

EXPLORE THE POWER OF

Gmail



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National ICT Awardee

Basic Gmail Operations

The screenshot displays the Gmail web interface. At the top left is the Gmail logo and a search bar labeled "Search mail". Below the search bar is a navigation menu with "Compose", "Inbox" (31), "Starred", "Snoozed", "Sent", "Drafts" (3), and "More". The "Meet" section includes "New meeting" and "Join a meeting". The "Hangouts" section shows a chat with "chandni" and a plus sign, with a note "No recent chats Start a new one".

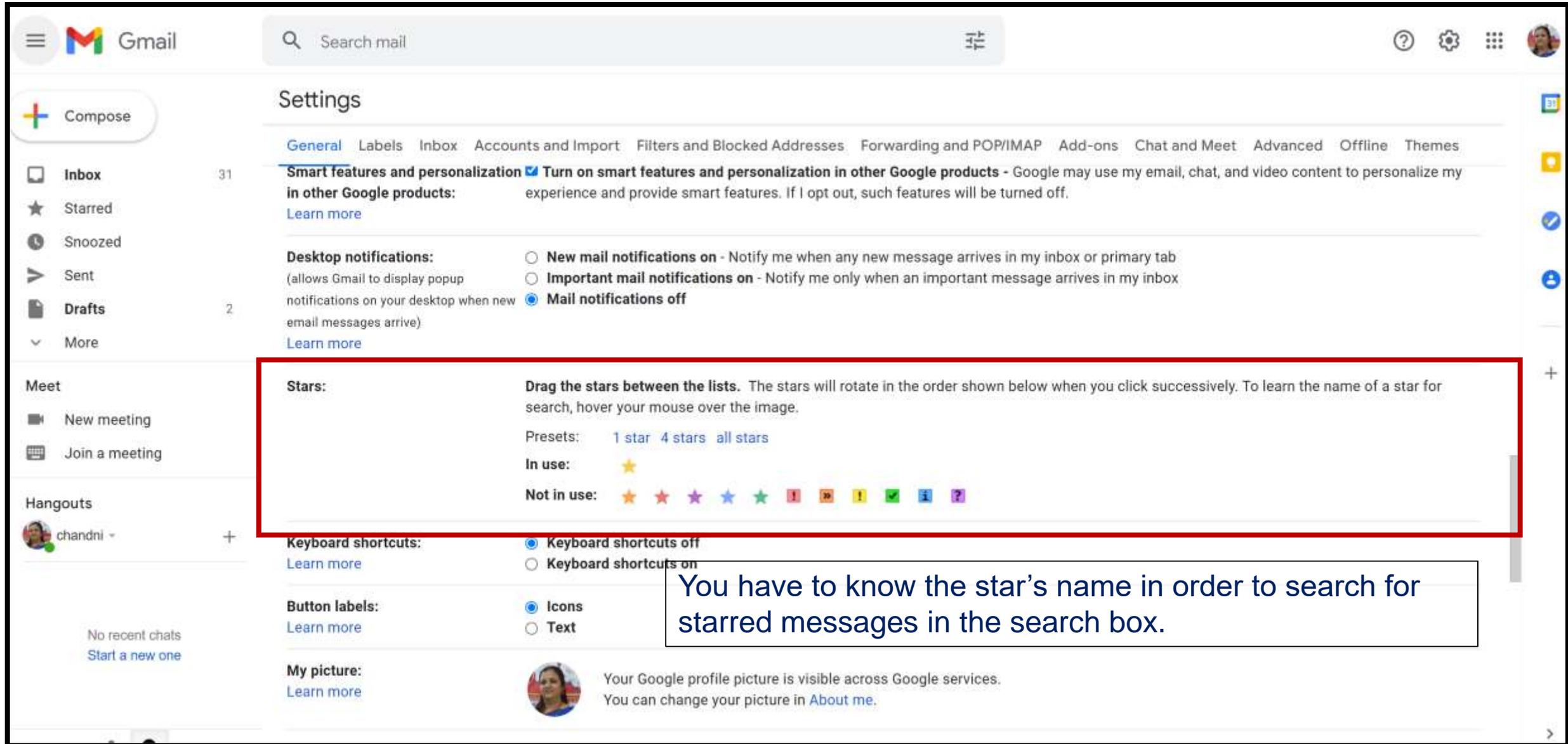
The main content area shows a list of emails. The "Primary" tab is selected, showing a list of 87 emails (1-50 of 87). The "Social" and "Promotions" tabs are also visible. The "Promotions" tab shows a "Medium Daily Digest" with "1 new" notification.

The email list includes:

- Steven Adkins: "Your CodeCombat Teacher Account - Hey Chandni! We're stoked that you created a teacher account with us! Have you taken a l..." (1:18 AM). Attachment: CoCo District Fl...
- Florina .. Florina 8: "Genially Brand Ambassador - Hi Chandni, Sure, no problem! We will speak next week. Have a lovely weekend, Florina El jue, 22 j..." (Jul 23). Attachment: Ambassador_b...
- Steven Adkins: "Have time for a quick chat? - Hi chandni, Checking in to see if you got my last message. Would love to connect to hear about ho..." (Jul 22).
- Dhruv Agarwal (via .): "Presentation shared with you: "WIDESCREEN - LIGHT.pptx" - dhruvagga@gmail.com shared a presentation dhruvagga@gmail.c..." (Jul 17). Attachment: WIDESCREEN - ...
- Dhruv Agarwal (via .): "Presentation shared with you: "Colored_Version_16_9.pptx" - dhruvagga@gmail.com shared a presentation dhruvagga@gmail.c..." (Jul 17). Attachment: Colored_Versio...
- Multimedia, me 2: "Multimedia Tools and Applications Your Editorial Manager Login Details - Charul@2107 On Sat, Jul 10, 2021 at 7:40 PM Multim..." (Jul 10).
- chandni agarwal: "special need.pdf" (Jul 8). Attachment: special need.pdf
- Naman Gupta: "updated annexure 15" (Jul 6).

