

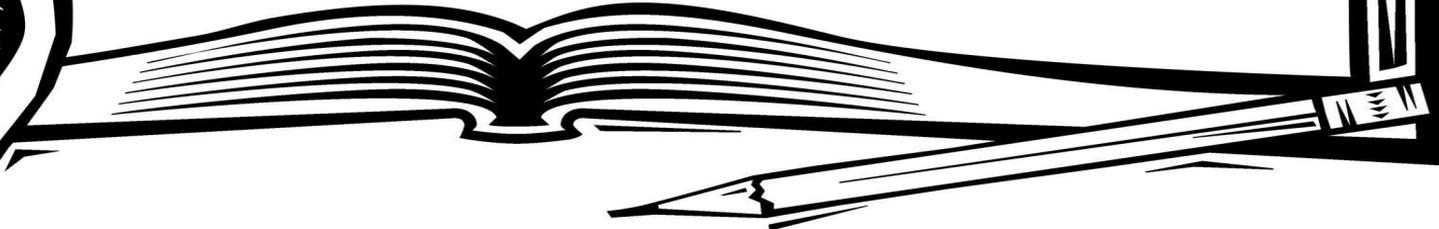
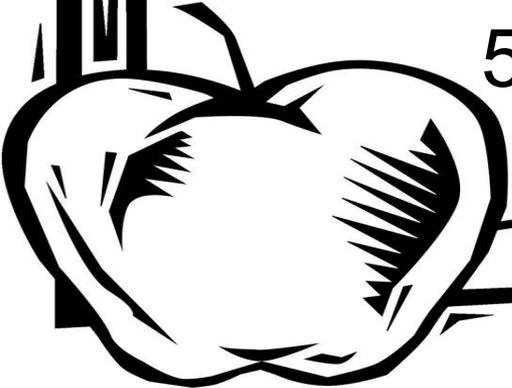
# How to use



Featuring way too many tips and tricks.

# Today's Lesson...

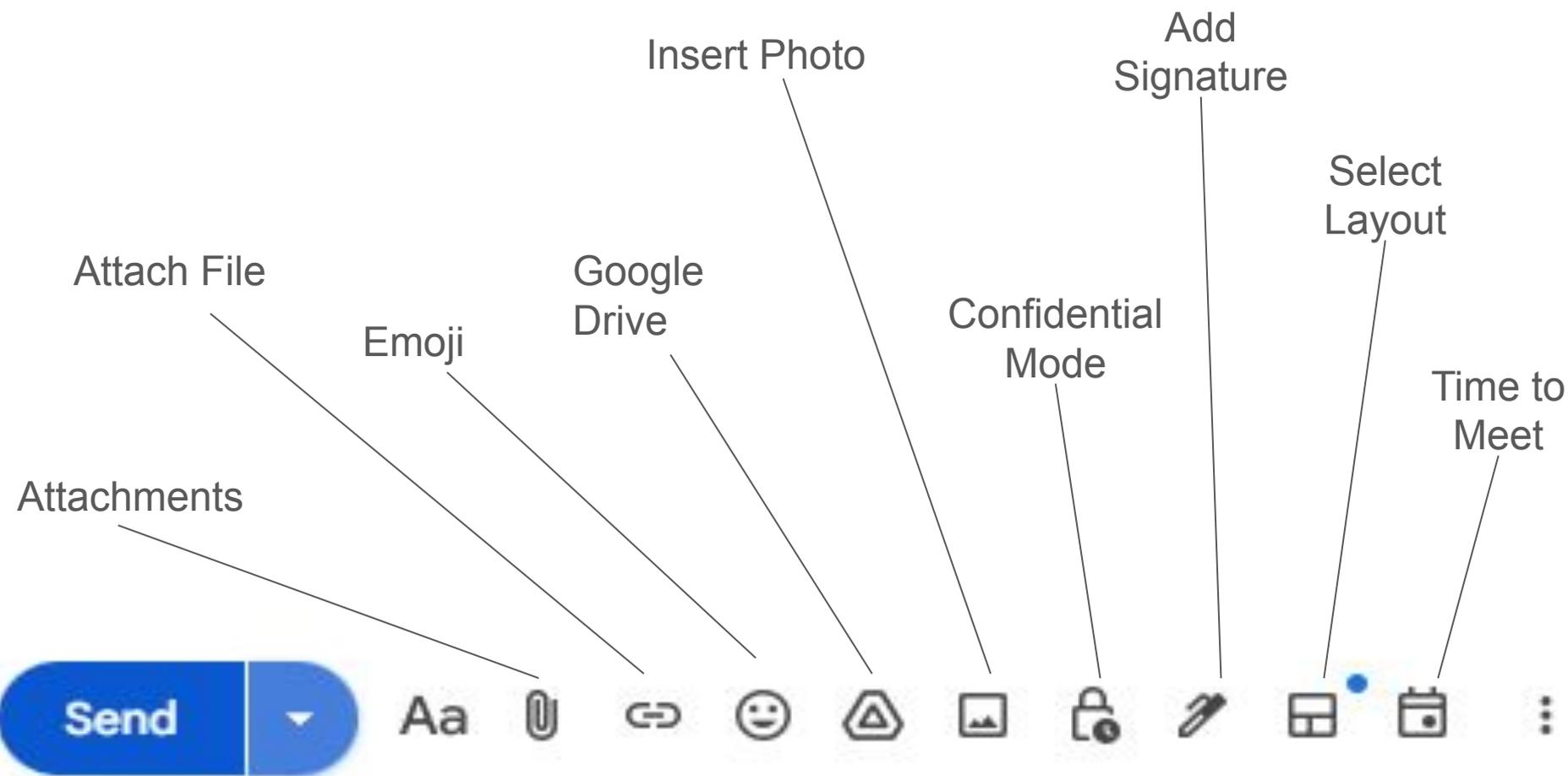
1. Formatting
2. Sending
3. Schedule
4. Reply
5. Receiving
6. Search
7. Labels
8. Groups
9. Trash
10. Mass Deletion



