

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

