



TASK #6: Email, Tasks, Calendar Handling

ERIKA ROSE BACARO

Screenshot of access granted from new Gmail account to old Gmail account

The screenshot shows a Gmail settings page for the account erikabacaro089@gmail.com. The 'Accounts and Import' tab is selected. Under the 'Grant access to your account:' section, a new account, Erika Bacaro <erikabacaro017@gmail.com>, is listed with a red box around it. Below this, there are radio button options for 'Mark conversation as read when opened by others' (selected) and 'Leave conversation unread when opened by others'. A 'Manage your Google Account' popup is open on the right, showing the profile for Erika Bacaro and the same new account highlighted with a red box. The popup also includes a 'Sign out of all accounts' button and links for 'Privacy Policy' and 'Terms of Service'.

Browser tabs: Pontevedra - Virtual Assistance, TASK #6: EMAIL, TASKS, & CALE, Untitled presentation - Google S, Settings - erikabacaro089@gmail

Address bar: mail.google.com/mail/ca/u/0/#settings/accounts

Navigation: Gmail, Search mail, Streak, ?

Compose

Inbox 51

Starred

Snoozed

Important

Sent

Recently Viewed

All Tracked Emails

Awaiting Reply

Drafts 1

Pipelines +

Pontevedra

Erika +

No recent chats
Start a new one

Settings

General Labels Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP

Offline Themes Streak Settings Streak Email Settings

email addresses
[Learn more](#)

Check mail from other accounts: [Add a mail account](#)
[Learn more](#)

Using Gmail for work? Businesses can power their email with G Suite. [Learn more](#)

Grant access to your account: **Erika Bacaro <erikabacaro017@gmail.com>**
(Allow others to read and send mail on your behalf)
[Add another account](#)
[Learn more](#)

Mark conversation as read when opened by others
 Leave conversation unread when opened by others

Add additional storage: You are currently using 0.87 GB (5%) of your 15 GB.
Need more space? [Purchase additional storage](#)

0.87 GB (5%) of 15 GB used
Manage

Terms · Privacy · Program Policies

Last account activity: 16 minutes ago
Details

Manage your Google Account

Erika Bacaro
erikabacaro017@gmail.com

Add another account

Sign out of all accounts

Privacy Policy · Terms of Service

Screenshot showing 5 labels created

The screenshot shows the Gmail 'Settings' page for the 'Labels' section. A red box highlights the list of labels: DIGITALJOBSPH (12 conversations), FACEBOOK (0 conversations), LINKEDIN (0 conversations), PAYPAL (1 conversation), and YOUTUBE (0 conversations). Each label has options to 'show', 'hide', or 'show if unread' in both the label list and message list, along with 'remove' and 'edit' actions.

Settings

General **Labels** Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced

Offline Themes Streak Settings Streak Email Settings

Labels	Show in label list	Show in message list	Actions
Create new label			
DIGITALJOBSPH 12 conversations	show hide show if unread	show hide	remove edit
FACEBOOK 0 conversations	show hide show if unread	show hide	remove edit
LINKEDIN 0 conversations	show hide show if unread	show hide	remove edit
PAYPAL 1 conversation	show hide show if unread	show hide	remove edit
YOUTUBE 0 conversations	show hide show if unread	show hide	remove edit

Note: Removing a label will not remove the messages with that label.

0.87 GB (5%) of 15 GB used

Terms · Privacy · Program Policies

Last account activity: 16 minutes ago

TASK LIST

Day 1

Add details

☰ 21 Days Campaign ▾

📅 Fri, Oct 18 ✕

↳ Social Media Posts

Sending Proposals

Client Interview

Prospecting

Add subtasks

Day 2

Add details

☰ 21 Days Campaign ▾

📅 Sat, Oct 19 ✕

↳ LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 3

Add details

☰ 21 Days Campaign ▾

📅 Sun, Oct 20 ✕

↳ FB Posts

Sending Proposals (Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 4

Add details

☰ 21 Days Campaign ▾

📅 Mon, Oct 21 ✕

↳ Instagram Posts

Sending Proposals (OnlineJobsPH)