# Formatting Options

Gmail offers various text formatting options in the compose window via the "Formatting options" button (underlined 'A') at the bottom. Key tools include font selection, size adjustment, bold/italic/underline, text/background colors, paragraph alignment, bulleted/numbered lists, and removing formatting. It also supports inserting links and setting default text styles.





# Subject Line and Structure

**1 - Create a Specific Subject Line:** Use a short, descriptive subject line that acts as a summary of the email (e.g., "Action Required: Project X Feedback" instead of "Question").

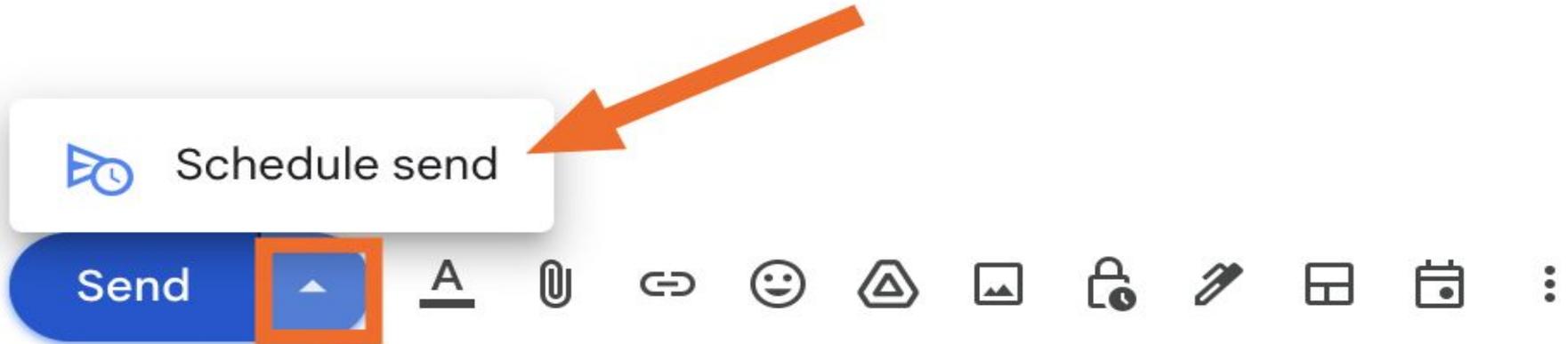
**2 - Use a Professional Greeting:** Address the recipient formally (e.g., "Dear Dr. Smith," or "Hello [Name],").

**3 - Get to the Point Immediately:** State the purpose of your email in the first one or two sentences.

**4 - Structure for Readability:** Use short paragraphs (3-4 sentences), bullet points, or numbered lists to make the content easy to scan.