Lets Explore the power of Gmail

Organize your inbox with stars

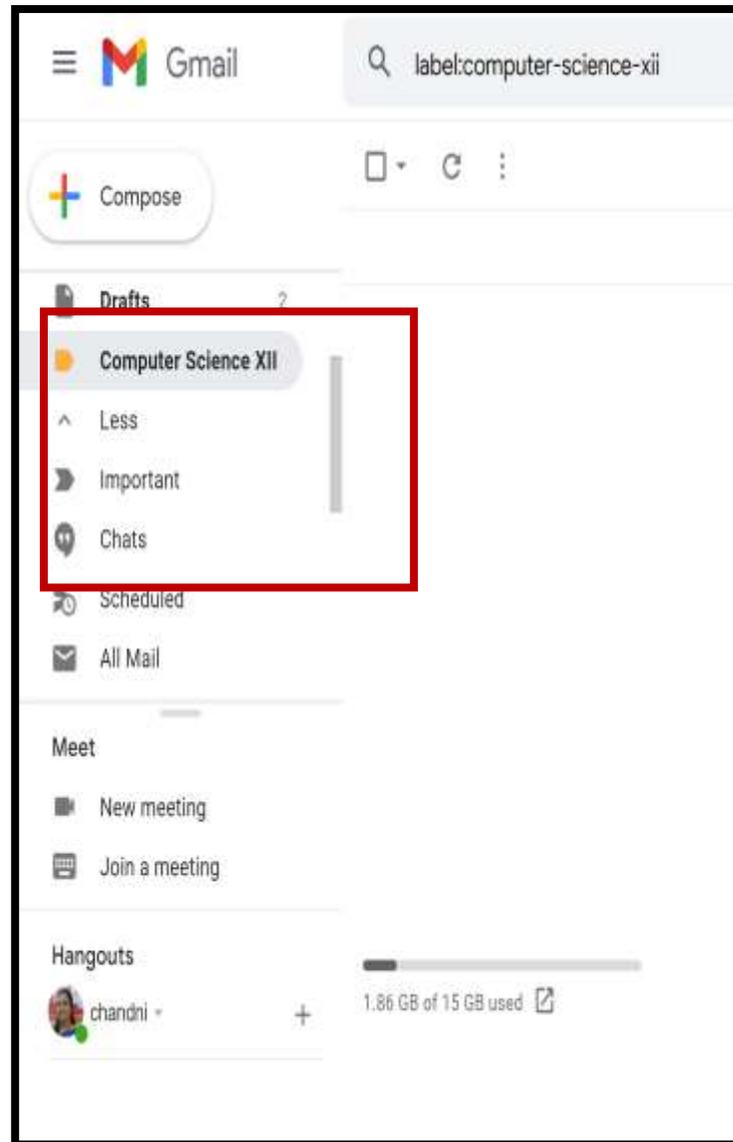


The screenshot shows the Gmail Settings page. The left sidebar contains navigation options: Compose, Inbox (31), Starred, Snoozed, Sent, Drafts (2), More, Meet (New meeting, Join a meeting), and Hangouts (chandni). The main content area is titled 'Settings' and includes tabs for General, Labels, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. The 'Smart features and personalization' section is expanded, showing options for 'Turn on smart features and personalization in other Google products' (checked), 'Desktop notifications' (with 'Mail notifications off' selected), and 'Keyboard shortcuts' (with 'Keyboard shortcuts off' selected). The 'Stars' section is highlighted with a red box and contains the following text: 'Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image. Presets: 1 star 4 stars all stars In use: [yellow star] Not in use: [orange star] [red star] [purple star] [blue star] [green star] [red exclamation mark] [orange exclamation mark] [yellow exclamation mark] [green checkmark] [blue exclamation mark] [purple question mark]'. A text box at the bottom right of the screenshot contains the text: 'You have to know the star's name in order to search for starred messages in the search box.'

Use labels to properly organize your inbox

Gmail's Three-Step Labelling Process

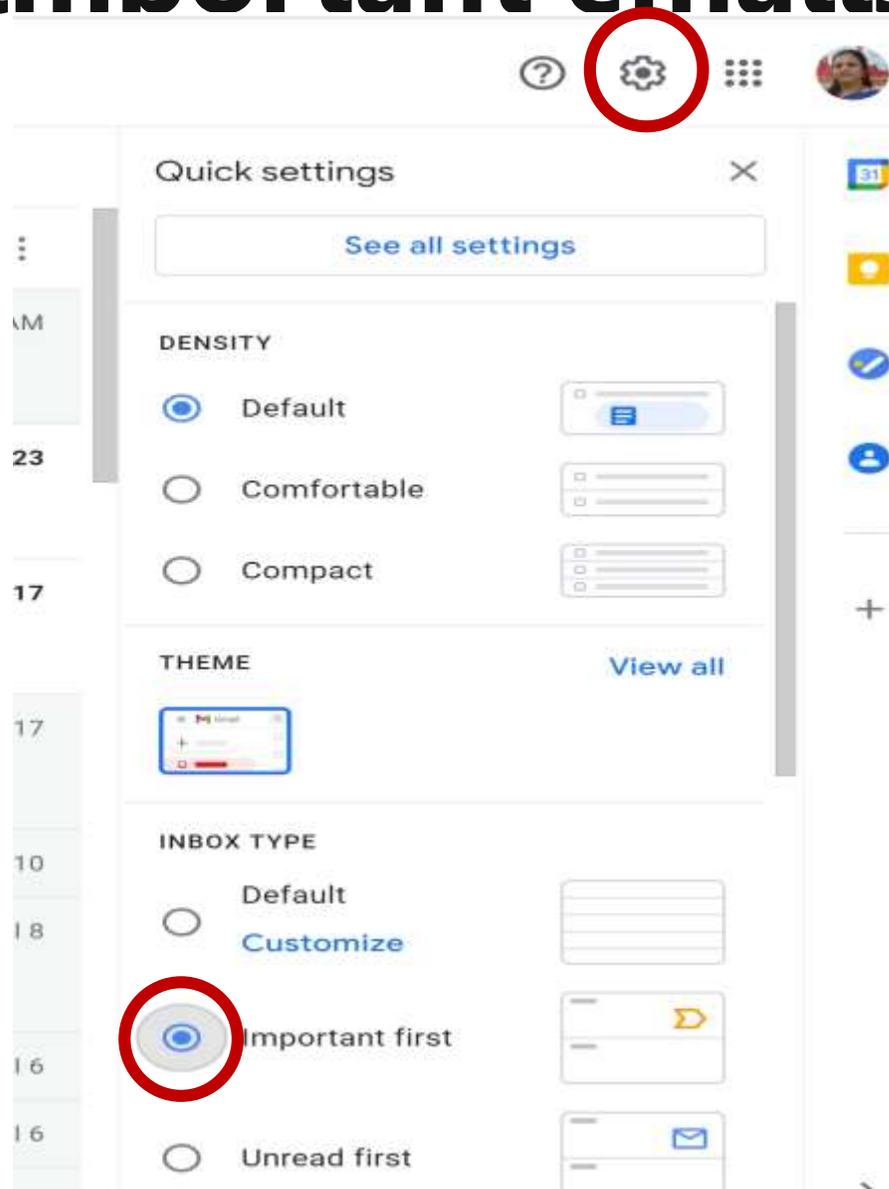
1. Create your labels and sub-labels
2. Apply these labels to the messages that are currently in your inbox
3. Each time you review your inbox you should apply labels to every new message.



