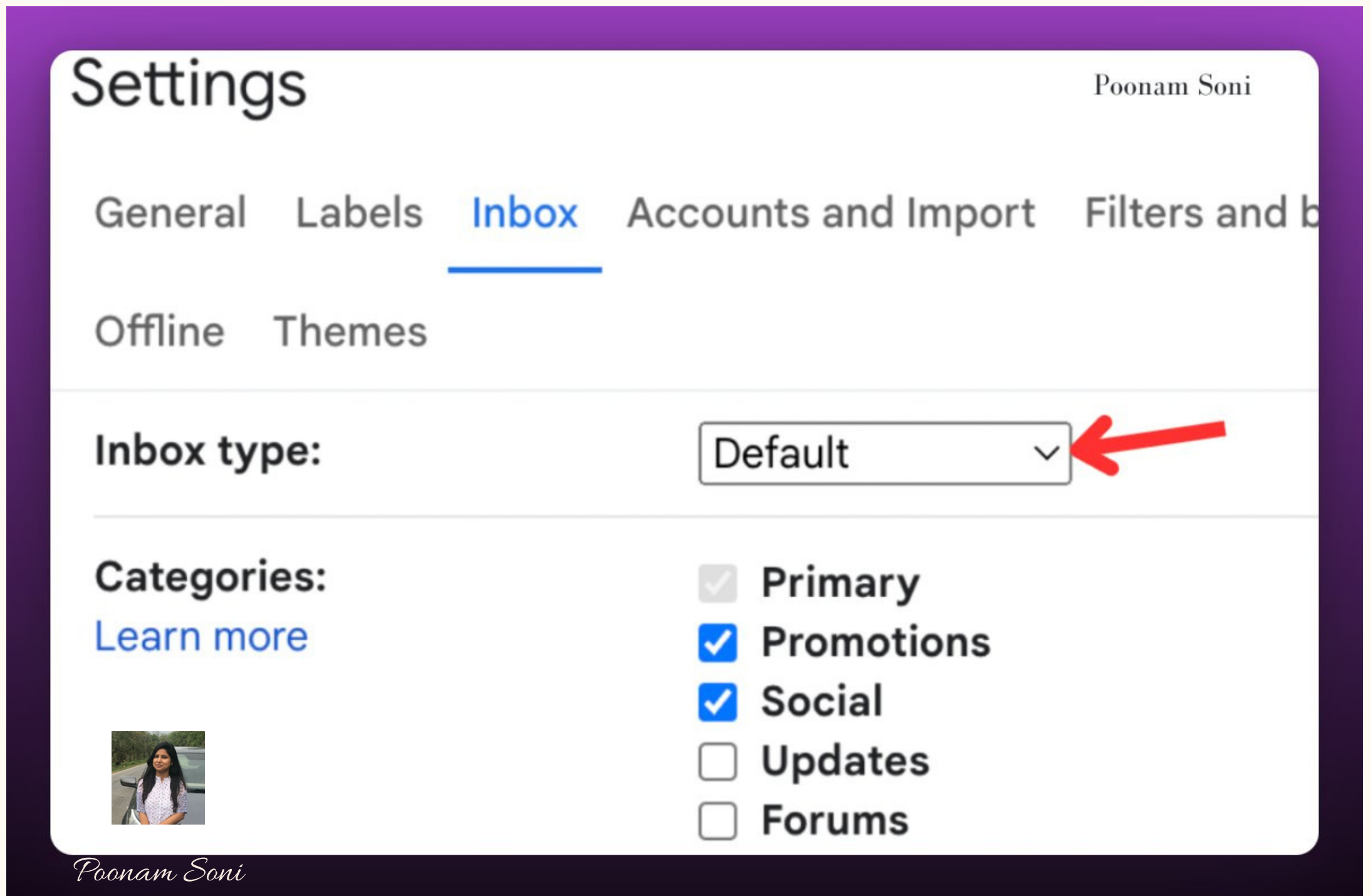


Poonam Soni

8 GMAIL HACKS THAT YOU SHOULDN'T MISS IN 2024

