EXPLORE THE POWER OF

Gmail

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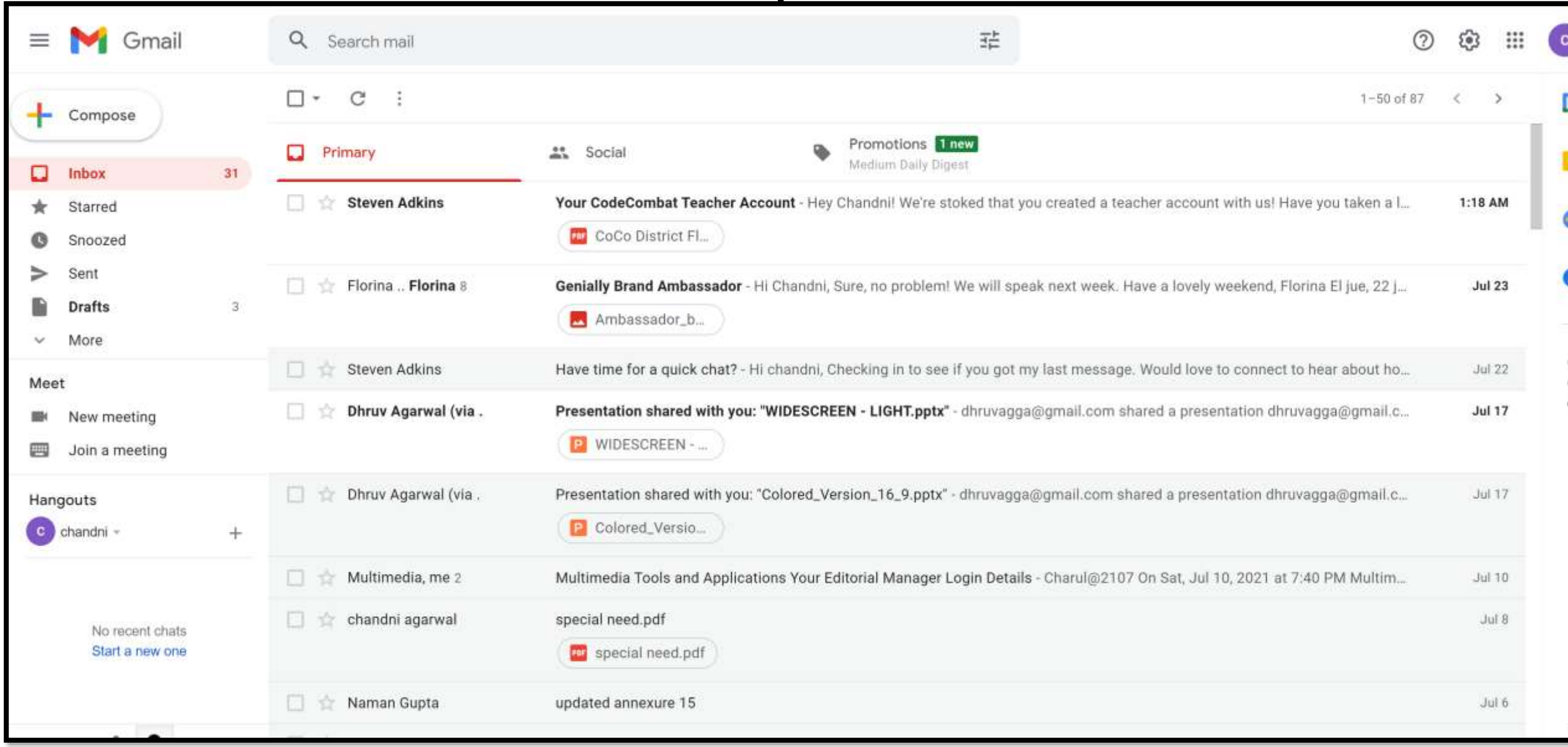
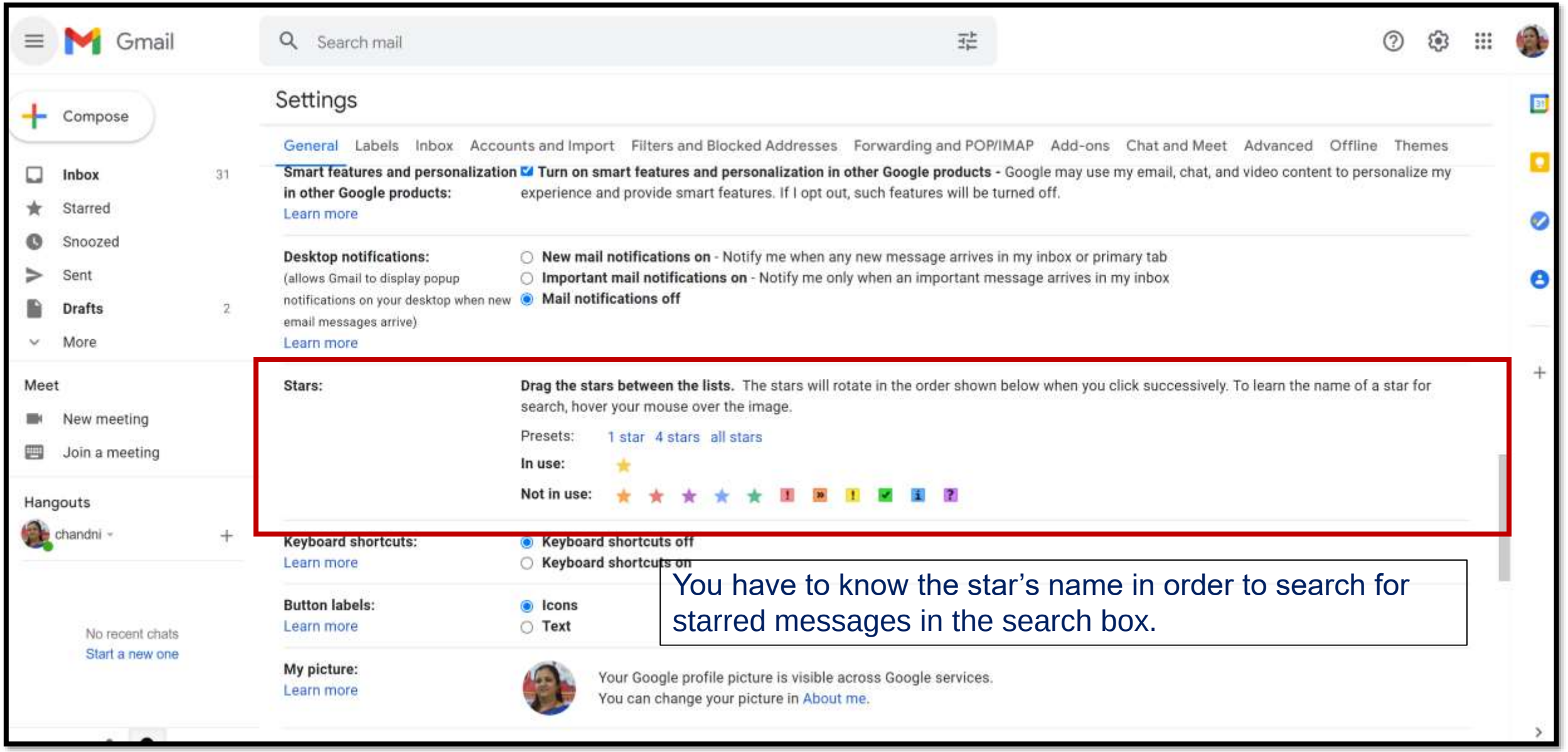
National ICT Awardee

