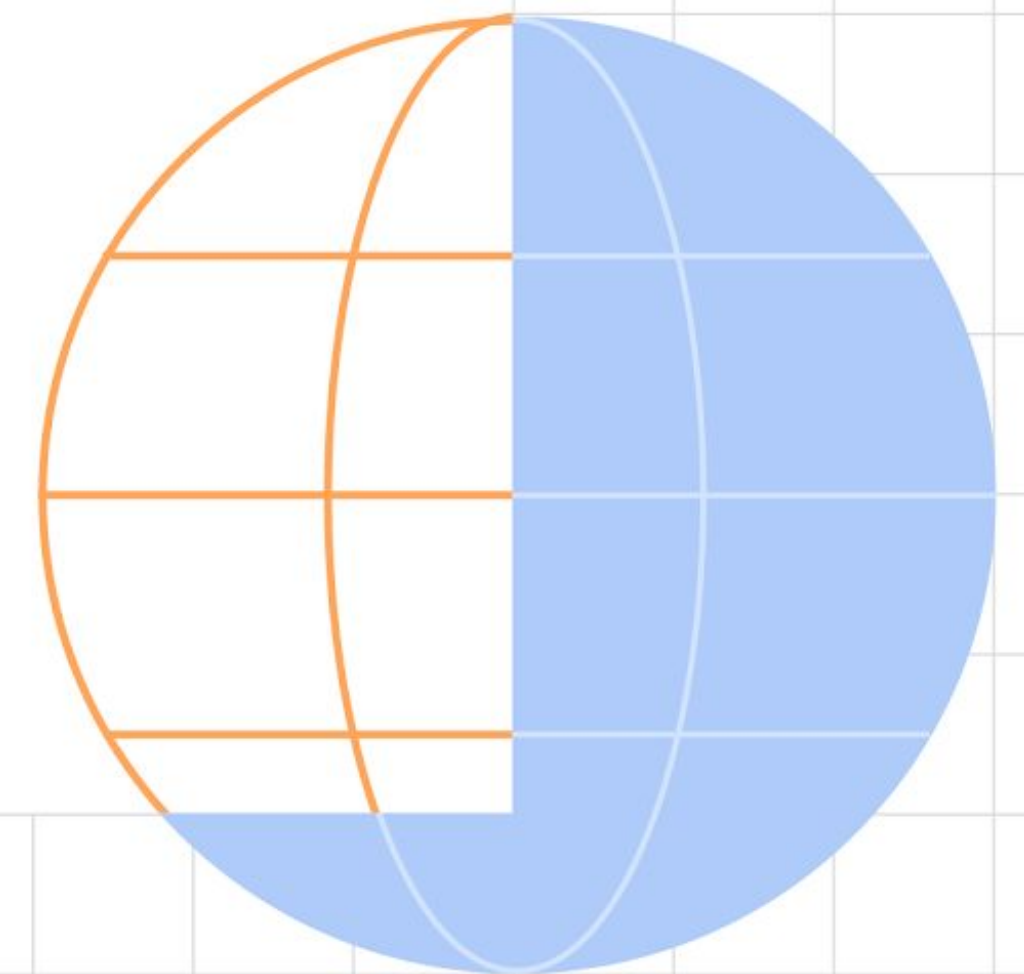


Gmail Tips and Tricks [2022]

Everything you need to know
to use Gmail like a PRO.



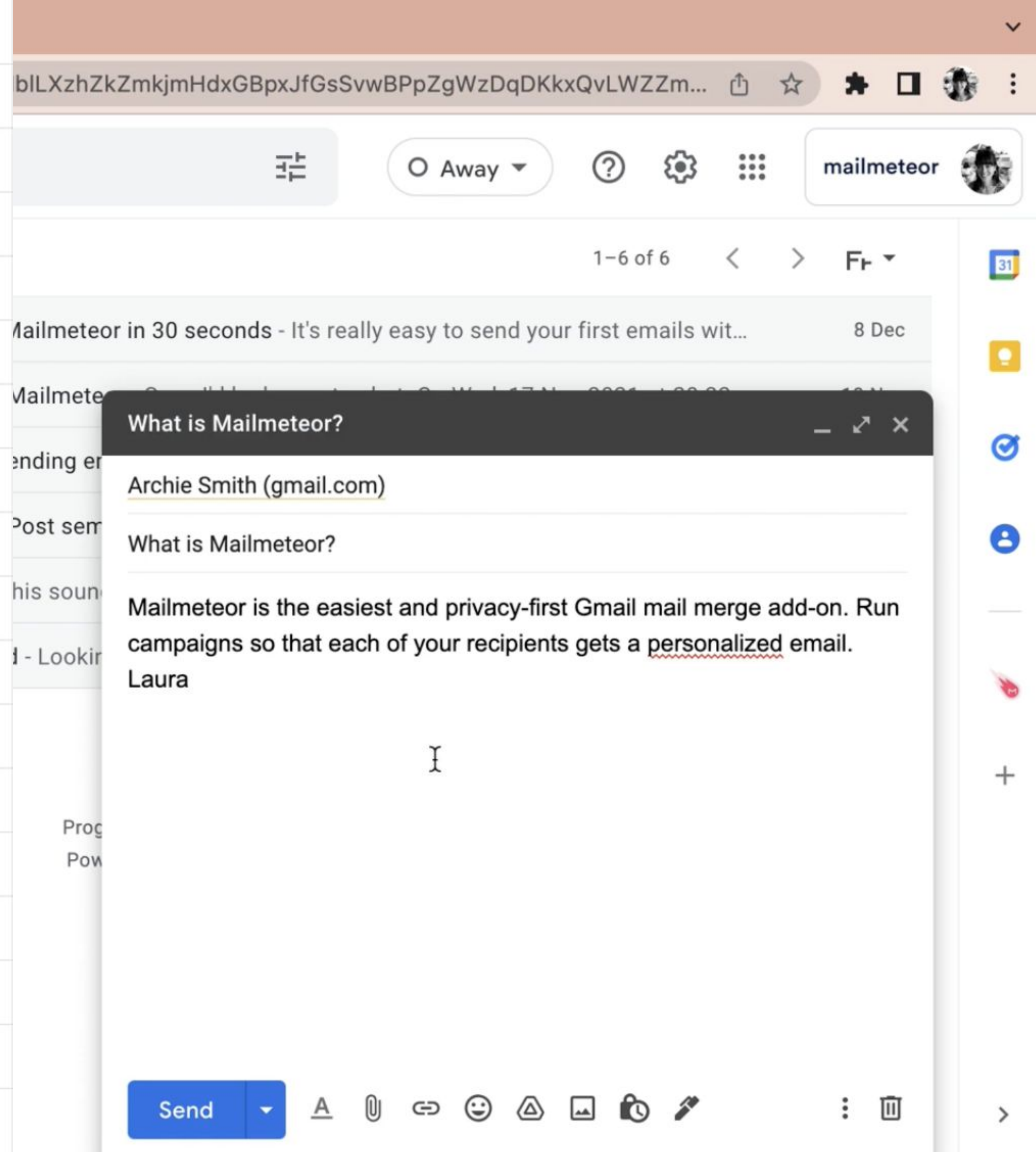
Corentin BROSSAULT
GDE Europe
@frenchcooc



Writing an email

Gmail Tips #1

First and foremost, Gmail is used to write and send emails. So let's see how it works.



