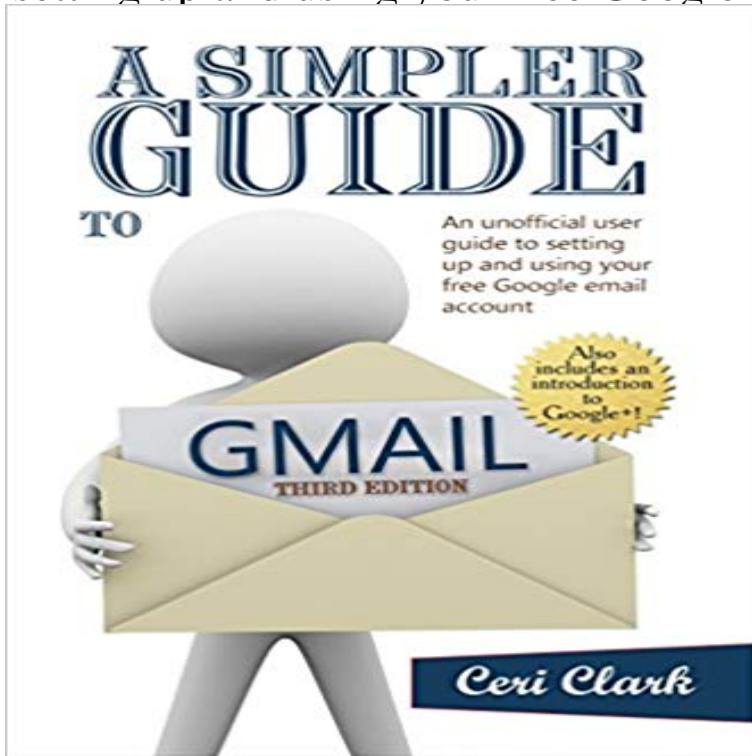


A Simpler Guide to Gmail, third edition: An unofficial user guide to setting up and using your free Google email account (Simpler Guides)



Gmail help for everyone Are 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 in
- 3) Sending and receiving emails
- 4) Google contacts, make networking a breeze with Gmails address book
- 5) Email etiquette (Netiquette)
- 6) Email scams, spam and phishing - how to avoid them.
- 7) Protecting your privacy
- 8) Helping to prevent hacking with the email security options that Google offers
- 9) Gmail setup for organizing your day
- 10) Understanding and using the settings (including filters) to organize your email inbox automatically to save you time (Email administration)
- 11) Using the Google mail app
- 12) 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

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