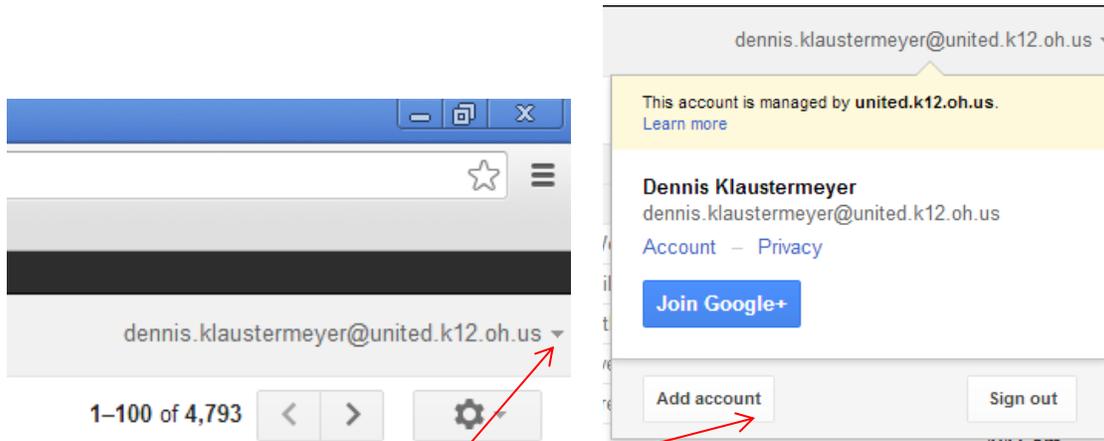


# Google Chrome & Gmail Tips/Tricks

Logging into multiple accounts simultaneously – you can be logged into your personal and school Google accounts at the same time. This will assist you in finding your Google Docs/Drive.



Once logged into your school e-mail, click on the drop-down arrow after your e-mail address in upper right-hand corner. Then select add account in the drop down menu.

## Accounts

Sign in to another account

You are signed in to these accounts:

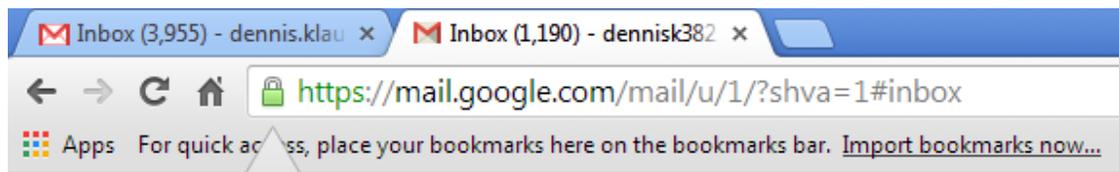
- dennis.klaustermeyer@united.k12.oh.us

### An important point about multiple sign-in

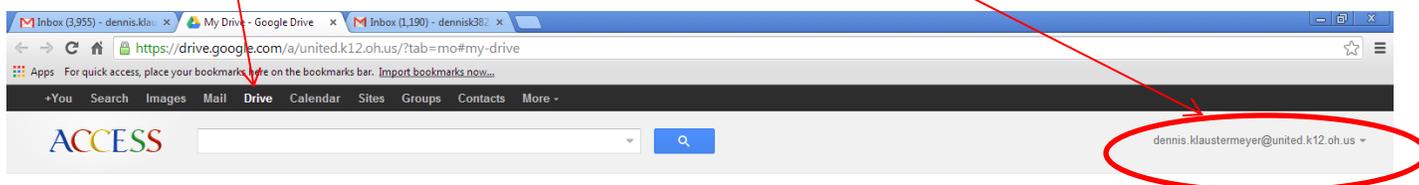
As not all Google products support multiple sign-in, check the top right of the page when you sign in or switch products to make sure you're using the correct account. If you're on a mobile device, check the bottom of the page. [Learn more](#)

A screenshot of the Google sign-in form. It has a 'Sign in' button at the top right. Below it are two input fields: 'Username' with the text 'yourpersonalaccount@gmail.com' and 'Password' with a masked password '\*\*\*\*\*'. A 'Sign in' button is at the bottom. Below the button is a link that says 'Can't access your account?'. A red arrow points from the 'An important point about multiple sign-in' section to the 'Sign in' button.

