

Gmail extras

These features below are covered with a starting page of the same name in this order

Put a Gmail Icon on your Tool Bar

Add extra gmail addresses to your base Google account

How to Send Voice Messages in Gmail Using Vocal

Managing Gmail from Outlook or similar email clients

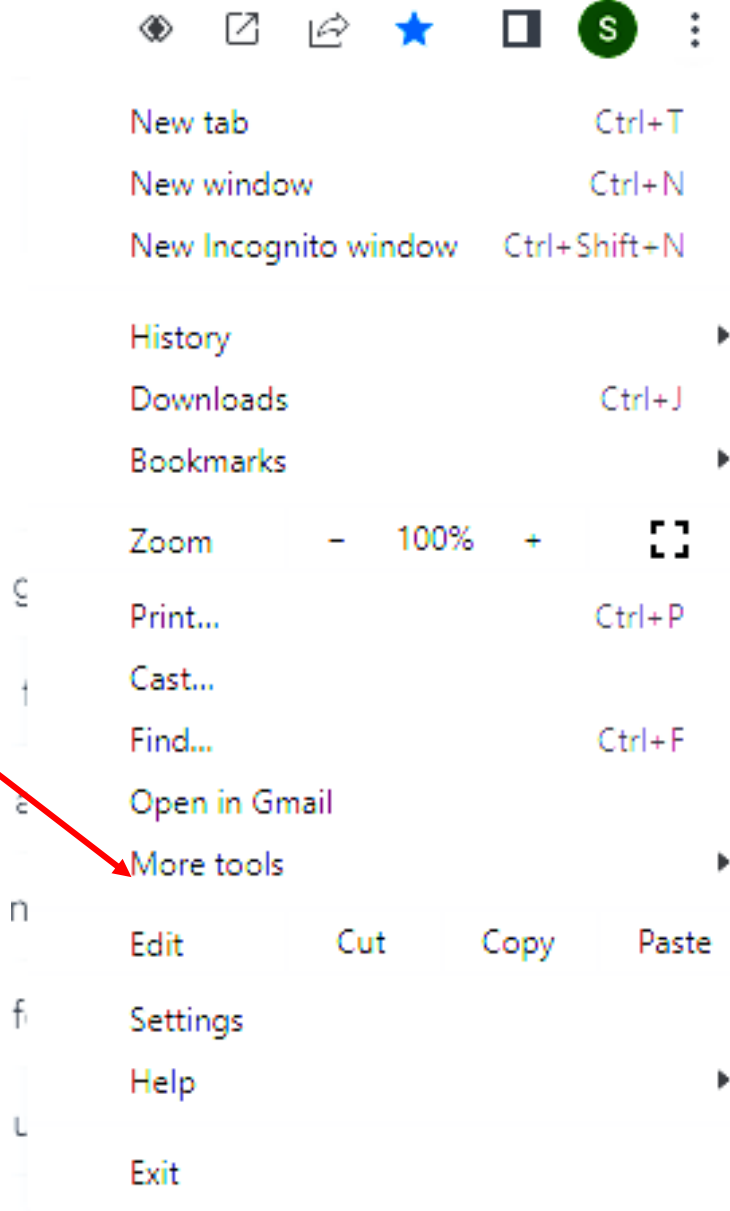
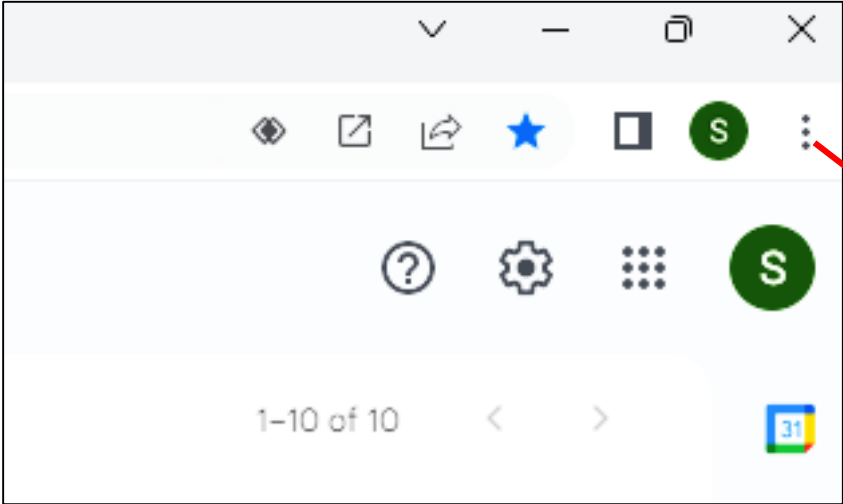
Now reverse-- managing Outlook or similar email clients from Gmail

