


These tips can be found here:

https://www.komando.com/tech-tips/7-gmail-tips-and-tricks/771960/?utm_medium=nl&utm_source=totd&utm_content=2021-01-06

1. Add an image to your signature line

- a. Log into your Gmail account
- b. Click the gear icon in the top right corner of the screen
- c. Select the button that says See all settings
- d. Scroll down to Signature section
- e. Click the button that says Create new
- f. Create your signature
- g. Click the image icon  to upload or drag a .jpg picture into your email signature line
- h. Scroll down to the bottom of the page and click the Save Changes button

2. Undo send

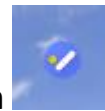
- a. You can recall a message that you've sent IF you catch it in time. By default, Gmail allows you 5 seconds to change your mind about an email that you've sent. You can change this waiting period from 5 seconds to up to 30 seconds before Gmail will send your email
- b. Log into your Gmail account
- c. Click the gear icon in the top right corner of the screen
- d. Select the button that says See all settings
- e. Scroll down to the Undo section
- f. Click the number of seconds you want Gmail to wait before sending your message. Your choices are 5, 10, 20 or 30 seconds
- g. Scroll down to the bottom of the page and click the Save Changes button

3. Import mail and contacts from other accounts

- a. Log into your Gmail account
- b. Click the gear icon in the top right corner of the screen
- c. Select the button that says See all settings
- d. Click on Accounts and Import menu
- e. Scroll to the Import mail and contacts section and click Import mail and contacts
- f. Enter the email address of the other account you wish to import from
- g. A box will appear asking you to sign into the account you wish to import from to confirm
- h. Choose what you want to import, for example your contacts or email or both
- i. Click the Start import button. Depending on how much there is to import it may take awhile

4. Use the To-do list

- a. If you use the To-do list, your items will appear on your Google Calendar page if you like



- b. Click the To-do icon in the right hand column
- c. Click the Add a task link, create your task and click Enter
- d. To add it to your calendar, click the pencil icon to edit it, add a date and time and then when you bring up your Google Calendar the task will be there to remind you when its due.

5. Change your Inbox background

- a. Log into your Gmail account
- b. Click the gear icon in the top right corner of the screen
- c. Scroll down to Themes and choose one of the pre-set pictures or click the My Pictures button to choose one of your own.