Basic Gmail Operations

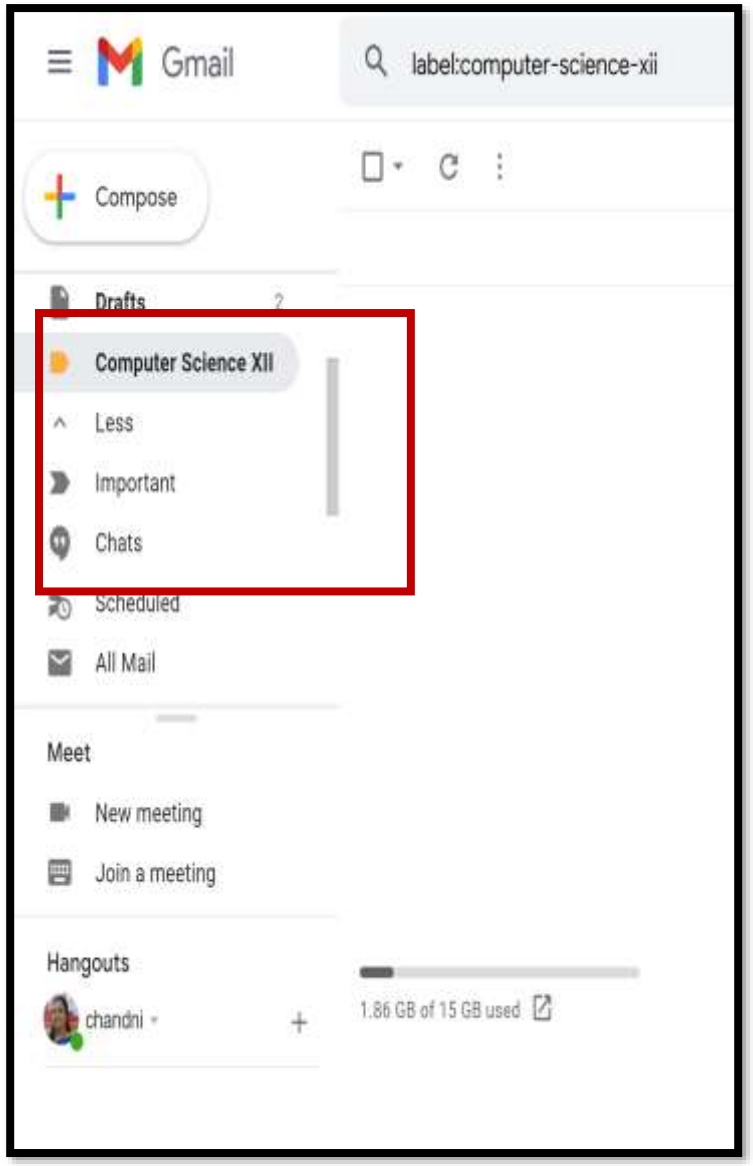


Lets Explore the power of Gmail

Organize your inbox with stars



Use labels to properly organize your inbox



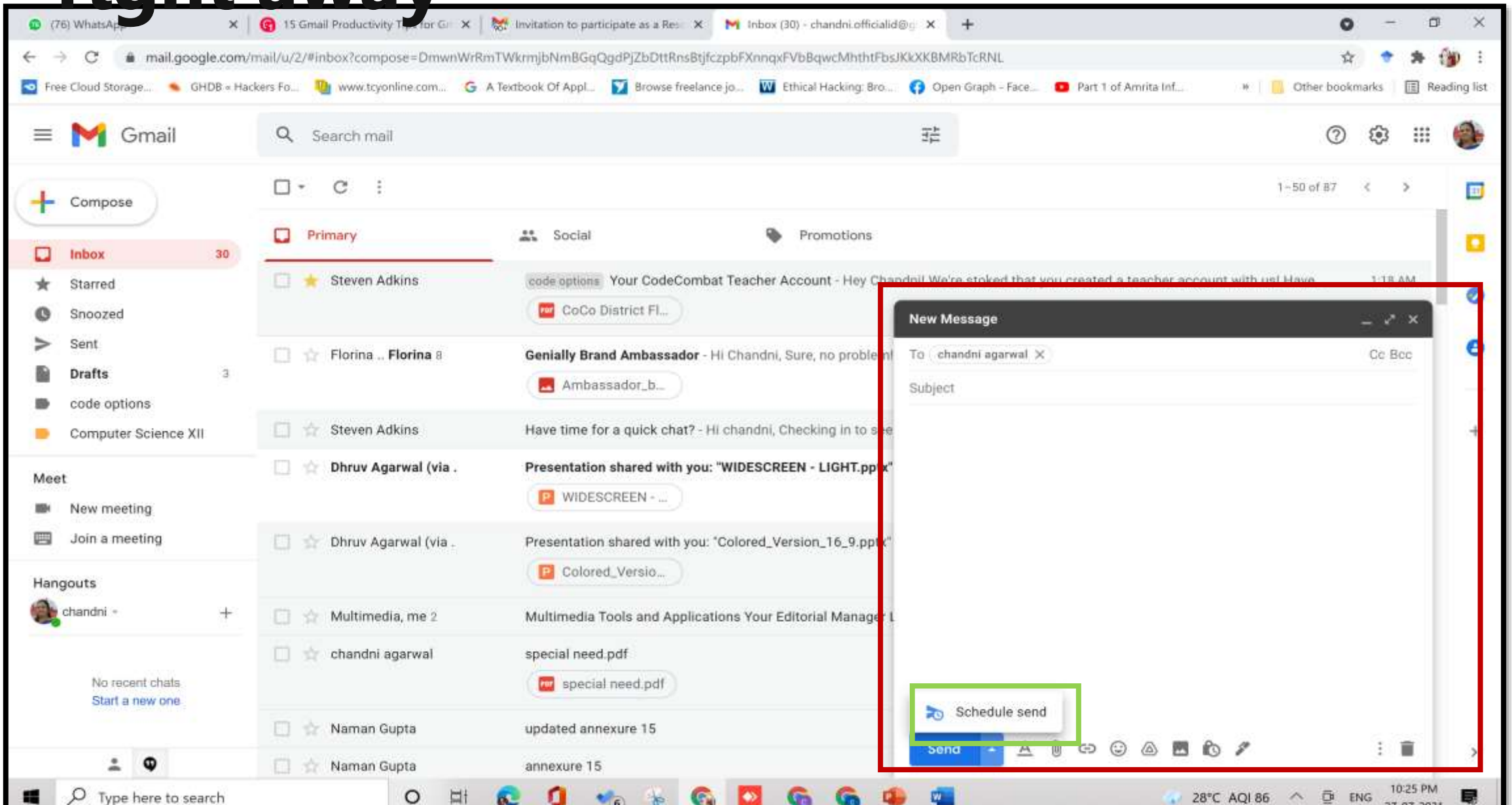
Gmail's Three-Step Labelling Process

1.Create your labels and sub-labels

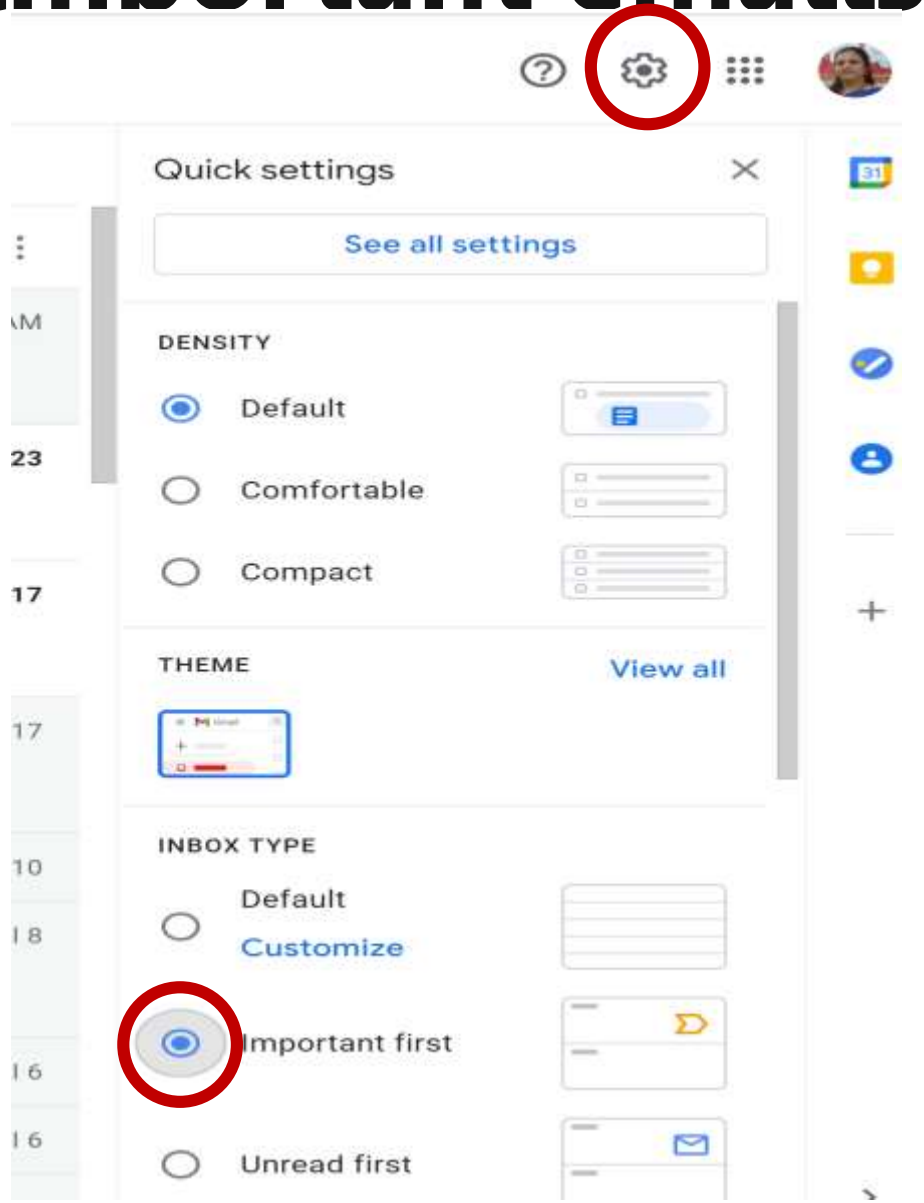
2.Apply these labels to the messages that are currently in your inbox

