



## *All Things Google*

# Gmail

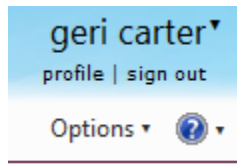
## Features

- Web based versus download (outlook)
- **httpS://**
- conversational user interface
- Free storage – 3+ gigabytes
- 20m email attachments

## Features

- Forward your mail
  - Set from your other email provider

## From Hotmail



Options,  
Pull down  
More options

## From Hotmail

### Managing your account

- Account details (password, aliases, time zone)
- Sending/receiving email from other accounts
- Email forwarding
- Sending automated vacation replies

### Writing email

- Personal email signature
- Reply-to address
- Saving sent messages
- Sent message confirmations

### Reading email

- Reading pane settings
- Active View settings
- Conversation settings
- Mobile alerts for new messages

### Preventing junk email

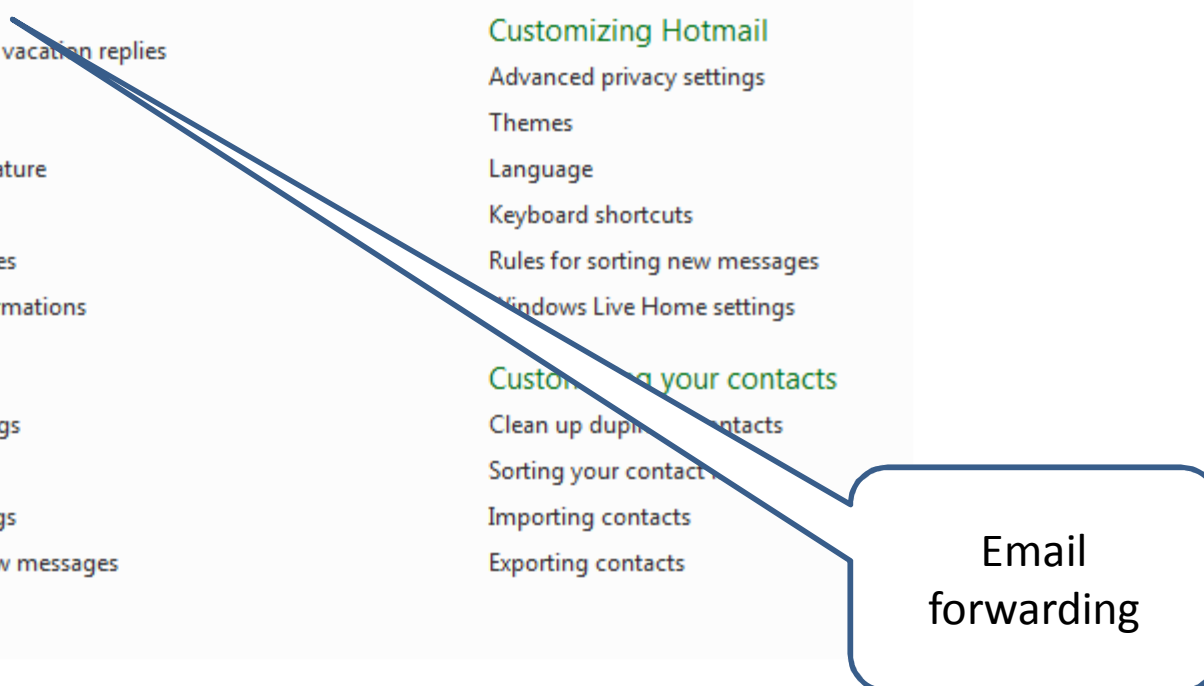
- Filters and reporting
- Safe and blocked senders

### Customizing Hotmail

- Advanced privacy settings
- Themes
- Language
- Keyboard shortcuts
- Rules for sorting new messages
- Windows Live Home settings

### Customizing your contacts

- Clean up duplicate contacts
- Sorting your contacts
- Importing contacts
- Exporting contacts



