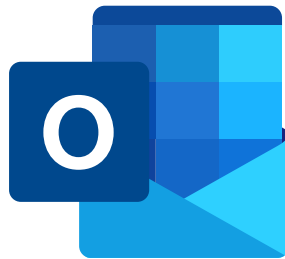


Email Cheat Sheet



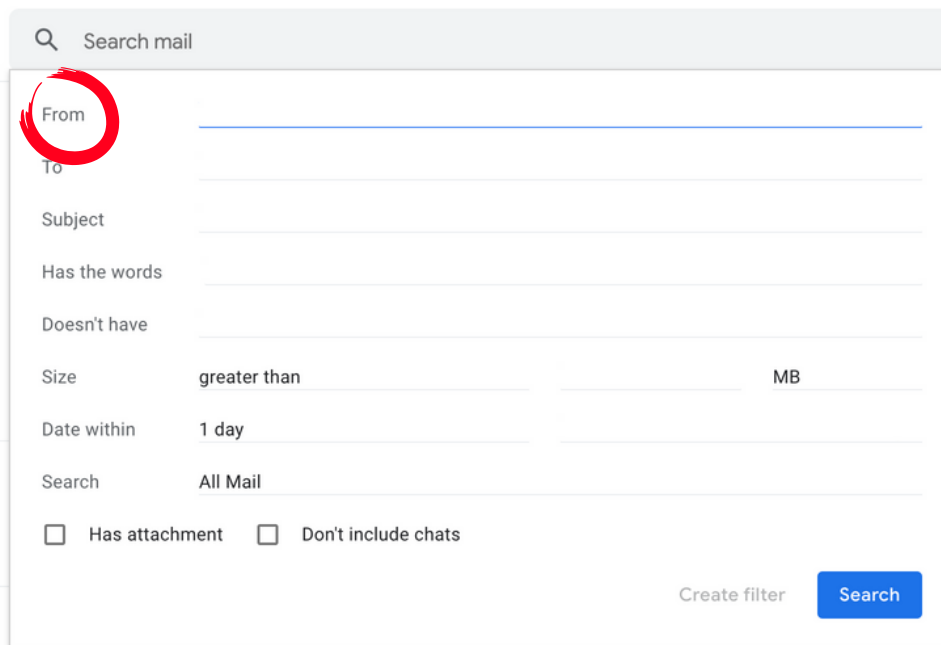
How to Search for an Email on a Computer

Search by Sender

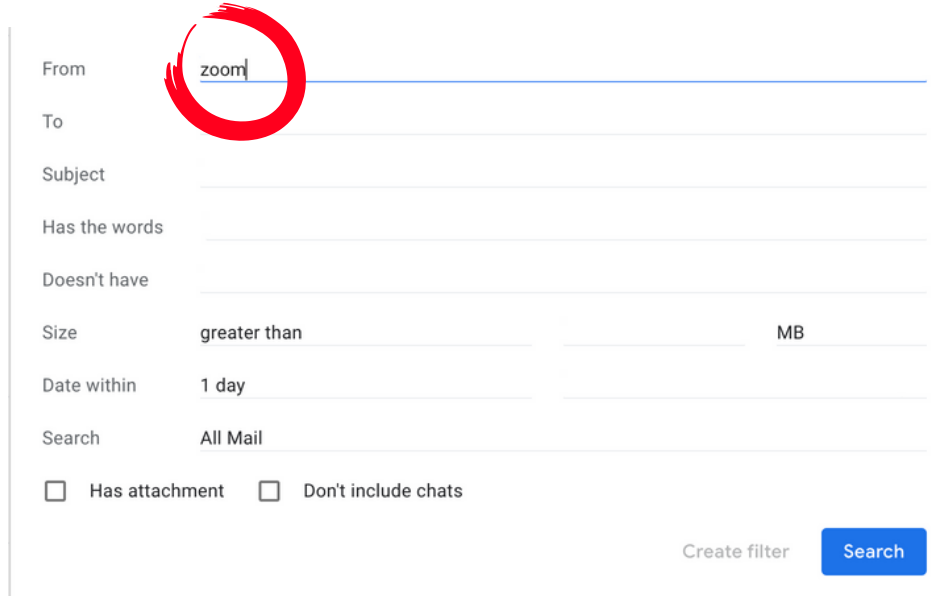
Step 1: Find the search bar on the top of your email. Click the arrow or filter icon on the end of the search bar.



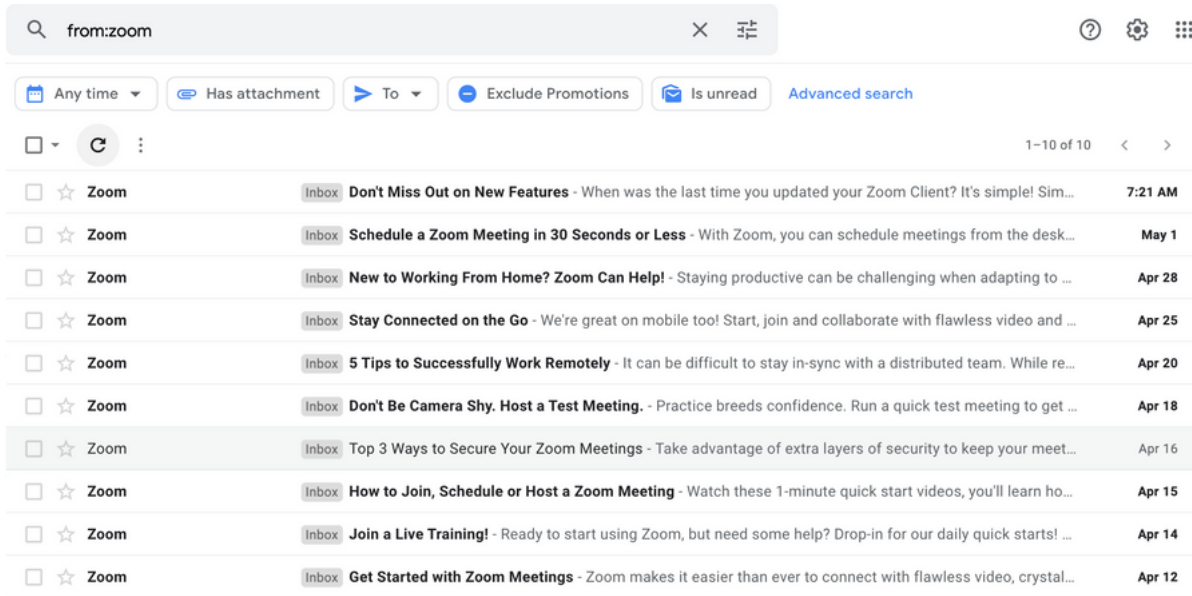
Step 2: A new window will appear that gives advanced options to search your email.