# Schedule Send

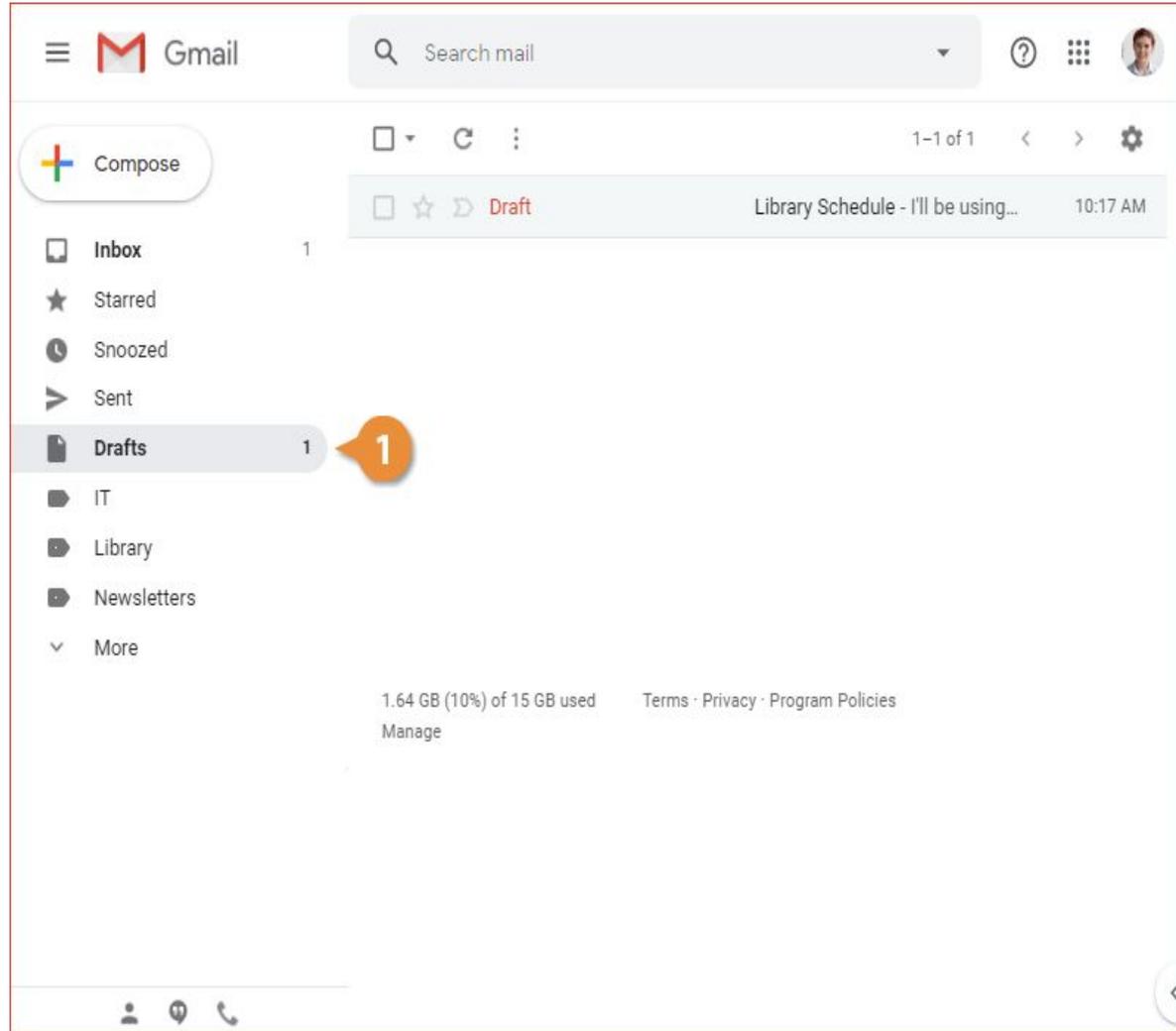
To schedule an email in Gmail, compose your message, click the dropdown arrow next to the "Send" button, select "Schedule send," and pick your desired date and time. This feature works on desktop and mobile (Android/iOS) to delay messages by up to 100 scheduled emails at a time.



# What are drafts ?

Gmail automatically saves unfinished messages as drafts in a dedicated

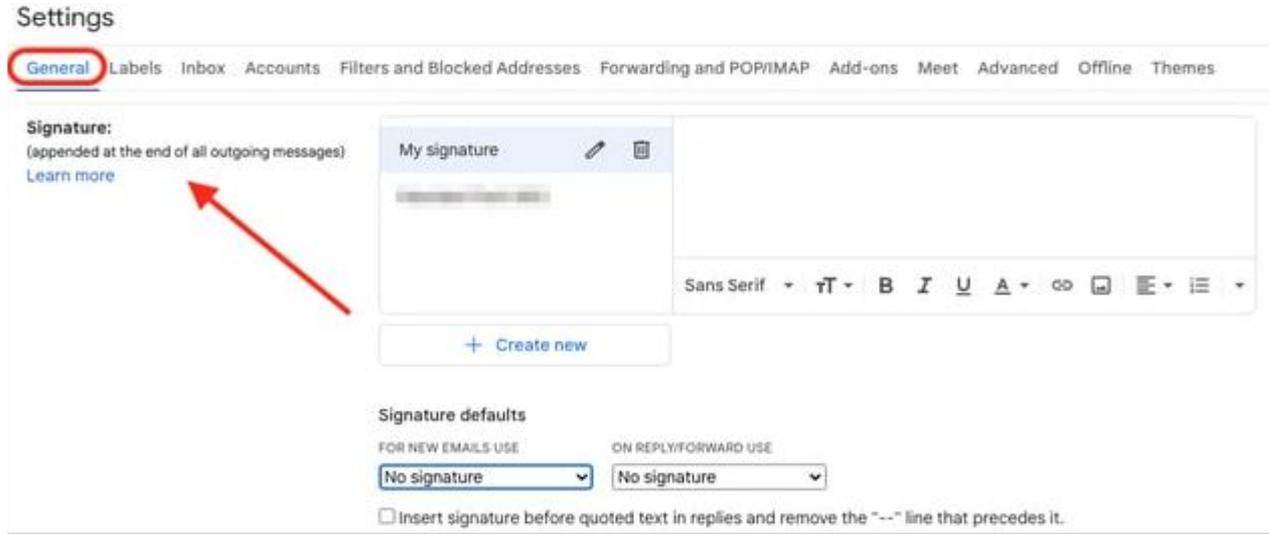
**Drafts** folder located in the left-hand menu on desktop or via the menu icon on mobile. These, which include new emails, replies, and forwards, can be accessed to continue editing or permanently deleted using the trash icon.



