

Gmail & Calendar Introduction – Sample Course Outline

Duration: Half a day

This course is for you if you need to send, receive, navigate, find and organise emails with Gmail and work effectively with Google Calendar.

What will be covered?

- ✓ Email send / receive techniques
- ✓ Finding and organising emails
- ✓ Applying settings to help with organisation and email behaviour
- ✓ Creating calendar events
- ✓ Work with rooms and guests
- ✓ Applying calendar settings

Features covered

Gmail essentials

- Opening Gmail in the browser and the app
- Navigating Gmail
- Tips for composing and sending messages

Send options

- Undo send and scheduling a send
- Inserting a signature

Attachments and links

- Uploading a received attachment
- Attaching a file and inserting a link to a file

Reading and replying

- Navigating the Inbox, Sent items and Drafts
- Conversation view and view settings
- Replying and forwarding

Inbox management

- Deleting messages
- Snoozing messages
- Organising messages with labels
- The bin
- Starring messages

Searching and Filters/Rules

- Finding an email first time
- Applying actions messages on arrival

Templates

- Sending an email from a template
- Editing and deleting templates

Gmail Settings

- Stars
- Inbox behaviour
- Out of Office replies

Navigating Google Calendar

- Changing layout and moving through the calendar
- Returning to today's date
- Searching for events

Events

- All day events and out of office events
- Short events and options
- Notifications and labels

Guest availability

- All day events and out of office events
- Short events and options

Calendar settings

- Setting a working week
- Changing defaults