

TIPS FOR GMAIL

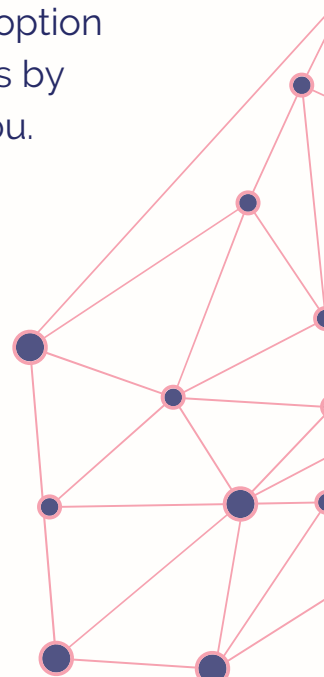
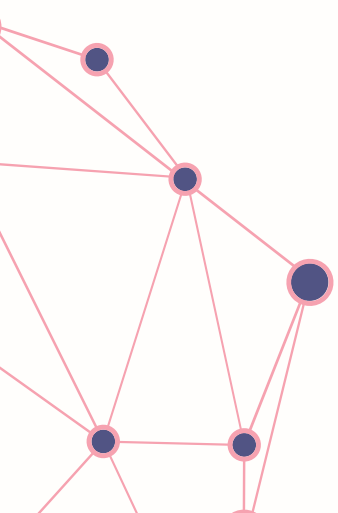
Undo the email you sent!

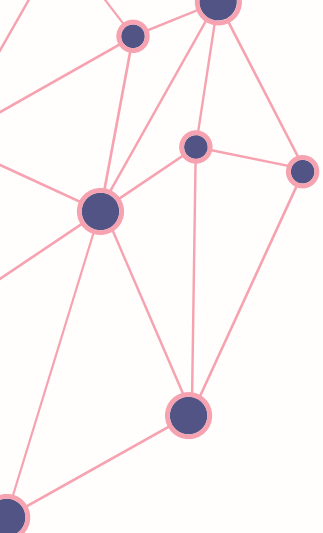
Undo email option

When setting up your gmail account you can make this an option so if you do send an email before its complete or perhaps by accident to the wrong person there is a safety net for you.

- Setting icon (top right)
- Select settings and then select general
- Toggle over "undo send"
- choose the 30 seconds option
- This will now appear as an option next time you send an email.

Get rid of junk emails

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- Log into your gmail account
 - Within the search bar type "unsubscribe"
 - Select the box above to select "all" emails with the tag "unsubscribe"
 - Hit the delete button and all promo/ junk emails will be deleted without you having to select each one individually
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Delay send your email

If you want to send an email at a certain time you can now delay send emails.

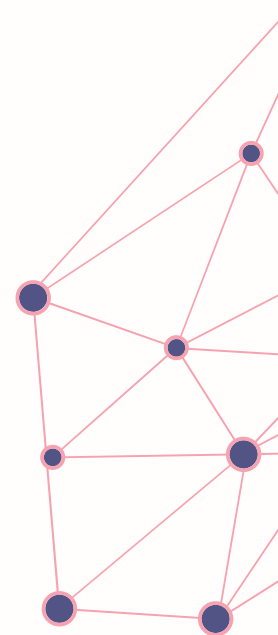
- Find the arrow down next to the send button
- Select "schedule send"
- Choose the date & time you would like to send it
- Job done!

Snooze an email

Do you have an email that you don't want to deal with straight away, you can snooze it.

- Next to the email there is a clock icon (located on the right)
- Select the clock and choose how long you would like to snooze it for.

It will appear back in your inbox as unread at the date and time you selected it to.



Use the offline feature

Gmail has a feature which lets you read and reply to emails even when you are offline.

- Go to settings
- Select "all settings" followed by offline
- Once in the offline tab select "enable offline mail"