Schedule emails instead of sending right away

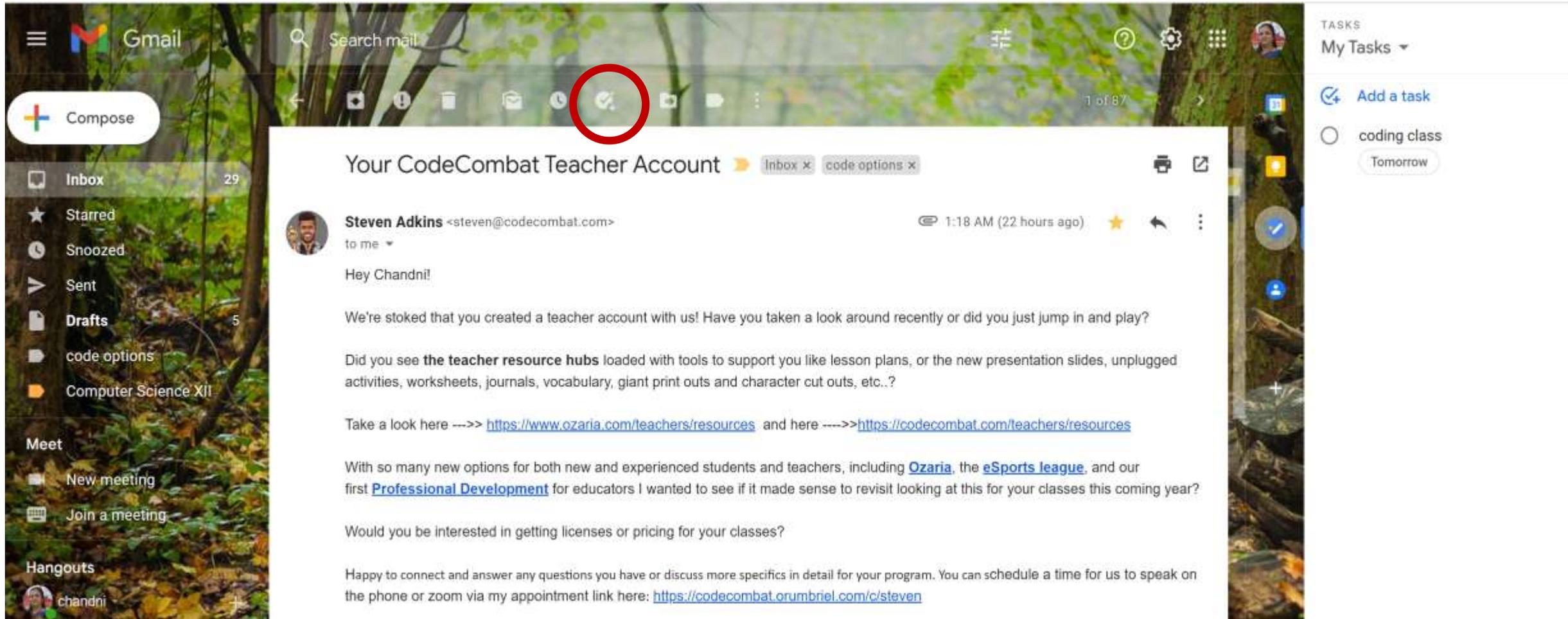
The image shows a screenshot of a Gmail inbox on a web browser. The browser's address bar shows the URL: `mail.google.com/mail/u/2/#inbox?compose=DmwnWrRmTWkrmjbNmBGqQgdPjZbDttRnsBtjfczpbFXnnqxFVbBqwcMhthtFbsJKkXKBMRbTcRNL`. The Gmail interface includes a search bar, a left sidebar with navigation options like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'code options', 'Computer Science XII', 'Meet', and 'Hangouts', and a main inbox area. The inbox lists several emails, including one from Steven Adkins about a CodeCombat account and another from Florina about a Genially brand ambassador role. A 'New Message' compose window is open on the right side of the screen, with the recipient set to 'chandni agarwal'. The 'Subject' field is empty. At the bottom of the compose window, the 'Send' button is highlighted with a blue bar, and the 'Schedule send' button is highlighted with a green box. The system tray at the bottom of the screen shows the time as 10:25 PM and the date as 27.07.2023.

Set up Gmail inbox types to see important emails first



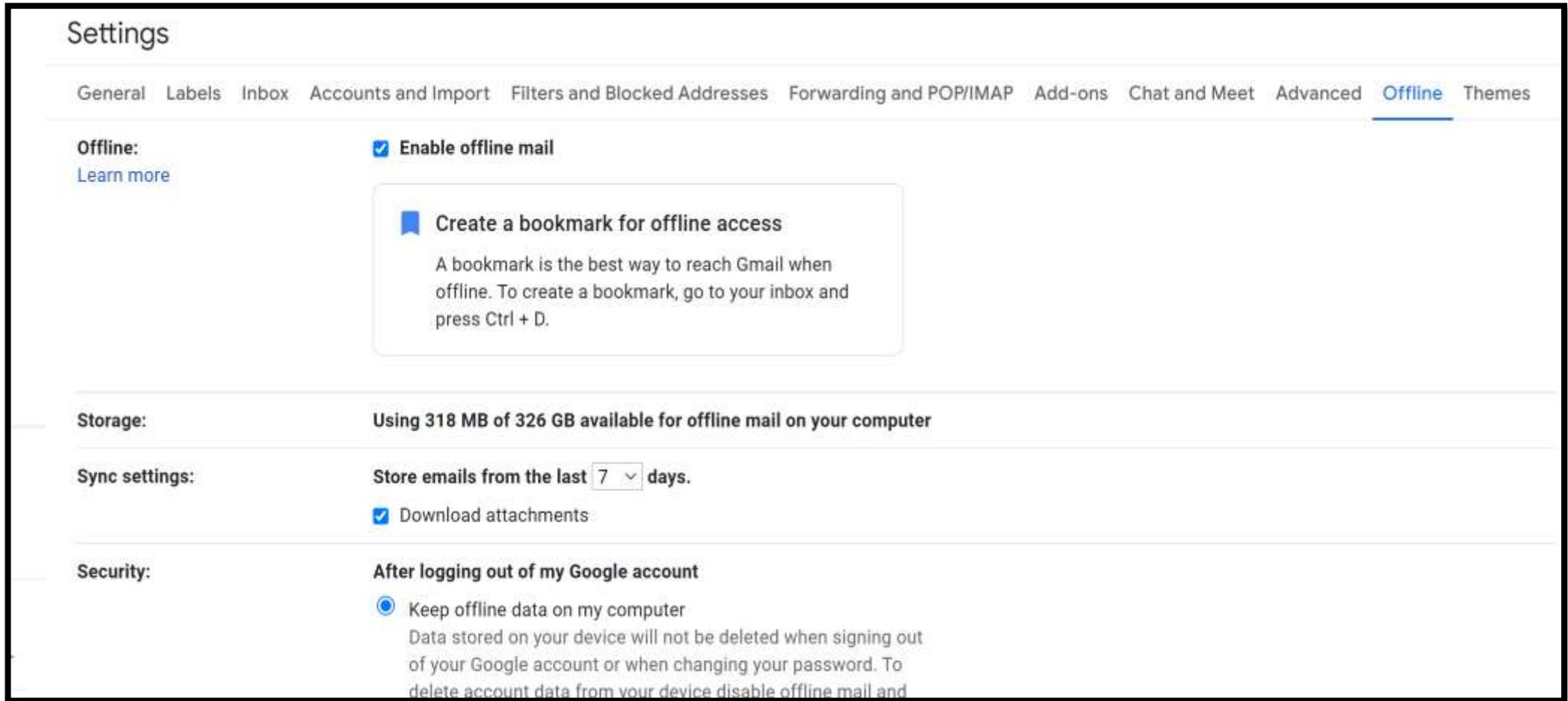
1. **Default:** This is the regular inbox view where the newest email is shown at the top.
2. **Important first:** When selecting this option, Gmail displays the emails it thinks are most important to you at the top of your inbox. You can train Gmail to get better at this by clicking the "important" 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



The screenshot displays the Gmail interface. On the left is the navigation sidebar with options like Compose, Inbox (29), Starred, Snoozed, Sent, Drafts (5), code options, and Computer Science XII. The main area shows an email titled "Your CodeCombat Teacher Account" from Steven Adkins, dated 1:18 AM (22 hours ago). The email content discusses teacher resources and includes links to <https://www.ozaria.com/teachers/resources> and <https://codecombat.com/teachers/resources>. A red circle highlights the "Add to task" icon in the email's action bar. On the right, the "TASKS" panel shows "My Tasks" with an "Add a task" button and a task named "coding class" due "Tomorrow".