A screenshot of the Gmail advanced search options window. The window has a title bar with a magnifying glass icon and the text "Search mail". Below the title bar are several search criteria: "From", "To", "Subject", "Has the words", "Doesn't have", "Size" (with a dropdown menu set to "greater than" and a field for "MB"), "Date within" (set to "1 day"), and "Search" (set to "All Mail"). At the bottom, there are two checkboxes: "Has attachment" and "Don't include chats". On the right side, there are two buttons: "Create filter" and "Search". The "From" label is circled in red.

Step 3: If you know the sender of the email, type their name or email address in the "From" box.

A screenshot of the Gmail advanced search options window, similar to the previous one. The "From" field now contains the text "zoom". The "From" label and the "zoom" text are circled in red. All other elements, including the "To", "Subject", "Has the words", "Doesn't have", "Size", "Date within", "Search", and checkboxes, remain the same as in the previous screenshot.

Step 4: Click the blue "search" button and every email sent by the specific sender will appear in chronological order.



Search by Subject on a Computer

Step 1: If you know the subject of the email, type the subject in the "Subject" box.

Search in

From

To

CC

Subject

Keywords

Date from to

Attachments


Step 2: Click the blue "search" button. Every email sent with that specific subject will appear in chronological order.


The screenshot shows an email search interface. At the top, there is a search bar with a checkmark icon on the left and a 'Filter' button on the right. Below the search bar, a dropdown menu is open, displaying the text 'Results' and 'Keep this message at the top of your folder'. Underneath, a section titled 'All results' lists three email entries. Each entry includes a circular profile picture with the letter 'M', the sender's email address 'mschustack@rssny.org', the subject line '@RSS Classes', the day and time of the email, and a 'View online' link. The first entry is dated 'Mon 4:11 PM' and the second is dated 'Sun 6:55 PM'. Both have an 'Inbox' label. The third entry is partially visible, showing 'RSS' and 'RSS - 1st Week in May - Ex...' with a date of 'Fri 4/29'. To the right of the third entry are icons for 'Reply', 'Flag', 'Star', and 'Trash'.






Results Filter

Keep this message at the top of your folder

All results

 mschustack@rssny.org
@RSS Classes Tuesday... Mon 4:11 PM
View online. ONLINE Tuesd... Inbox

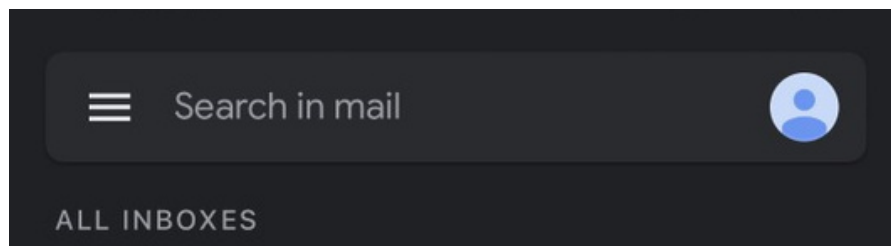
 mschustack@rssny.org
@RSS Classes - Monda... Sun 6:55 PM
View online. Online Classes... Inbox

 RSS
RSS - 1st Week in May - Ex... Fri 4/29
View online. What's New... Inbox    

How to Search for an Email on a Smartphone or Tablet

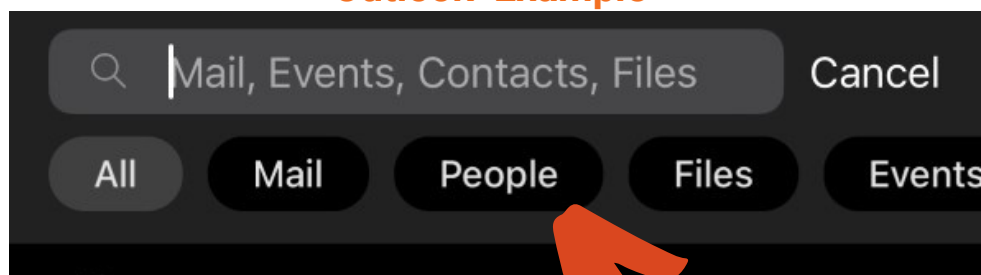
Search by Sender

Step 1: Find the search bar on the top of your email. Filters under the search bar will appear.

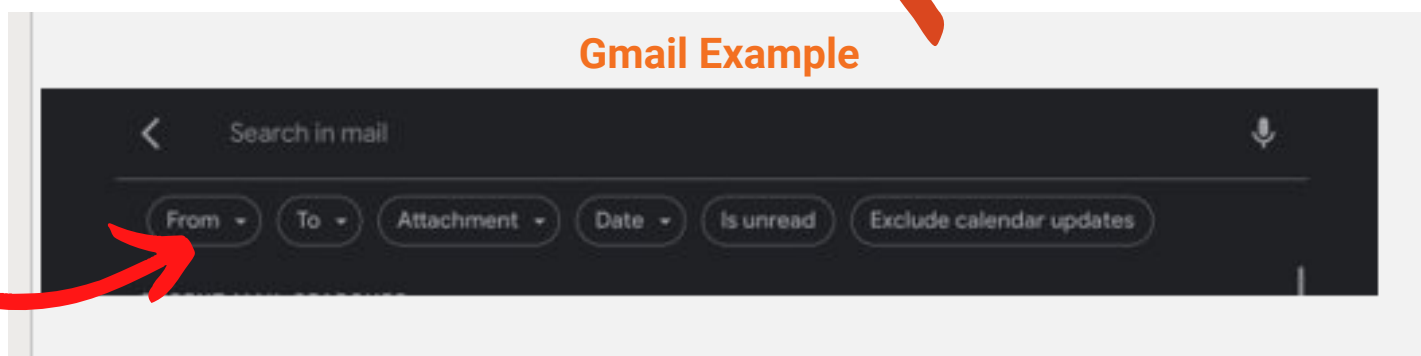


Step 2: To search by a specific person, click on the "From" or "People" icon depending on your type of mail server. Type the person's name or email address in the search bar.

Outlook Example



Gmail Example

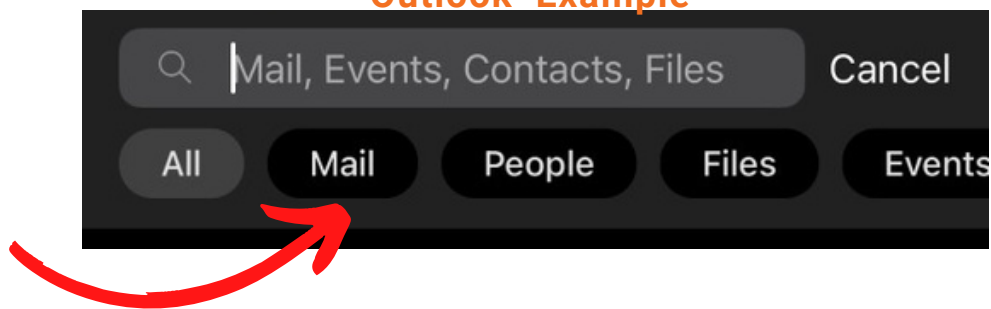


Step 3: After searching, every email sent by the specific sender will appear in chronological order.