Delete a Gmail/Google Account

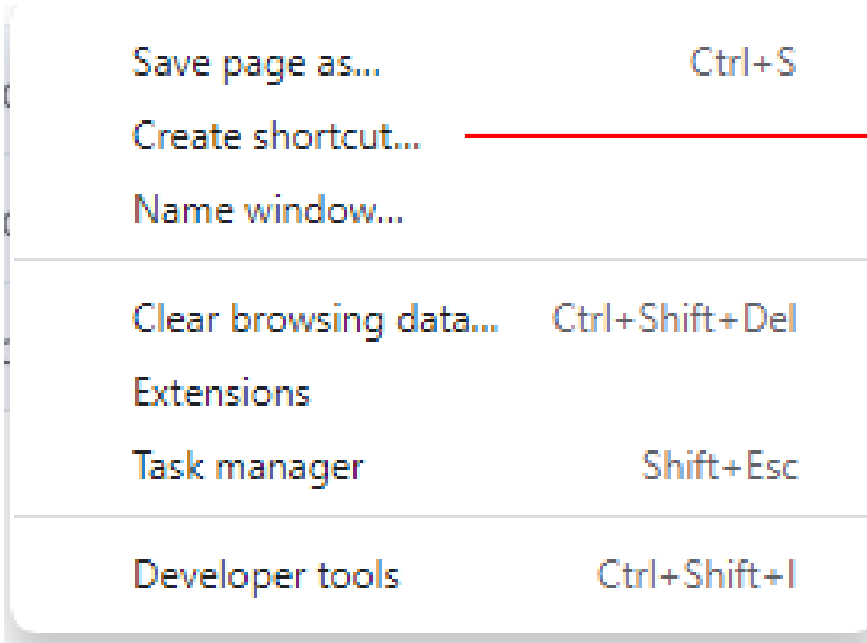
Put a Gmail Icon on your Tool Bar

First open Gmail in Chrome Browser

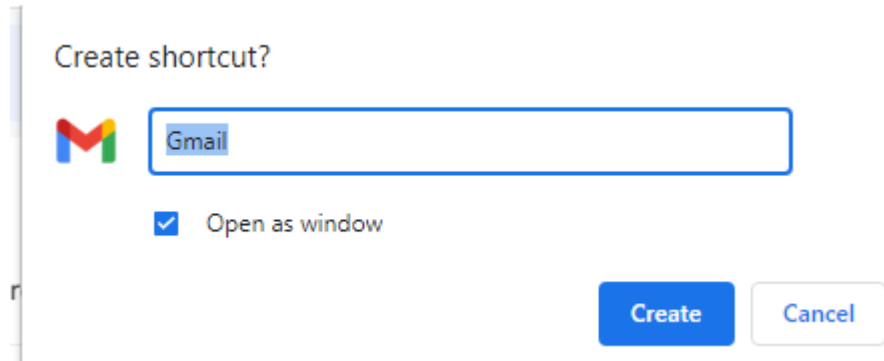
Click on the Chrome three dots and choose More Tools



