

Google Email

Course length: 1 Hour

Course type: Instructor led, hands-on learning

Course Details

During this session, you will learn several Google Email best practices. Topics include:

- Working with attachments
- Copying and Pasting Text from Other Sources
- Inbox and Email Settings
- Organizing Messages – Stars and Labels
- Gmail Labs
- Creating Canned Responses
- Using the Gmail Search Options
- Working with Filters
- Creating Personal Contact Groups