3.Each time you review your inbox you should apply labels to every new message.

Schedule emails instead of sending right away

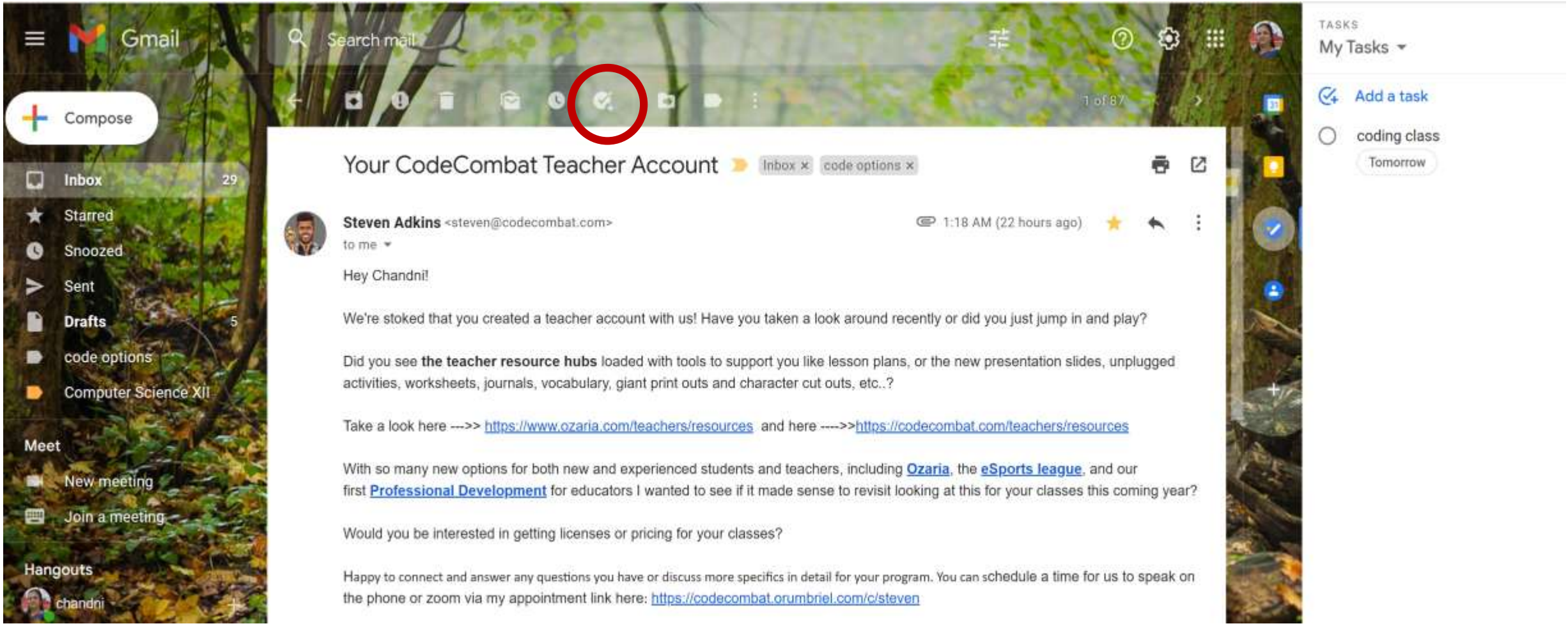


Set up Gmail inbox types to see important emails first

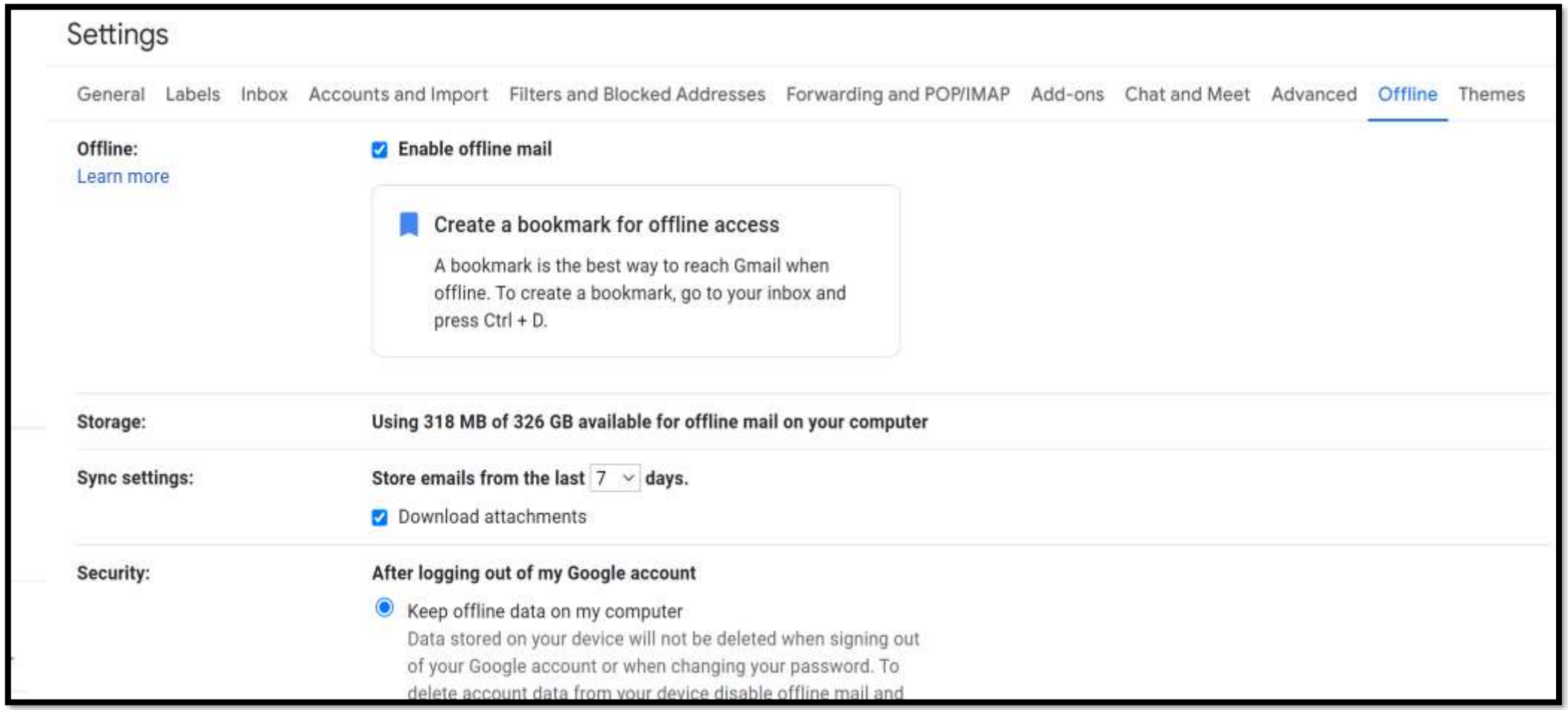


1. **Default:** This is the regular inbox view where the newest email is shown at the top.
2. **Important first:** When selecting this option, Gmail displays the emails it thinks are most important to you at the top of your inbox. You can train Gmail to get better at this by clicking the "important" marker next to a sender's name.
3. **Unread first:** Rather self-explanatory, this inbox type moves all of your unread emails to the top, regardless of when you've received them.
4. **Starred first:** If you manually star emails to indicate their importance, this inbox type is a good option as it will put all of your starred emails at the top.
5. **Priority inbox:** The priority inbox splits your emails into various sections, showing what Gmail thinks are your most important emails at the top, followed by your unread emails, your starred emails, and then everything else. You can change the order of these sections and create new ones as well.
6. **Multiple inboxes:** The multiple inboxes option allows you to create five different inboxes alongside your regular inbox based on custom search queries. This way, you could create an option for your most important client, one for all your starred messages, one for unread messages, and so on.