Prospecting

Add subtasks

Day 5

Add details

☰ 21 Days Campaign ▾

📅 Tue, Oct 22 ✕

↳ LinkedIn Post

Sending Proposals

E-mail follow-up

Add subtasks

Day 6

Add details

☰ 21 Days Campaign ▾

📅 Wed, Oct 23 ✕

↳ FB Posts

Sending Proposals (Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 7

Add details



21 Days Campaign



Thu, Oct 24



Instagram Posts

Sending Proposals
(OnlineJobsPH)

Prospecting

Add subtasks

Day 8

Add details



21 Days Campaign



Fri, Oct 25



LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 9

Add details



21 Days Campaign



Sat, Oct 26



FB Posts

Sending Proposals
(Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 10

Add details

☰ 21 Days Campaign ▾

📅 Sun, Oct 27 ✕

↳ Instagram Posts

Sending Proposals (OnlineJobsPH)

Prospecting

Add subtasks

Day 11

Add details

☰ 21 Days Campaign ▾

📅 Mon, Oct 28 ✕

↳ LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 12

Add details

☰ 21 Days Campaign ▾

📅 Tue, Oct 29 ✕

↳ FB Posts

Sending Proposals (Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 13

Add details

☰ 21 Days Campaign ▼

📅 Wed, Oct 30 ✕

↳ Instagram Posts

Sending Proposals
(OnlineJobsPH)

Prospecting

Add subtasks

Day 14

Add details

☰ 21 Days Campaign ▼

📅 Thu, Oct 31 ✕

↳ LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 15

Add details

☰ 21 Days Campaign ▼

📅 Fri, Nov 1 ✕

↳ FB Posts

Sending Proposals
(Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 16

Add details

☰ 21 Days Campaign ▾

📅 Sat, Nov 2 ✕

↳ Instagram Posts

Sending Proposals (OnlineJobsPH)

Prospecting

Add subtasks

Day 17

Add details

☰ 21 Days Campaign ▾

📅 Sun, Nov 3 ✕

↳ LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 18

Add details

☰ 21 Days Campaign ▾

📅 Mon, Nov 4 ✕

↳ FB Posts

Sending Proposals (Freelancer)

Get Interviews

Add subtasks

Continuation...

Day 19

Add details

☰ 21 Days Campaign ▼

📅 Tue, Nov 5 ✕

↳ Instagram Posts

Sending Proposals (OnlineJobsPH)

Prospecting

Add subtasks

Day 20

Add details

☰ 21 Days Campaign ▼

📅 Wed, Nov 6 ✕

↳ LinkedIn Posts

Sending Proposals

E-mail follow-up

Add subtasks

Day 21

Add details

☰ 21 Days Campaign ▼

📅 Thu, Nov 7 ✕

↳ FB Posts

Sending Proposals (Freelancer)

Get Interviews

Add subtasks

Screenshot of the Google calendar

Calendar Today < > October 2019

Search for people

My calendars

- Erika Bacaro
- Birthdays
- Reminders
- Tasks

Other calendars + ^

- Holidays in Philippines

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	Oct 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	Day 1	Day 2
20	21	22	23	24	25	26
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
27	28	29	30	31	Nov 1	2
Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
					All Saints' Day	Additional Special Non-V All Souls' Day

Screenshot of the Google calendar

Calendar Today < > November 2019 Search ? ⚙️ Month ▾

Create

November 2019 < >

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

Search for people

My calendars ^

- Erika Bacaro
- Birthdays
- Reminders
- Tasks

Other calendars + ^

- Holidays in Philippines

SUN 27	MON 28	TUE 29	WED 30	THU 31	FRI Nov 1	SAT 2
✓ Day 10	✓ Day 11	✓ Day 12	✓ Day 13	✓ Day 14	✓ Day 15 All Saints' Day	✓ Day 16 Additional Special Non-V All Souls' Day
3	4	5	6	7	8	9
✓ Day 17	✓ Day 18	✓ Day 19	✓ Day 20	✓ Day 21		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 Bonifacio Day