

# Gmail/Calendar FAQs

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## ***SETTINGS-RELATED***

1. Can I have more than one signature?

*Google permits one signature.*

2. Can the signature be forced to elsewhere than at the bottom of the email?

*The signature cannot be moved to another place in the message.*

3. Can spell-check be set to be on at all times (by default)?

*When a word is misspelled frequently a little red dotted line will appear under the word. Spell check needs to be manually activated.*

4. Can tab settings be preset (e.g., so many inches of indent)?

*gMail does not have tab settings.*

5. Can I add words (i.e. my name) to the dictionary?

*We have not discovered a way to add words to the dictionary that will remain in the dictionary after the email is sent.*

## ***MESSAGE MANAGEMENT***

6. Why do messages with the same subject line bunch together?

*gMail threads messages with the same subject line into a conversation. All messages with that same subject line can be found in one place, a feature that many consider a huge time saver.*

7. When a conversation is deleted are all messages in the conversation deleted?

*Yes, when a conversation is deleted all messages in the conversation are deleted, including Sent Mail.*

8. How can I delete one message from a conversation?

*Yes, a message may be deleted by choosing delete this message from the drop down menu on the right hand side of the screen.*

9. Can emails be sorted by the date, sender, subject, etc.?

*Google provides a great search engine for finding messages quickly. The traditional sort model is not available.*

10. Is it possible to set a priority (high priority, low priority...) when sending an email?

*To add a priority level to your email, add urgent or low priority to the subject line. Priority levels are not available in gMail.*

11. Is there a way to indicate priority among the emails that are received?

*Yes, gMail has a Star that performs similarly to the Flag in other email programs. Click on the gray star to the left of the message/conversation to activate this feature.*

12. Can I have more than one message/conversation open at a time?

*Only one message/conversation can be open at one time.*

13. Is it possible to move multiple messages at the same time?

*Yes, click in the box to the left of all the messages that you want to move.*

14. Can I choose a specific size of text such as 12, 14, 16, etc.?

*gMail has four sizes to choose from, small, normal, large and huge.*

15. What happens when I click Archive?

*If you choose Archive, the mail can be found in All Mail. It will be included in a search.*

16. How do I set/change the colors of labels?

*Click in the box to the left of the label. Color choices will appear.*

17. How do I set up my folders?

*gMail does not use folders; gMail allows users to add tags to email that permit effective search and retrieval. A message may have more than one label, i. e. workshops, web seminar, learning community). Messages may be moved from the Inbox to Labels.*

18. How do I move from one conversation to the next without clicking on the Inbox link again?

*Click on Newer or Older link on the top right hand of the mail panel to move from one message to the next.*

## **CALENDAR-RELATED**

19. What is the Custom View?

*If you choose one of the choices for Custom View in the settings. that option (2 day, 3 day, 4 day, 5 day, etc.) will be a choice in the calendar views.*

20. Can I set the time limits, i. e., 8:00 to 5:00, instead of a 24 hour calendar?

*The Google calendar is pre-set for a 24 hour calendar.*

21. Can a repeating event be created on a custom schedule?

*Events can be repeated on the standard day of the week, date of the month, etc. Custom*

*schedules such as the 1<sup>st</sup> Tuesday this month, the 3<sup>rd</sup> Wednesday next month, etc. cannot be entered.*