digital+

Get to know more about IT

WHAT IS GMAIL?

Gmail is a free email service provided by Google. It was launched by Google on April 1, 2004, and has since become one of the most popular email platforms worldwide. Gmail offers users a convenient and reliable way to send, receive, and manage their emails.

SOME KEY FEATURES OF GMAIL INCLUDE:

1. **Storage:**

   Gmail provides generous storage space for users to store their emails and attachments. As of 2021, each Gmail account offers 15 GB of free storage, which is shared across Google Drive, Google Photos, and Gmail.

2. **Search**:

   Gmail has a powerful search functionality that allows users to quickly find specific emails based on keywords, sender, recipient, or other criteria. It also provides filters and labels to help organize and categorize emails.

3. **Spam filtering:**

   Gmail's spam filtering technology helps to automatically detect and filter out unwanted or suspicious emails, keeping users' inboxes relatively free from spam.

4. **Security:**

   Gmail employs various security measures to protect users' email accounts. It uses encryption to secure emails in transit and offers two-factor authentication (2FA) for an added layer of account security.

5. **Integration with other Google services:**

   Gmail is integrated with other Google services, such as Google Calendar, Google Drive, and Google Meet, allowing users to easily access and share information across these platforms.

6. **Customization:**

> Gmail offers various customization options, allowing users to personalize their inbox appearance, choose different themes, and customize settings according to their preferences.

Gmail can be accessed through a web browser or via dedicated mobile apps for both Android and iOS devices. Users can create a Gmail account for free and enjoy the benefits of this widely used email service.

1. Email Management:

- Compose, send, receive, and forward emails.
- Reply to and organize email conversations.
- Categorize emails with labels and apply filters.
- Archive, delete, and restore emails.
- Set up auto-responses with vacation responder.
- Undo send to retract an email shortly after sending.
- Import emails and contacts from other accounts.

2. Attachment Handling:

- Attach files (documents, images, etc.) to emails.
- View and download attachments received in emails.
- Attach files from Google Drive directly.
- Send large files through Google Drive integration.

3. Organization and Search:

- Use search filters to find specific emails.
- Apply labels and create custom folders for organization.
- Create and manage multiple email aliases.
- Use stars, importance markers, and priority inbox.
- Enable conversation view for threaded email display.

4. Spam and Security:

- **Advanced spam filtering and junk mail protection.**
- **Phishing and malware detection.**
- **Two-factor authentication (2FA) for account security.**
- **Secure socket layer (SSL) encryption for data security.**
- **Confidential mode for sending self-destructing emails.**

5. Productivity and Integration:

- **Integration with Google Calendar, Tasks, and Keep.**
- **Google Meet integration for video conferencing.**
- **Google Chat integration for instant messaging.**
- **Google Drive integration for file sharing.**
- **Integration with third-party apps through Gmail add-ons.**

6. Customization and Settings:

- **Choose from various inbox themes and layouts.**
- **Customize inbox tabs and email notification settings.**
- **Create email signatures and aliases.**
- **Set up email forwarding and POP/IMAP access.**
- **Enable offline access to emails using the Gmail Offline app.**

The Hidden Features OF Gmail: -

Gmail has several hidden features and shortcuts that can enhance productivity and improve the overall email experience. Here are a few lesser-known features in Gmail:

1. **Keyboard Shortcuts:**

   Gmail offers a range of keyboard shortcuts to navigate and perform actions quickly. You can enable keyboard shortcuts in Gmail settings and use them to compose, navigate, and manage emails without using the mouse.

2. **Undo Send:**

   Gmail provides an "Undo Send" feature that allows you to retract a sent email within a few seconds after sending it. Once enabled in the Gmail settings, a "Undo" option appears at the top of the screen after sending an email, giving you a chance to cancel the email delivery.

3. **Multiple Inboxes:**

   Gmail allows you to enable and customize multiple inboxes to manage different categories of emails simultaneously. This feature helps you organize and view important emails, starred emails, drafts, or emails with specific labels in separate sections within the Gmail interface.

4. **Offline Mode:**

   You can enable Offline Mode in Gmail settings to access your emails even when you're not connected to the internet. This feature allows you to read, compose, and search for emails offline. Any actions you perform while offline will be synced once you're back online.

5. **Schedule Send:**

   Gmail lets you schedule the delivery of an email at a later time. While composing an email, click on the drop-down arrow next to the "Send" button and choose a specific date and time for the email to be sent.

6. Smart Compose:

Smart Compose is an AI-powered feature in Gmail that suggests completions for your sentences as you type. It can help you compose emails faster by automatically predicting what you're likely to write next. To enable Smart, Compose, go to Gmail settings and toggle it on.

7. Confidential Mode:

Confidential Mode adds an extra layer of security to your emails by allowing you to set an expiration date and revoke access to the email content. It also prevents recipients from forwarding, copying, or printing the email. You can enable Confidential Mode while composing an email by clicking on the padlock icon at the bottom.