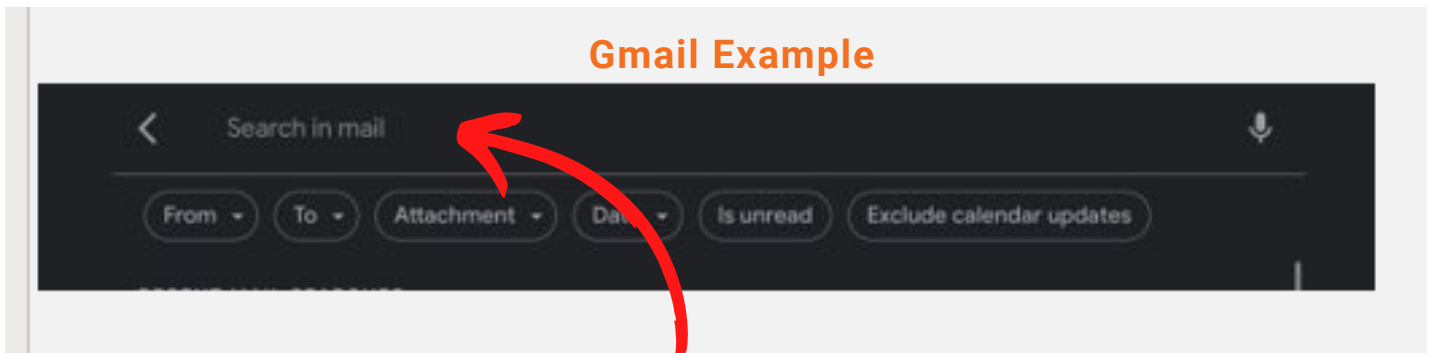
Search by Subject on Smartphone/Tablet

Step 1: If you know the subject of the email, type the subject in the "Search" bar or tap the "Mail" icon depending on the type of mail server you have.

Outlook Example



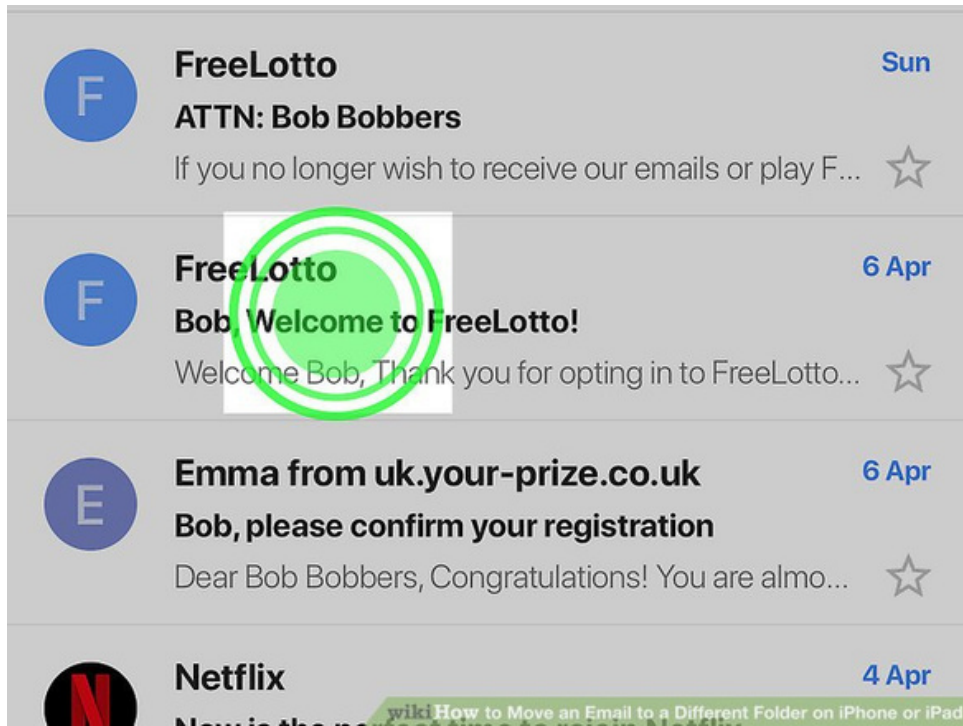
Gmail Example



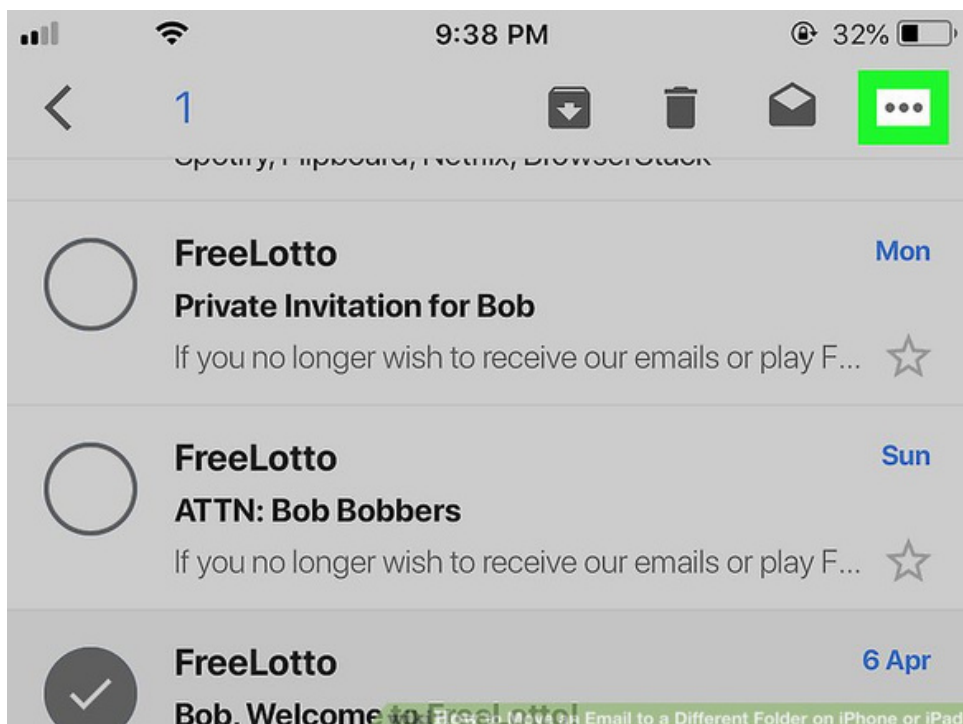
Step 2: After searching, every email with that subject will appear in chronological order.