Now, login with your personal Google account. Note the message entitled 'An important point about multiple sign-in' at the left of the login box. At the top, you'll see two tabs, one for each of the accounts you are logged in as in the system.

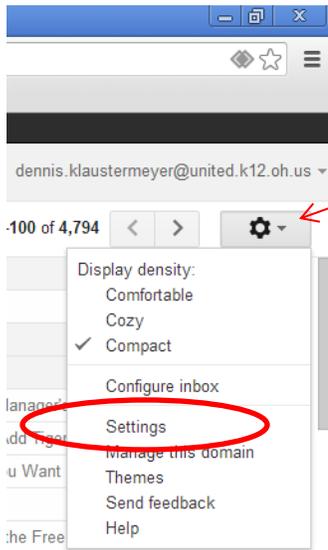


To view the Google Docs associated with each account, click on either tab to bring up that account's e-mail. Then, at the top, click on the Drive button. You'll see the documents that are in that account's Google Drive. You can always determine which account you are looking at by examining the upper right-hand corner of the screen. It will tell you the e-mail address of the Google Drive account you are viewing.

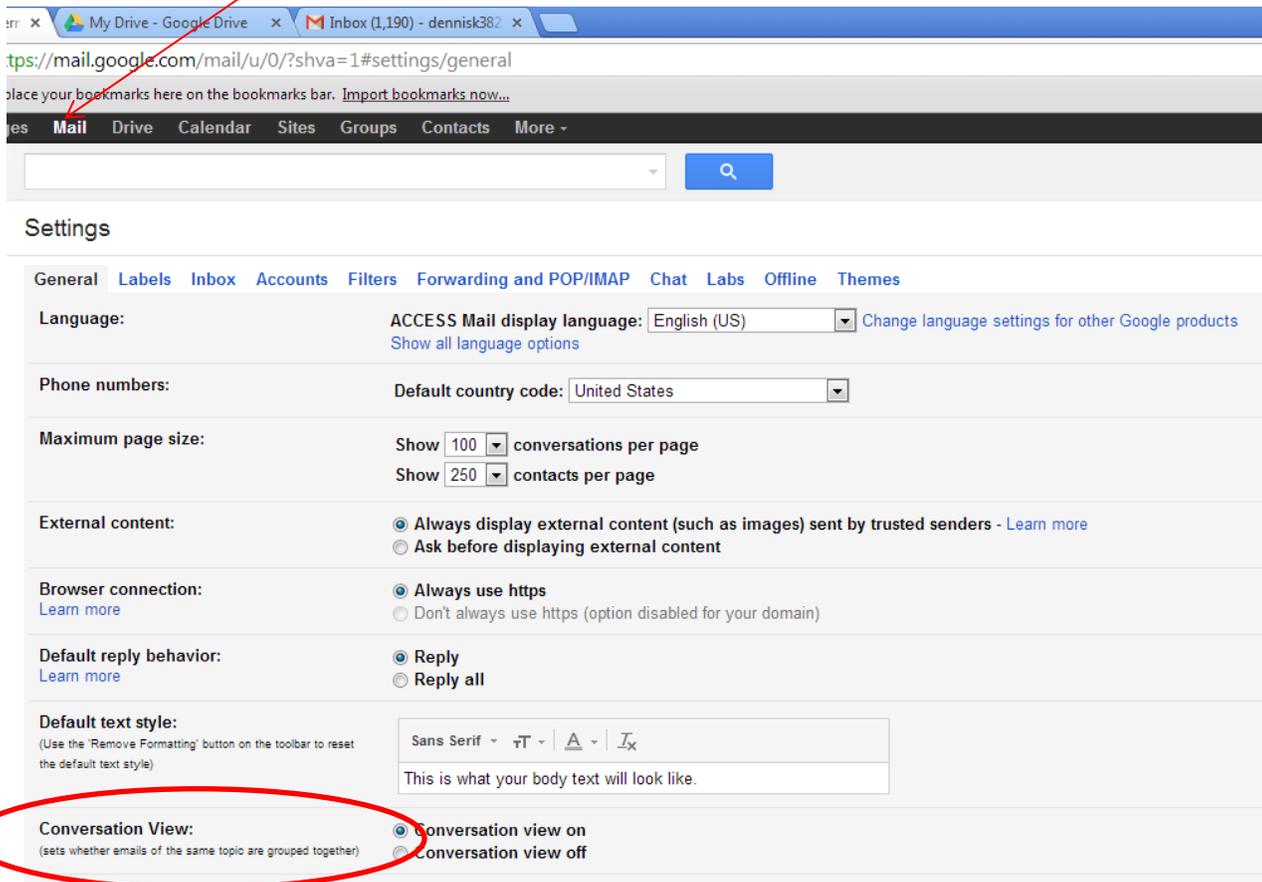


# Google Chrome & Gmail Tips/Tricks

**Conversations** – This is Gmail’s way of grouping all of the e-mails with someone you sent/received with same title (i.e., conversation). This can be turned off if you wish. In your Gmail, go to the gear button, and then select settings.



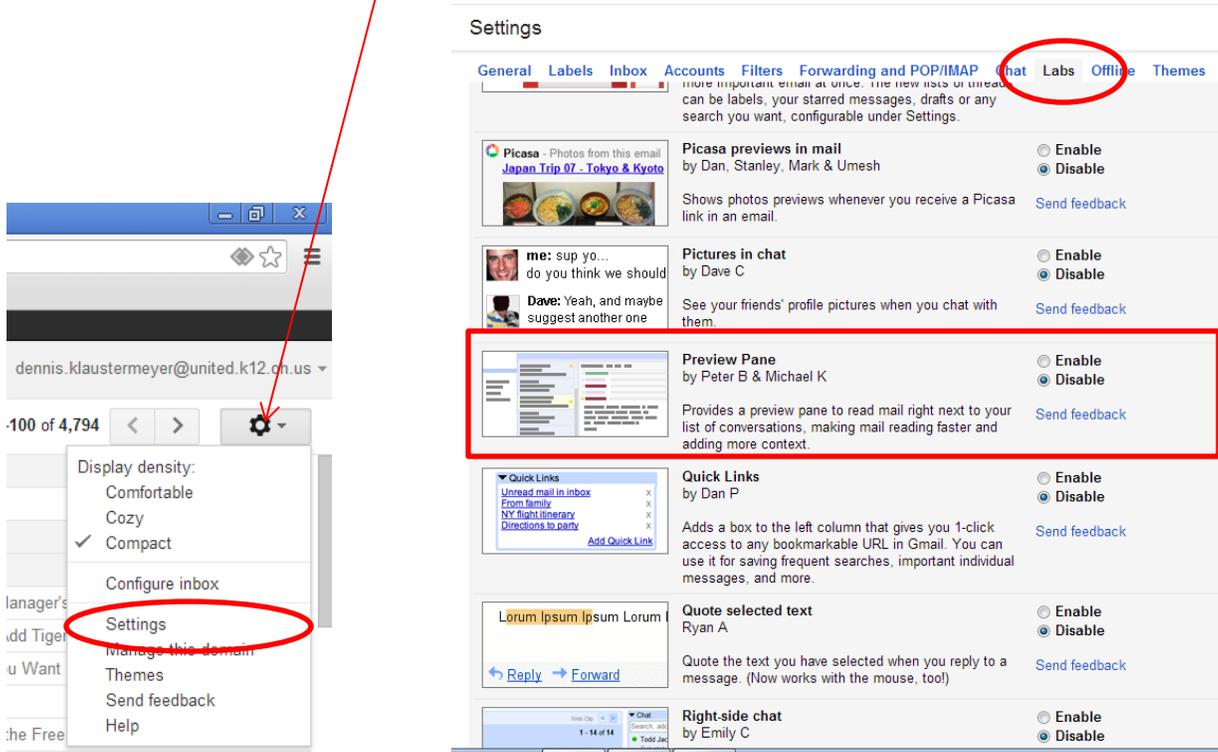
Then, click on the General tab at the top. Find Conversation View on the screen and turn it either off or on. **Make sure you scroll down to the bottom of the screen and click on Save Changes for this to take effect.**



