Who’s using GoogleApps@RMIT? Organising Mail – Video Transcript

I’m Fran. I’m the administrative assistant with the Google@RMIT Project team.

What’s that involve?

On a daily basic I get a lot of appointments, a lot of meetings a lot of requests from other people in the team.

In GroupWise I had a lot of folders and a lot of emails in those folders and not everything was always organised perfectly.

And when it went over to Google it changed into labels and I could actually see much more clearly where everything belonged.

How do you use labels?

I want to label this email Business Change and Communications and press apply and it adds that label.

If I want to create a new label I click on the label icon and click on Create New, create a new label name (which I’m calling this one Google Gurus) and I just press Create and straight away it attached that label to the email.

The best thing about Google Mail is the Labels and The conversation view.

Conversation View means that all emails with the same subject line all follow on from each other in one long thread sort of like a forum in the way that you would have a discussion. Because it can be one or 2 weeks between when I get that first message about a meeting to when we are able to verify something. The conversation view means that I can see all the emails related to that topic with the same subject name.

The Future of work?

The amount of time I spend looking for emails is next to nothing now... everything’s so much quicker. Google is so much less frustrating – it creates so much less stress in my day!