

#	Yes/No	GMAIL skill-- I know how to:	Skill Level	Resource	
1	Yes	Compose and send an email.	Essential	Compose and send an email in gmail	
2	Yes	Forward and reply to emails.	Essential	Reply to an email	
3	Yes	Change the subject line of an email.	Essential	Change recipients or subjects	
4	Yes	Download attachments	Essential	Save and print attachments	
5	Yes	Attach a document to an outgoing email.	Essential	Send attachments	
6	Yes	Send email to the SPAM folder. (Mark an email as "SPAM.")	Essential	Mark or unmark SPAM	
7	Yes	Archive an email or group of emails.	Essential	Archive or delete email messages.	
8	Yes	Delete an email.	Essential	Archive or delete email messages.	
9	Yes	Empty the trash.	Essential	Empty your trash	
10	Yes	Label email messages / put email in a folder.	Essential	Create labels	
11	Yes	Create multiple signatures and insert the signature of my choosing into an outgoing email.	Essential	See Canvas lesson: [Optional] Creating Gmail Signatures	
12	Yes	Star a message.	Essential	Star important email	
13	Yes	Search for an email sent from a specific person.	Essential	Search in gmail	
14	Yes	Search for an email sent during a certain time window.	Essential	Search in gmail	
15	Yes	Search for an email that contains a certain word or group of words.	Essential	Search in gmail	
16	Yes	Recognize an incorrect email address.	Essential	How to correctly format your email address	
17	Yes	Use Bcc and CC appropriately.	Essential	Email etiquette 101	
18	Yes	Turn my vacation responder on or off	Intermediate (Op	Set up vacation responder	
19	Yes	Create a filter so that emails from a specific sender bypass the inbox and go directly to a specific folder.	Intermediate (Op	Add filters	