Schedule send

Gmail Tips #2

When you don't want to send the email right now, but on Monday for example, all you need is to schedule send.



Select date and time

December 2021 < > 22 Dec 2021

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

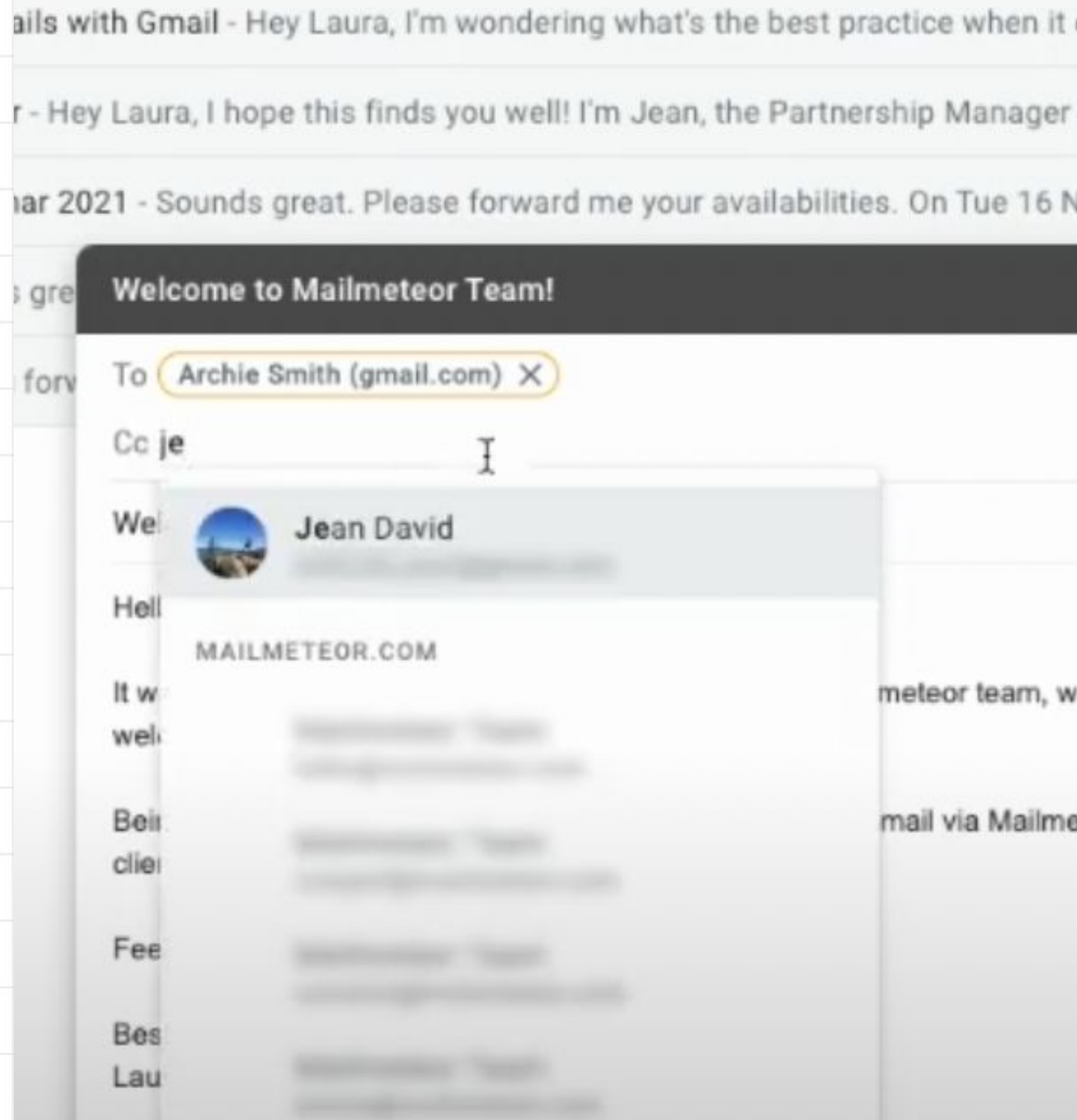
10:53

Cancel Schedule send

