Gmail – Customizing Settings

Google Mail Settings allows you to configure and customize your email settings. This document gives a description of available features along with a link to the Google Help site which provides detailed steps for each feature. Click on the blue link to access the Google Help site.

Priority Inbox

Priority Inbox attempts to automatically identify your important incoming messages and separates them out from everything else. By default, Priority Inbox splits your inbox into three sections: "Important and unread," "Starred," and "Everything else."

Out of Office Message

If you'll be away from your Gmail account, like on a vacation or without access to the Internet, you can set up a vacation responder to automatically notify people that you won't be able to get back to them right away. When people send you a message, they'll receive an email response containing what you've written in your vacation auto reply.

Adding a Signature to Gmail Messages

An email signature is text, like your contact information or a favorite quote, that's automatically added at the end of Gmail messages as a footer.

Importance Markers

Gmail uses several signals to automatically mark your emails as important or not important.

Conversation View

You can choose whether replies to emails are grouped in conversations, or if each email shows up in your inbox separately.

Some file types are blocked in Gmail

There are a number of reasons why you may see the "This message was blocked because its content presents a potential security issue" error in Gmail. Gmail blocks messages that may spread viruses, like messages that include executable files or certain links.

Inbox Categories

Messages in your inbox are sorted into categories, like Primary, Social, Promotions, Updates, and Forums. Categories help you sort your emails so you don't see all of them at one time. When you open your inbox, you'll see your Primary tab first.

Themes

If you're using Gmail on your computer, you can pick a theme to change your Gmail background.

[Search in Gmail](#)

You can search to find your messages in Gmail, including messages in Spam or Trash.

[Undo Sending a Message](#)

Turn on Undo Send to get extra time to look at an email before it gets delivered.

[Creating Groups](#)

You can organize your contacts into groups or sort them alphabetically in Google Contacts.