Working Offline on Mails



The screenshot shows the Gmail 'Settings' page with the 'Offline' tab selected. The 'Offline' section is expanded, showing a checked 'Enable offline mail' option. Below this is a callout box titled 'Create a bookmark for offline access' with instructions on how to create a bookmark. Further down, the 'Storage' section shows 318 MB of 326 GB used. The 'Sync settings' section shows a dropdown set to 7 days and a checked 'Download attachments' option. The 'Security' section shows a radio button selected for 'Keep offline data on my computer'.

Settings

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

Offline: **Enable offline mail**
[Learn more](#)

Create a bookmark for offline access
A bookmark is the best way to reach Gmail when offline. To create a bookmark, go to your inbox and press Ctrl + D.

Storage: Using 318 MB of 326 GB available for offline mail on your computer

Sync settings: Store emails from the last days.
 Download attachments

Security: **After logging out of my Google account**
 Keep offline data on my computer
Data stored on your device will not be deleted when signing out of your Google account or when changing your password. To delete account data from your device disable offline mail and

Applying Themes

Select your background image ×

Featured My photos Recently selected



By: Romain Guy



By: Mike Cleron



Animals



By: Mike Cleron



Animals



By: Romain Guy



By: Romain Guy



By: Romain Guy



By: Romain Guy



By: Romain Guy





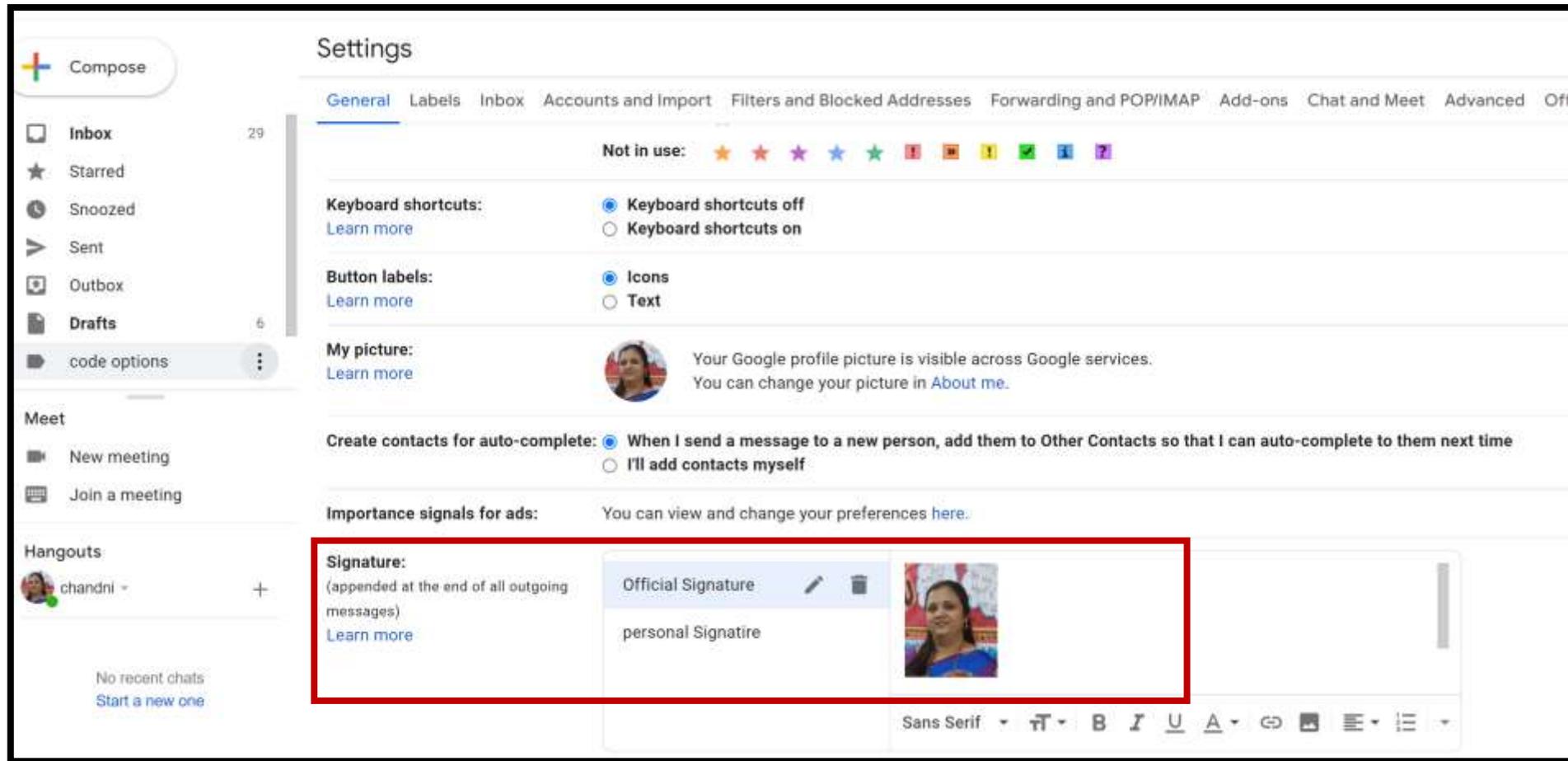






Select Cancel ? Learn more

Adding Signatures to your Email



The screenshot displays the Gmail 'Settings' page, specifically the 'General' tab. The 'Signature' section is highlighted with a red border. It shows two signature options: 'Official Signature' and 'personal Signatire'. The 'Official Signature' option is selected and includes a small image of a woman. Below the signature options is a rich text editor with a toolbar containing various formatting options like font face, size, bold, italic, underline, link, and list.

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#)

Not in use: ★ ☆ ✨ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆

Keyboard shortcuts: Keyboard shortcuts off Keyboard shortcuts on
[Learn more](#)

Button labels: Icons Text
[Learn more](#)

My picture:  Your Google profile picture is visible across Google services. You can change your picture in [About me](#).
[Learn more](#)

Create contacts for auto-complete: When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time I'll add contacts myself

Importance signals for ads: You can view and change your preferences [here](#).