CC'ing

Gmail Tips #3

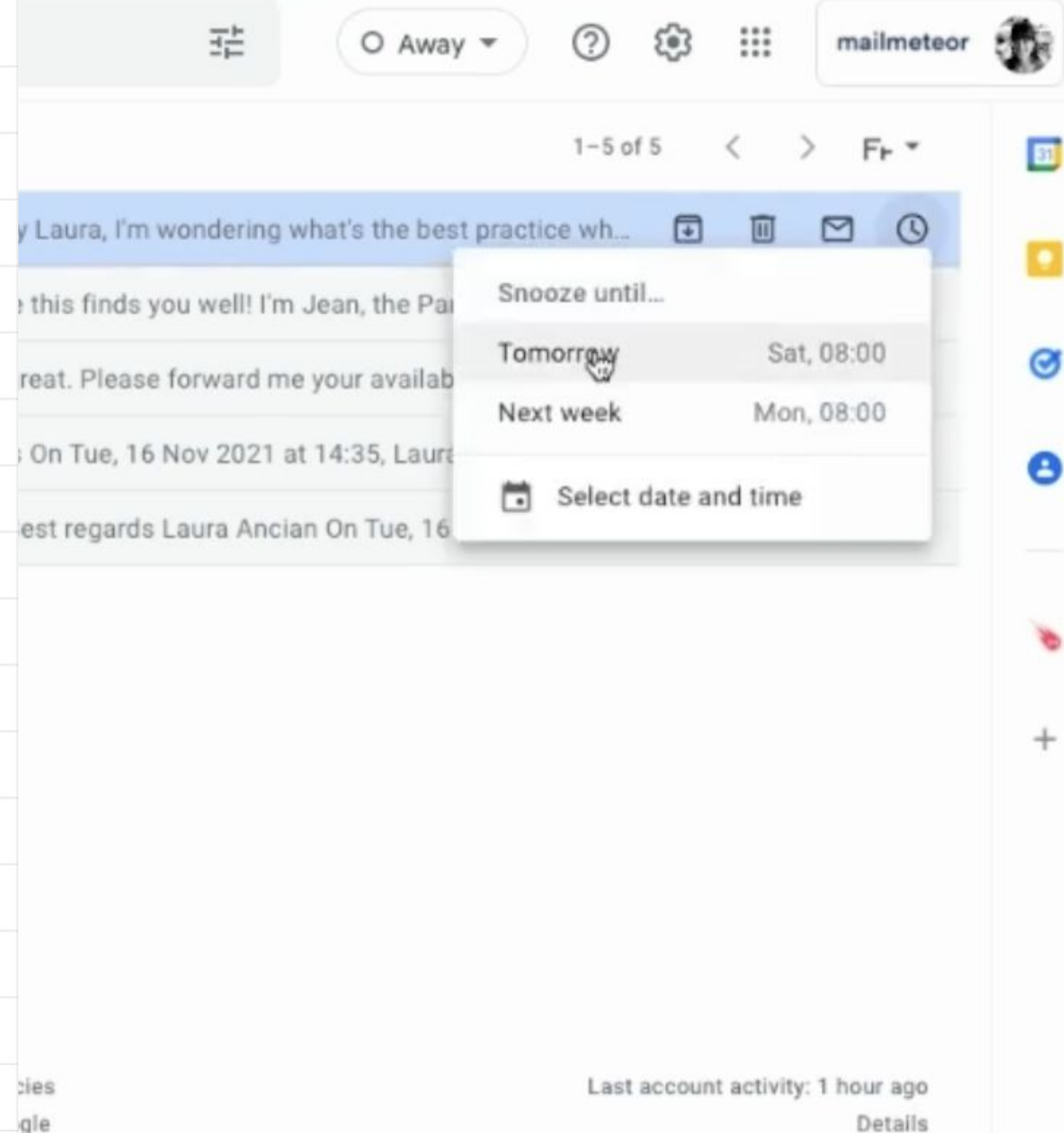
To send an email to several people at once, you'll need the Cc feature.



Snooze until...

Gmail Tips #4

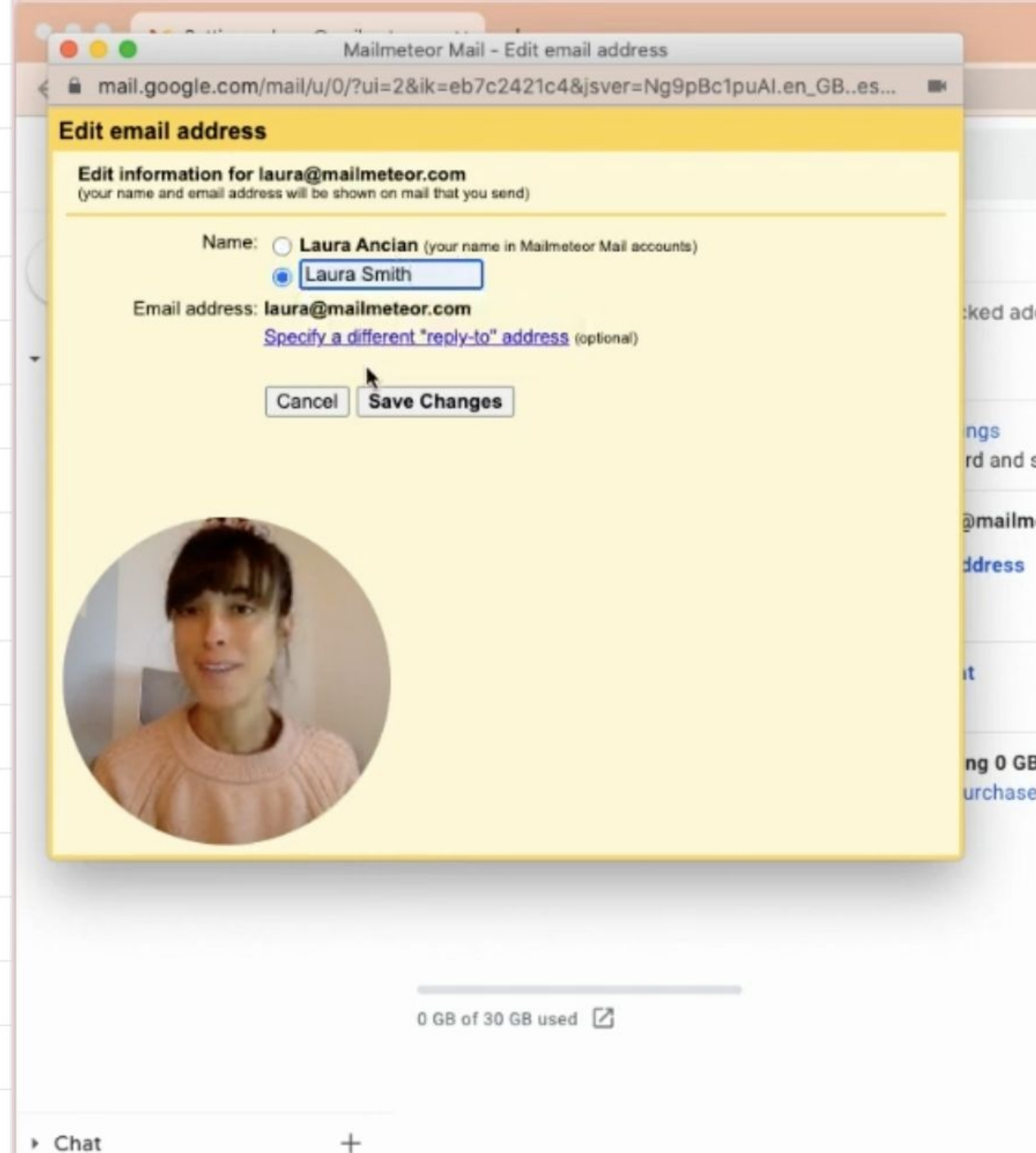
When you're scanning your inbox, you might want to snooze an email to look at it sometime in the future.



