



## Recommended Gmail & Calendar Labs


*These features are available only if your Google Apps administrator has enabled Labs for your domain.*

### About Labs


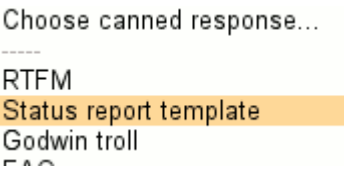
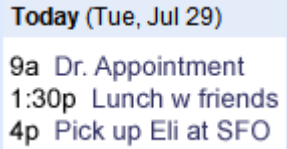
Google Labs are experimental features that you can add to Gmail and Google Calendar to customize and enhance your inbox and calendar. To help you get started, we've put together a list of the labs we think you'll find useful. It's important to remember, though, that a lab can become unstable, stop working, or disappear at any time—they are experiments, after all!

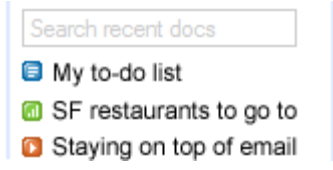
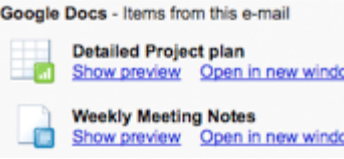
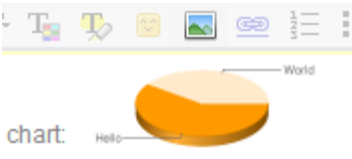
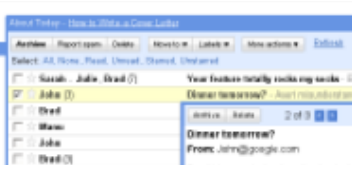


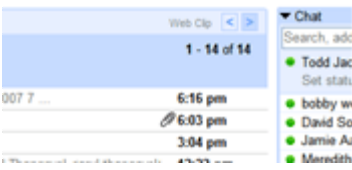
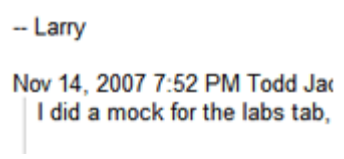
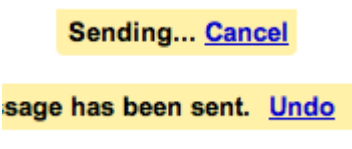
### Enable Labs

You can enable or disable a lab whenever you like. Here's how:

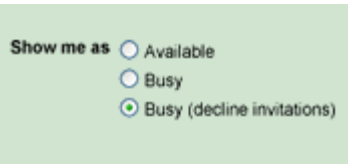

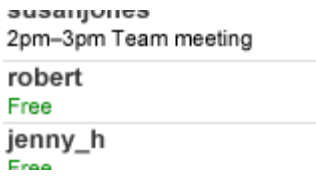

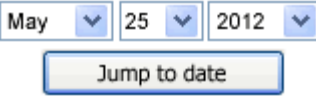
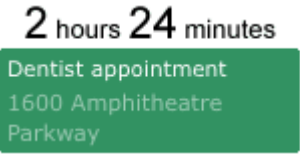

1. In Gmail or Google Calendar, click the Gear icon  and select **Settings**.
2. Go to the **Labs** tab.
3. For each lab you want to use, click **Enable**. If you want to stop using a lab, click **Disable**.
4. Click **Save Changes** at the top or bottom of the page.