8. Advanced Search Operators:

Gmail supports advanced search operators that enable you to refine your search queries and find specific emails more effectively. For example, you can use "from:" to search for emails from a particular sender or "filename:" to search for emails with attachments of a specific file type.
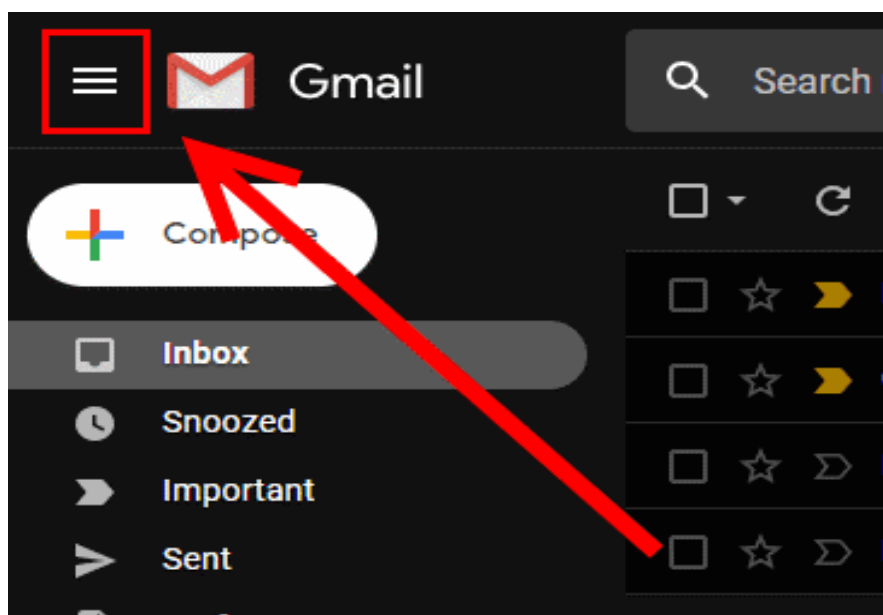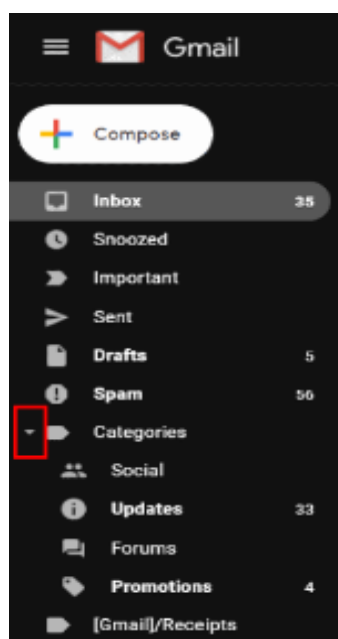
Exploring Gmail's settings and experimenting with different options can help you discover more hidden features and customization options tailored to your needs.

That's correct! Gmail offers a wide range of settings and customization options that allow you to personalize your email experience and discover additional hidden features. Here are a few areas in Gmail settings where you can explore:

1. **General Settings:**

   In the General tab, you can customize your inbox appearance, select the density of your inbox view, enable or disable conversation view, and configure settings for keyboard shortcuts, undo send, and other general features.

2. **Labels and Filters:**

   The Labels and Filters tab allows you to create and manage labels for organizing your emails. You can also set up filters to automatically categorize, mark, archive, or forward incoming emails based on specific criteria.

3. **Inbox Categories:**

   Under the Inbox tab, you can configure the inbox categories to sort your emails automatically. Gmail offers Primary, Social, Promotions, Updates, and Forums categories, and you can choose which categories are displayed and how emails are categorized.

4. **Chat and Meet:**

   If you use the integrated Google Chat and Google Meet features in Gmail, you can customize their settings in the Chat and Meet tab. You can manage notifications, choose your status, configure Meet settings, and more.

5. **Offline:**

   The Offline tab allows you to enable and configure Offline Mode in Gmail. You can choose how many days' worth of emails to sync, set up automatic synchronization, and manage offline storage.

6. **Labs:**

   Gmail Labs is a section where you can find experimental features that are still in development. It's worth exploring the Labs tab to enable and test out new features that may not be widely available yet.

7. **Themes**:

   Gmail offers various themes to customize the appearance of your inbox. You can access the Themes tab and choose from a range of pre-designed themes or create a custom theme by uploading your own background image.

☑ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☐ Apply the label: Choose label... ▾

☐ Forward it to: Choose an address. ▾   Add forwarding address

☐ Delete it

☐ Never send it to Spam

☐ Send template: Choose template... ▾

☐ Always mark it as important

☐ Never mark it as important

☐ Categorise as: Choose category... ▾

☐ Also apply filter to matching conversations.

❓ Learn more   Cancel   **Update filter**

PROF:

MANSI PATEL

MOHINI PATEL

KRISHNA PATEL

(BCA)

VIKAS PATEL