How to Move an Email to a Different Folder on a Smartphone or Tablet

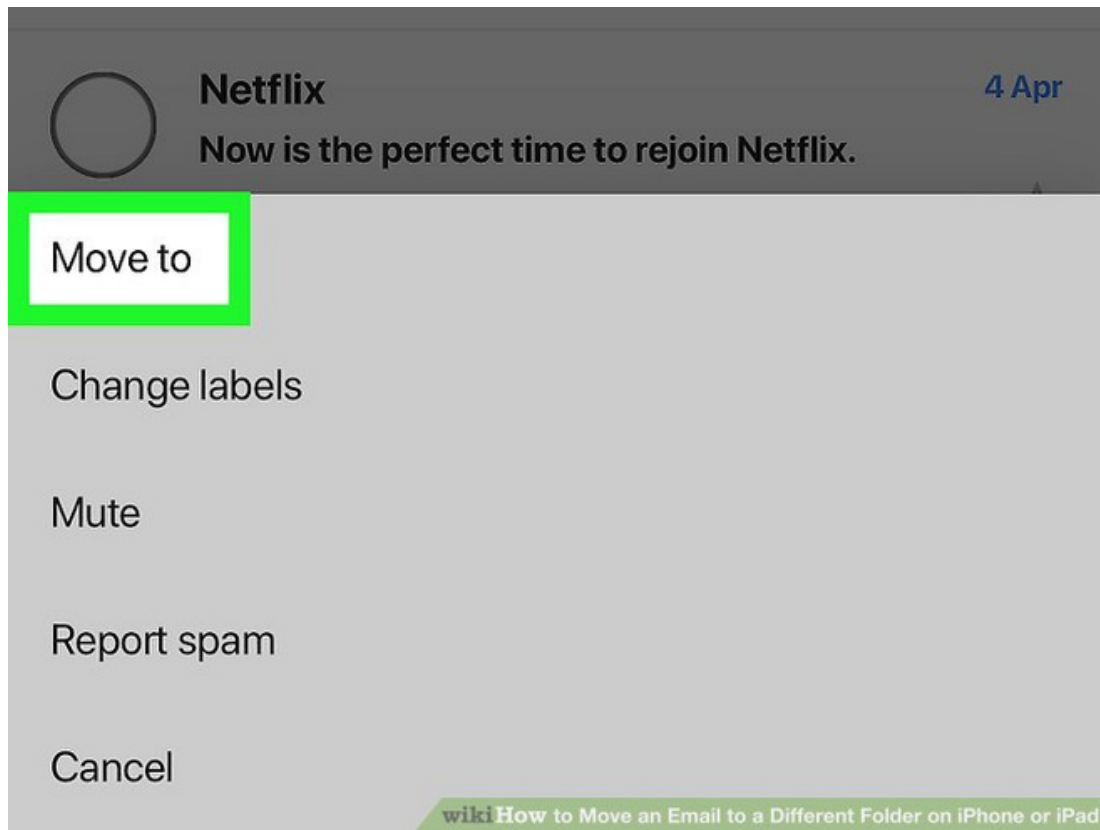
Step 1. Tap and hold the email you want to move.



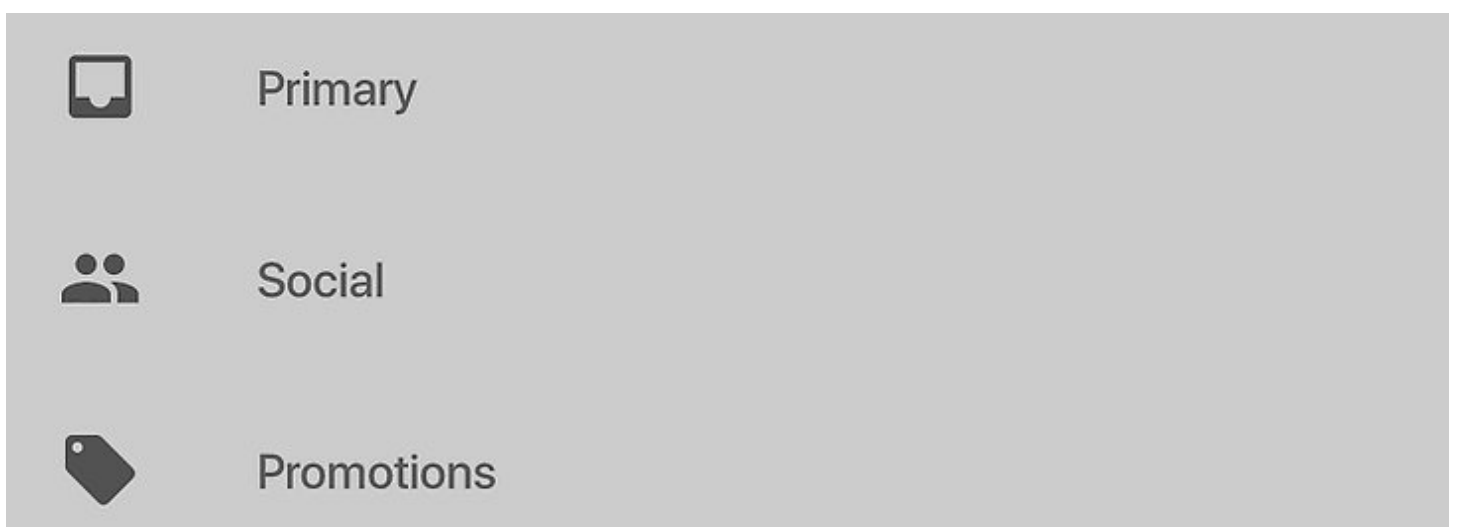
Step 2. Tap "...". It's at the top-right corner of the screen. A menu will expand.



Step 3: Tap "Move to." It's the first option. A list of folders will appear.

