DIGITAL REVOLUTION: TRANSFORMING RESEARCH, COLLABORATION, ORGANIZATION, AND TEACHING PRACTICES

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Managing Email - Inbox

- Inbox Tabs
- Inbox Types
- Labels
- Search
- Filters

Managing Email - Settings

- General - Undo Send, Signatures, Vacation responder.
- Labels - Manage labels - Update, move, delete, show/hide/show if unread.
- Accounts - Check and send email from different Gmail accounts.
- Filters and Blocked Addresses - Update and delete filters.
- Forwarding and POP/IMAP - Forward message or check on other devices.
- Chat - Chat with anyone in your contact list. The chat will appear in the webmail window.
- Themes - Change the look of webmail by adding a preset theme or your own image.

Managing Email – Tips and Tricks

- Use the Star feature to bookmark messages.
- Don't mark messages as unread to keep them as a makeshift task list. Use labels along with programs such as Wunderlist or Trello to manage tasks.
- Move action items to a tasks label. I use this name * ToDo
- Move replies you are waiting on to follow up label. I use this name: * FollowUp
- Use filters to move subscribed messages into labels.
- Organize similar themed messages into labels (such as committee work, teaching, etc.).
- Color important labels so they stand out.

Managing Events

- Google Calendar
  - Schedule all events – can use different calendars for work, social, etc.
  - Invite others
  - Find a time
  - Reminders
  - Appointment Slots

Working in the Cloud

- Google Drive - http://drive.google.com – 15GB free (Unlimited at OU).
- OneDrive - https://onedrive.live.com/ - 5GB free. Built into Windows operating system. 1TB free for Office 365 subscribers.
- iCloud - http://www.apple.com/icloud/ - 5GB free. Built into Mac operating system.
- Dropbox - https://www.dropbox.com/ - 2GB free.
- SpiderOak - https://spideroak.com/ - No free plan. They have a free 2GB 60 day trial.

Staying on Task

- Wunderlist - http://www.wunderlist.com
- Trello - http://www.trello.com
- Habitica - http://www.habitica.com

Questions?

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