# Create a custom signature

To create a custom Gmail signature on desktop,

go to Settings (gear icon) > **See all settings** > **General** > **Signature**, click "+ Create new," enter your text/images, and click "Save Changes". You can add formatting, images, and links, allowing for personalized, professional signatures.

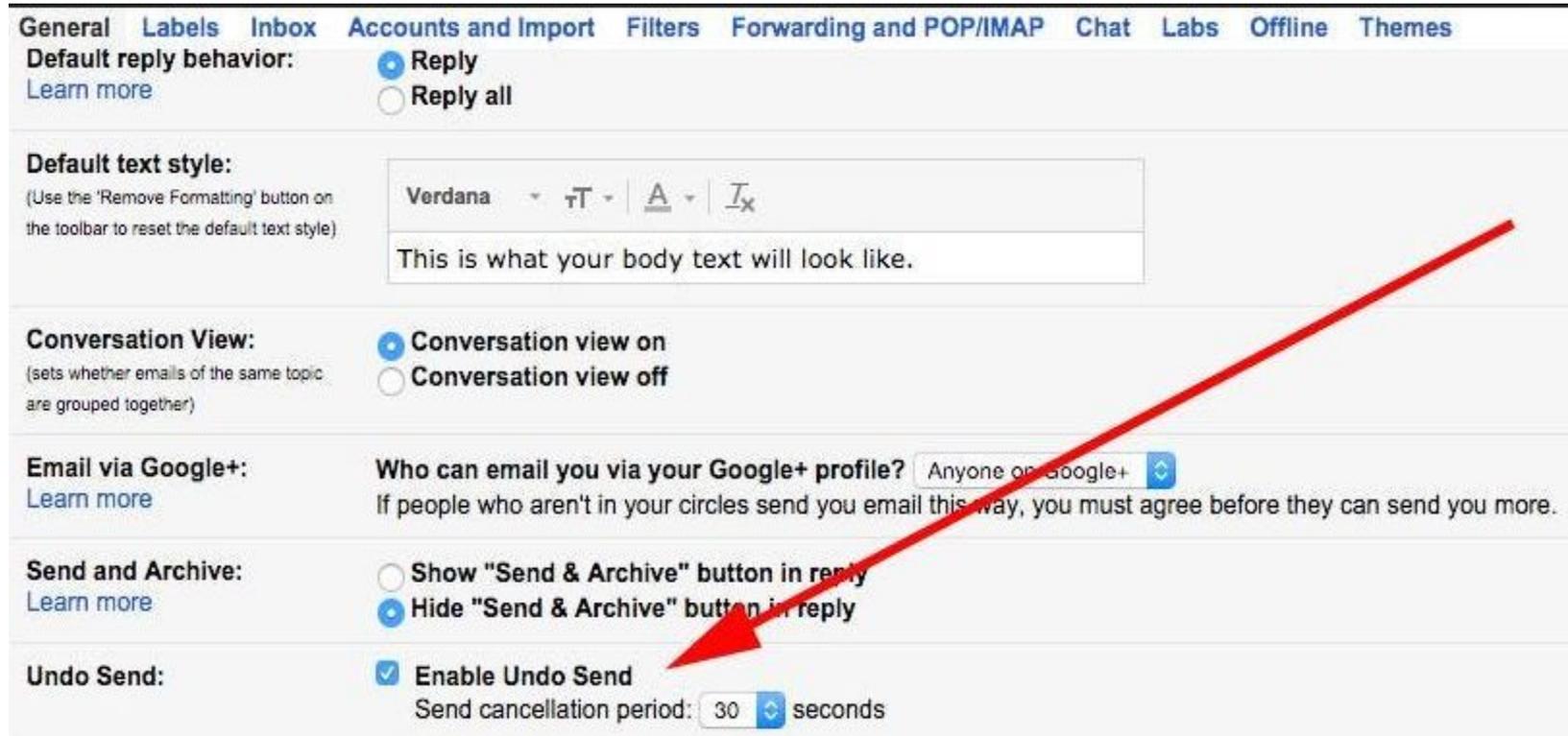


The screenshot displays the Gmail Settings interface. At the top, the 'Settings' title is followed by a navigation bar with tabs: 'General' (highlighted with a red circle), 'Labels', 'Inbox', 'Accounts', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Meet', 'Advanced', 'Offline', and 'Themes'. Below this, the 'Signature' section is visible, with the text 'Signature: (appended at the end of all outgoing messages)' and a 'Learn more' link. A red arrow points from the 'Learn more' link to the 'Signature' section. The main content area shows a signature editor with a blue header 'My signature' and a text input field. Below the input field is a rich text editor toolbar with options for font face (Sans Serif), font size, bold (B), italic (I), underline (U), text color (A), background color, bulleted list, and numbered list. A '+ Create new' button is located below the editor. At the bottom, the 'Signature defaults' section includes two dropdown menus: 'FOR NEW EMAILS USE' (set to 'No signature') and 'ON REPLY/FORWARD USE' (set to 'No signature'). There is also a checkbox for 'Insert signature before quoted text in replies and remove the "--" line that precedes it.'