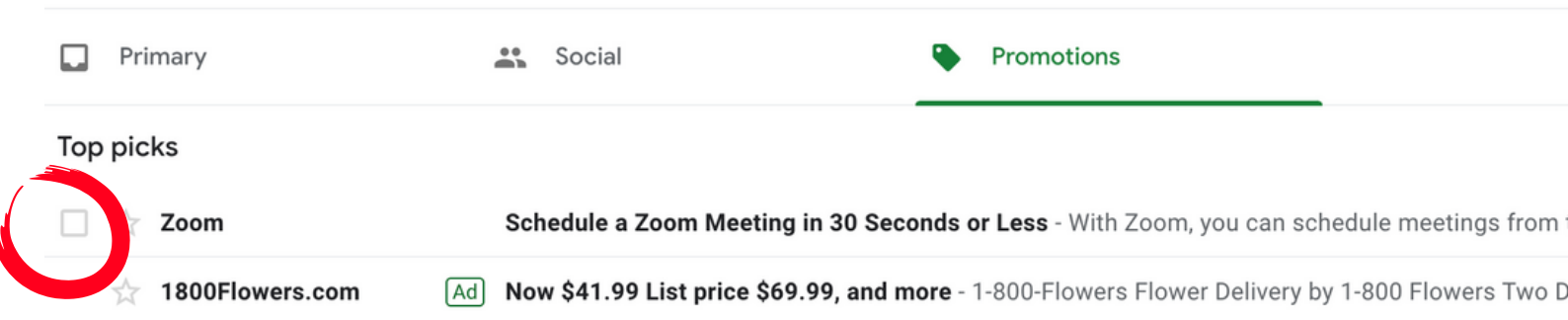


Step 4: Select the folder of your choosing. The email will move to the selected folder.

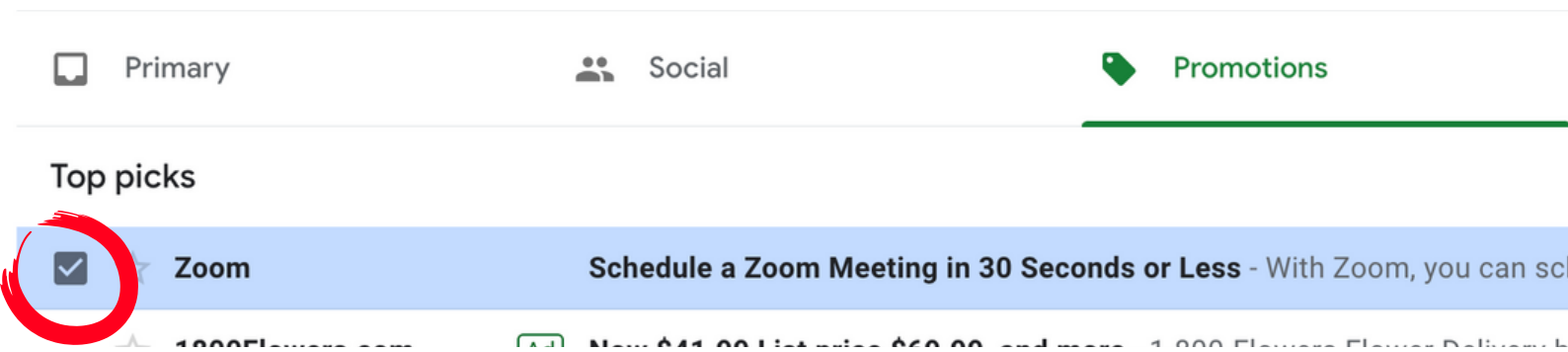


How to Move an Email to a Different Folder on a Computer

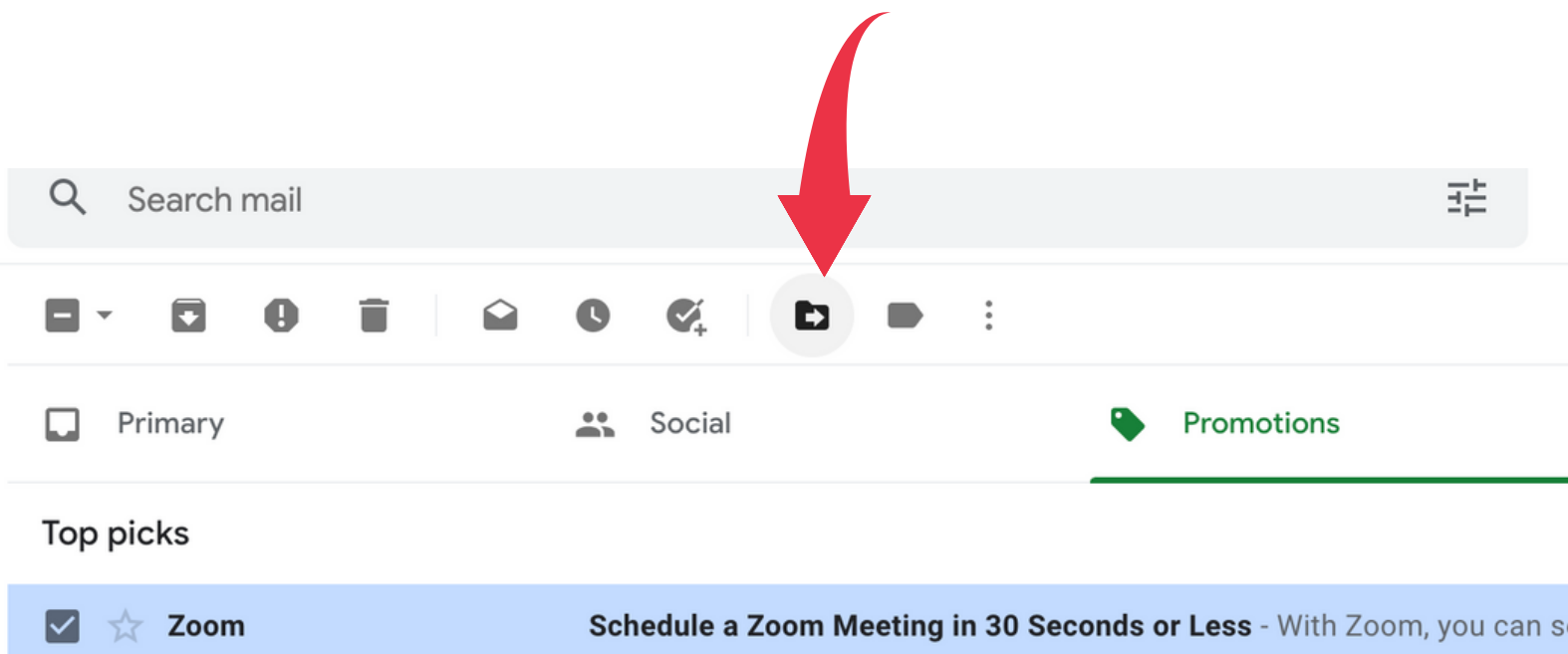
Step 1: Hover over the email you want to move. A square or circle will appear next to the email.



Step 2: Click on the circle or box. A check mark and blue highlight will appear that indicates the email has been selected.




Step 3: Click on the "Move to" folder icon.



Step 4: A new window will appear to move your folder to the desired destination. Type the name of the folder you would like the email to go to.