Choose Create Shortcut



Gmail is selected for a shortcut
Tick Open as Window, then Create

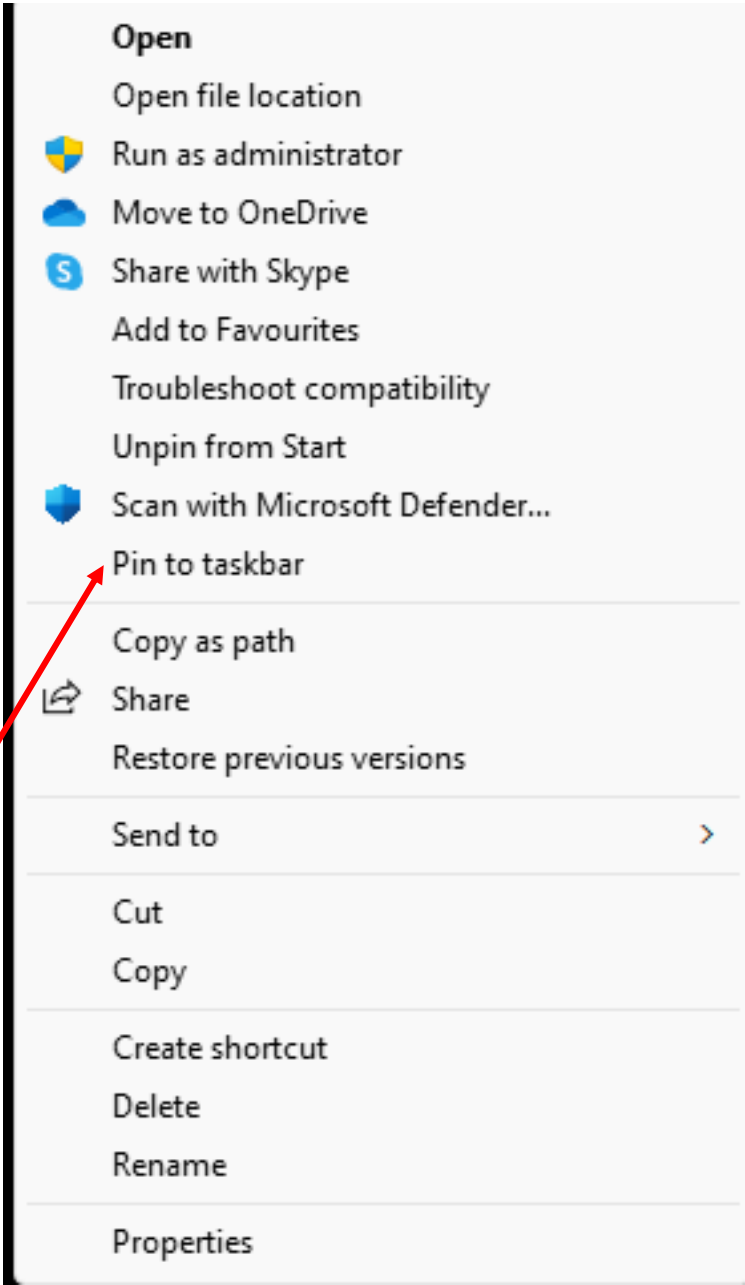
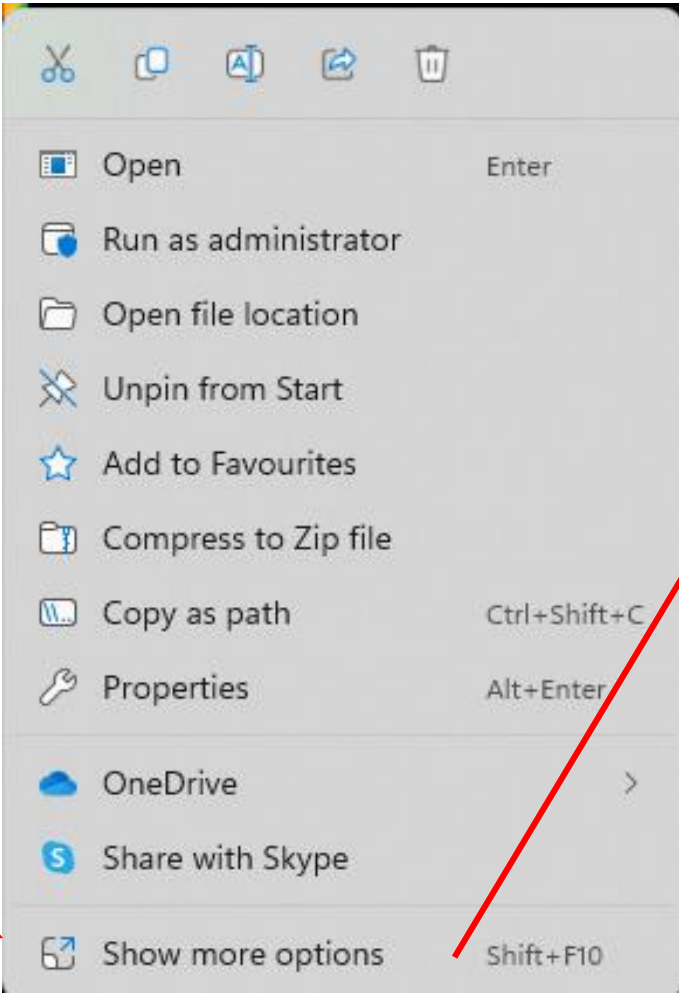


The Shortcut is now on the Desktop
Right click the shortcut and choose Show More Options
Click Pin to Taskbar

The Shortcut is now on the Desktop

Right click the shortcut and choose Show More Options

Click **Pin to Taskbar**



Gmail on the Taskbar



If you share a computer and have more than one Gmail:
Repeat the actions with each Gmail and small Initials are added to the
icon to identify which one to use.