# UNDO Sent Email

You only have 5 seconds to 30 seconds to stop an email from being sent.

## Settings > General > Undo Send



**General** Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Labs Offline Themes

**Default reply behavior:**  Reply  Reply all  
[Learn more](#)

**Default text style:**  
(Use the 'Remove Formatting' button on the toolbar to reset the default text style)

Verdana

This is what your body text will look like.

**Conversation View:**  Conversation view on  Conversation view off  
(sets whether emails of the same topic are grouped together)

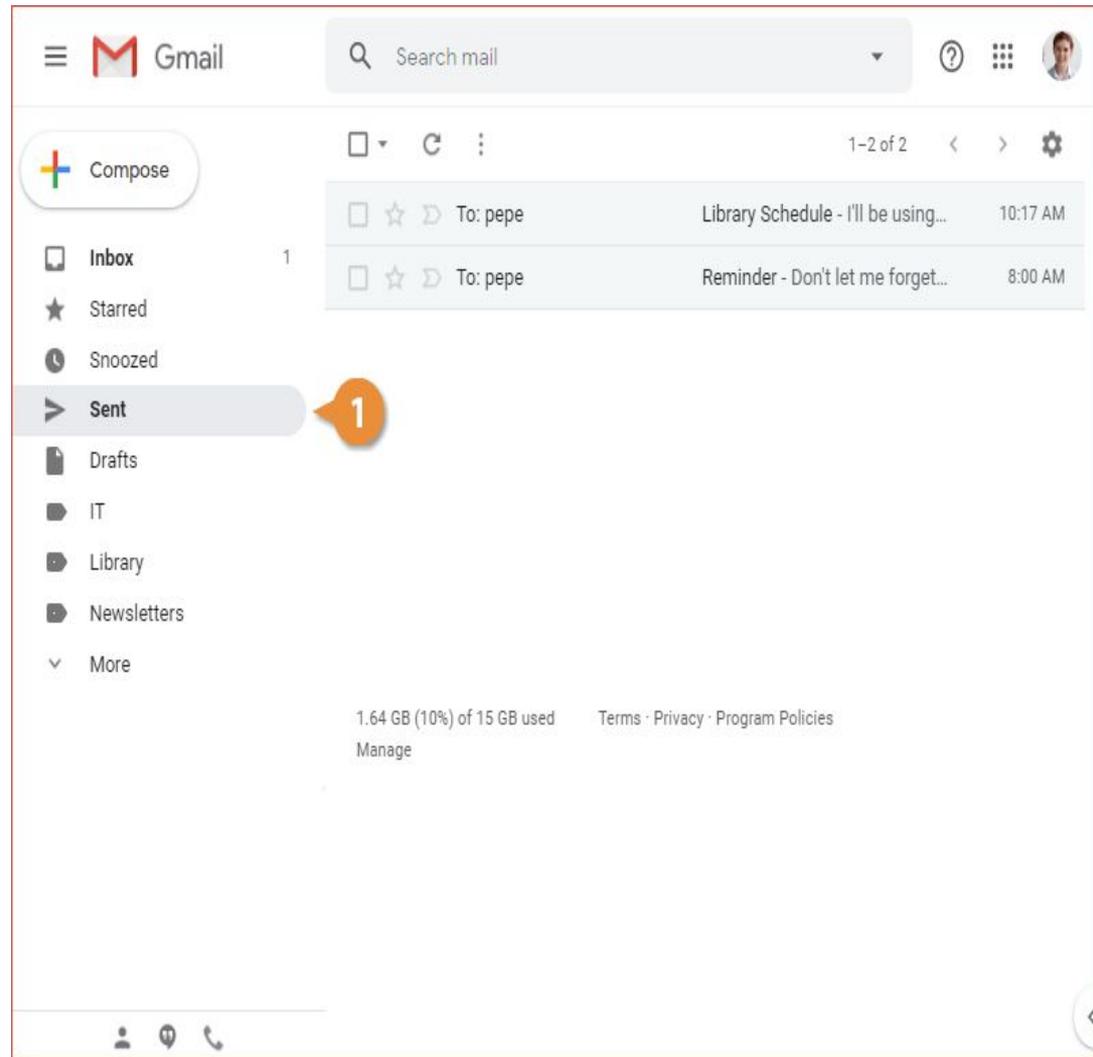
**Email via Google+:** [Learn more](#) **Who can email you via your Google+ profile?**    
If people who aren't in your circles send you email this way, you must agree before they can send you more.

**Send and Archive:** [Learn more](#)  Show "Send & Archive" button in reply  Hide "Send & Archive" button in reply

**Undo Send:**  **Enable Undo Send**  
Send cancellation period:   seconds

# Check Sent Emails

To find sent emails in Gmail, click the **"Sent"** label in the left-hand menu on the desktop site or within the hamburger menu (☰) in the mobile app. If not immediately visible, click "More" in the menu to find it. You can also search for sent emails using the operator **from:me** in the search bar.



# Reply to an Email

Reply only sends your message to the original sender, while **Reply All** sends it to the sender and everyone listed in the **"To"** and **"Cc"** fields. Use "Reply" for private or direct responses and "Reply All" to keep the whole group updated, such as during team collaborations.