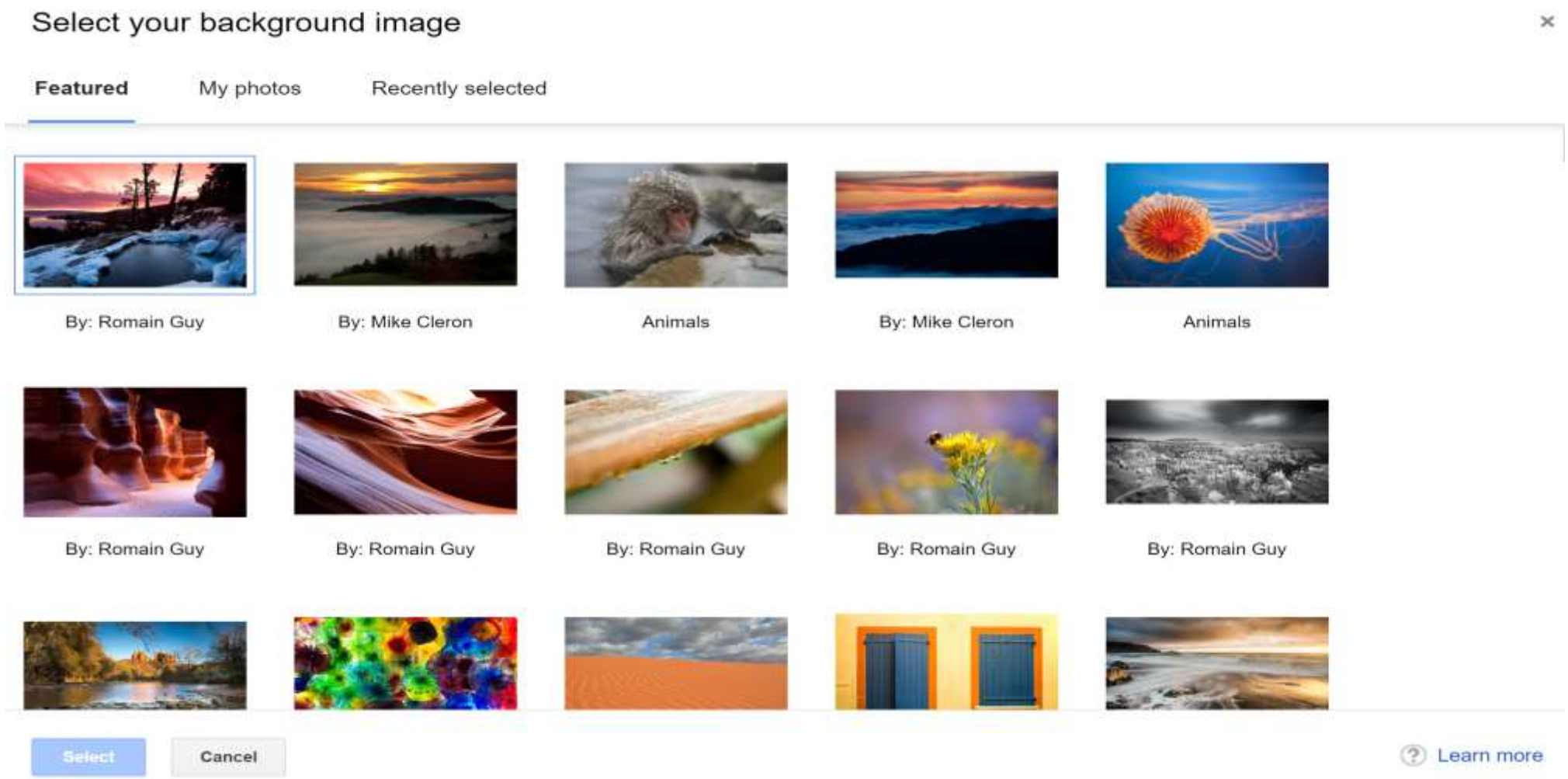
Adding Mail to Task



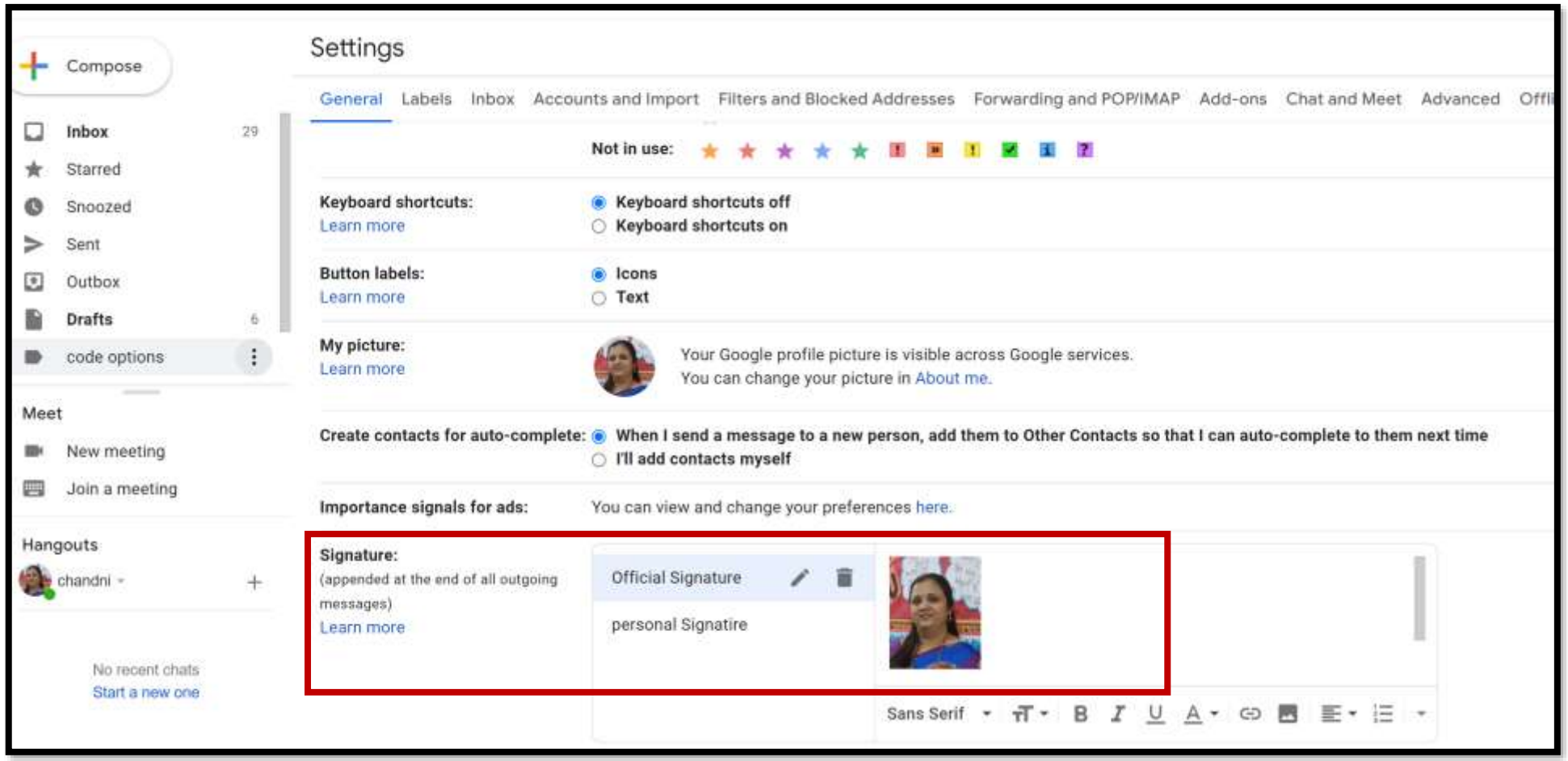
Working Offline on Mails



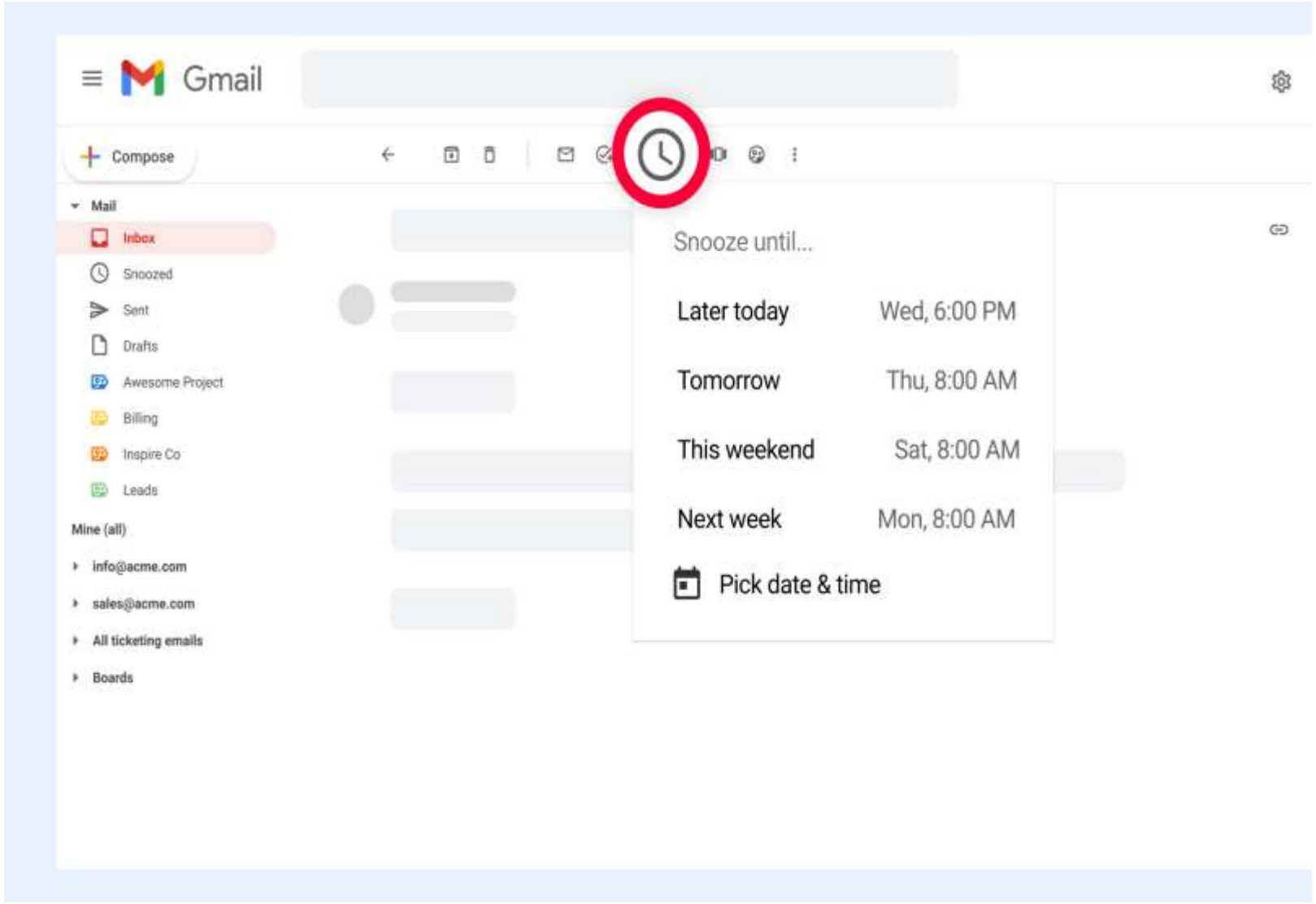
