

Gmail and Calendar

Using GMail

- Review of email
 - To, CC, Bcc
 - Subject
 - Body
 - Closing

Email Etiquette

- What should be in an email
- Respecting co-workers time

Email

- Formatting a message
- Creating a draft message
- Reading and Filtering Email
- Organizing and Searching Your Email
- Adding attachments

Settings

- Setting a picture
- Adding a signature
- Vacation responder
- Inbox display
- Setting the reading pane

Sending and Receiving Email

- Replying and forwarding emails
- Checking spelling
- Deleting emails

Organizing Email

- Using the Search Box
- Using Advanced Searching Techniques
- Sorting Emails
- Creating Filters
- Editing Filters
- Deleting Filters
- Using Filter Settings

Contacts

- Creating a contact
 - Labeling contacts
- Delete a contact
 - Restore a contact

Using Google Calendar

- Changing calendar views
 - Month
 - Day
 - Week
- Viewing other months
- Creating an event - include:
 - Time
 - Location
 - Address
 - Phone number
 - Contact name
 - Reminder
- Scheduling a meeting
 - Viewing other people's calendars