## Key Differences:

- Reply: Only the original sender receives the response.
- Reply All: The sender and all recipients (To/Cc) receive the response.
- Best Practice: Use "Reply" by default to avoid cluttering inboxes. Use "Reply All" only when the entire group needs the information.
- Caveat:  
If you were BCC'd, "Reply All" will reveal your presence to everyone.



ARCHIVE

REPORT  
SPAM

DELETE

MARK AS  
UNREAD

SNOOZE

ADD TO  
TASKS

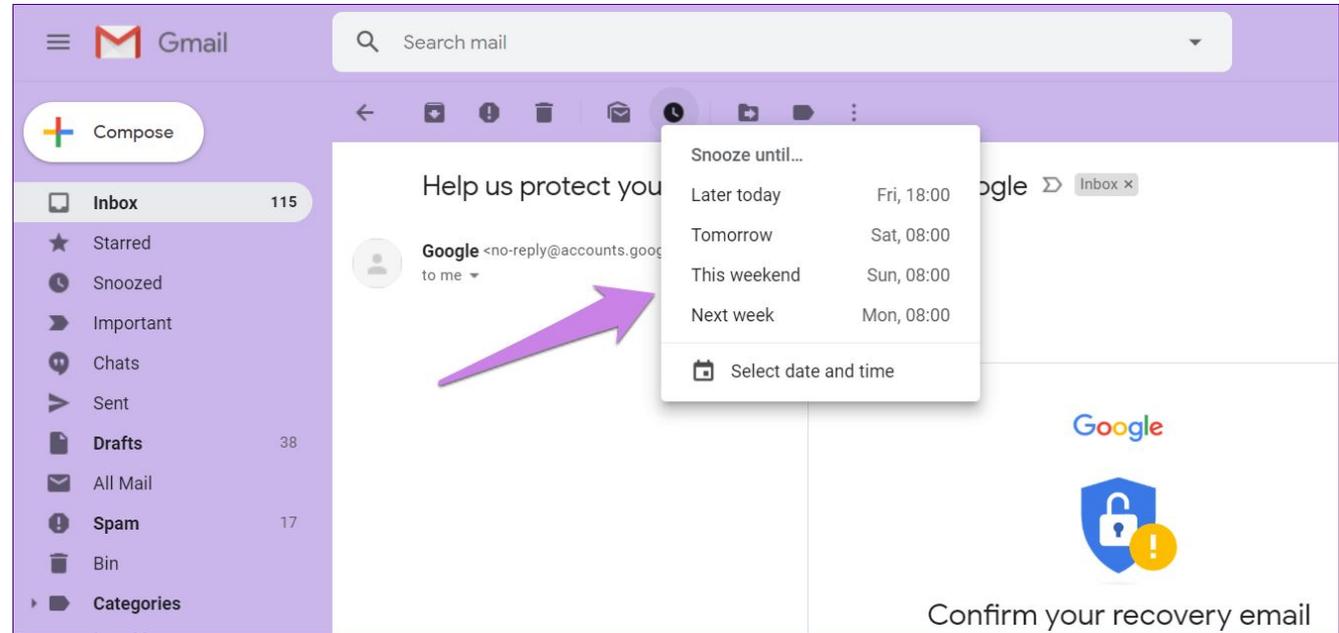
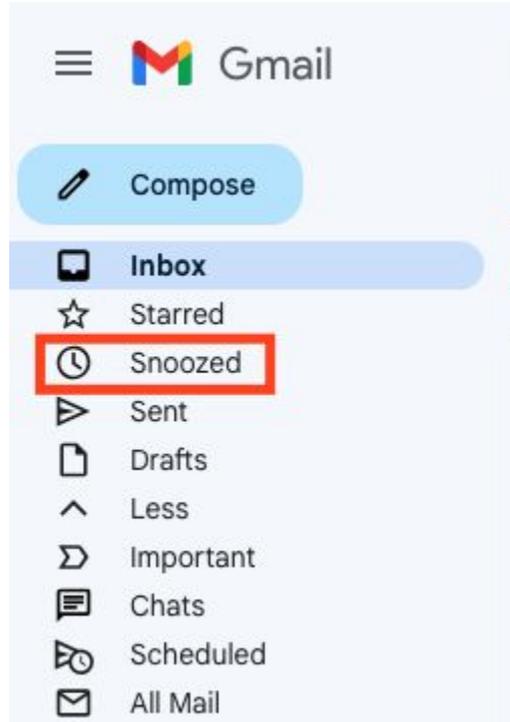
MOVE  
TO ...

LABEL

MORE  
OPTIONS

# Snooze Email

Pop up an email as unread at a later time



# Creating Labels

1. On your computer, go to [Gmail](#).
2. On the left, next to “Labels,” click Create new label .
3. Enter a label name.
4. Optional: To include your label in another label, check the box next to “Nest label under.”
5. Click Create.

Tip: Label visibility depends on your [conversation view settings](#).