Applying Themes



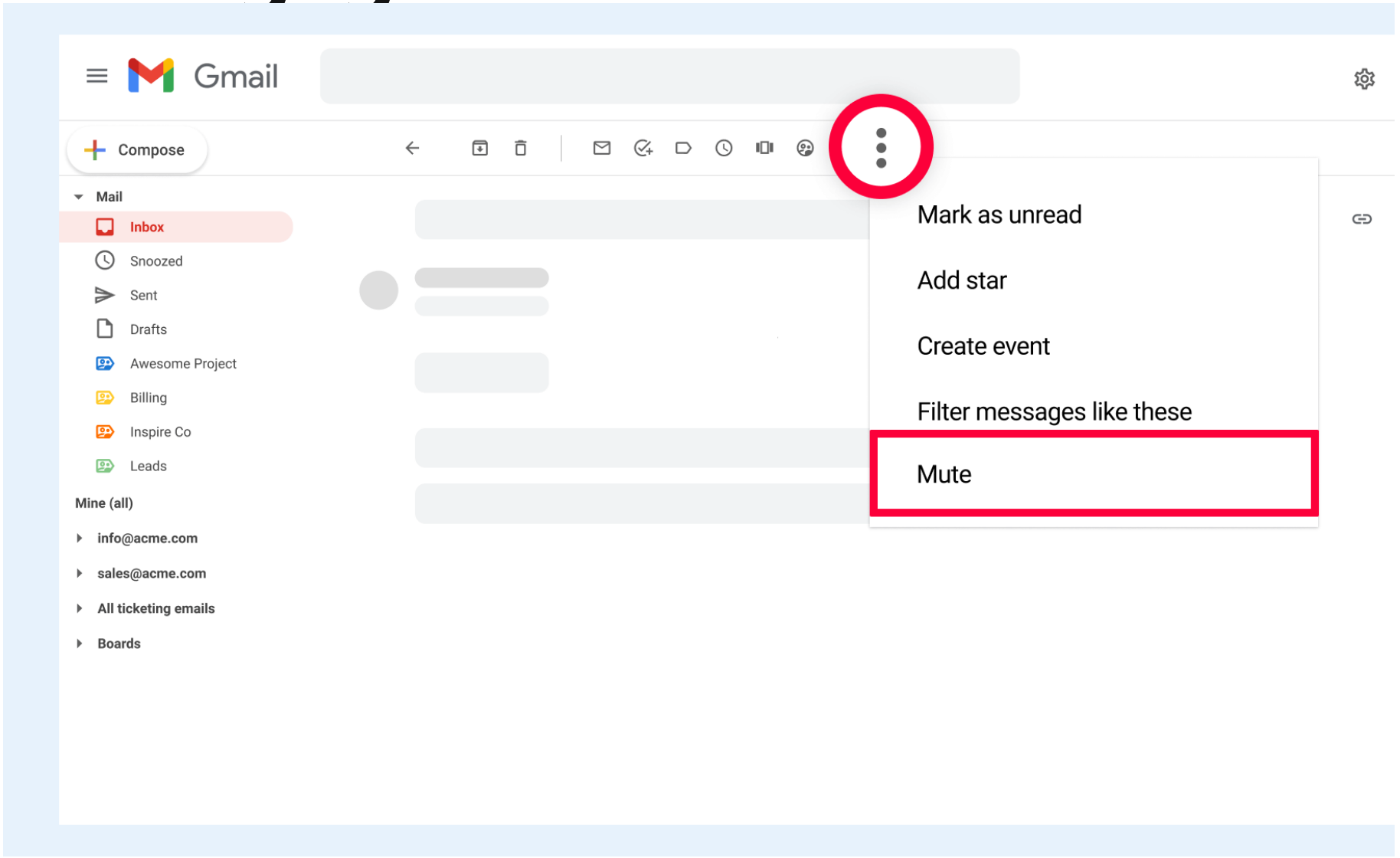
Adding Signatures to your Email



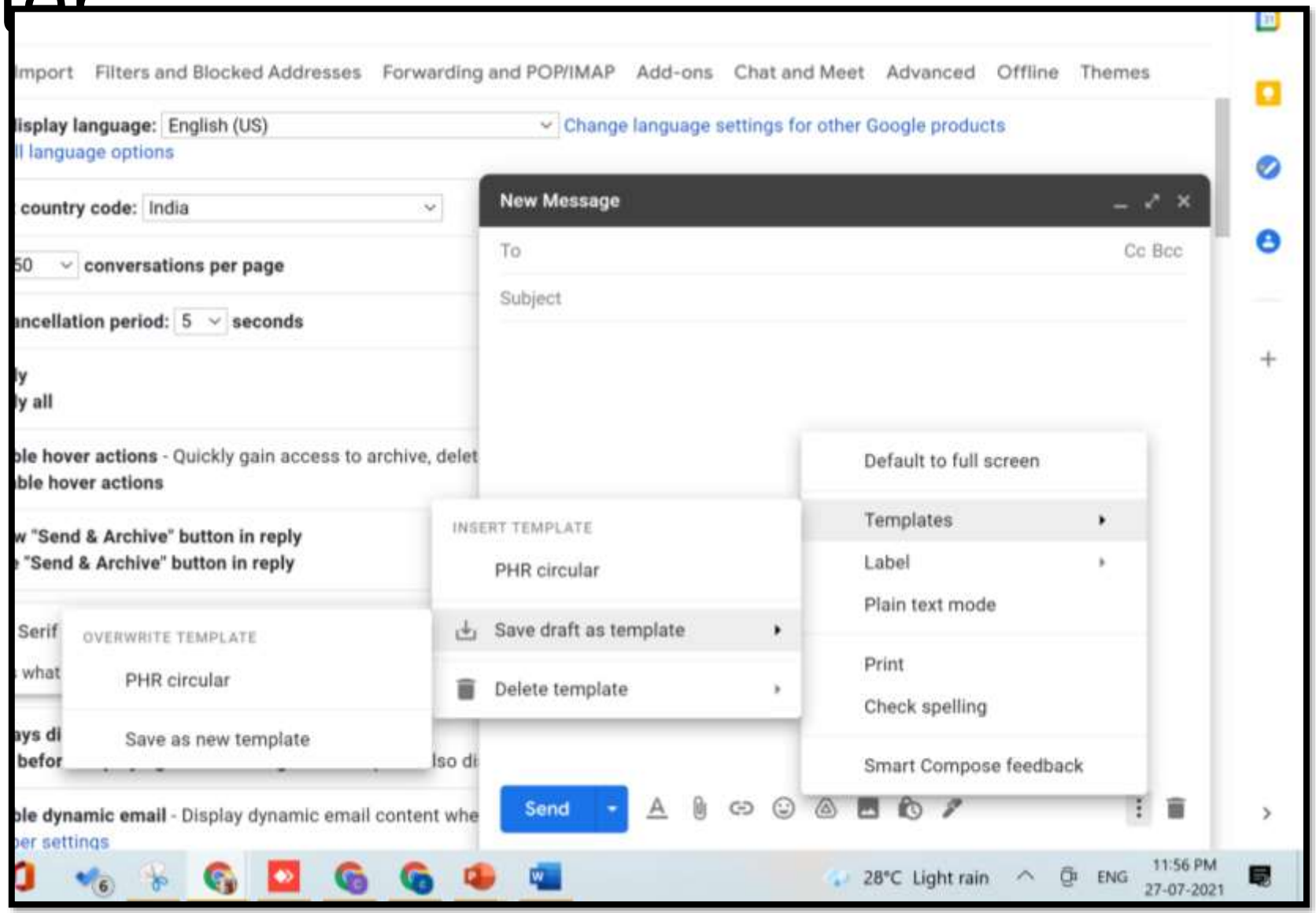
