

# GMAIL

## Good Points of Gmail

### 1. User-Friendly Interface

Gmail's clean, organized layout makes it easy to navigate, even for beginners. Features like tabbed inboxes (Primary, Social, Promotions) improve usability.

**Example:** You can quickly scan important emails while ignoring less relevant ones in different tabs.

### 2. Powerful Search Functionality

Gmail's search bar supports advanced filters like `from:`, `has:attachment`, and `older_than:`, making it easy to find old emails.

**Example:** Instead of scrolling endlessly, just type `from:John has:attachment` to find all emails from John with files attached.

### 3. Excellent Spam Filtering

Gmail's AI-driven spam filter keeps phishing emails and junk out of your inbox with impressive accuracy.

**Example:** If an email looks suspicious, Gmail marks it as spam or warns you about potential phishing threats.

### 4. Seamless Google Integration

It connects smoothly with **Google Drive, Docs, Meet, and Calendar**, enhancing productivity.

**Example:** You can attach large files via Google Drive or schedule meetings directly from Gmail.

### 5. Smart Reply & Smart Compose

AI-powered features suggest responses and auto-complete emails, saving time.

**Example:** Instead of typing "Thanks for your help!", Gmail suggests it with a single tap.

### 6. Free 15GB Storage

Users get **15GB of free cloud storage**, shared across Gmail, Google Drive, and Google Photos.

**Example:** You can store thousands of emails and attachments before needing to delete or upgrade.

### 7. Offline Mode

You can read, draft, and queue emails for sending even **without an internet connection**.

**Example:** If you lose Wi-Fi while traveling, Gmail saves your drafts and sends them once you reconnect.

## 8. Two-Factor Authentication (2FA) & Security Features

Gmail offers robust security, including **2FA, suspicious activity alerts, and end-to-end encryption** for sensitive emails.

**Example:** Even if someone gets your password, they can't access your account without a verification code.

## 9. Add-Ons & Customization

You can enhance Gmail with **extensions and add-ons** like Boomerang (scheduled emails) and Grammarly (grammar check).

**Example:** You can schedule an email to send later using third-party tools.

## 10. Multiple Account Management

Gmail makes it easy to **switch between multiple accounts** without logging out.

**Example:** You can manage personal and work emails from one place without needing different browsers.

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## ✗ Bad Points of Gmail

### 1. Privacy Concerns & Data Scanning

Gmail uses AI to scan email content for features like Smart Reply and spam detection, raising **privacy concerns**.

**Example:** While Google doesn't scan emails for ads anymore, it still analyzes content for AI-powered features.

### 2. Differentiate between Email

Gmail can add one more customization related to email, where I can add the emails of those who want to check first.

**Example:** If you click for "Important(or any name u have provided)," you might see **targeted emails** with all emails related to those users in single place.

### 3. Storage Limitations for Free Users

The 15GB storage is **shared across Gmail, Google Drive, and Photos**, which fills up fast.

**Example:** If your Drive has large files, you might run out of email storage and stop receiving new emails.

### 4. Occasional Sync Issues

Gmail sometimes **fails to sync on mobile devices or third-party email apps.**

**Example:** You may not receive new emails unless you manually refresh.

## **5. Limited Offline Features**

Although Gmail offers offline mode, it doesn't support **searching older emails or downloading attachments.**

**Example:** You can read and reply to recent emails, but you can't open large attachments offline.

## **6. Complicated Email Recovery**

If you forget your password and lose your recovery email/phone, **account recovery is difficult.**

**Example:** Google's automated process might lock you out if you don't have enough proof of ownership.

## **7. No Native Desktop App**

Unlike Outlook, Gmail **doesn't have a dedicated desktop application**, requiring a browser or third-party apps.

**Example:** If you prefer working offline, Outlook's app is better, while Gmail relies on Chrome extensions.

## **8. Switching account result in opening new tab**

Switching account among my other Gmail result in opening new tab which is annoying.

**Example:** Like you can fix this rather than opening in new tab it should open in same.

## **9. Attachments Are Limited to 25MB**

Gmail doesn't allow sending **attachments larger than 25MB**, forcing users to use Google Drive.

**Example:** If you need to send a large video file, you must upload it to Drive and share the link.

## **10. Cannot Recall Sent Emails After 30 Seconds**

The "**Undo Send**" feature only allows **cancelling emails within 30 seconds** after sending.

**Example:** If you accidentally send an email to the wrong person, you can't recall it after 30 seconds.