

(Approx. 427 words)

President's Message

Gmail has a new interface

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June 2018 issue, The Journal of The Computer Club

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Gmail is now the most popular email service with over 1 billion users. Google has recently released a new modern on-line interface for Gmail usage. Users can switch to the new Gmail interface via the gear icon on the top right corner of the old interface. Mat brought it up to review what it looked like and found himself using it more than the Microsoft Outlook program he usually uses for email.



It has new security features, a convenient design and lots of new capabilities.

In the security area, Google claims it has improved security against scams and malware and can prevent more than 99.9% from reaching your inbox. You can set expiration dates for emails by sending a link to a message that won't work after a certain amount of time. You can prohibit the copying, forwarding and printing of your emails.

The new design provides quicker access to email related functions. If you hover over any email in your inbox, you'll see icons that let you Archive, Delete, Mark as Read or Snooze the email so that it is hidden from the inbox until you are ready to reply to it.

When you have an email open, icons for functions such as Archive, Report as Spam, Delete, Print and Mover are conveniently placed by the top of the display. Reply, Reply All and Forward are at the bottom of the email. Attachments will also display as small and easily accessible tiles below the email.

There is a new feature called "smart replies," which allow users to choose from suggested responses to an email. Gmail is analyzing your incoming email and framing an answer you can use as a short answer with just a click. You can set reminders to respond to certain emails. Matt uses Google Tasks as a To Do List and Google Calendar as his electronic calendar. He is especially impressed by new side panel in the Gmail interface that lets me drag an email into the Tasks Side Panel. When he drags it, it is immediately added to his Tasks List as a Task. If he puts a date on the Task when he drags it over, it is also automatically added to his Calendar. Now that is very useful and convenient integrations of email, calendar and tasks.

Be sure to give it a try! He hopes you like it as much as he does.