Change your name

Gmail Tips #5

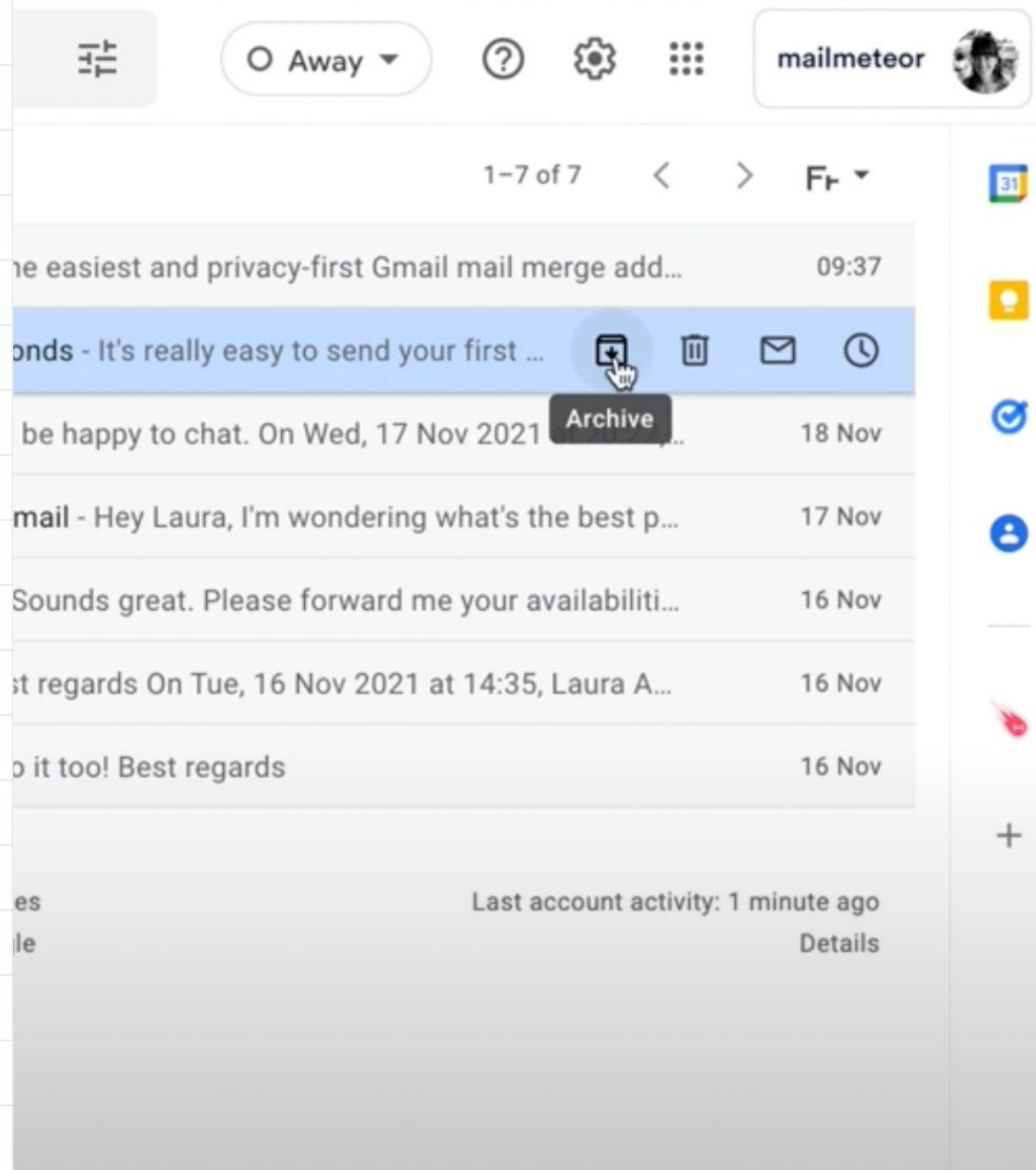
Some inboxes are used by several people at once (think about family inbox or your favorite sport club).



Archive emails

Gmail Tips #6

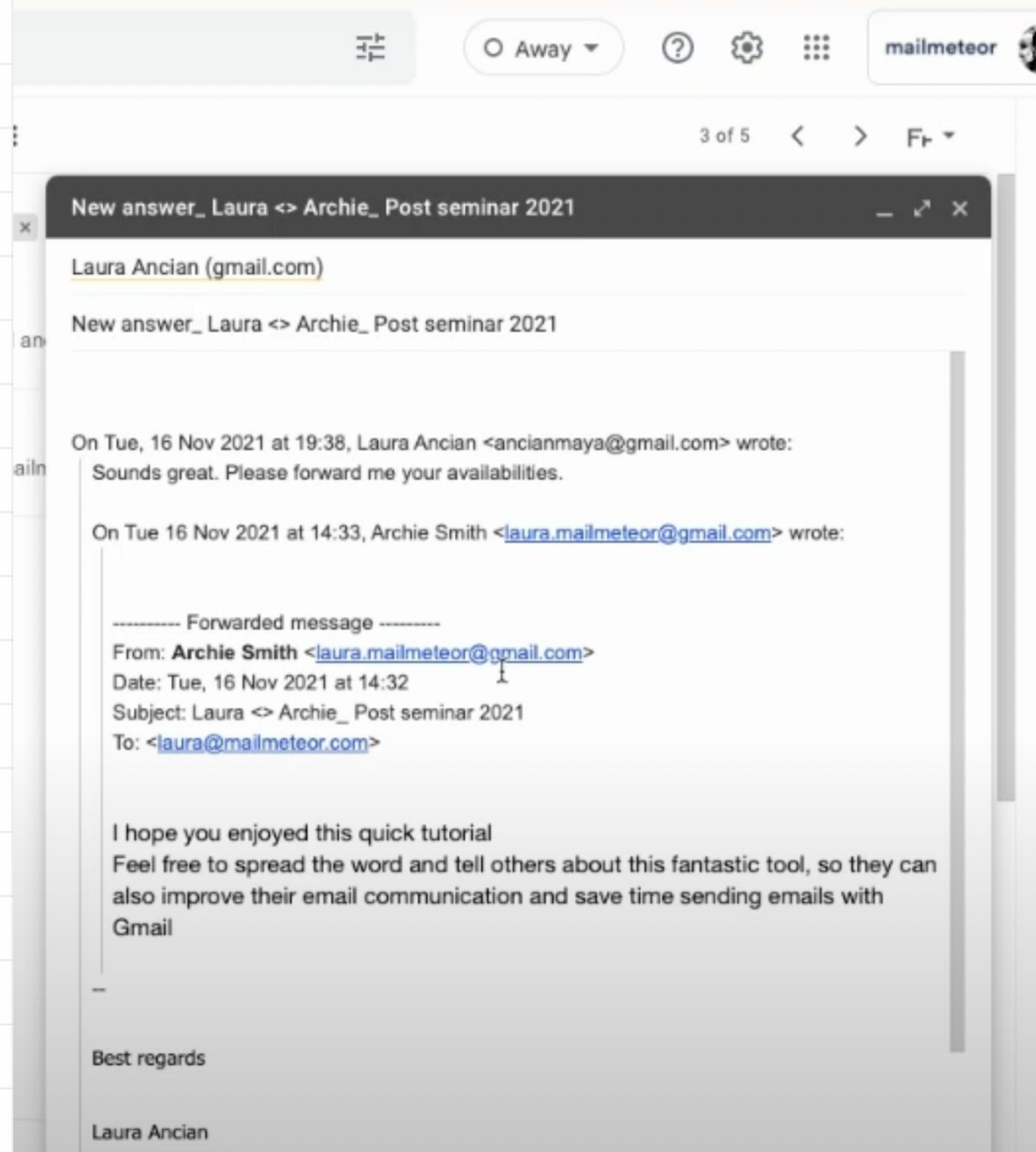
To keep your inbox clean, you should definitely archive emails that you no longer need.