You can remove the desktop shortcuts

Add extra gmail addresses to your base Google account

To add extra gmail addresses to your base Google account
Insert the symbol + after your user name
then add the extra characters before @

Base account pc24pakuranga@gmail.com

pc24pakuranga+No2@gmail.com will go the base address

pc24pakuranga+No3@gmail.com will go to the base address

Use filters and labels in the base account to separate these add on addresses

To make the + addresses permanent Go to All Settings then:

General Labels Inbox **Accounts and Import** Filters and blocked addresses Forwarding and POP/IMAP A

Change account settings:

[Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Using Gmail for work?

Businesses get yourname@example.com email, more storage and admin tools

Import mail and contacts:

[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.
[Import mail and contacts](#)

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

SeniorNet Pakuranga <pc24pakuranga@gmail.com>

[Add another email address](#)



Add another email address that you own

Enter information about your other email address.

(your name and email address will be shown on mail that you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Cancel

Next Step »

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

SeniorNet Pakuranga <pc24pakuranga@gmail.com>

default

[edit info](#)

SeniorNet Pakuranga <pc24pakuranga+3@gmail.com>

[make default](#)

[edit info](#)

[delete](#)

SeniorNet Pakuranga <pc24pakuranga+No2@gmail.com>

[make default](#)

[edit info](#)

[delete](#)

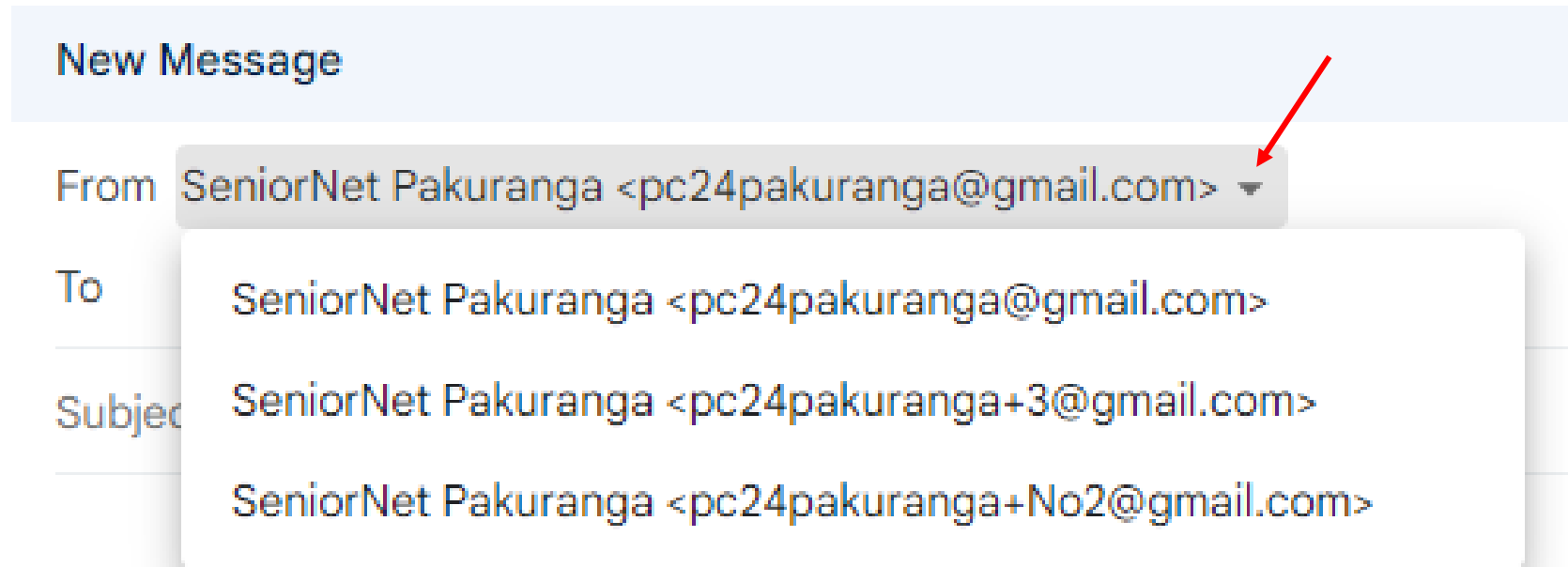
[Add another email address](#)

When replying to a message:

- Reply from the same address to which the message was sent
- Always reply from default address (currently pc24pakuranga@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Then when you compose a new message
Your base account email is the default “From”
But you can select the + options using the down arrow.



