

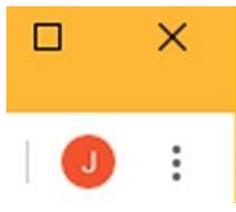
A User Guide for Gmail

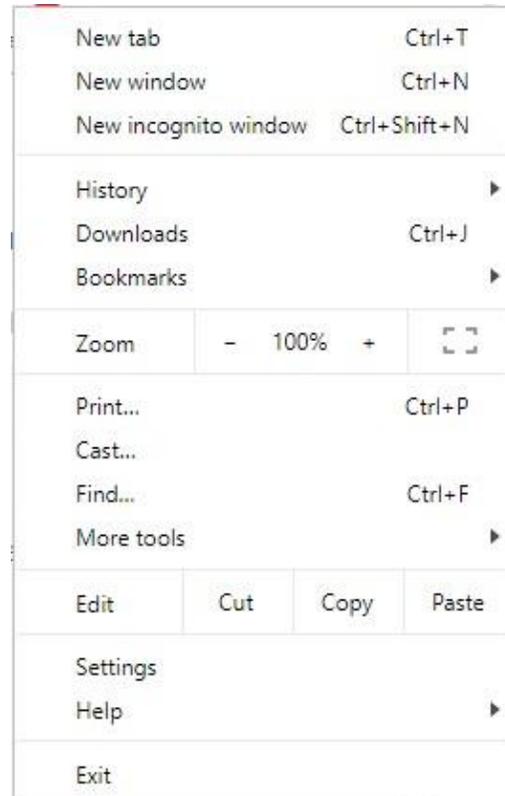
While Using the Chrome Browser

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Item #	Link:	Subject:
1	Text Size too Small	Is the email Text Size too small?
2	Contact List	Where is my "Contact List"?
3	My Account	Where is "My Account" info?
4	Missing Label List	Missing Label list on left side of screen
5	Gmail Gear Settings	Gmail Gear Settings
6	Missing Trash icon	Where is my "Trash" folder?
Pics #	Link:	Pictures:
P1	Chrome 3 Dots	In top right corner.
P2	3 Dots Menu	Zoom +/- to increase and decrease size
P3	Google Apps	Apps such as "Contacts" & "Account".
P4	Missing Label List	Missing Label List.
P5	Gmail Gear	Gmail Gear Settings.
P6	Gear Settings Header	Gmail Gear Settings Header.

Fonts & Text Size: Are you having a problem reading your email? Make the text size bigger.

Click 3 dots  in top right corner of Chrome.



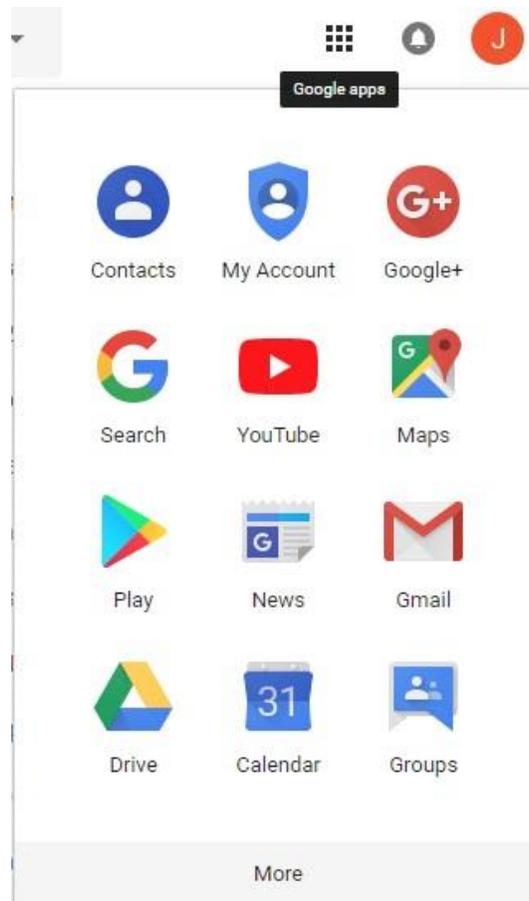
Click on Zoom to enlarge the text size.

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Contact List and My Account:

How do I find my Contact List?

1. Go to your Gmail Inbox.
2. Left click on “Google apps”, the nine tiny squares in the top right corner (see image below).