# Google Chrome & Gmail Tips/Tricks

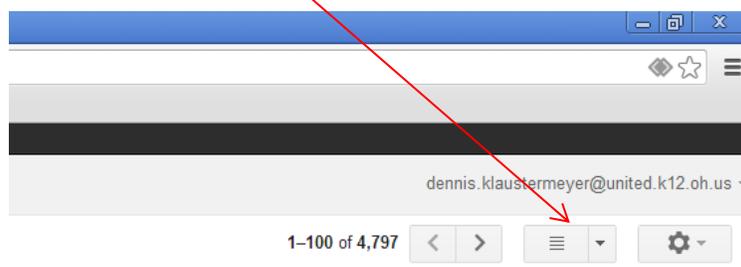
**Preview Pane** – You can set up your Gmail to look like the old e-mail system with a three-pane view, i.e. the preview pane view.

In your Gmail, go to the gear button and then select settings.



Then, click on the Labs tab. Scroll down to Preview Pane, click on Enable. Then scroll down to the bottom and click on Save Changes.

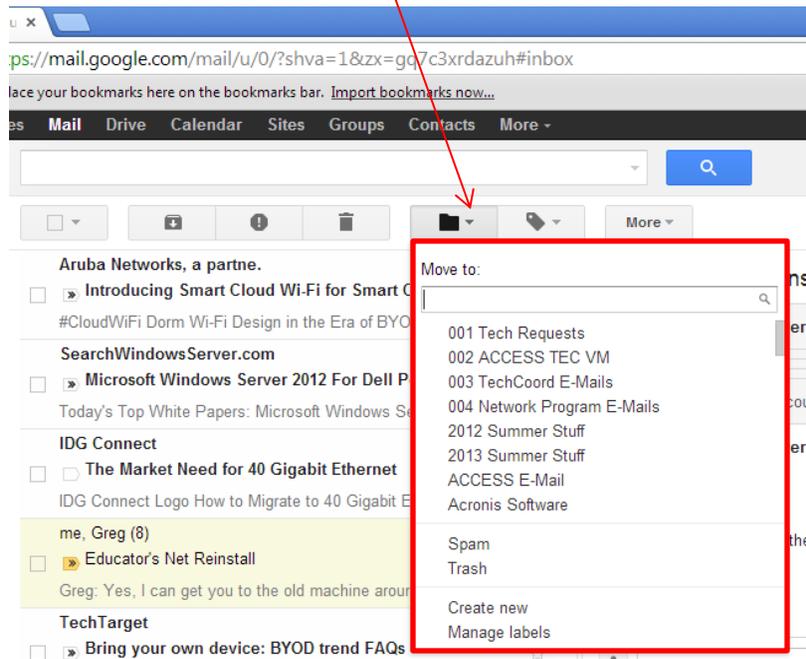
Back on your e-mail screen, you'll see a new button in the upper right-hand corner. This is where you configure how you want the preview pane to look. You can turn it off, have a horizontal split or a vertical split.