Move to:



Social

Updates

Forums

Promotions

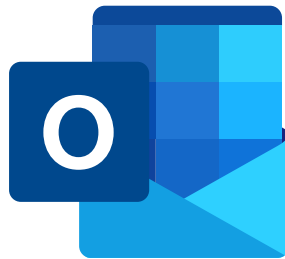
Inbox

Spam

Create new

Manage labels

Deleting email on your computer and smartphone/tablet

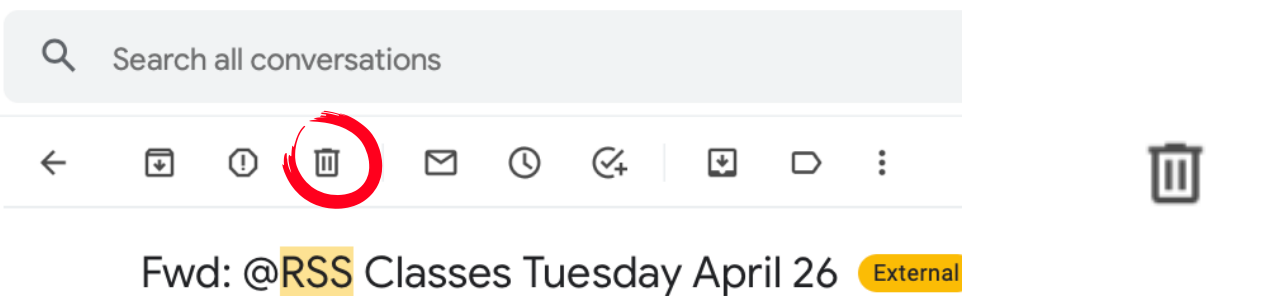


How to delete an email on a computer

Deleting emails individually

Step 1: From your email inbox, click on the email you want to delete

Step 2: Now that you've opened the email, click the trash can icon to delete



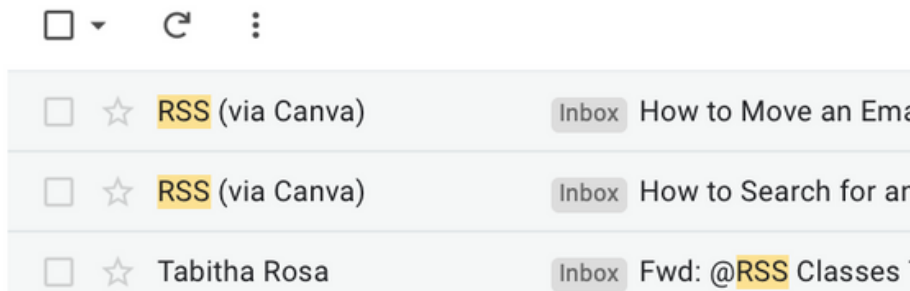
Your email is now deleted from your inbox!



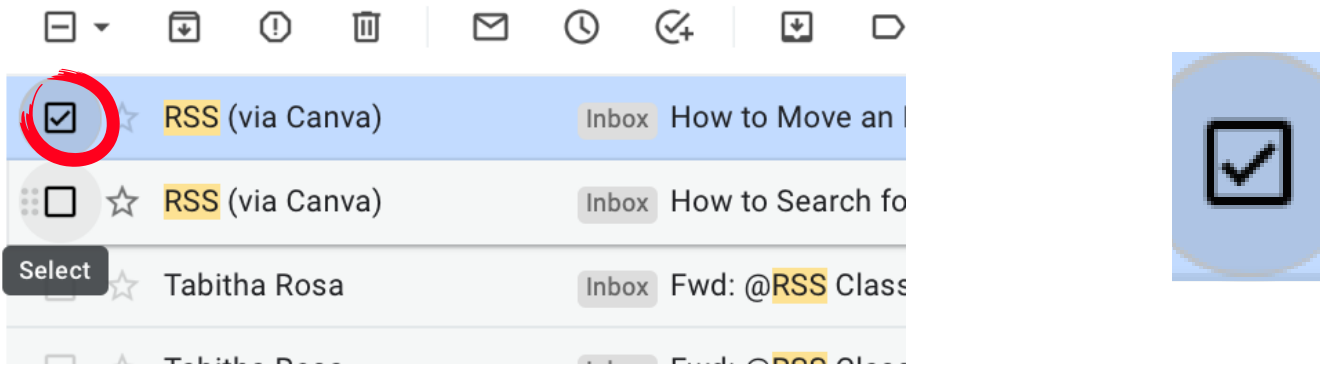
How to delete an email on a computer

Deleting emails in bulk

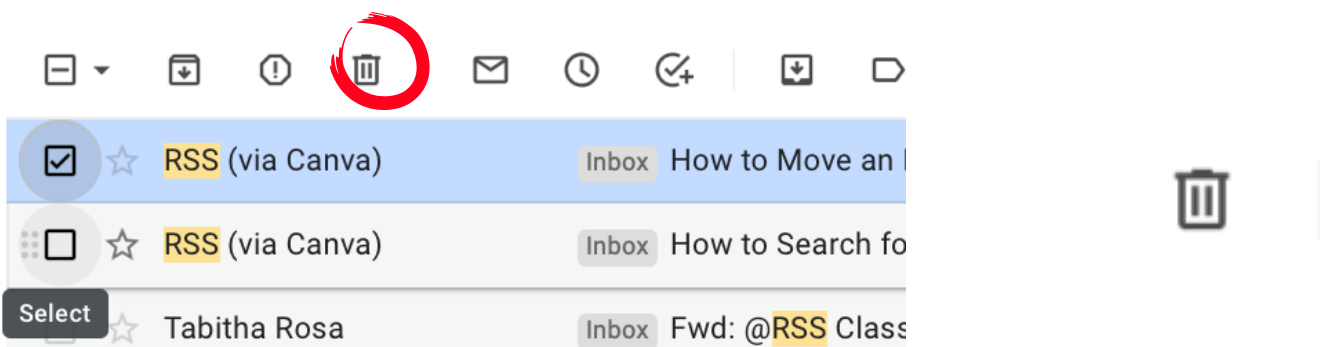
Step 1: Start from your inbox



Step 2: Click the icon next to to select the emails you want to delete



Step 3: Click the trashcan to delete all of the emails you selected

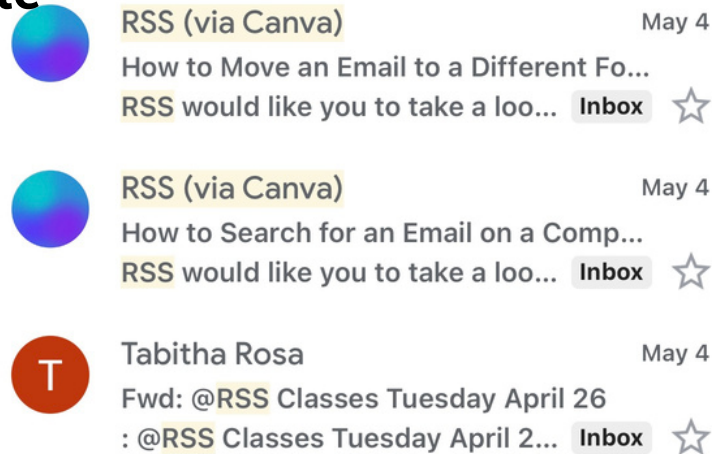


Your emails are now deleted from your inbox!

