**Gmail**

**How to**

* **create a task**
* **add a due date to the task**
* **add a reminder? To the task**
* **create new labels for emails**
* **use new labels on emails**

**Create a Task**

1. **Go to waffle**
2. **Choose Mail**
3. **Go to “Gmail” drop down menu at top left and click on it**
4. **Choose the last option: “Task”**
5. **A Task box will pop up in lower right hand corner of page**
6. **Click on the “Actions” menu at bottom left and look at what you can do from here (bottom half): email, print, view, sort and clear**
7. **Go up to the empty box at the top and click on the right arrow key**
8. **Here you can add a Due Date for your task and note the calendar to the right so you can click on the date you need.**
9. **Here you can add Notes to your Task**
10. **The Trash Can allows you to delete the Task**
11. **The menu to the right of the Trash Can allows you to refresh, rename, create a new list and delete your task**

**Go to your “Task Assignment” and complete the Assignment.**

**Create a New Calendar and Add Events**

1. **Go to waffle**
2. **Choose Calendar**
3. **Go to “Add a Friend’s Calendar” on the left hand side**
4. **Click on “New Calendar” from drop down menu**
5. **Name your calendar and remember to click “Create Calendar” before leaving**
6. **Click on the drop down menu of the calendar you just created; on the left hand menu**
7. **Read through the options of what you can do using this drop down menu**
8. **Click on three dots beside drop down menu and click “Display This Only” so you should only see this calendar to work with**
9. **Click on the plus sign inside the red circle to create an event**
10. **Look at what you can do here, including name and describe your event, set a time and “notifications”. Notifications drop down menu will allow you to send yourself a reminder email or set a notification that will pop-up when you tell it to remind you about the event. Practice creating events and notifying yourself by email and notifications.**
11. **Note that you can invite others to this event from the right hand “Guests” option**

**Go to your “Calendar” Assignment and complete**

**Create Labels in Email**

1. **Go to waffle**
2. **Go to Gmail**
3. **Look at left hand side and choose “More Labels”**
4. **Choose “Create New Label”**
5. **Name your new label “Faculty Meetings” and click Create**
6. **Create the labels “Parents” and “Grades”**
7. **Once the label is created look at the right hand side and find the “More Labels” / “Manage Labels” option and click “Manage Labels”**
8. **Look at the top task bar and look for an icon that resembles a tag. Click the tag and practice labeling a few of your emails.**
9. **Go to the “Label Assignment” and complete**