Subject line

Gmail Tips #7

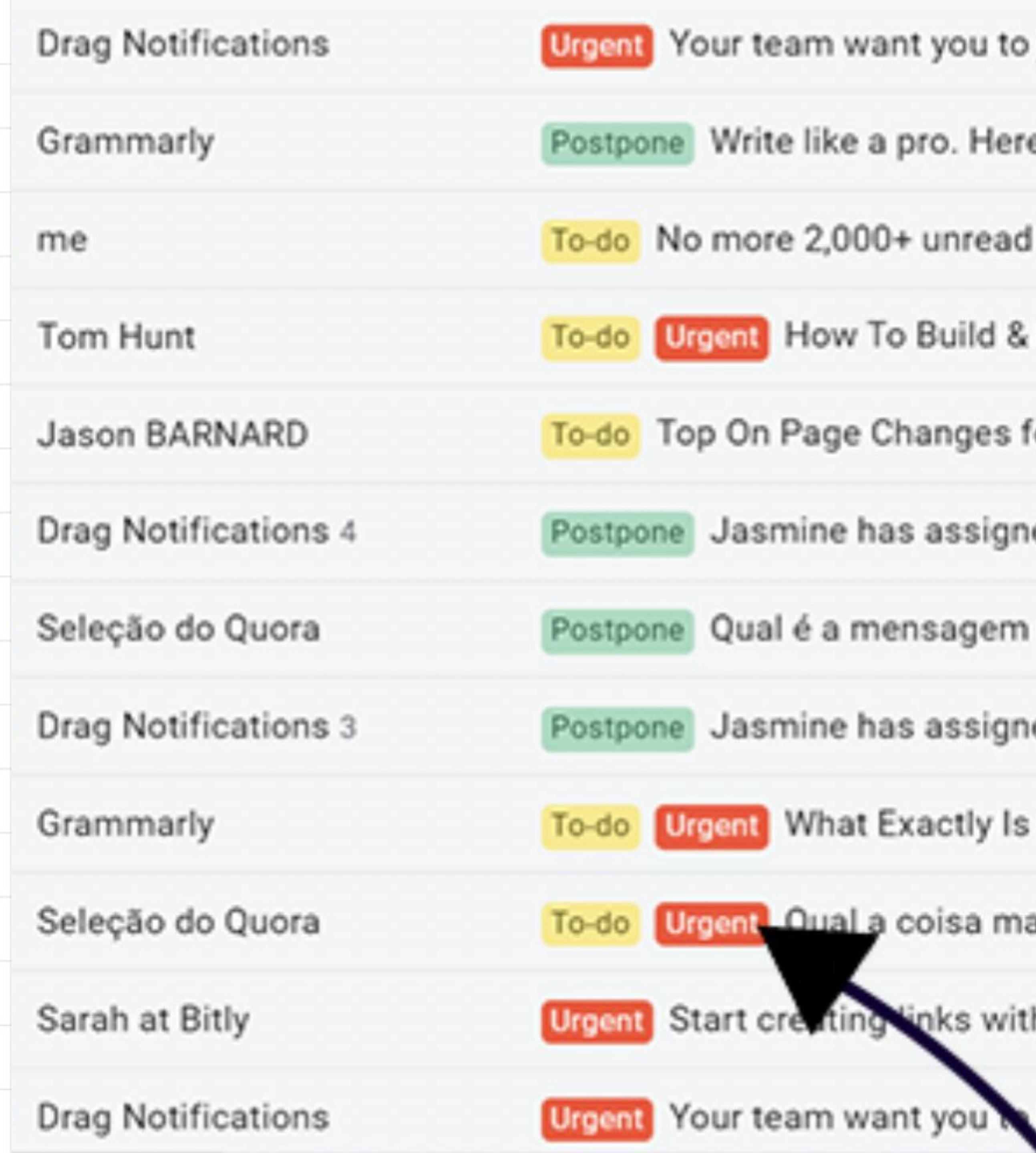
The subject line is your email's title. The first thing your recipients will look at. Make sure to make it shine.