3. If you don't see the “Contacts” icon in the list, left click on the word “More” at the bottom of the drop down list.

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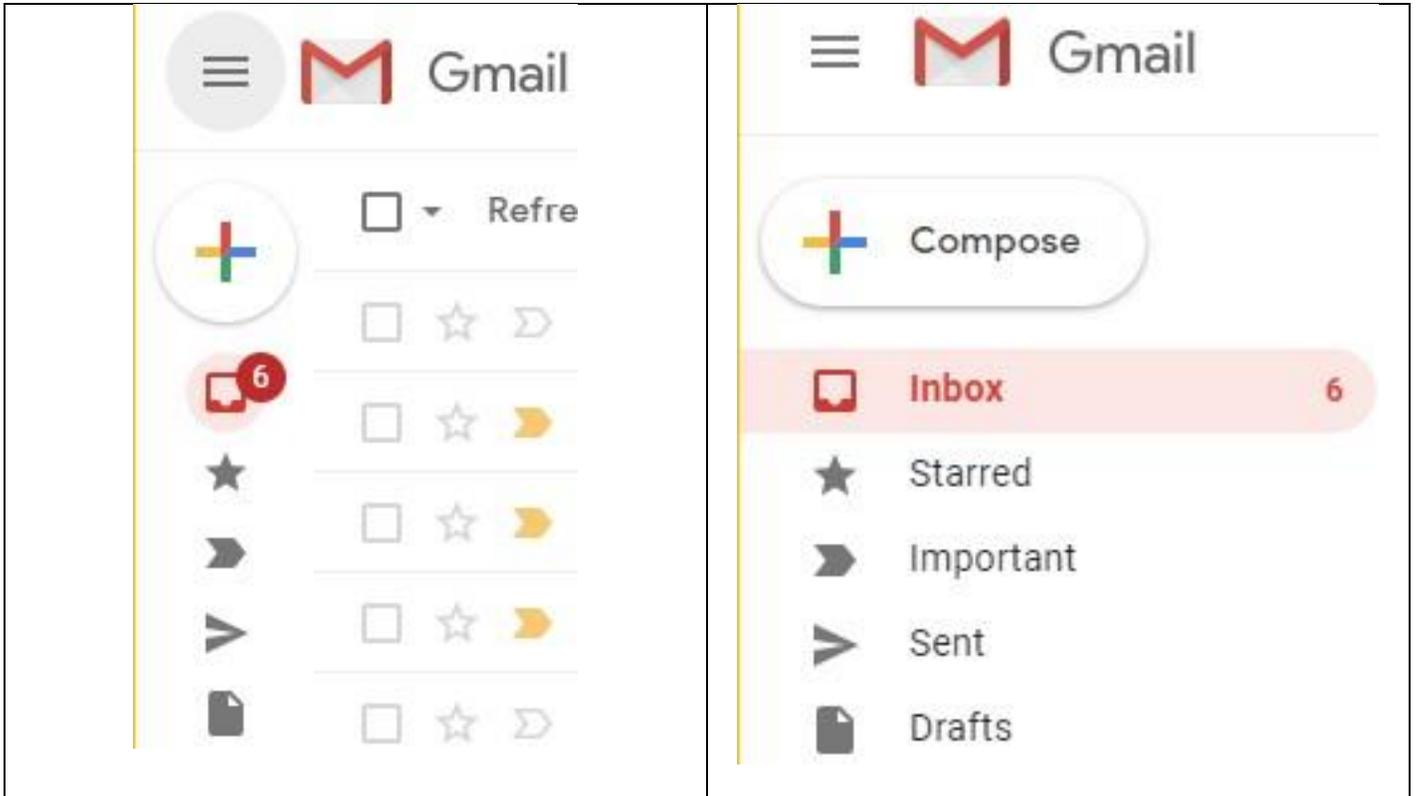
Contact List and My Account cont'd:

- 4. Since you will often use the Contact list, you can move the icon to the top left of the drop down list. Find the Contacts icon, left click over it and hold down the mouse button. Move the mouse up the menu to the top left corner and release the mouse button. You may need to move the icon several times to get it into the desired location. Before you leave the drop down list, search the list for other icons you would like to move to the top of the list (Examples: My Account, Calendar).**
- 5. If the menu freezes, press the Escape key (ESC) and start over at Item #2 above.**
- 6. When finished, left click on Inbox or press the Escape key (ESC).**