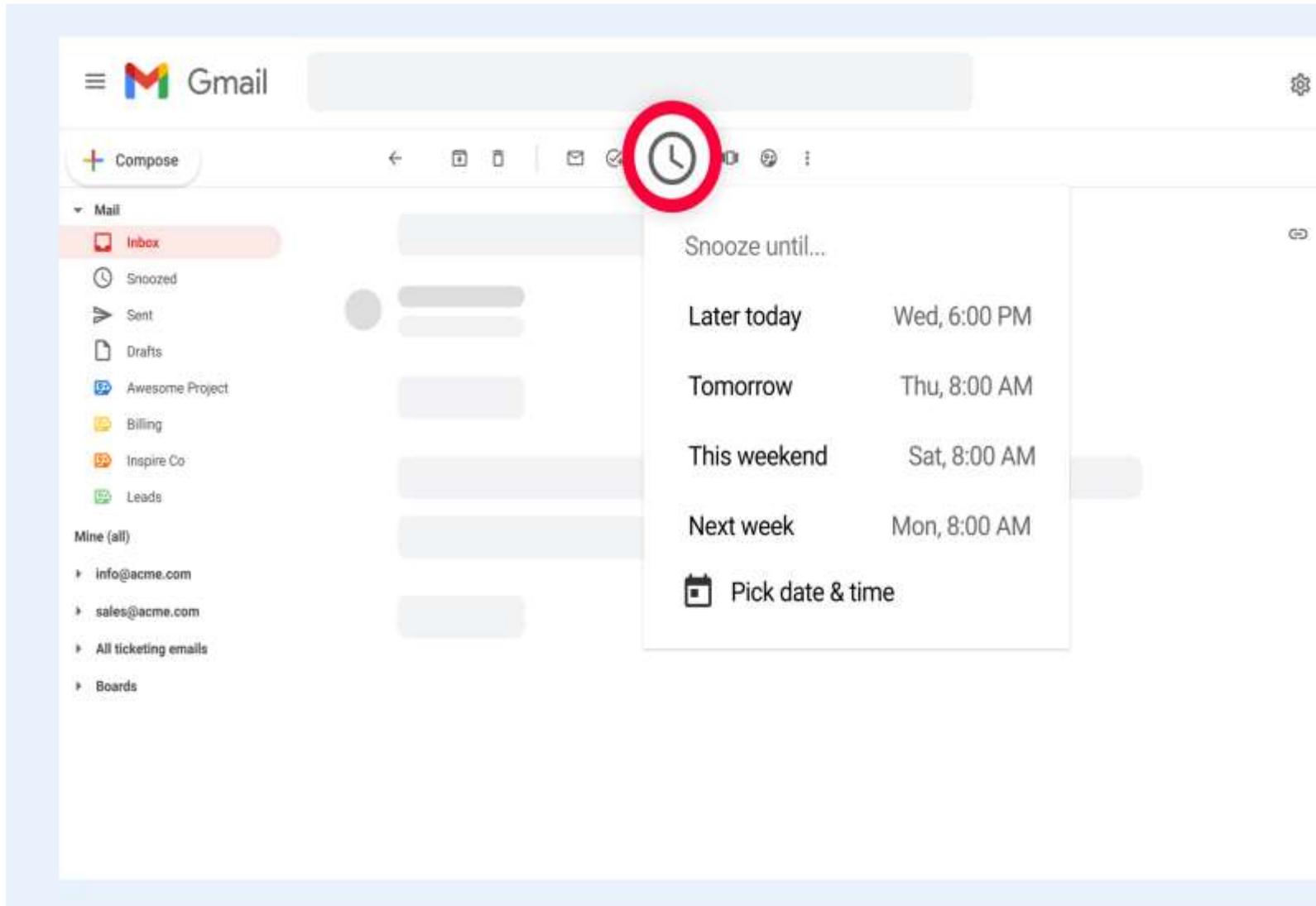
Signature: (appended at the end of all outgoing messages)
[Learn more](#)