Email forwarding

## From yahoo

You may need the Yahoo PLUS account

## From comcast

Login

Bottom of page, find “email preferences”  
click on email forwarding

## You tube

Search youtube for a “how to” for your email provider

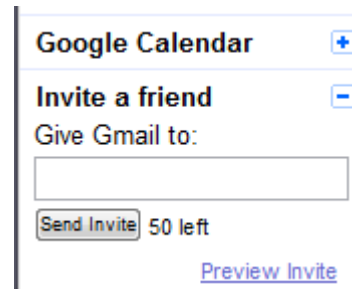



## *All Things Google*


# Calendar

Geri carter  
Spring 2011

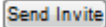
## share your calendar



Google Calendar 

Invite a friend 

Give Gmail to:

 50 left

[Preview Invite](#)

Bottom left in  
email  
Click Preview  
Invite

## share your calendar

<https://mail.google.com/mail/?ui=2&ik=04f740eed6&view=invite&ivit=0>

**Gmail Invitations** You have 50 Gmail invitations left

**Select some people you'd like to invite**  
Here are some of your top contacts: [Select all](#)

- cartergeri cartergeri@hotmail.com
- gericarter gericarter@comcast.net
- Mark Strawbridge mstrawbridge@stpiusxschool.net

**To invite other people, type their email addresses here:**  
You can type email addresses here, separated by commas.

**Add a note to the invitation** (optional)  
I've been using Gmail and thought you might like to try it out.  
Here's an invitation to create an account.

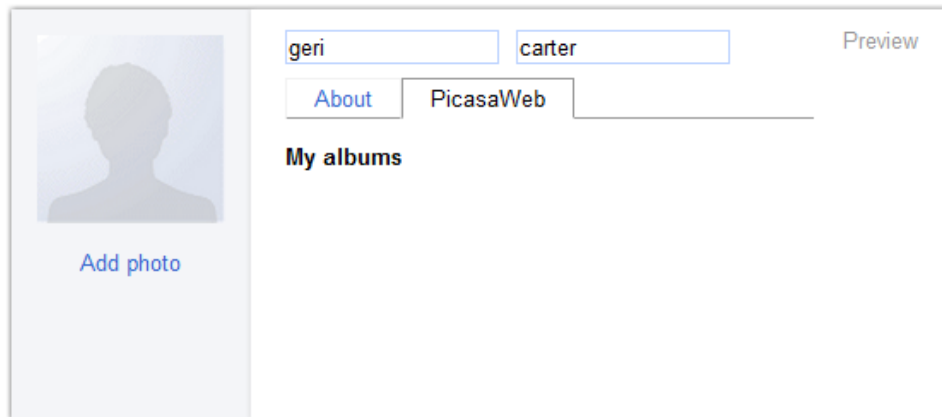
Here's where you  
share or  
encourage your  
friends to join  
Gmail

## Showcase your photos by creating a Google profile

A Google profile is your **public** page. Friends can find your profile by searching or on Picasa Web Albums. They'll see your name and just the photos, videos and information that you've shared.

Here's how it works:

- People can see your profile (full name) and public albums, or find them via search engines.
- Existing comments, "likes", and albums **will be associated with your name**.
- Your private albums stay private. Only the people with whom you've shared can see them.



A profile with a PicasaWeb tab will be created for you. Your new profile will identify you in Picasa Web Albums, will be visible at profiles.google.com, and people with your email address can discover it.

No thanks

Create my Google profile

#1 logon to Gmail  
#2 from web browser, choose photos  
#3 fill in profile

Geri carter

Spring 2011

## picassa

### Get started with Picasa Web Albums

#### Use Picasa to upload your photos to the web!

Picasa will help you find and organize your photos, and with one click you can upload photos directly to Picasa Web Albums

Download Picasa with web sharing

[Free Download](#)

Windows XP/Vista

#### Uploading and sharing photos is easy!

**Step 1.** In Picasa, Select the photo(s) to upload.

**Step 2.** Click **Upload**, name your album and adjust privacy settings.

**Step 3.** When the upload is finished click **View Online**. Your web albums will open.

Got a question about your new web albums? Go to [Help](#) for a list of frequently asked questions.

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