How to Send Voice Messages in Gmail Using Vocal

How to Send Voice Messages in Gmail Using Vocal

Vocal is a free Google Chrome browser extension that allows you to send voice messages through Gmail.

Once you install Vocal, a small microphone icon will appear on the bottom toolbar of your new email template after the Send button.

The free version of the Vocal extension allows you to record up to 100 messages a week of up to one minute each.

Download:

Search using the **Chrome Browser**

1st search for Chrome Web Store

2nd once in the Web Store search for Vocal

3rd then download

Tool bar at the bottom of the Compose Gmail template



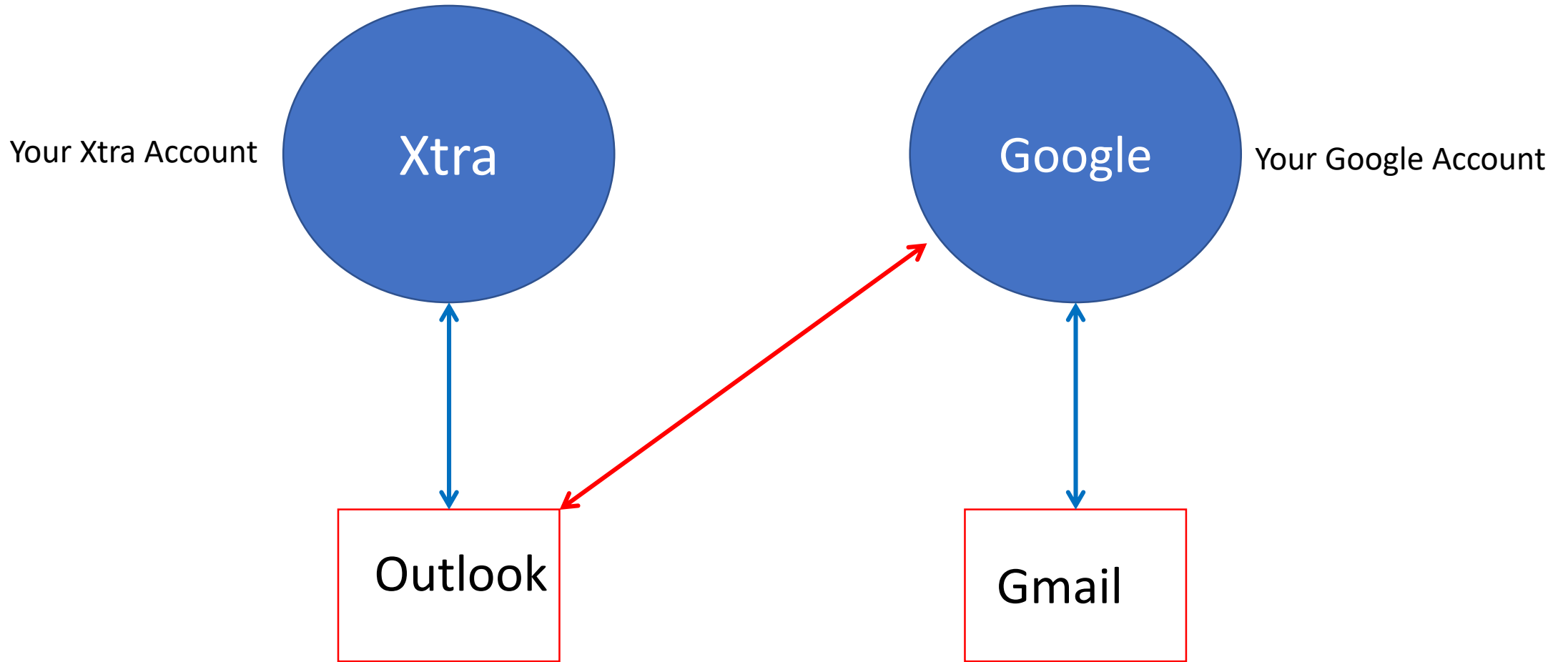
Microphone for audio recording

Vocal creates an MP3 file attached to your email

The recipient clicks the file to play the audio.