Official Signature   

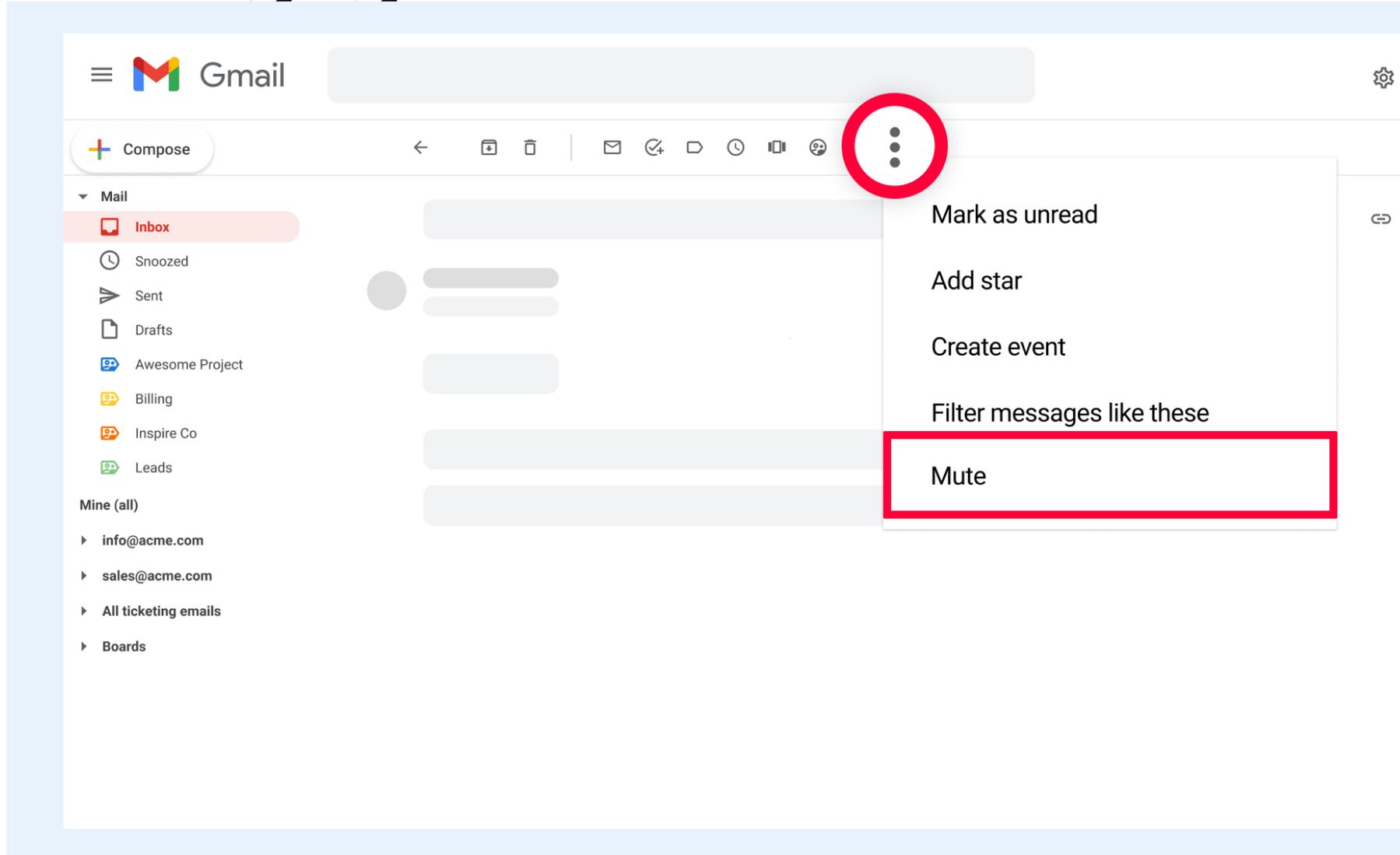
personal Signatire

Sans Serif ▾ ↕ ▾ **B** *I* U A ▾     ▾

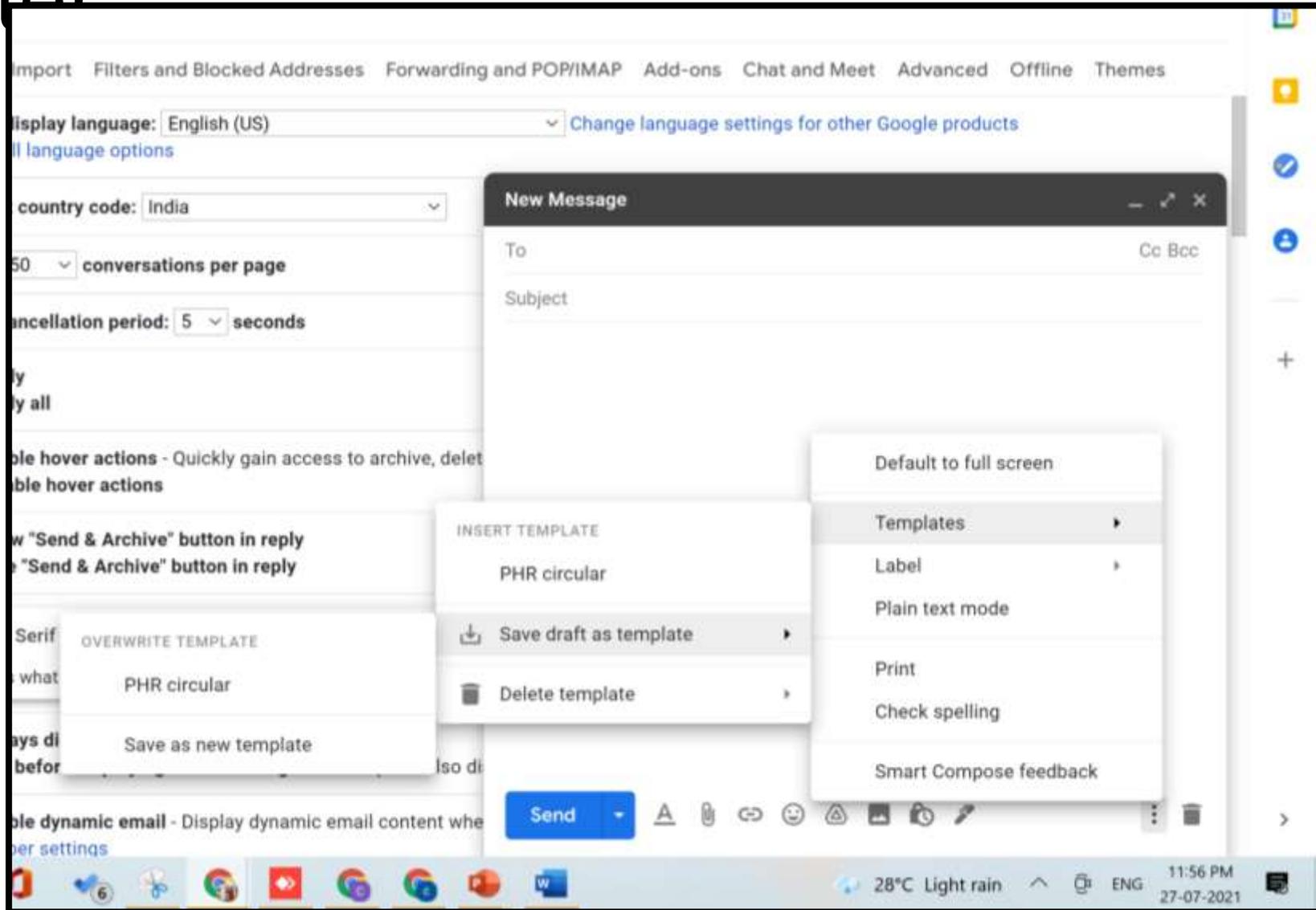
Hit snooze on emails you don't need to handle right away



