



BetterCloud
Powering Cloud IT

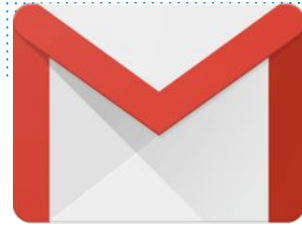
The Ultimate Gmail Guide

A Training Guide for Gmail Users from [BetterCloud](#)

**Note: This document will be updated over time. Please check back to see the updates.*

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Gmail

With over 500 million users, Gmail is one of the most widely-used web email clients in the world. Because Gmail is cloud-based, there's never a need to worry about downloading messages to multiple locations or syncing your inbox across multiple devices. You can access your Gmail inbox from anywhere as long as you have internet connection.

Gmail offers a variety of standard email features, such as composing and sending messages. Beyond these essentials, Gmail includes powerful tools to organize, automate, and manage your inbox that many are unaware of. By leveraging these features, you can boost your productivity and work much more efficiently.

Gmail Features

The Basics

These are some of the basic Gmail processes everyone should know how to do when getting started.

- [Compose](#) - Compose and send an email using Gmail.
- [Attachments](#) - Add an attachment to an email in Gmail.
 - **Bonus 1:** [How to Attach an Email in Gmail](#)
 - **Bonus 2:** [How to Add Google Docs as Attachments](#)
- [Search](#) - Google's powerful search engine is built right into Gmail. You can enter keywords to search entire conversations to find the message you are looking for.

Gmail Features

Unique Features

Some of the more unique features include:

- **[Priority Inbox](#)** - Gmail automatically sorts your mail by moving the important messages to the top and separating them from everything else in your inbox.
 - **Bonus:** [Customize Your Priority Inbox](#)
- **[Conversation View](#)** - To make it easy to follow the context of the conversation, Gmail automatically groups multiple emails in the same thread together into one line in the inbox.
- **[Hangouts](#)** - The Hangouts feature lets you send and receive instant messages and initiate video calls with other Gmail users.
 - **Bonus:** [Search Your Contacts in Hangouts](#)

Gmail Features

Manage Your Inbox

Manage your Gmail inbox with these features:

- [Labels](#) - A Gmail label is similar to an email folder, but you can apply multiple labels to a single message.
- [Filters](#) - Create filters to sort and manage all your incoming mail. Gmail filters can automatically apply labels, forward messages, or delete emails.
- [Stars](#) - Starred messages get pushed to the top of your inbox and can be marked as priorities.
- [Tabs](#) - Tabs separate your emails by category. Tabs include Primary, Social, Promotions, Updates, and Forums.

Gmail Tricks

Here are a few helpful tricks to get the most out of Gmail:

- [Undo a Sent Email](#) - “Undo Send” gives you a 30-second window to retract messages where you may have made a spelling mistake, grammar error, or communicated something poorly.
- [Set Gmail as Your Default Email Client](#) - Google Chrome makes it stunningly easy to make your Gmail account the default when clicking linked email addresses.
- [Insert an Animated GIF into an Email](#) - Animated GIFs are becoming the de facto way to add humor and levity to an email. Inserting a GIF into an email in Gmail is easy!
- [Create an Email Alias that Automatically Distributes Documents](#) - Pull up the documents you need by simply sending an email to this document distributor account.

Gmail Extensions

Here are a few downloadable Chrome Extensions that can add functionality to Gmail:

- [KeyRocket](#) - Learn Gmail shortcuts via helpful pop-ups in the Gmail interface.
- [Gmelius](#) - Remove ads from your Gmail and customize your Gmail in many different ways.
- [Sort Emails by Attachment Size](#) - Sort your emails by attachment size and display the actual size of each attachment, so you can delete emails that are storage hogs.
- [SecureGmail](#) - Send encrypted emails using Gmail.
- [Email Schedulers](#) - Schedule emails to be sent at a later date.

Inbox by Gmail

Inbox is a redesign of the Gmail interface built by the Gmail team to give you a new way to keep your emails organized. Everything from Gmail is available in Inbox but there are some noticeable differences.



- [Inbox](#) - A comprehensive guide to Google Inbox.

Other Gmail Training Materials

We've pulled together some additional Gmail training materials from around the web:

- [Getting to Know Gmail](#) - This guide is great for those who are switching from their current email provider to Gmail and want to learn the basic functionalities.
- [30 Tips To Help You Conquer Gmail](#) - This guide is great for those who already use Gmail but want to take advantage of its many features.



BetterCloud provides critical insights, automated management, and intelligent data security for cloud office platforms. By leveraging open APIs, BetterCloud securely connects with your data at its source, providing maximum control without requiring any cumbersome setup. BetterCloud is trusted by IT teams in over 50,000 organizations worldwide.

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