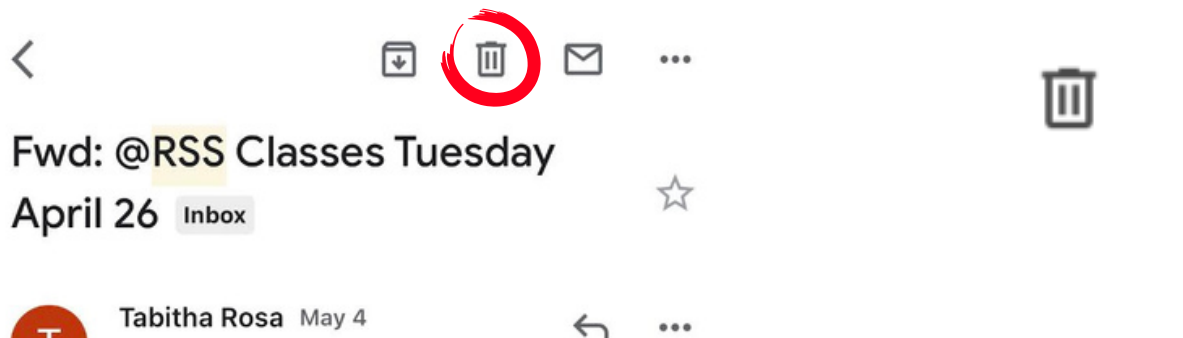
How to delete an email on a smartphone

Deleting emails individually

Step 1: Start from your inbox and click the email you want to delete



Step 2: Now that you've opened the email, click the trash can icon to delete

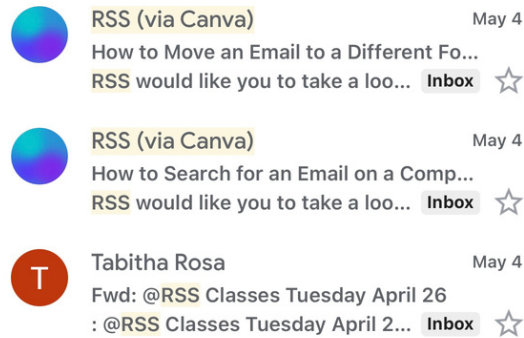


Your email is now deleted from your inbox!

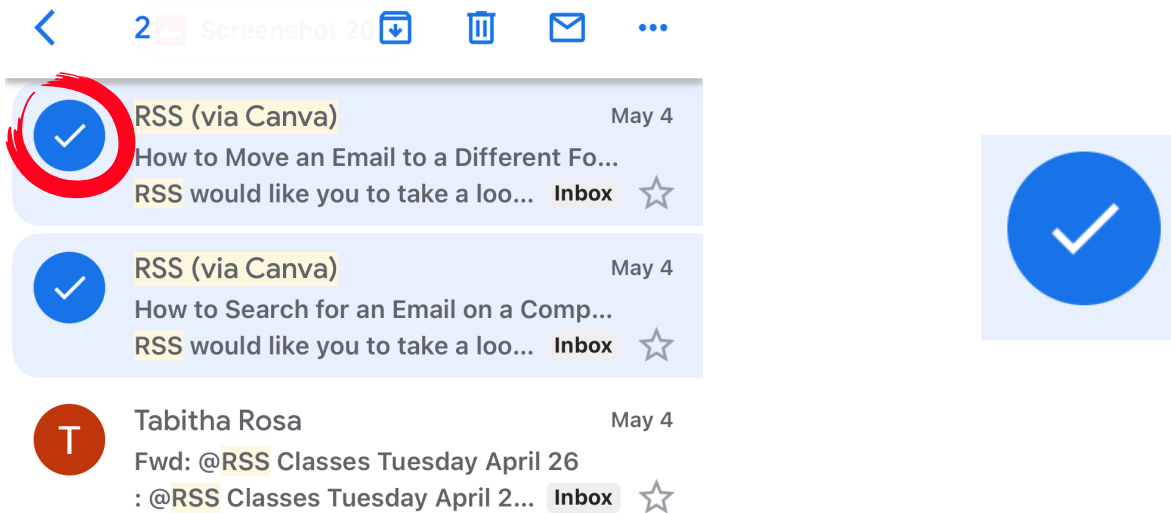
How to delete an email on a smartphone

Deleting emails in bulk

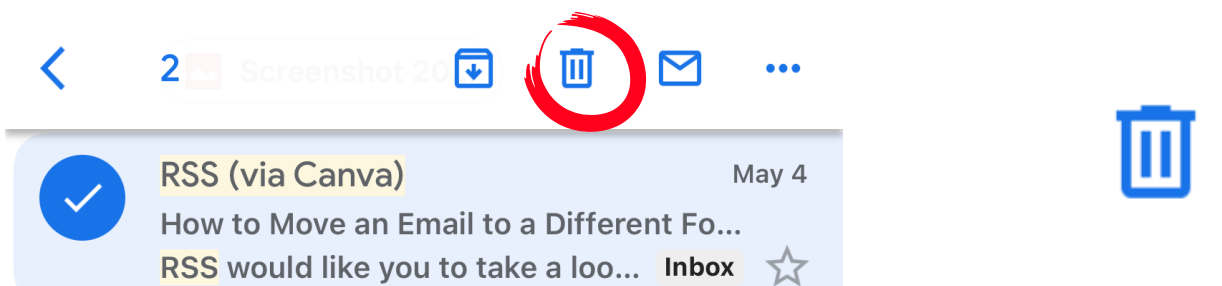
Step 1: Start from your inbox



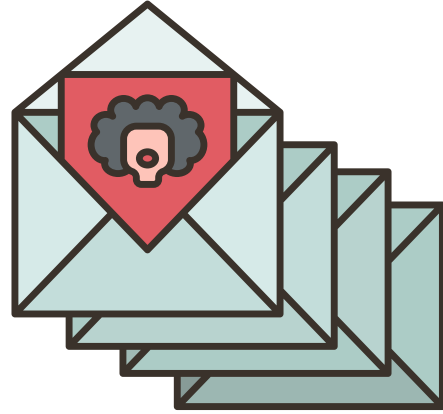
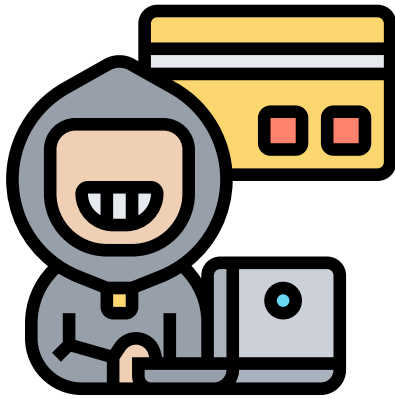
Step 2: Click the icon next to to select the emails you want to delete



Step 3: Click the trashcan to delete all of the emails you selected



Your emails are now deleted from your inbox!



