



How to Add Contacts to your Gmail Address Book (Contact List)

1. IF you have already replied to the person, Gmail automatically adds them to your address book
2. Open any email from that person, then click their name from the right side under the people section
3. Click the black triangle pointing downwards
4. Click Edit Contact Details
5. Click Save Changes (if it didn't saved it automatically)

To add a contact to your Gmail Address Book Manually

1. Click Contacts from the left hand side of the screen in your Gmail
2. Click New Contact
3. Fill in the form (as little or as much information as you want)
4. Click Save Changes (if it didn't save it automatically)

To no longer receive advertising email

1. Open the email you would like to no longer receive
2. Scroll to the bottom of the email and look for an unsubscribe option or similar
3. Click on the link indicating unsubscribe or remove
4. When you arrive at the unsubscribe page, **read everything and follow the instructions** to remove yourself from the list
5. When finished following directions, close the tab at the top of the screen
6. The email you opened in Step 1 should be visible now and you can delete it

Searching your email

Remember that you can use the *search box at the top of the Gmail screen* to search for any email using a sender's name, a date, or anything that was typed in the message. Just type your search term in the box, then press Enter (return) on your keyboard.

Extra Tips

- ⤴ Command + A on your keyboard is Select All
- ⤴ Clicking File → Recent Documents from the menus in your OpenOffice (word processor or spreadsheet) will show you the documents you most recently worked on