

E-Mail

How to search for multiple terms

- You can enter multiple search terms; AND is the assumed operator
- You can use other operators, e.g. OR
- There is no partial word matching

Show search options feature

The Search: drop-down menu includes the useful option to search for your unread mail. If you happen to be a person who doesn't read their mail chronologically, but instead skips all over the place, it can be time consuming to move through all the screens finding your unread messages. Use the "Unread Mail" option.

Searching for Macalester contacts that aren't in your address book

Good news. You no longer have to click on a link to access the Macalester directory. Instead both your contacts and the Macalester directory are automatically searched as you begin typing the e-mail address.

Filter basics

Filters allow you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail, based on any combination of keywords, sender, recipients, etc.

To create a filter:

- Click **Create a filter** (next to the **Search the Web** button at the top)
- Enter your filter criteria in the appropriate field(s)
- Click **Test Search** to see which messages currently match your filter terms

You can update your criteria and run another test search, or click **Next Step**.

- Select one or more actions from the list

These actions will be applied to messages matching your filter criteria in the order in which the actions are listed -- for example, you could choose to Forward matching messages to a specific email address, and then delete the messages.

- If you'd like to apply this filter to existing messages, select the **Also apply filter to x conversations below** checkbox
- Click **Create Filter**

To edit or delete existing filters:

- Click the **Settings** link (at the top-right)
- Click the **Filters** tab
- Find the filter you'd like to change and click its **edit** link, or click the **delete** link to remove the filter

- If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Next Step**
- Update any actions and click **Update Filter**

Calendar

Hot keys

If you prefer to use keyboard shortcuts rather than the mouse: **d**, **w**, **m**, **x** or **a** to move to day, week, month, custom or agenda views. Others include: **n** for next, **p** for previous or **t** for today. Use **s** for the Settings link.

Multiple calendars

If you have multiple calendars, a drop-down list is added to the New Event popup balloon so you can choose which calendar to display the event.

To move an event from one calendar to another, click the event and then click "edit event details". Choose another calendar from the Calendar drop-down list and click **Save** button.

Quick Add feature

- Click the **Quick Add** link in the upper left or just type a the letter *q*
 - Assuming today is Monday, September 15, type *lunch Wednesday 1pm with Elizabeth*
- or
- Type *lunch October 6 1 pm* (or a date that is for the following week)

E-mailing guests

You can selectively e-mail guests that have not responded (or you have a specific request of certain people, etc).

- In the Guests section click on the **E-mail guests** link
- Remove the checkmarks from those you do not want to receive the email or use the **Select specific people** link

Inviting groups in calendar

If you have set up groups in your list of contacts, you may select the group.

- Click the **Choose from contacts** link below the Guest box on the **edit event details** page

- Click on the drop-down arrow beside “Most Contacted” and choose your group
- Click on the **All** link underneath the group name
- Click the **Done** button

Using a resource in the calendar

Schedule your meeting just as you would normally do. You will request a room reservation when you check your guests’ availability.

- Click on the **Check guest and resource available** link
- Select the resource in the lower left and click the **Add Room** button
- Click the **OK** button when you locate an acceptable time slot
- Click the **Save** button
- Click the **Send** button

You **MUST** send an e-mail message. If you don’t, the person who is in charge of approving scheduling of the resource will not be aware of your request unless he/she checks the resource’s calendar.

The person responsible for approvals will send an e-mail stating whether or not the reservation has been approved.


For more information see the *Schedule Google Calendar Resources* document.

Google “Beta” Programs

Google’s new ideas can be found at **Settings> Labs** while in e-mail. These are “beta” programs, so there is no guarantee that they all will become part of the regular Google Apps.

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) **Labs**

Macalester College Mail Labs: our testing ground for experimental features 

Macalester College Mail engineers come up with new ideas all the time. Macalester College Mail Labs is our place to try them out and get your feedback. None of these features are really ready for prime time yet, so they may **change, break** or **disappear** at any time. [Learn more about Macalester College Mail Labs](#)

If (when) a Labs feature breaks, and you're having trouble getting into your account, there's an escape hatch -- just go to <https://mail.google.com/a/macalester.edu/?labs=0> and Labs will be temporarily disabled.