Managing Gmail from Outlook or similar email clients

First find out if your Outlook account is POP or IMAP

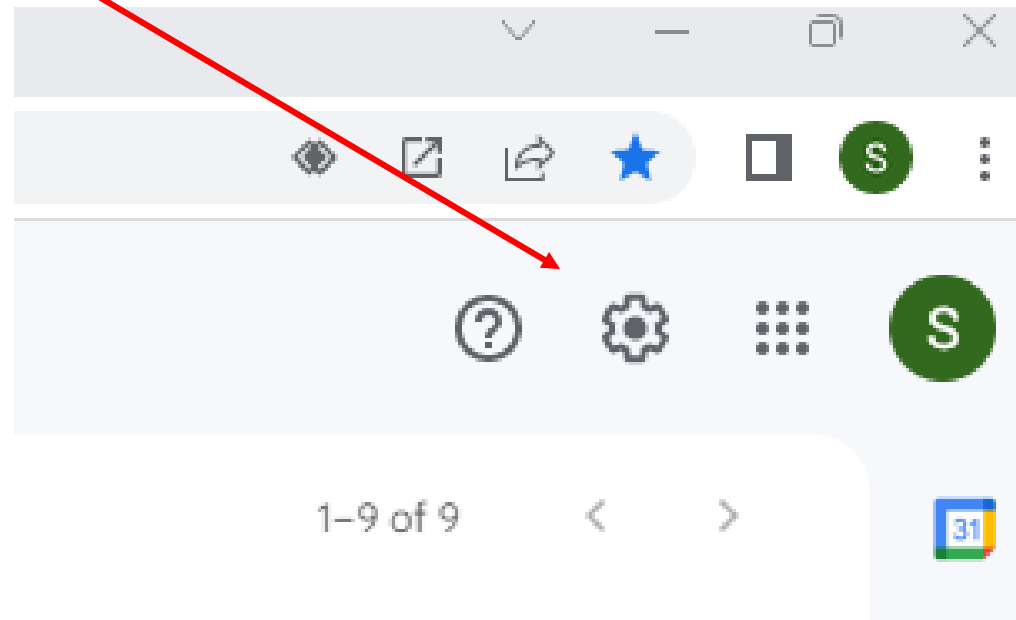


Gmail using the Outlook or Mail App : you may need to come to Help Day

Another action you can take is to add Gmail as an Account in an Email client such as Outlook or Thunderbird particularly if you also use other Email addresses such as username@extra.co.nz

The first stage is to prepare Gmail

Open Gmail and choose Settings then All Settings



In Settings go to Forwarding and POP/IMAP: Look for Configuration

is and Import Filters and blocked addresses [Forwarding and POP/IMAP](#)

Add a forwarding address

Tip: You can also forward only some of your mail by [creating a filter!](#)

1. Status: POP is disabled

- Enable POP for all mail
- Enable POP for mail that arrives from now on

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

POP
→



Status: IMAP is disabled

- Enable IMAP
- Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)


IMAP
→



Save Changes

Cancel

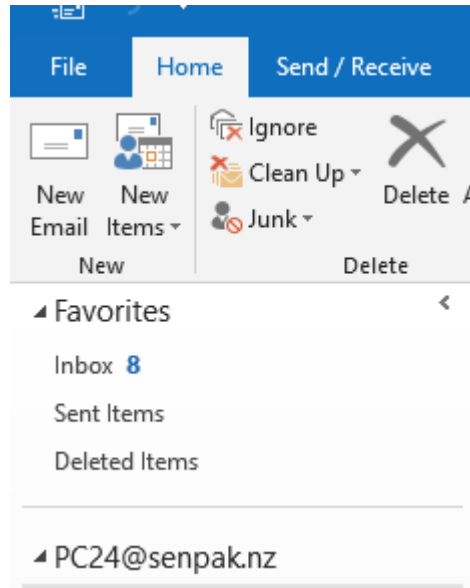
Get the configuration instructions to use in Outlook
Maybe note these down



Incoming mail (POP) server
pop.gmail.com
Requires SSL Yes
Port 995

Outgoing mail (SMTP) server
smtp.gmail.com
Requires SSL Yes
Requires TLS Yes if available
Requires Authentication Yes
Port for SSL 465
Port for TLS 587

Display Name –Your name
Account name – Your email address
Password– Your Gmail password



Next leave Gmail and open your Email client

Different clients may have different actions

For Outlook go to FILE

Then **Add Account**

Account Information



+ Add Account



Account Settings

Change settings for this account or set up more connections.