Hit snooze on emails you don't need to handle right away



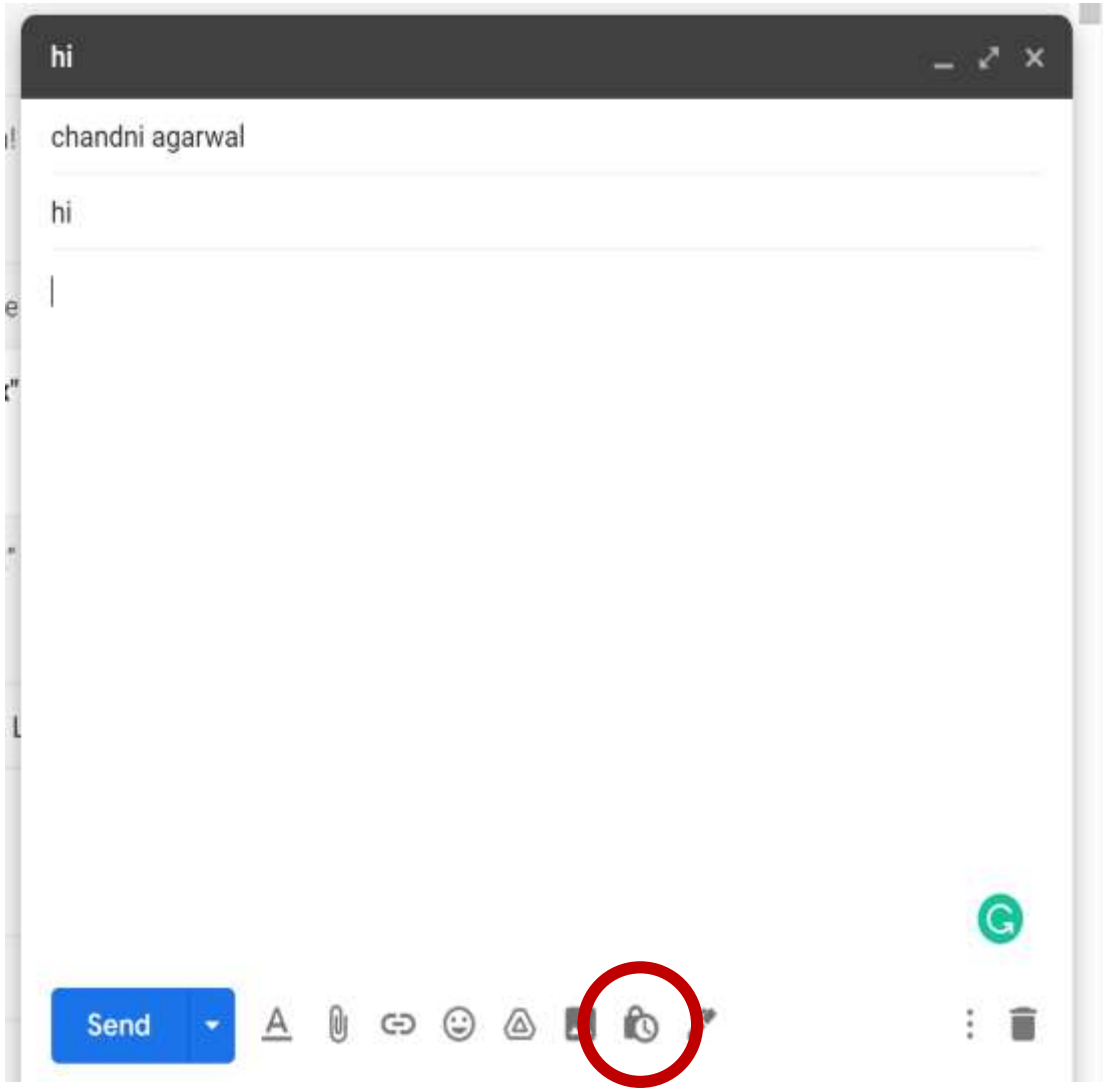
Mute conversations that don't require your engagement