Gmail's Labels

Gmail Tips #8

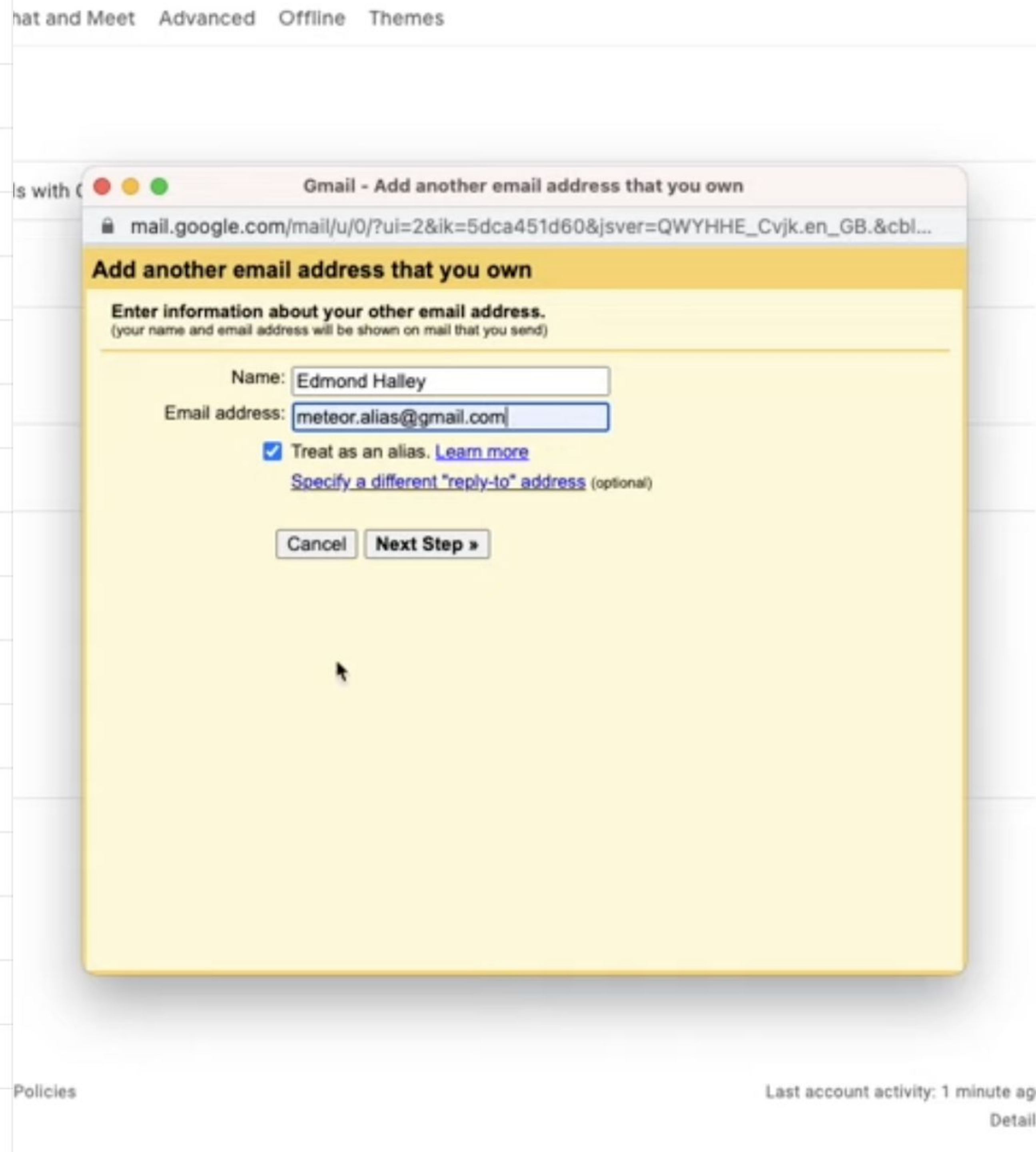
Keep your inbox tidy with labels. A powerful feature that surpass Outlook folders.



Aliases

Gmail Tips #9

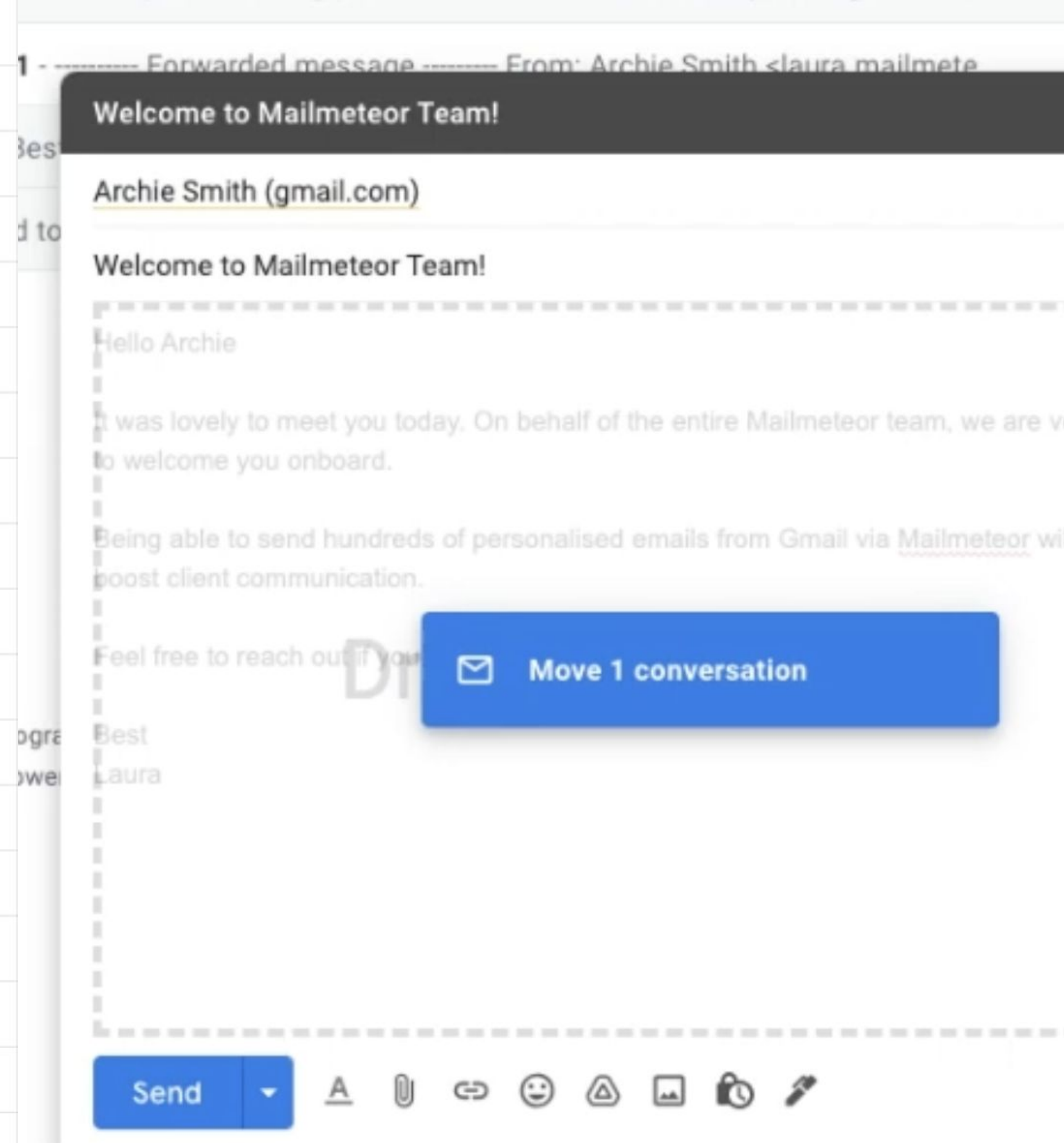
Send emails from another email address that you own with aliases.



Attach an email

Gmail Tips #10

You can attach images, PDF and more to your emails. But did you know you can also attach another email?



