Also apply filter to 1000 matching conversations.

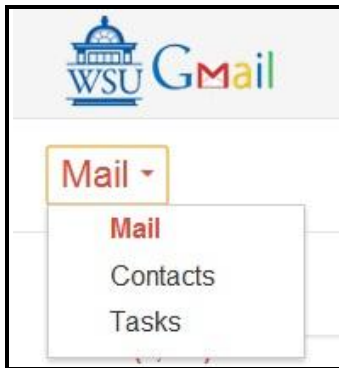
## Gmail's New Look

- Click the **Next** button to view the **Switch to Contacts and Tasks** Gmail tour prompt.

The following message explaining a new method for switching between Mail, Contacts, and Tasks displays.

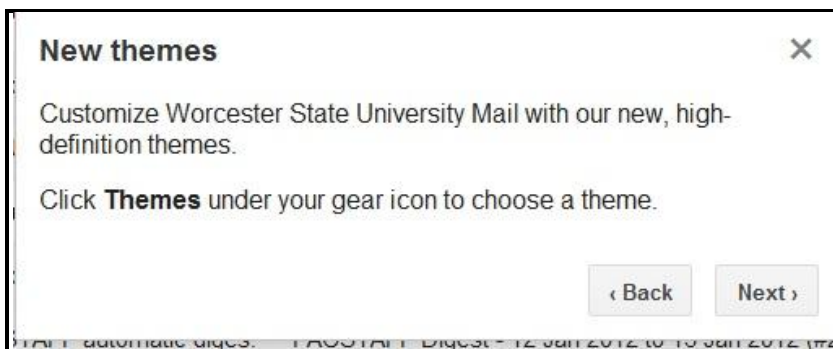


- Click the **Mail drop-down menu** (See graphic below) to **switch between Email, Contacts, and Tasks**.



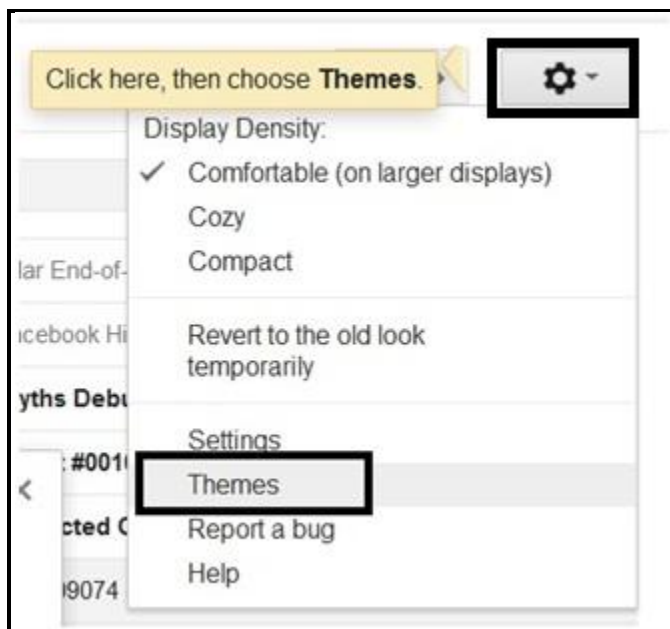
- Click the "Tour's" **Next** button to learn about **New themes**.

**IMPORTANT NOTE:** Themes add style and artistic features to messages, but the graphic elements increase file size. Therefore, the amount of email storage allotted to you will get used up much more quickly than if themes are not used. If you store a lot of email, you probably should not use themes.

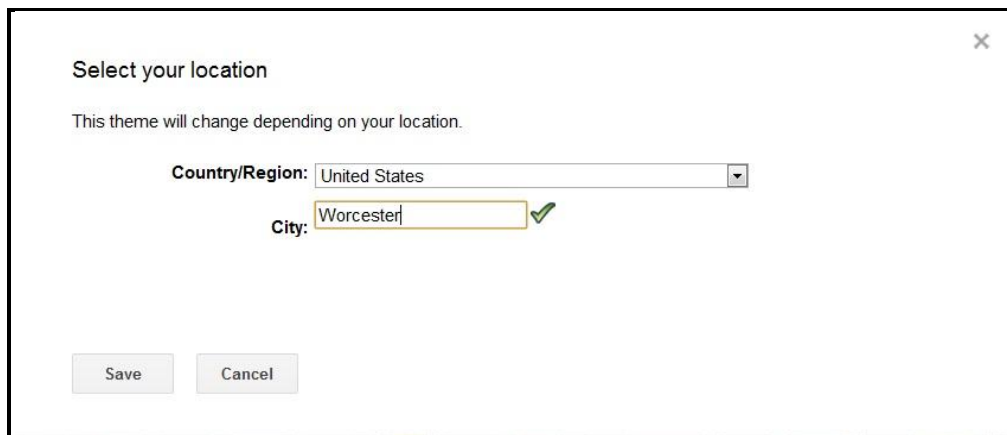


## Gmail's New Look

12. Click the **Settings** wheel and select **Themes** from the displayed menu.



13. A prompt for your location displays.

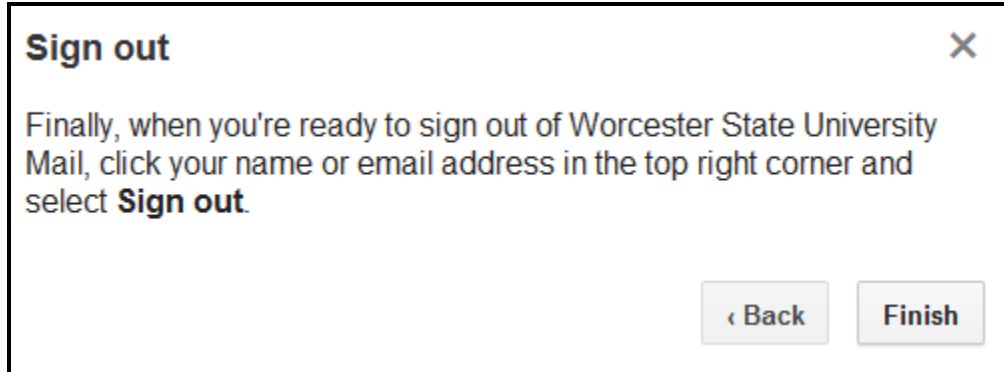
A screenshot of a dialog box titled "Select your location" with a close button (X) in the top right corner. Below the title, it says "This theme will change depending on your location." There are two input fields: "Country/Region:" with a dropdown menu showing "United States" and a "City:" text input field containing "Worcester" with a green checkmark to its right. At the bottom, there are two buttons: "Save" and "Cancel".

14. If a theme is desired, enter the location information requested on the form and click **Save**.

The theme will be applied.

## Gmail's New Look

15. Click **Next** to proceed to the **Sign Out** information in the Gmail Tour. After reading the text, click the **Finish** button to complete the tour.



16. **Sign Out** of Gmail by clicking your **WSU username (e.g. [jlancer@worchester.edu](mailto:jlancer@worchester.edu))** in the upper **right-hand corner of the window** and selecting **Sign Out**