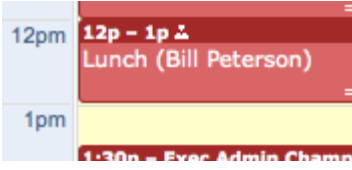


### Recommended Gmail Labs

	<h4>Apps Search</h4> <p>Extends your Gmail search to include Google Docs and Google Sites. Apps Search finds the most relevant results in Docs and Sites and shows them below your Gmail search results.</p>
	<h4>Canned Responses</h4> <p>Email for the truly lazy. Save and then send your common messages using a button next to the compose form. Also automatically send emails using filters.</p>
	<h4>Google Calendar gadget</h4> <p>Adds a box in the left column which shows your Google Calendar. See upcoming events, locations, and details.</p>

	<h3>Google Docs gadget</h3> <p>Adds a box in the left column which displays your Google Docs. Shows recent docs, starred docs, and has fast search.</p>
	<h3>Google Docs previews in mail</h3> <p>Shows previews of documents, spreadsheets and presentations directly in the email when you receive any link to a Google Doc. Also gives an option to open directly in Google Docs.</p>
	<h3>Inserting images</h3> <p>Allows you to insert images into a message body. You can upload and insert image files in your computer, or insert images by URLs.</p>
	<h3>Message Sneak Peek</h3> <p>Peek into a conversation without opening it by right-clicking a message in your inbox.</p>
	<h3>Multiple Inboxes</h3> <p>Add extra lists of emails in your inbox to see even more important email at once. The new lists of threads can be labels, your starred messages, drafts or any search you want, configurable under Settings.</p>
	<h3>Quick Links</h3> <p>Adds a box to the left column that gives you 1-click access to any bookmarkable URL in Gmail. You can use it for saving frequent searches, important individual messages, and more.</p>
	<h3>Right-side chat</h3> <p>Move the chat box to the right side of your Inbox, where it's easier to see.</p>
	<h3>Signature tweaks</h3> <p>Places your signature before the quoted text in a reply, and removes the "--" line that appears before signatures.</p>
	<h3>Undo Send</h3> <p>Oops, hit <b>Send</b> too soon? Stop messages from being sent for a few seconds after hitting the send button.</p>

## Recommended Calendar Labs

 <p> <b>Show me as</b> <input type="radio"/> Available  <input type="radio"/> Busy  <input checked="" type="radio"/> Busy (decline invitations)     </p>	<h3>Automatically declining events</h3> <p>Lets you block off times in your calendar when you are unavailable. Invitations sent for any events during this period will be automatically declined. After you enable this feature, you'll find a "Busy (decline invitations)" option in the <b>Show me as</b> field.</p>
	<h3>Event flair</h3> <p>Bring life to your calendar and organize your events with icons for things like flights, vacations, parties, and meals -- or use different color stars to categorize your events. After you enable this feature, click on an event and look for the "Calendar flair" gadget to activate.</p> <p><b>Note:</b> Icons added to events you organized will be visible to all attendees.</p>
	<h3>Free or busy</h3> <p>See which of your coworkers are free or busy right now. Requires that coworkers share their Google Calendars with you.</p>
	<h3>Gentle Reminders</h3> <p>Do you like pop-up reminders but hate how they rudely interrupt whatever you're doing? This feature will prevent reminders from bringing Calendar to the front. Instead, the title of the Google Calendar window or tab will happily blink in the background.</p>
	<h3>Jump to date</h3> <p>Quickly navigate to dates in the distant future or past (actual time travel not yet supported).</p>
	<h3>Next meeting</h3> <p>See what's coming up next in your calendar.</p>
	<h3>Smart Rescheduler</h3> <p>Helps you reschedule an event by analyzing attendees' schedules, evaluating conflicts, obtaining conference rooms and proposing the best meeting times. It's like magic.</p>

	<p><b>Who's my one-on-one with?</b></p> <p>Having a hard time figuring out who scheduled that event called "Lunch" on your calendar? This feature displays the attendee's name right on the calendar if it's just you and one other person.</p>
	<p><b>World clock</b></p> <p>Keep track of the time around the world. Plus: When you click an event, you'll see the start time in each timezone as well.</p>
	<p><b>Year view</b></p> <p>Planning ahead and want to see the whole year at once? Adds a <b>Year View</b> gadget to right of your calendar.</p>