Gmail's Shortcuts


Gmail Tips #11

Get way faster with shortcuts. Almost every feature has a shortcut.



Gmail keyboard shortcuts

Turn on keyboard shortcuts

1. Open [Gmail](#) .
2. At the top right, click Settings  > [See all settings](#).
3. Scroll to the **Keyboard shortcuts** section and select **Keyboard shortcuts on**.
4. At the bottom, click **Save Changes**.

Note: To see a [complete list](#) of keyboard shortcuts, open [Gmail](#) and press **Shift + ?**. Use **⌘** for Mac or **Ctrl** for Windows, Chrome OS.

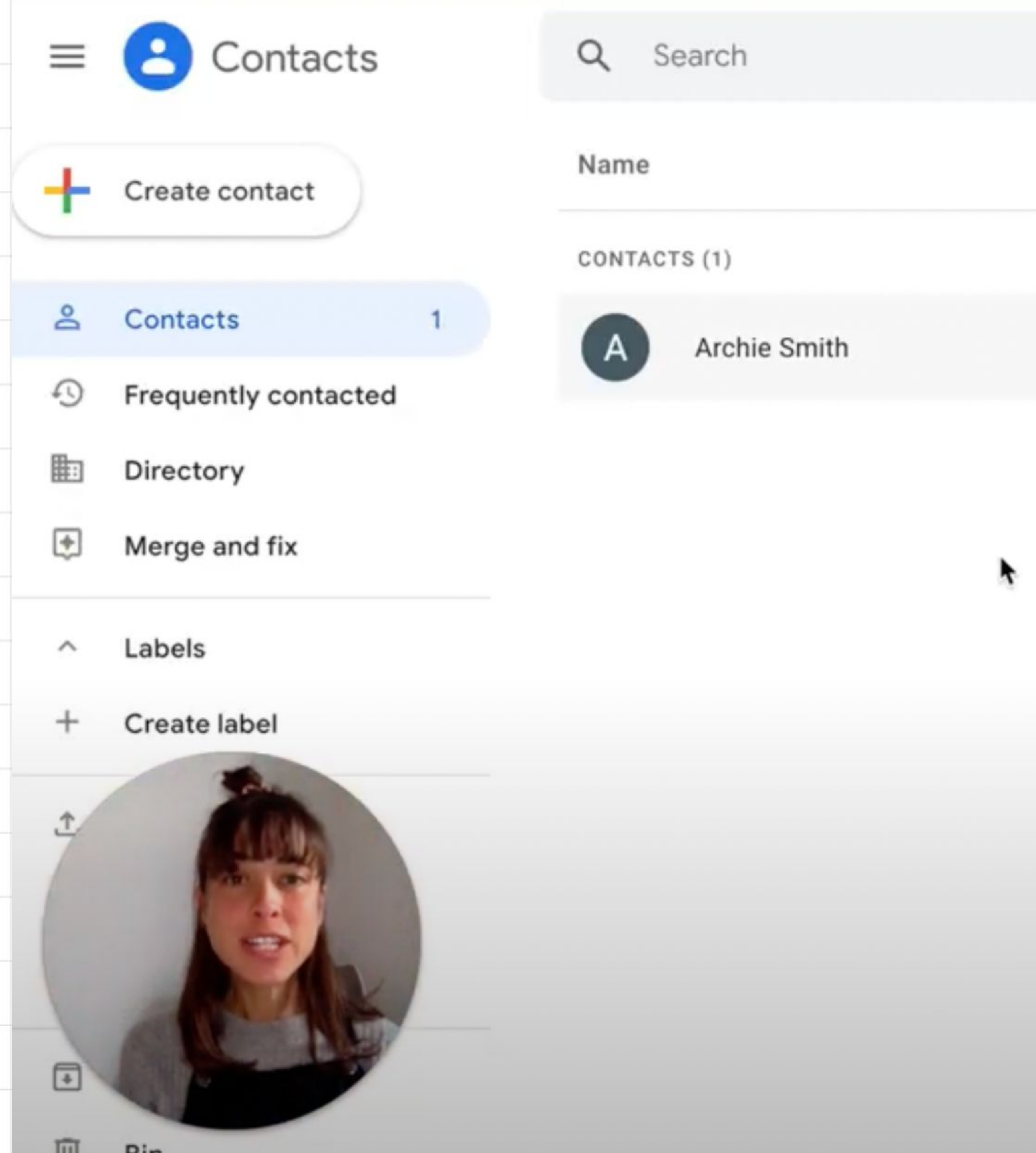
Write an email	Keyboard shortcut
Compose	c
Add Cc recipients	⌘/Ctrl + Shift + c
Insert a link	⌘/Ctrl + k
Compose in a new tab	d
Add Bcc recipients	⌘/Ctrl + Shift + b
Send	⌘/Ctrl + Enter

Read an email	Keyboard shortcut
Previous message in an open conversation *	p
Mark as read	Shift + i

Contacts list

Gmail Tips #12

Access and organize your contacts list right from Gmail.