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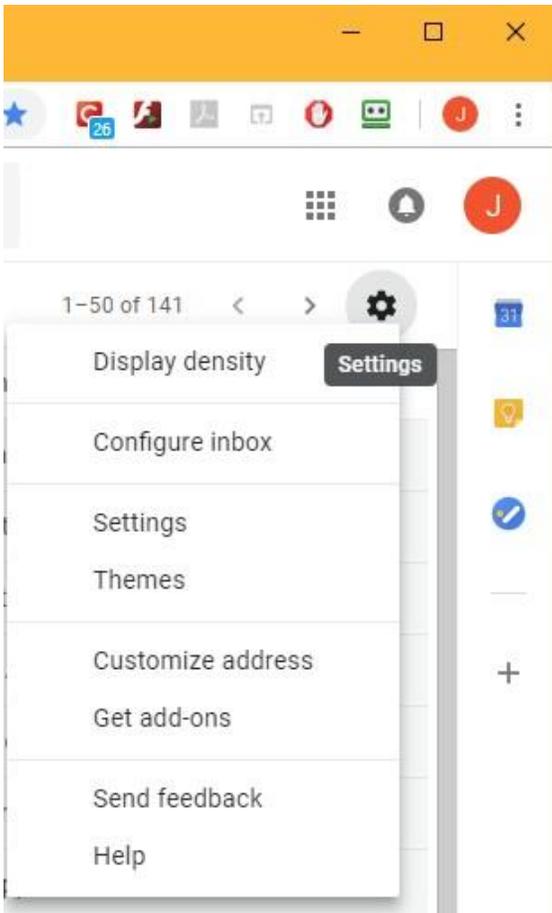
Missing Left Side Label List:

Do you see a big “+” (plus) sign near the top left of the screen? When you hover the mouse over the “+” sign then move it away, does the word “Compose” disappear? To always make the word “Compose” appear left click on the 3 horizontal lines in the top left corner of the screen.



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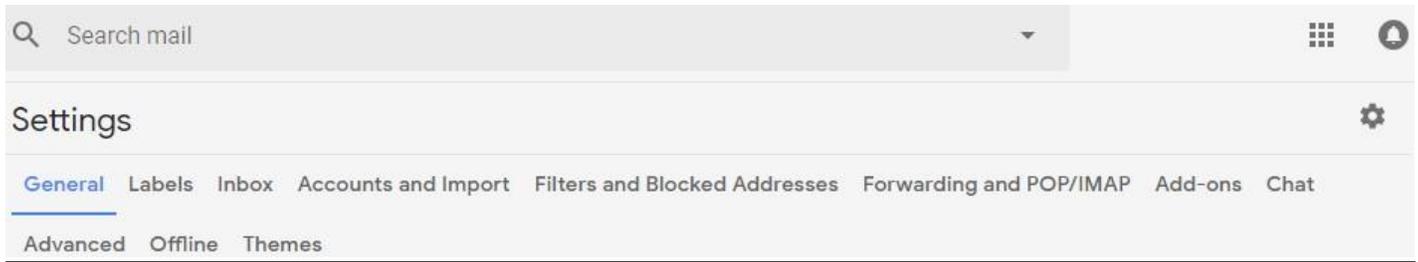
Gmail Gear Settings:



- 1. Left click on the Gear in the top right corner to display the Settings Menu.**
- 2. Left click on “Display density”. Click on “Default” / “OK”. This setting will give you the best experience and show any available file to download. Try the other views and note the difference.**
- 3. Left click on “Configure inbox”. Make sure the only checked box is “Primary” and click “Save”. If you don’t make this setting, your emails will be scattered across many locations and you will need to check each one to find all your emails.**

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Gmail Gear Settings cont'd:



4. Left click to show the Gmail detail settings window.

A. General: Select your choice.

B. Labels: Is your “Trash” icon missing?

Under the “System labels” group, left click “Show” next to the “Trash” line.

C. Inbox: Is “Primary only” set? See Section #3 on previous page.

D. Accounts and Import: Change password?

E. Filters and Blocked Addresses: Your choice.

F. Forwarding and POP-IMAP: Recommend no changes.

G. Add-ons: Your choice.

H. Chat: Suggest you turn off while not using Chat.

I. Advanced: Your choice.

J. Offline: Do not use. Advanced users only.

Gmail Gear Settings cont'd:

K. Themes: Left click the “Set Themes” link to show how to change your background display. If you have poor vision you might try the “Black” background. The “Pick your theme” window has a slider on the right side that will show all the available themes. My personal favorite is “High Contrast” located near the bottom of the page (colors are red and gray). If you hover over the selection the name will pop-up. The “Save” button is located at the bottom of the pop-up. Try some!

L. When finished making “Settings” changes, left click the “Save Changes” button at the bottom of the web page.

5. You can remove the Settings drop down menu shown on the previous pages by clicking the Escape (ESC) key.

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