



## NPCE's Tips For Customizing Google Apps Email



The Google Apps Web experience is a highly-customizable and dynamic environment. In this guide we will show you a few customizations that we have found greatly improve the user experience.

- 1) Download, install and use Google Chrome when using Google Apps. The Google Chrome browser is a light-weight Internet browser that integrates very well with Google Apps and allows the user to get the most out of it. You can download it at <http://www.google.com/chrome>.
- 2) Once you have installed Chrome, download, install and use Google Redesigned. Google Redesigned is a third-party product that changes the look and feel of Google Apps into a better-looking and easier to use experience. It is free and can be downloaded at <http://www.globexdesigns.com/#!products/gr>.
- 3) Use Google Mail Labs. Mail Labs are add-on products that allow you to further customize the look, feel and behavior of Google Apps. To enable labs click on the gear icon in the upper-right hand corner of your browser while logged in to Google Apps Email and choose Mail Settings. Click on the Labs tab to view, search for and enable Labs. Here is a list of three Labs that we have found quite useful:
  - a. Default Text Styling – This Lab allows you to change your default font, font size and font color when sending out email. Once enabled you can configure these options on the General tab in your Mail Settings window.
  - b. Preview Pane – This Lab emulates the familiar Outlook Reading Pane, allowing you to read your emails in the same window as your list of emails. As in Outlook you can have either a vertical or horizontal window split.
  - c. Signature Tweaks – This small, but very useful Lab removes the two dashes put in front of your email signature by default in Google Apps.
- 4) Further tips:
  - a. If you hold down the Shift key when clicking on an email it will open in a new window.
  - b. If you hold down the Ctrl key when clicking on an email it will open in a new tab.
  - c. Google Apps allows you to place Labels on items. For Google, this is a replacement for using folders to keep your items in. Any mail that appears in your Inbox has the label "Inbox" applied to it. You can have multiple labels on a single item, allowing it to be categorized (or "filed") into multiple "folders" although only one of the items actually exists. You can read more about labels [here](#). Labels will appear as a list under your Inbox much like folders do in Outlook.
  - d. Google Apps uses filters to help you automatically organize your email as it comes in. This process is similar to using rules in Outlook. If you want an email to get a certain label when it arrives (i.e. go into a folder) you can use filters to achieve this. One important note: if you don't check the "Skip Inbox" option when creating a filter the email will have two labels and therefor still appear in your inbox as well as in the label you created. To learn more about filters go [here](#).

We realize that the change to Google Apps Email can be a large paradigm shift for many users who don't have experience with Gmail. Hopefully this brief instructions sheet will help get you going in the right direction. If you have any questions or need any help please feel free to call us at 866-699-NPCE or open a ticket and we will be glad to help.

Sincerely,

Your NPCE Support Team