Mass emails

Gmail Tips #13

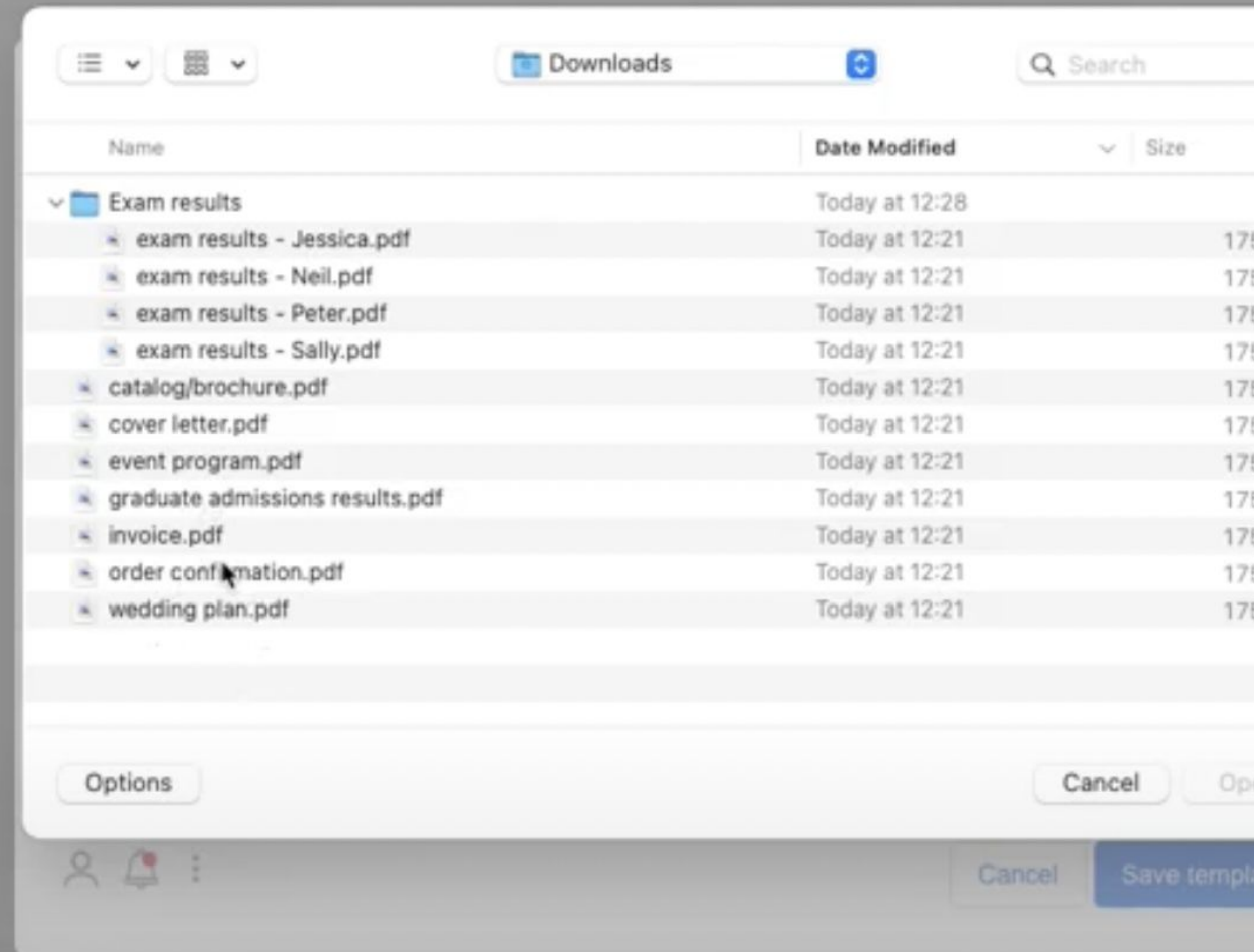
Sending a mail merge with your own Gmail account is simple and straightforward thanks to Mailmeteor.



Mail merge with attachments

Gmail Tips #14

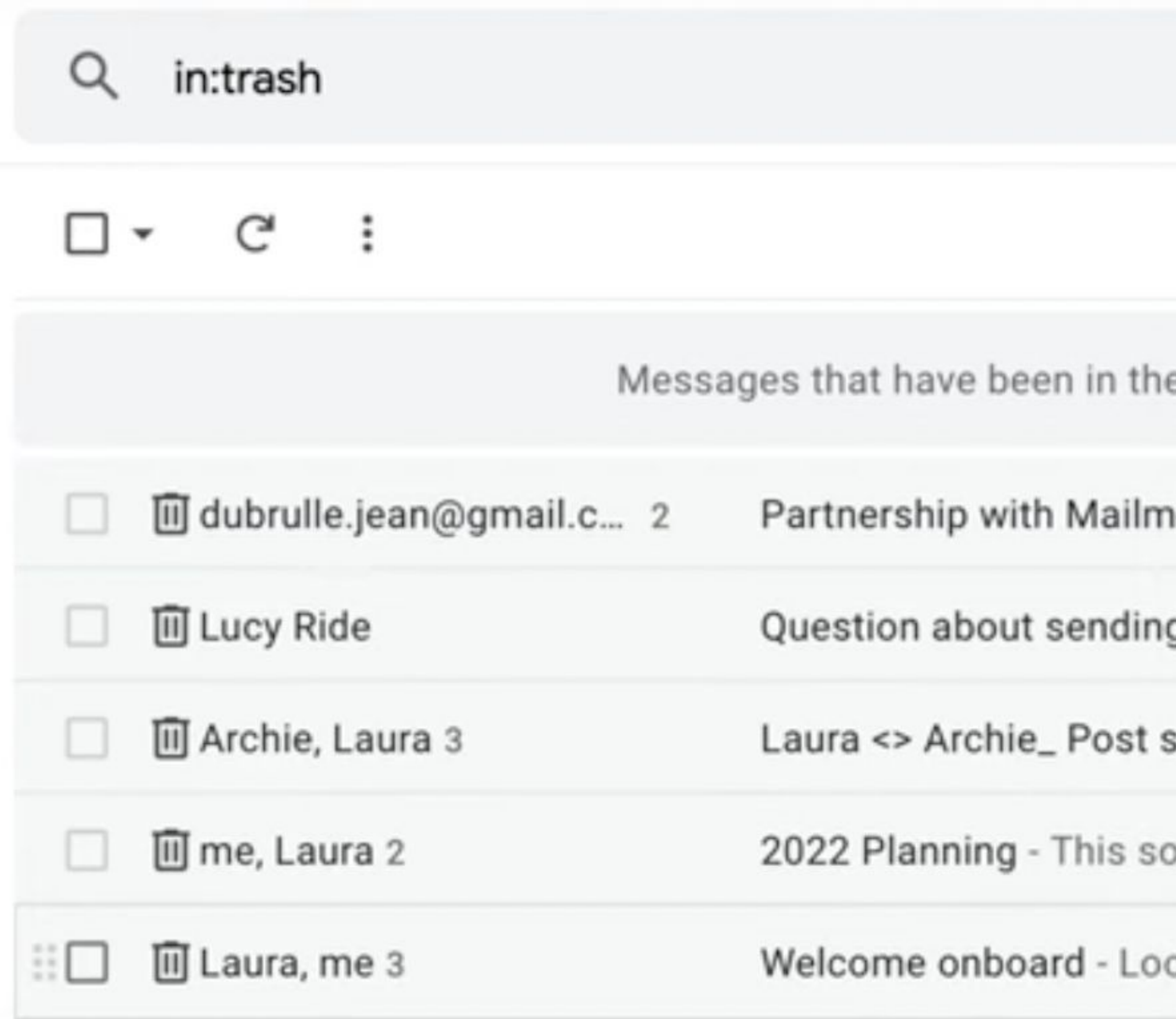
Send invoices, event invitations, presentations to even more people with a mass mailer solution that supports attachments.



Delete emails

Gmail Tips #15

Gmail gives lots of free storage space, but when it's not enough you can still delete your emails.



Google Developers



Thank You!



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GDE Europe
@frenchcooc