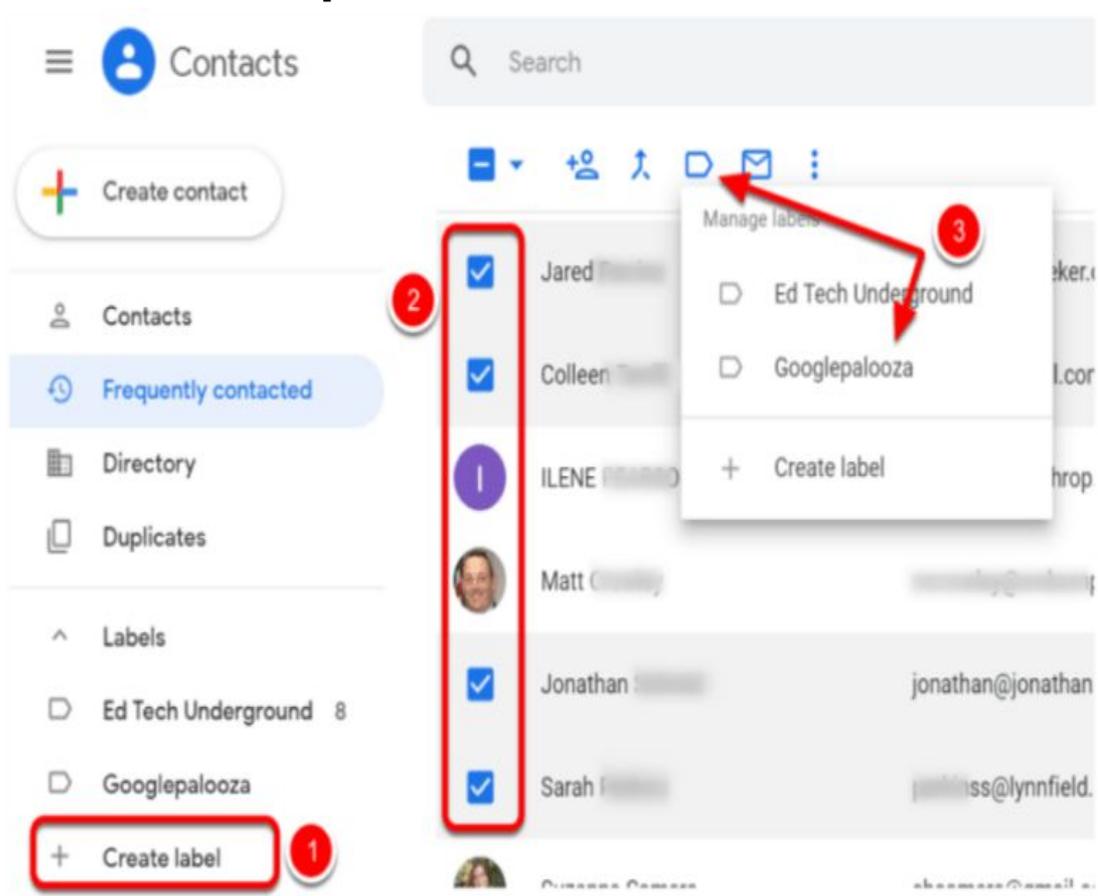
If you turn on the conversation view, the label applies only to the existing messages, not to new replies.

If you turn off the conversation view, labels appear only on the specific messages that you label.

1. On your phone or tablet, open the Gmail app . 
2. At the top left, tap Menu 
3. Under "All labels," tap Create label.
4. Enter a label name.
5. Tap Save.

# Create Groups

1. Navigate to the contacts page [contacts.google.com](https://contacts.google.com)
  - a. Click “Create Label” from the left sidebar & name group.
2. Select people you want to group together by checkboxing next to their name.
3. Click “Labels” icon from top menu & choose the label you want to assign to these contacts.



# Group email 101

## The 500-Recipient Rule

The limit is actually based on **recipients**, not just individual "Compose" windows.

- **1 email to 500 people** (using CC or BCC) = Your entire daily limit.
- **500 individual emails to 1 person** = Your entire daily limit.
- **10 emails to 50 people each** = Your entire daily limit.

## The "Rolling" 24-Hour Window

Gmail doesn't reset at midnight. It uses a **rolling 24-hour window**.

**Example:** If you send 400 emails at 4:00 PM on Monday, you can only send 100 more until 4:00 PM on Tuesday. As each individual email "ages" past the 24-hour mark, that "slot" in your quota opens back up.

## Desktop vs. App vs. Client

The way you send the email changes the limit:

- **Web Browser/Mobile App:** 500 recipients per day.
- **Third-Party Clients (Outlook, Apple Mail, etc.):** If you connect via **SMTP/POP/IMAP**, the limit is much lower—typically **100 recipients per day**.

# Limitations on Group Email

## Key Tips to Avoid Getting Flagged

- **New Accounts:** If your account is brand new, your limit will likely be much lower (sometimes as low as 20–50) until you establish a "reputation" by sending and receiving emails normally.
- **The "Spam" Trigger:** Even if you stay under 500, sending too many identical emails at once can trigger Google's automated spam filters and temporarily lock your account.
- **BCC Limits:** While you *can* put 500 people in a BCC field, it's a red flag for spam filters. It is usually better to use a dedicated newsletter service (like Mailchimp or Brevo) if you're doing bulk outreach.

