

Google Tasks in Gmail

Use Google Tasks to keep track of the things you need to do. You can create lists of items, set due dates and notes, and even add Gmail messages directly to Tasks.

Using Google Tasks in Gmail

Click the down arrow next to Gmail in the top left corner of your Gmail page, then choose Tasks.

To enter tasks, click in the Tasks window and start typing. Once you've typed in a task, press 'Enter' to create another task, or use the + button at the bottom of your list.

Here are some of the options available in Google Tasks:

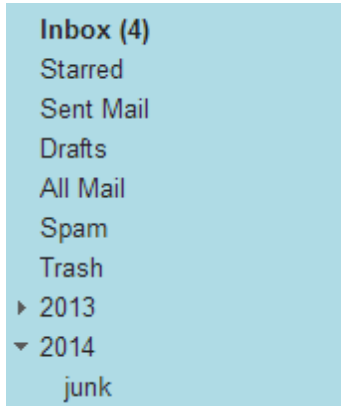
- Create a task about a Gmail message using the keyboard shortcut Shift + T, or by choosing **Add to Tasks** from the **More** menu above your Gmail conversation.
- Switch between existing lists or create new ones using the List icon in the bottom right corner.
- Create "subtasks" by using Tab to indent them, and Shift + Tab to move them back.
- Move tasks by grabbing them to the left of the check mark and dragging them up and down.
- Add new tasks to the middle of a list by clicking at the beginning or end of an existing task and pressing Enter.
- Check off Tasks when you're done, and use **Actions > Clear completed** to hide them. Don't worry, you can still view them later!
- Print your tasks by clicking **Actions** and selecting **Print task list**.

Google Tasks Keyboard Shortcuts

Useful keyboard shortcuts for Gmail and Google Tasks are listed here:

In Gmail	Shift + T	Create a task based on the open message
	G and then K	Open Tasks, or shift the cursor from Gmail to Tasks
In the Tasks Window	Tab	Moves task right ("subtasks")
	Shift + Tab	Moves task left
	Ctrl + Up	Moves task up
	Ctrl + Down	Moves task down
	Shift + Enter	Edit task details, including due date or notes
	Esc	Close Tasks
	Shift + Esc	Shift the cursor from Tasks to Gmail

Gmail Settings - Labels



Labels are functionally very similar to folders. Gmail uses the **Archive** function to move emails out of the **Inbox** to the **All Mail** folder. Once an email has had a label applied to it *and* has been archived, the label essentially functions as a folder, which can be accessed from the left side of your Gmail home screen. You can organize labels in the same way that you can organize folders; by reorganizing them and nesting them within each other.

Labels can also be applied to email messages while still in the **Inbox**, in which case, they will have both the inbox label and the other label you chose.

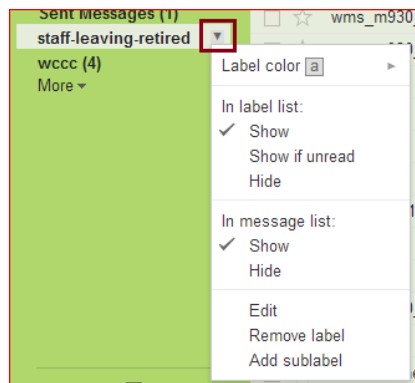
An advantage to labels is that multiple labels can be applied to email messages, which can be a useful organizational tool, and searching within labels allows for more efficient searching than searching the entire Inbox.



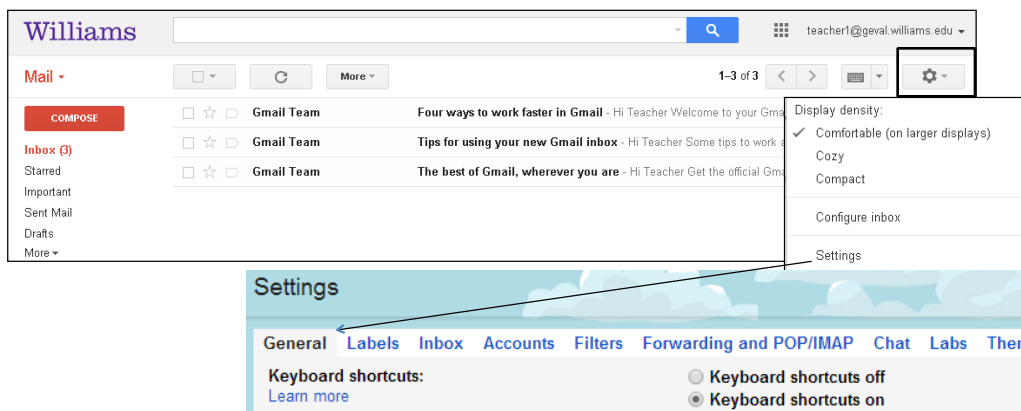
Gmail Settings – Modifying Labels

Modifying Labels You can add color to your labels and change whether they show up in your list on the left.

1. Hover your mouse over the label (folder) you'd like to change
2. A small triangle will appear on the right. Click the triangle
3. Select a label color if you want
4. You can choose to change whether the label shows up on the left (Show in label list), or is hidden but accessible below More (Hide in label list)



Gmail Settings –Keyboard Shortcuts



1. Click the gear in the top right.
2. Select Settings.
3. Click the General tab.
4. Click Keyboard shortcuts on.
5. click Save changes.



Gmail Settings –Keyboard Shortcuts cont.

Combo-keys

Use the following combinations of keys to navigate through Gmail.

Shortcut Key	Definition	Action
<i>Tab then Enter</i>	<i>Send message</i>	<i>After composing your message, use this combination to send it.</i>
<i>y then o</i>	<i>Archive and next</i>	<i>Archives your conversation and moves to the next one.</i>
<i>g then a</i>	<i>Go to 'All Mail'</i>	<i>Takes you to 'All Mail,' the storage site for all mail you've ever sent or received (and have not deleted).</i>
<i>g then s</i>	<i>Go to 'Starred'</i>	<i>Takes you to all conversations you have starred.</i>
<i>g then c</i>	<i>Go to 'Contacts'</i>	<i>Takes you to your Contacts list.</i>
<i>g then d</i>	<i>Go to 'Drafts'</i>	<i>Takes you to all drafts you have saved.</i>
<i>g then l</i>	<i>Go to 'Label'</i>	<i>Takes you to the search box with the "label:" operator filled in for you.</i>
<i>g then i</i>	<i>Go to 'Inbox'</i>	<i>Returns you to the inbox.</i>
<i>g then t</i>	<i>Go to 'Sent Mail'</i>	<i>Takes you to all mail you've sent.</i>
<i>* then a</i>	<i>Select all</i>	<i>Selects all mail.</i>
<i>* then n</i>	<i>Select none</i>	<i>Deselects all mail.</i>
<i>* then r</i>	<i>Select read</i>	<i>Selects all mail you've read.</i>
<i>* then u</i>	<i>Select unread</i>	<i>Selects all unread mail.</i>
<i>* then s</i>	<i>Select starred</i>	<i>Selects all starred mail.</i>
<i>* then t</i>	<i>Select unstarred</i>	<i>Selects all unstarred mail.</i>