- [Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.](#)

Welcome to Outlook

Enter an email address to add your account.

pc24pakuranga@gmail.com

Advanced options



Let me set up my account manually

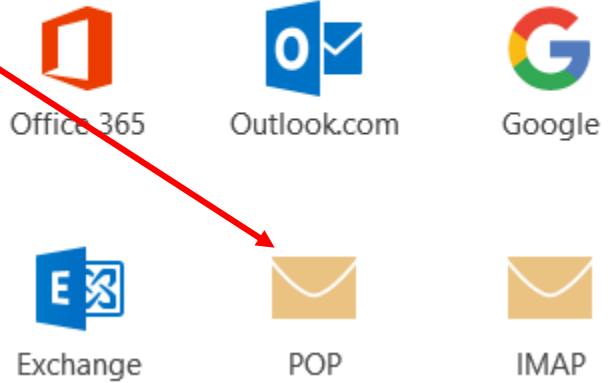


Use manual set up

Connect

Choose account type

Choose POP



POP Account Settings for pc24pakuranga@gmail.com

[\(Not you?\)](#)

Incoming mail

Server Port
 This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port
Encryption method
 Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

Next

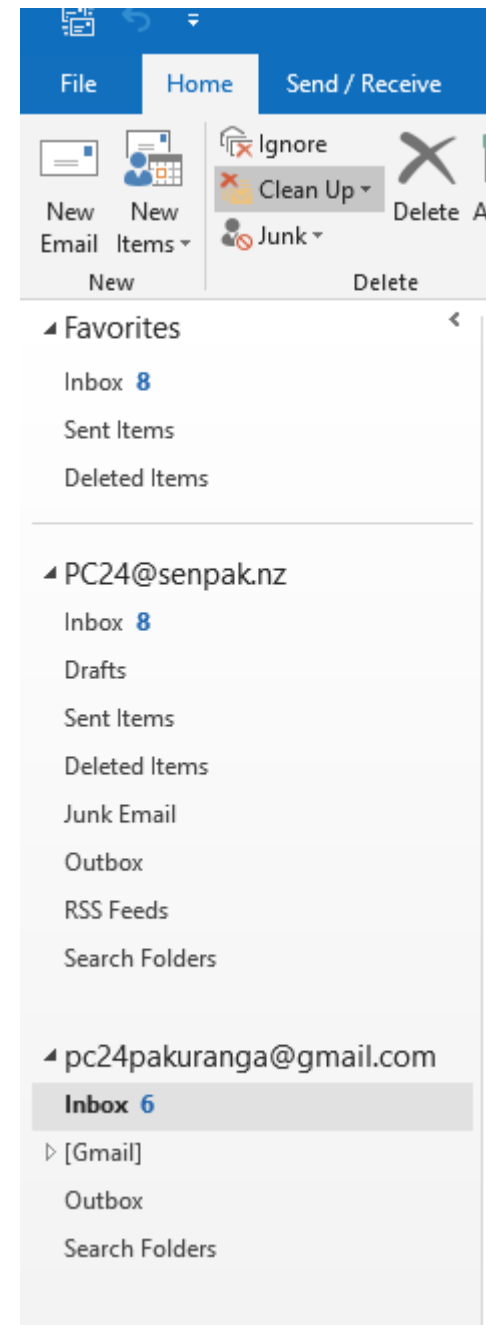
Enter the configuration values recorded earlier