Being safe on email:

- **Keep your passwords to yourself**
- **Do not send your credit card, bank account, Social Security, or any other personal information through your email**
- **Caution when clicking links, and downloading**
- **Weird mailing lists? > click Unsubscribe on the bottom of the email**
- **If a friend or family member is asking you for money or gift cards "needing help", it is somebody impersonating them**



Is it a scam email?



RIVERDALE
SENIOR SERVICES

From: "Your Order" <help@markyourtrails.com>
Sent: Friday, December 07, 2018 10:18 AM
Subject: Order Confirmation

amazon

Dear Customer,
Apple iMac, MNED2LL has shipped.

Details

Shipment No. 7192775857

Approximate Arrival:

December 19, 18

Shipp

You can view more details with the
"Tracking Editor"

Total:

Tax C

Shipr

SCAM FAKE AMAZON EMAIL EXAMPLE

- Check both the name of the sender, and their email address
- Weird fonts, colors
- If , it probably is*
- Recent common ones to watch out for:
 - Amazon
 - PayPal
 - Generic "invoice for your order"
 - USPS

- Email questions to info@rssny.org or call us at 718.884.5900
- Visit our technology resource page on our website here: <https://rssny.org/classes/technology-resources>

Are you a visual learner?

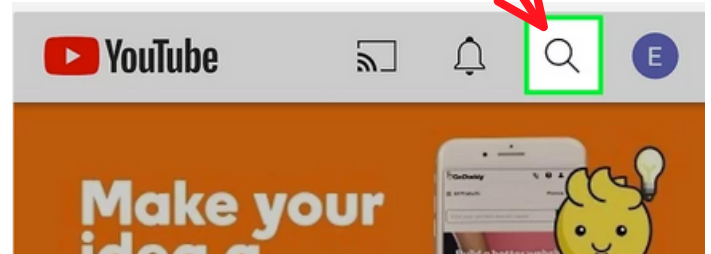
We have video tutorials on our Youtube page!

Step 1: Type in the website www.youtube.com in Google or use the Youtube application on your smartphone/tablet.

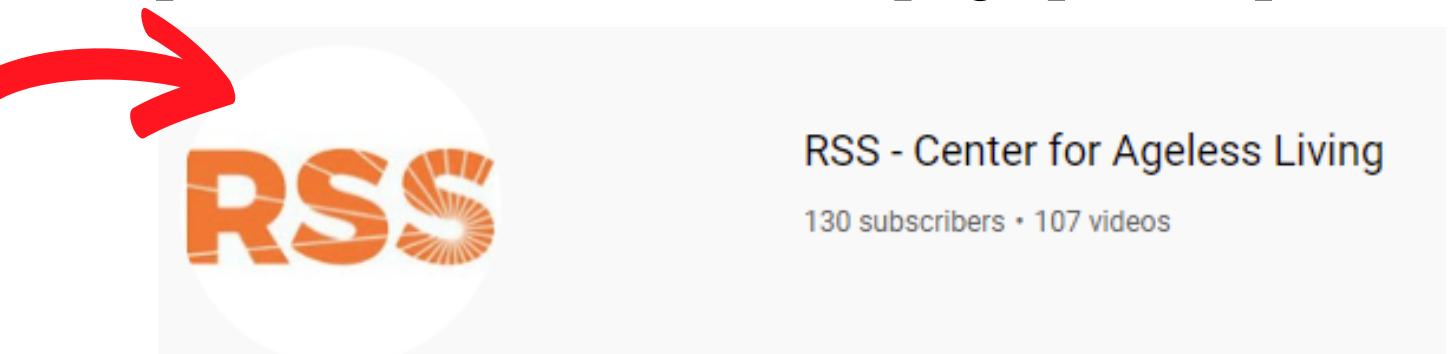
Step 2: Find the search bar on the top AND search for Rss - center for ageless living



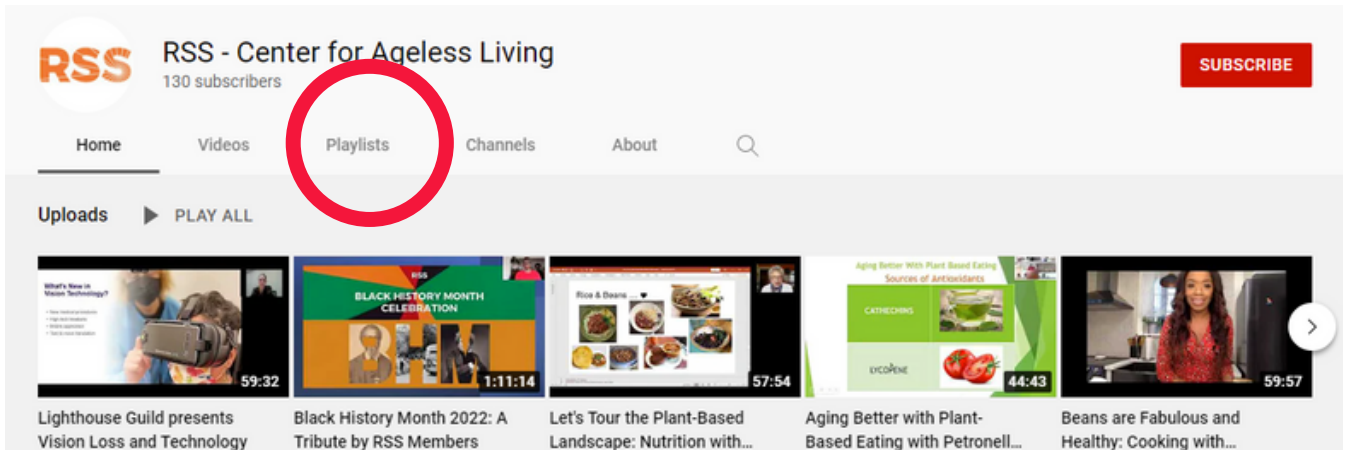
On a smartphone or tablet, locate the search icon.



Step 3: Click on our Youtube page profile picture.



Step 4: Click on the "Playlists" header.



Step 5: Click on the "Technology" playlist and enjoy!

