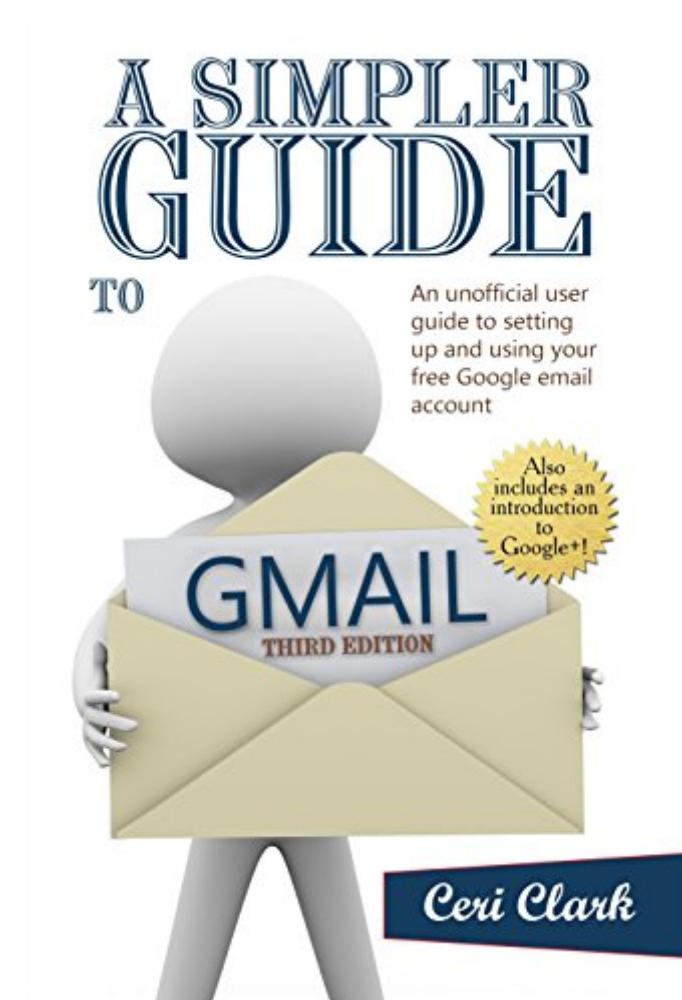


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# A Simpler Guide To Gmail, Third Edition: An Unofficial User Guide To Setting Up And Using Your Free Google Email Account (Simpler Guides)



## Synopsis

Gmail help for everyoneAre you looking for a free email provider but you are not sure where to start? Do you use Gmail already but want tips on how to use it more effectively? Maybe you want to organize your emails better? Even if you just feel you are spending too much time on your email, then this guide for your Google mail account is for you!Whether you call it Googlemail or Gmail, you are a Gmail ninja or a beginner, A Simpler Guide to Gmail is a complete illustrated user guide with screenshots throughout the book for setting up and using the free email service. Packed full of tips and information, this manual contains information on:1) Why it is the best email solution for you, (Gmail is accessible from anywhere there is an internet connection and as such is great for business and home use. Cloud computing is the future!)2) Gmail sign in3) Sending and receiving emails4) Google contacts, make networking a breeze with Gmail's address book5) Email etiquette (Netiquette)6) Email scams, spam and phishing - how to avoid them.7) Protecting your privacy8) Helping to prevent hacking with the email security options that Google offers9) Gmail setup for organizing your day10) Understanding and using the settings (including filters) to organize your email inbox automatically to save you time (Email administration)11) Using the Google mail app12) Discovering and using Google+ and much more...From the basics of setting up a Gmail login and your email address book, email organization to delving into the settings, A Simpler Guide to Gmail is a comprehensive consumer guide to the 'whys', 'hows' and 'whats' of getting the most out of Google free email service. The book can be read from cover to cover or flick through the contents pages at the front or index at the back to find what you need. The Kindle edition is hyperlinked, so you can press on the contents list or index entry to go directly to the section. Take a look at the preview or click the buy now to learn more of what Gmail can offer you.

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## **Customer Reviews**

Very useful--I work from home as an indie, and am on a shoe-string budget. I had problems with Windows Live Mail freezing, and not loading, and switched to gmail for my work. This book was a worthwhile investment for me, as I am now getting the best use out of a free email service that I had all along as part of creating a professional page for Google+. All my email for 3 different email providers arrives in my box like it should, and I and when a question arises, this book has the answer.

This book is fantastic. It was just what I needed. After having a university email account for over 12 years the university decided to switch to a google service. That was fine except they also decided that the emeritus staff would not be getting this service and that there would be no training classes. At first all I was able to do was send and receive emails and had no clue how to move what I had accumulated over the years. Because our service was proprietary I was not able to import my files. This book saved my sanity. I was able to save everything and learn the ins and out of gmail in a very short time.

A one-day read. I made my selections from Gmail's offerings of settings, and haven't changed them substantially since. It explains the basic logic of the user interface, plus it gave enough technical detail that I was able to reset the outgoing server to enable use of my personal website's email along with Gmail - I wasn't able to find adequate guidance on that from a general internet search. Gmail really is all you need, as long as you know how to use its features.

The book is very confusing to me. I want to be able to look things up in the back of the book and go

to the page that explains how to perform the task I'm looking for. This book does not do that for me.

great book. money well spentded

Great book! Clearly spoken. It has been a big help to my attempts at communication.

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