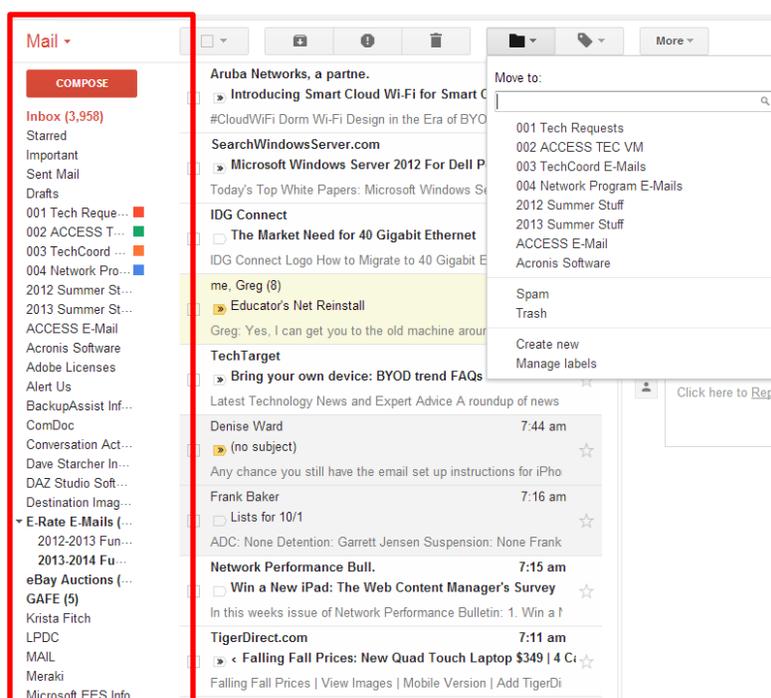
# Google Chrome & Gmail Tips/Tricks

Folders/Labels – In the old system you had folders that you could move e-mails into but in the Gmail system, these are now called Labels. With Gmail, everything always stays in your Inbox, but Labels help you to organize your e-mails.

If you want to move an e-mail to a label, click on the folder icon at the top of your Gmail page. Then, in the drop-down menu, if you have a pre-existing label, you can simply click on it and the e-mail will move to that label. If you need to create a new label, then you click on the 'Create New' option at the bottom of the list.

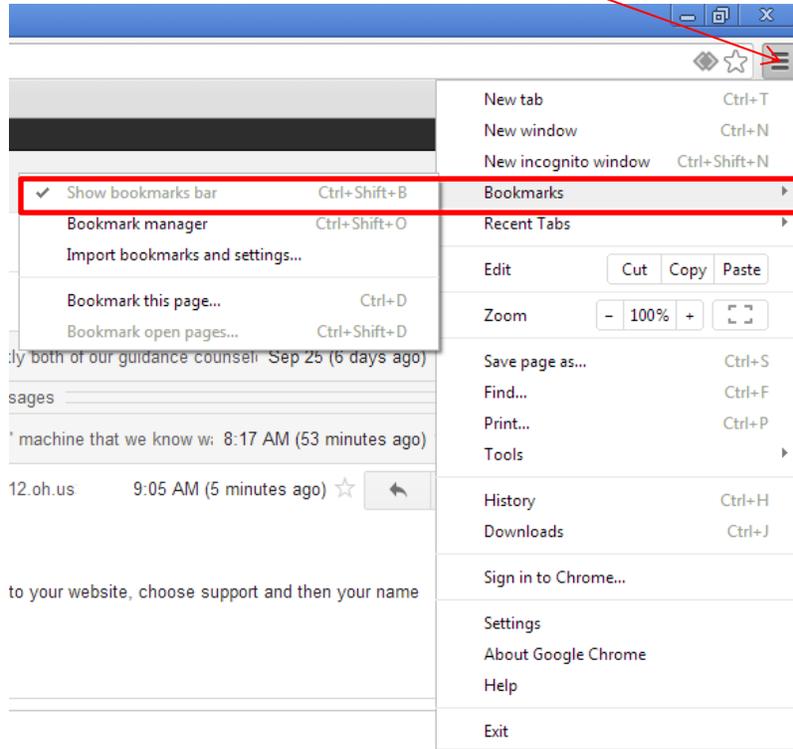


Another way that you can move an e-mail from your Inbox to a label is to click on the title of the e-mail and drag it into one of the labels that are showing at the left-hand side of your screen. By default, all of your labels you have created show up in your Gmail account at the left side.



# Google Chrome & Gmail Tips/Tricks

**Bookmark Bar** – This is a location towards the top of Google Chrome where you can put quick links to websites that you view often. On our computer network, the bookmark bar is turned on by default. If you are someplace else and want to enable the bookmark bar, click on the Chrome settings button (three horizontal lines), then scroll down to Bookmarks and click on ‘Show bookmarks bar’.



To add a link to the bookmark bar, once you have the page up on the screen, click the star just in front of the settings button. A box will come up where you can change the name of the bookmark. Click the Done button to add it to your bookmark bar.