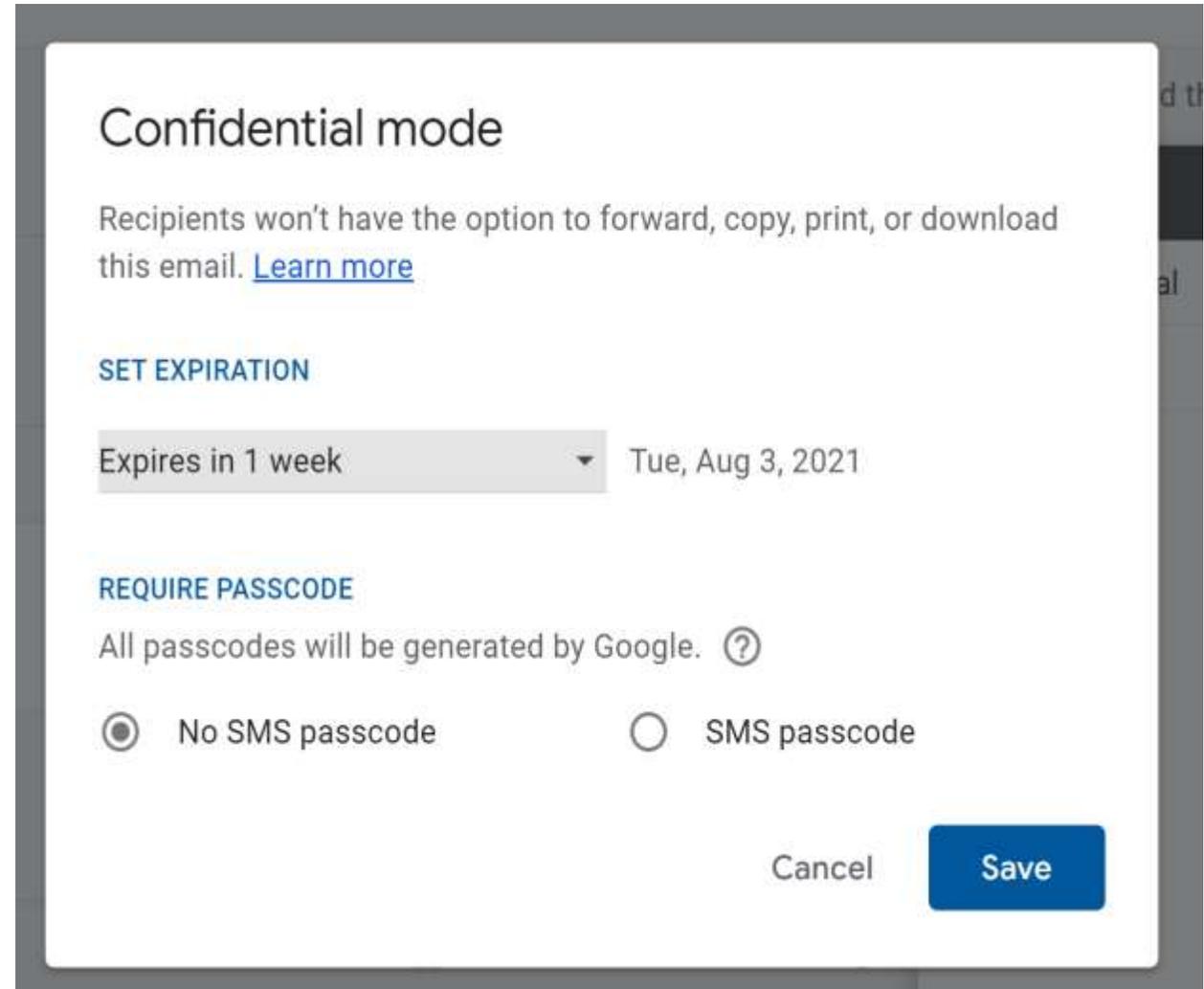
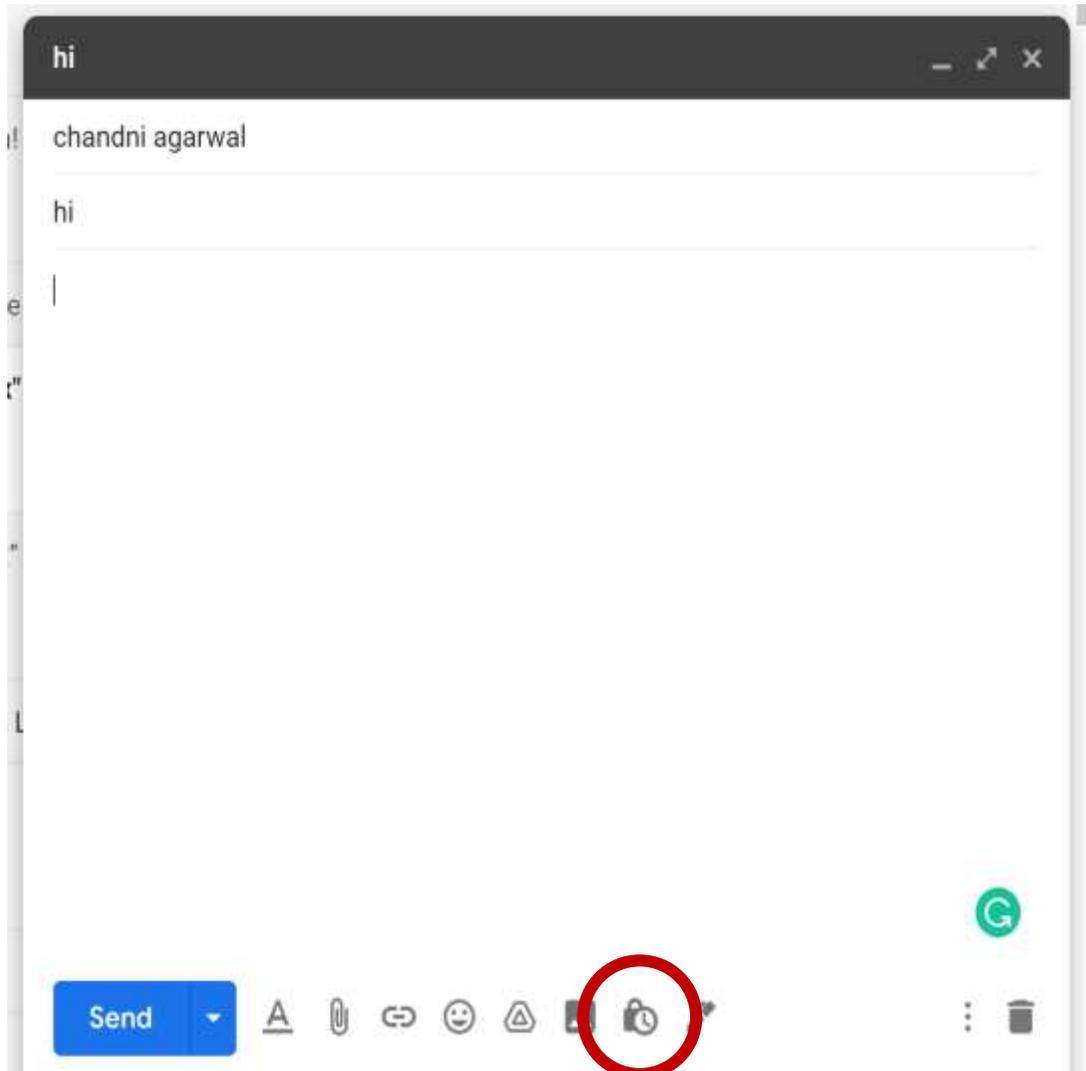
Mute conversations that don't require your engagement



Creating Mail templates to make task easier



Turn On Confidentiality Mode



Create rules to automatically filter emails

Gmail

Compose

Inbox 30

Starred

Snoozed

Sent

Drafts 2

code options

Computer Science XII

Meet

New meeting

Join a meeting

Hangouts

chandni

Search mail

From: editorialoffice.mtap@springernature.com

To:

Subject:

Has the words:

Doesn't have:

Size: greater than MB

Date within: 1 day

Search: All Mail

Has attachment Don't include chats

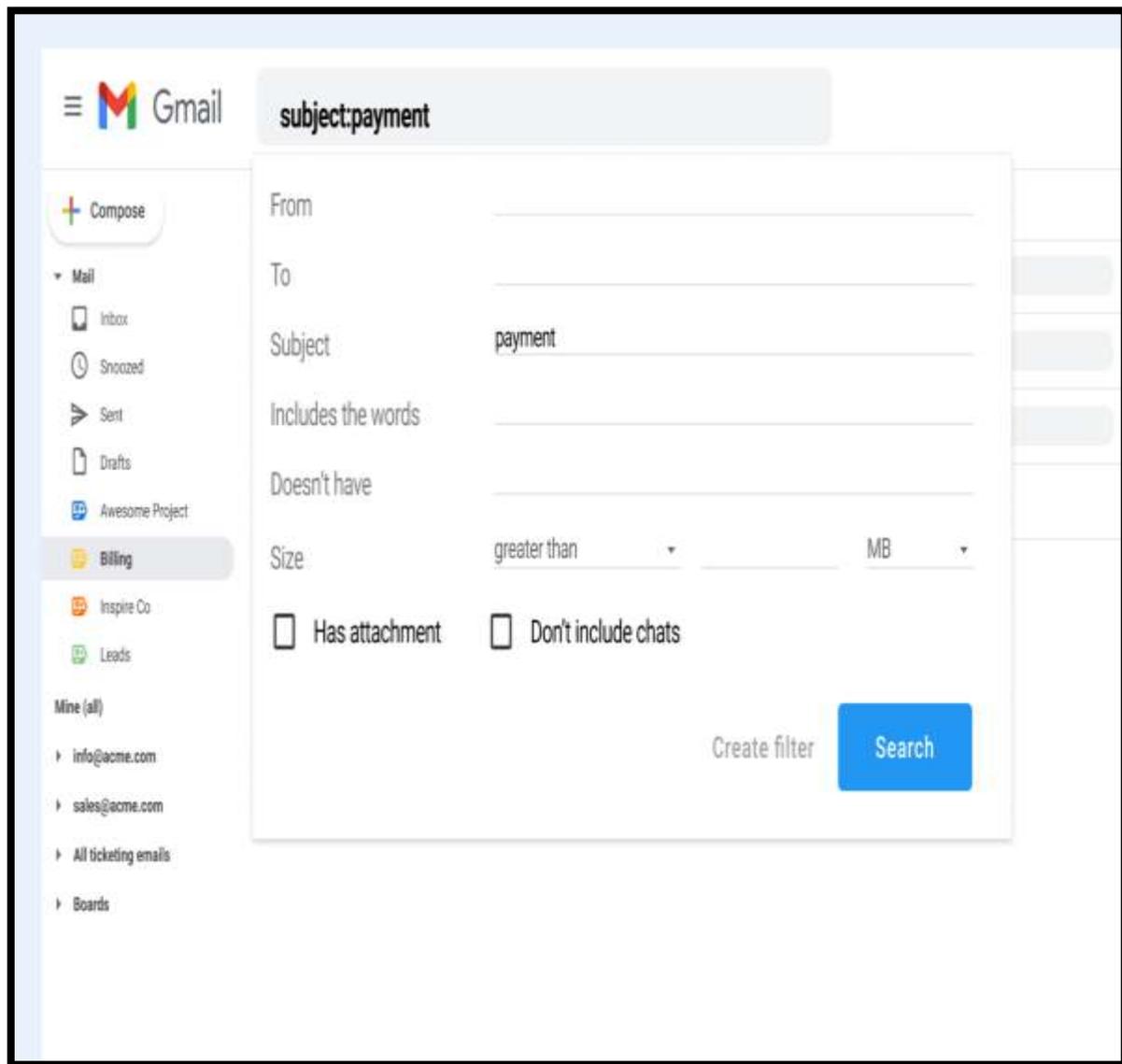
Create filter **Search**

Colored_Versio...

Multimedia, me 2 Multimedia Tools and Applications Your Editorial Manager Login Details - Charul@2107 On S

chandni agarwal special need.pdf

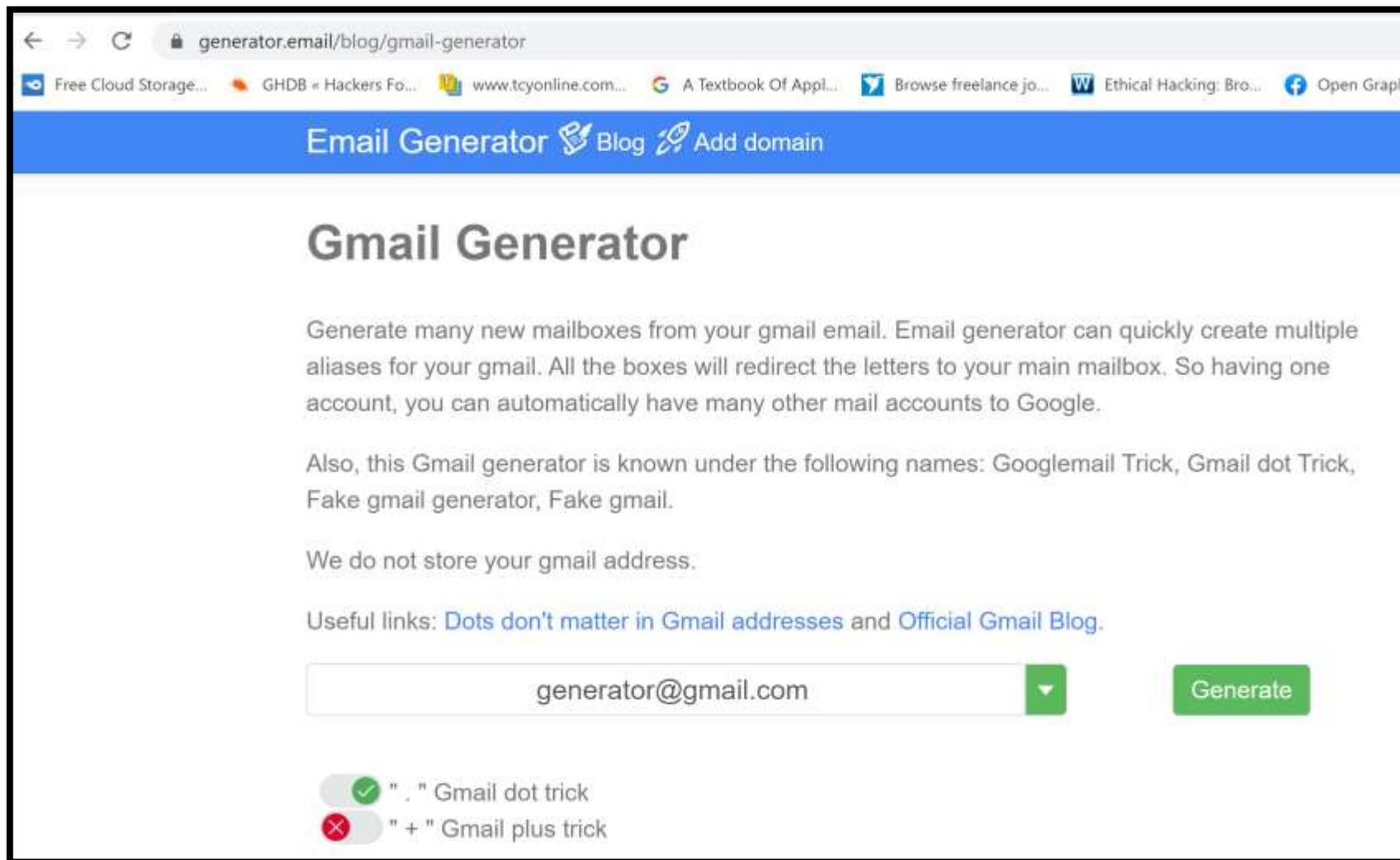
Search through your Emails faster



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



The screenshot shows a web browser window with the address bar displaying "generator.email/blog/gmail-generator". The browser's tab bar includes several open tabs: "Free Cloud Storage...", "GHDB = Hackers Fo...", "www.tcyonline.com...", "A Textbook Of Appl...", "Browse freelance jo...", "Ethical Hacking: Bro...", and "Open Graph". The website's header is a blue bar with the text "Email Generator" followed by a pencil icon and "Blog", and a rocket icon and "Add domain".

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.

Useful links: [Dots don't matter in Gmail addresses](#) and [Official Gmail Blog](#).

generator@gmail.com

" ." Gmail dot trick
 " + " Gmail plus trick

Thank you!