Adding pc24pakuranga@gmail.com

Account setup is complete

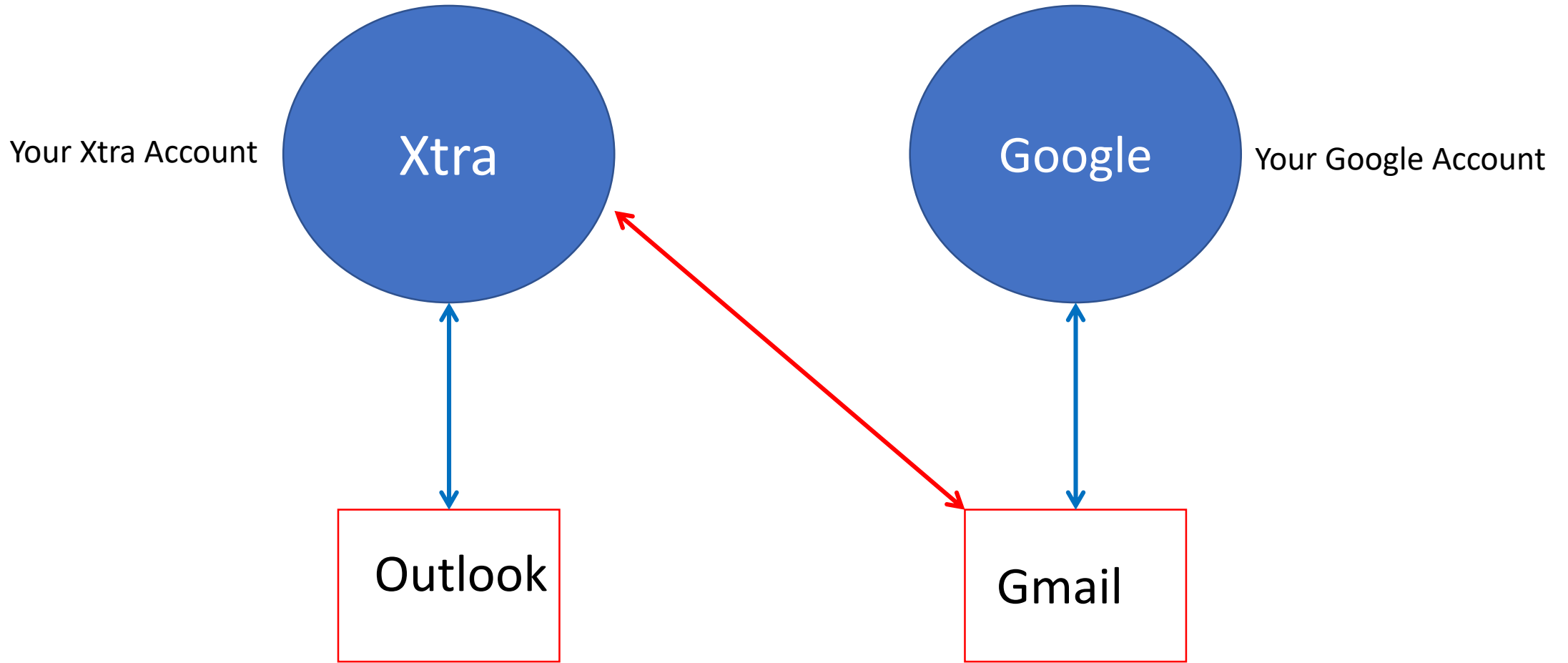
OK

Set up Outlook Mobile on my phone, too



Now reverse-- managing Outlook or similar email clients from Gmail

Now reverse and managing Outlook or similar email clients from Gmail



Go to Settings Accounts and Import

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

SeniorNet Pakuranga <pc24pakuranga@gmail.com>

SeniorNet Pakuranga <pc24pakuranga+3@gmail.com>

SeniorNet Pakuranga <pc24pakuranga+No2@gmail.com>

[Add another email address](#)

When replying to a message:

- Reply from the same address to which the message was sent
- Always reply from default address (currently pc24pakuranga@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Add another email address that you own

Enter information about your other email address.

(your name and email address will be shown on mail that you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Check email from other accounts:

[Add an email account](#)

[Learn more](#)

Add an email account

Enter the email address that you would like to add.

Email address:

Cancel

Next »

Gmailify



Gmail – Add an email account



Add an email account

You can either import emails from pc24@senpak.nz to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

- Link accounts with Gmailify
Gmailify is not available for this provider.
- Import emails from my other account (POP3)

Cancel

« Back

Next »

Delete a Gmail/Google Account

Google has a policy that inactive accounts
Are deleted after 18 months

That account will get notice but if its inactive you wont know

Sign in to the gmail account to be deleted

Click on your account icon (top right of screen)

Choose “Manage your account”



[Manage your Google Account](#)



[Add another account](#)

[Sign out](#)

[Privacy policy](#) • [Terms of service](#)

1. On the left, click **Data & privacy**.



Home



Personal info



Data & privacy

Data & privacy

Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more

1. Scroll to "Data from apps and services you use."
2. Under "Download or delete your data," click **Delete a Google service**. You need to sign in again

← Delete a Google service

A Google Account offers many services. Some of these services can be deleted from your account individually.



Download your data

You can download your data before deleting a service



YouTube

0 videos uploaded



Gmail

1,173 conversations



Google One

Delete your information from Google One



Note the option to download your data before deleting

Choose the service to be deleted

Enter an alternative existing email address you want to sign in with and click **Send verification email**.

This email can't be a Gmail address.

Unless you verify this alternative email address a deletion is stopped