# Search Inbox Filters

## Essential Gmail Search Operators & Tips

<https://www.producingparadise.com/workflows/find-the-email-you-need-with-these-gmail-search-tips/>

- Sender: `from:name@example.com`
- Recipient: `to:name@example.com`
- Subject Line: `subject:keyword`
- Keywords: Use quotes for exact phrases, e.g., `"meeting agenda"`.
- Attachments: `has:attachment` or `filename:pdf`.
- Date/Time: `after:YYYY/MM/DD` or `newer_than:2d`.
- Exclusion: Use the minus sign to exclude, e.g., `-from:marketing@email.com`.
- Size: Find large emails with `size:5000000` (5MB).
- Status: `is:unread`, `is:starred`

## Trash vs Spam Deletion

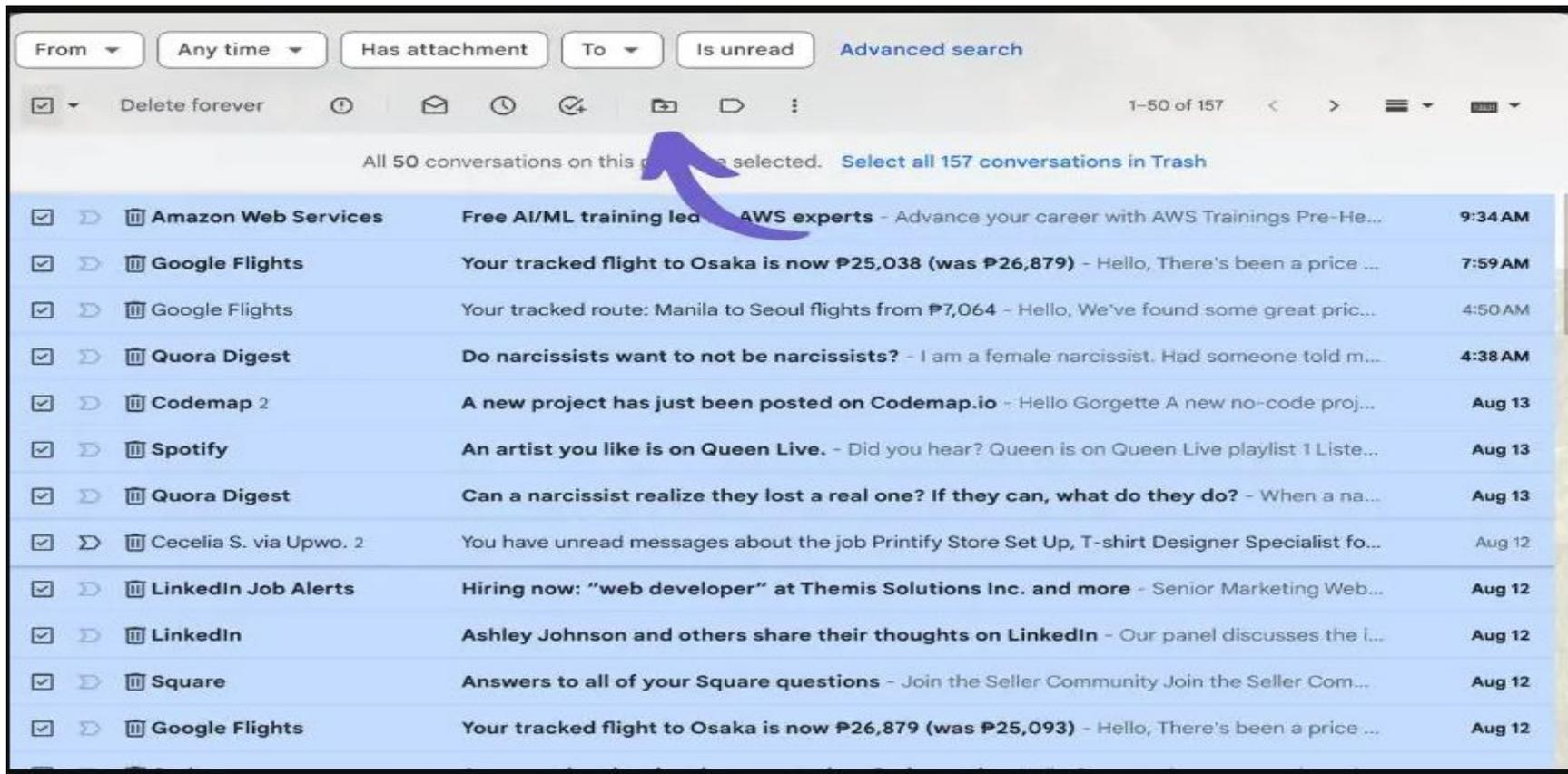
Spam detected email will be in a spam labeled area. When deleted that spam email will not go into the trash.

Email you delete will be in the trash section of your email.

Email will live in the trash for 30 days. After 30 days the email will be removed from trash.

Check your settings to enable or disable automatic empty trash options.

# Mass Deletion of Emails



<https://www.analyticsinsight.net/apps/how-to-mass-delete-emails-on-gmail>