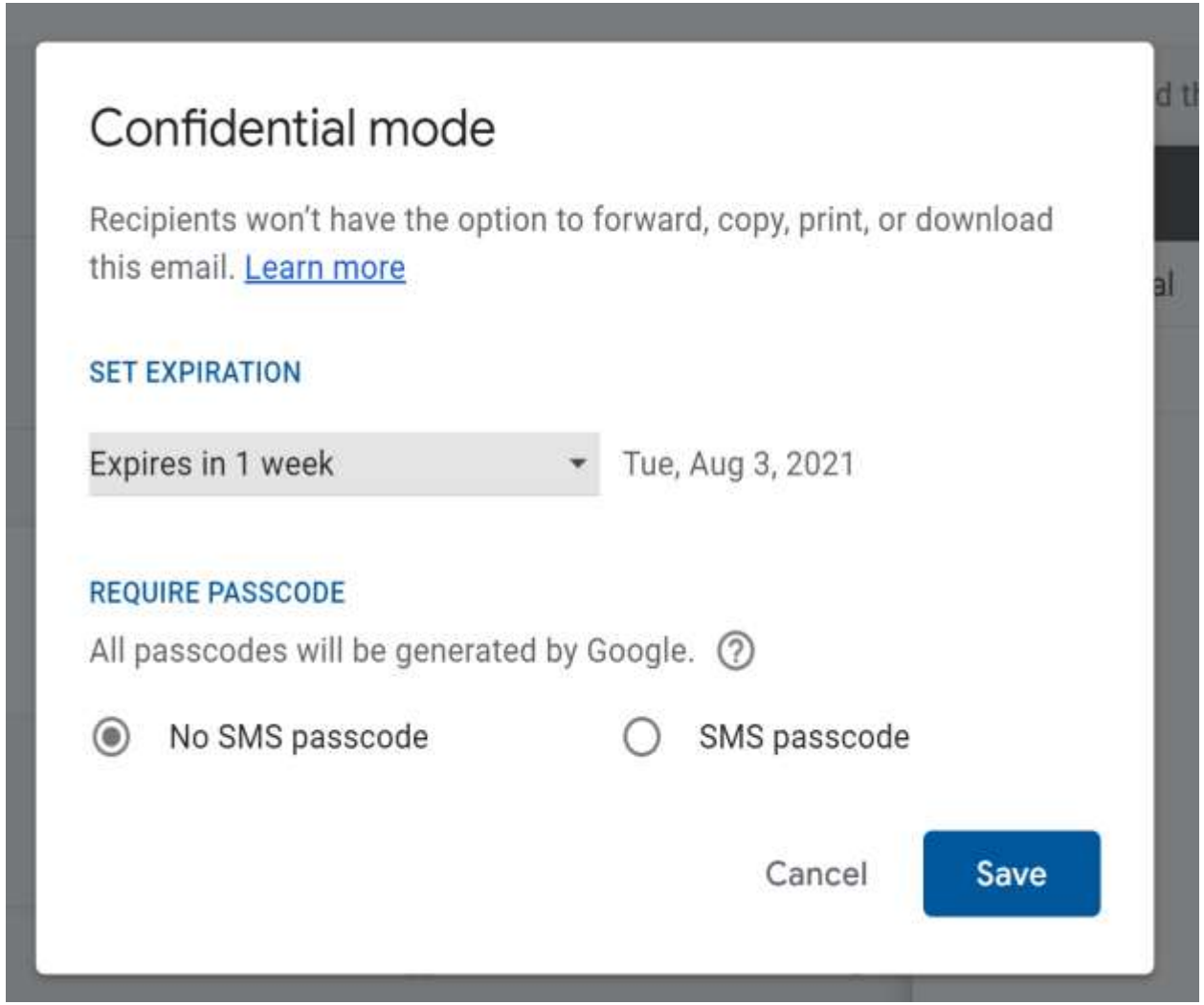


Creating Mail templates to make task easier

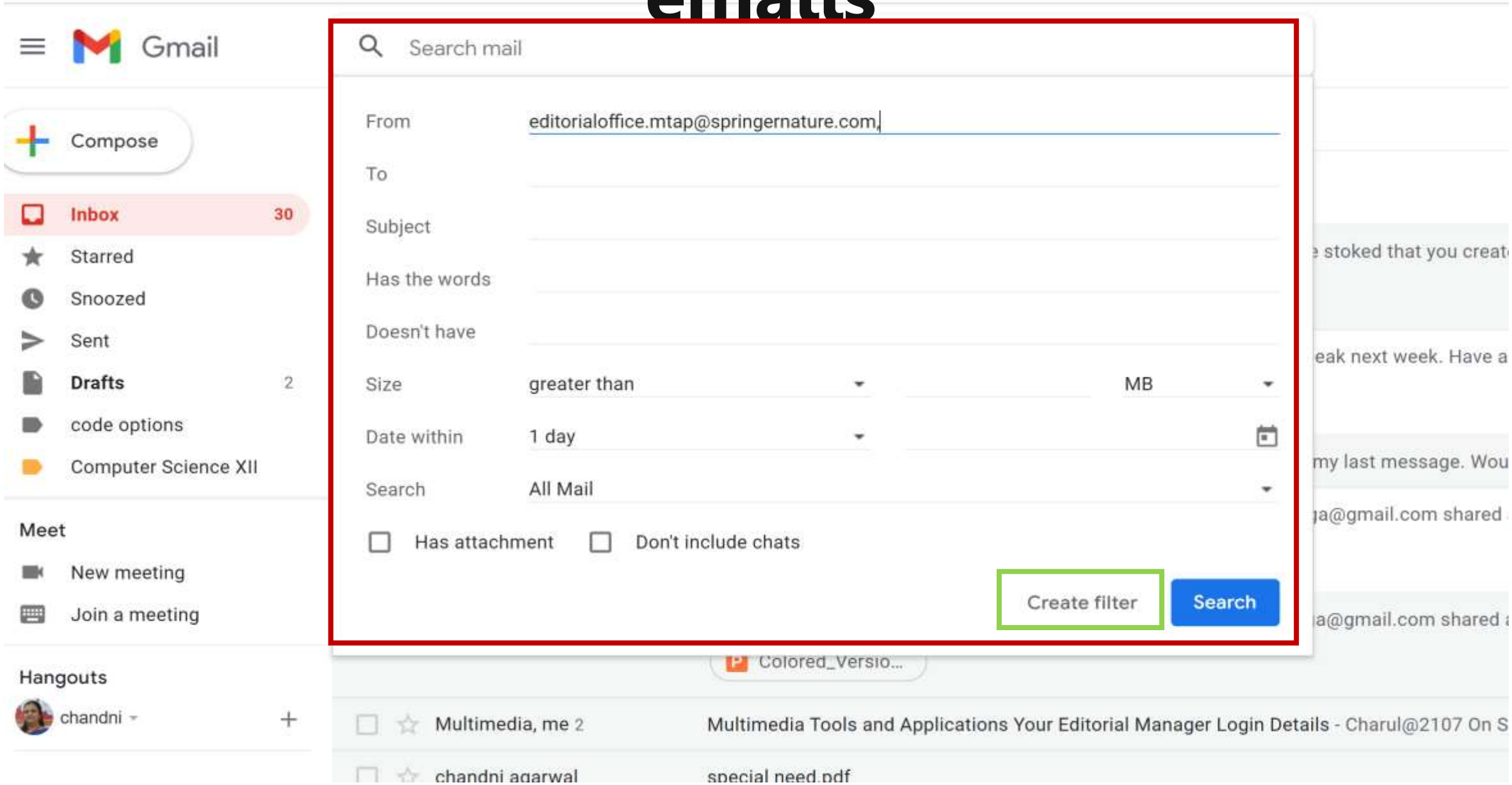


Turn On Confidentiality Mode

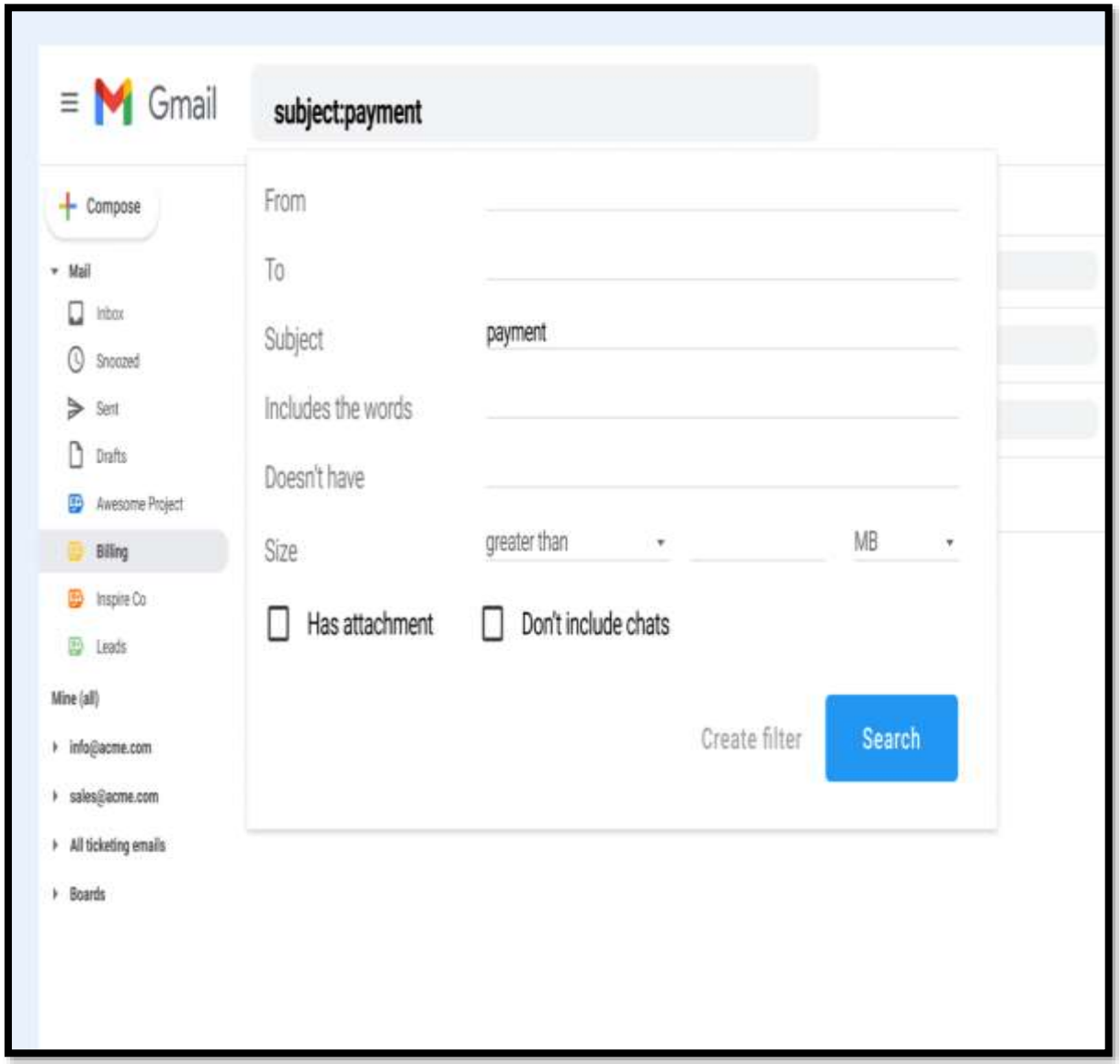




Create rules to automatically filter emails



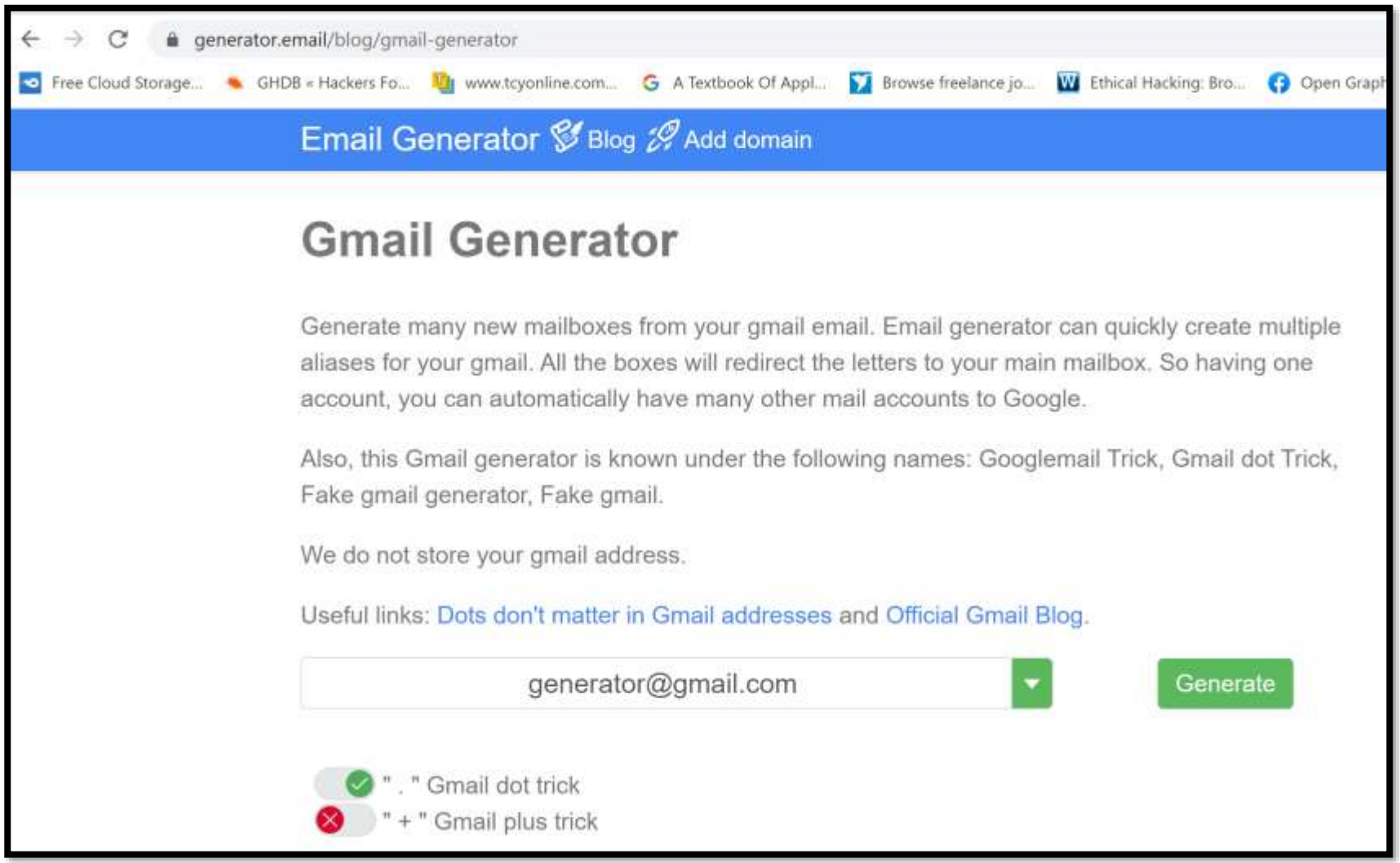
Search through your Emails faster



You also have the option of using various search operators in the Search box:

- **has:yellow-star:** Messages with a yellow star
- **2020 work plan:** Messages containing this exact phrase
- **Vacation-Geneva:** Messages about a vacation, but without Geneva
- **label:work from:Helen:** Messages from someone named Helen with the label 'work'
- **after:2020/01/01:** Messages dated after January 1, 2020

Dot (.)trick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Gmail Generator
Generate many new mailboxes from your gmail email. Email generator can quickly create multiple aliases for your gmail. All the boxes will redirect the letters to your main mailbox. So having one account, you can automatically have many other mail accounts to Google.
Also, this Gmail generator is known under the following names: Googlemail Trick, Gmail dot Trick, Fake gmail generator, Fake gmail.
We do not store your gmail address.
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Thank you!