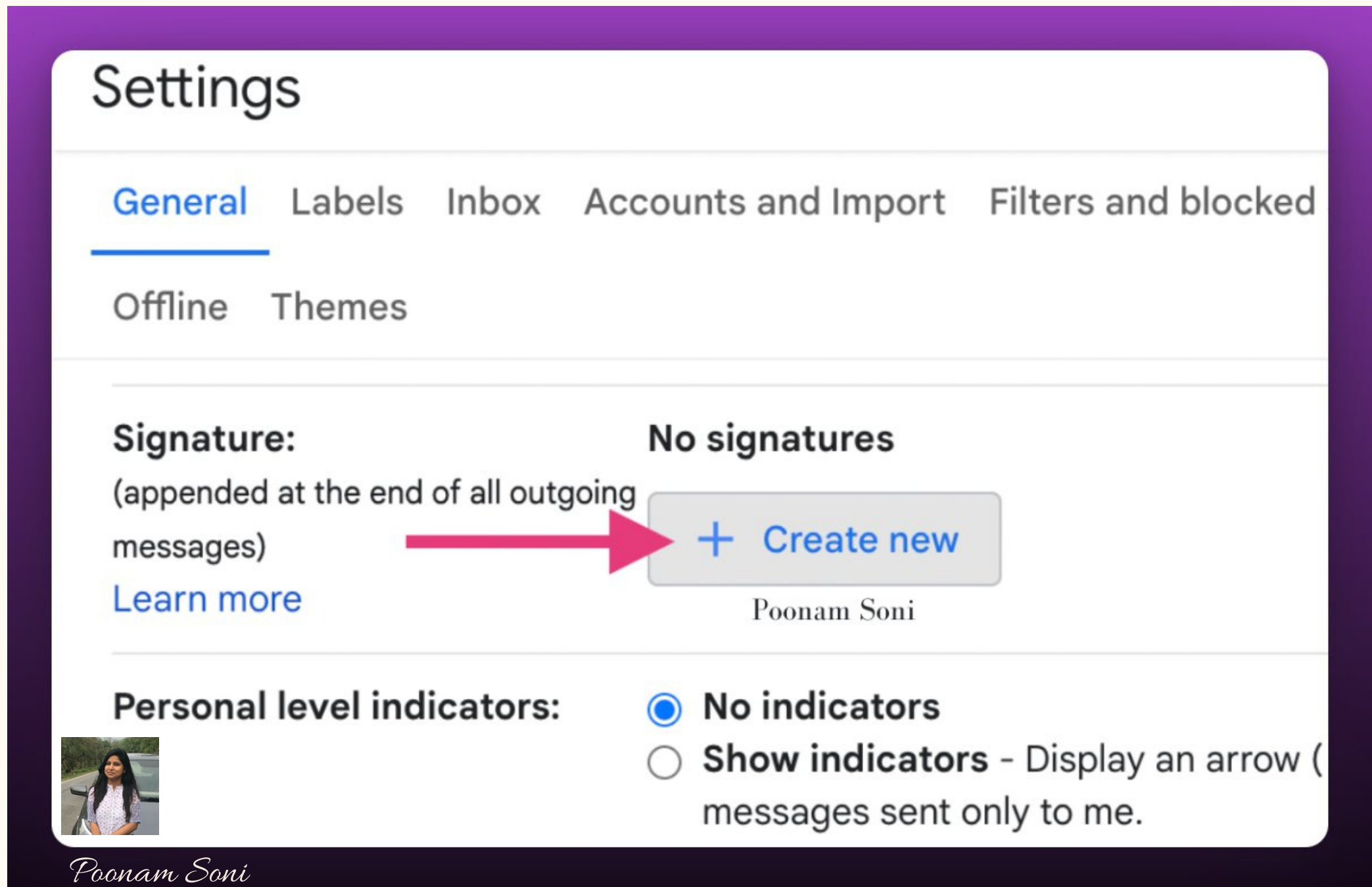


1. Bring Priority Emails to the Top:



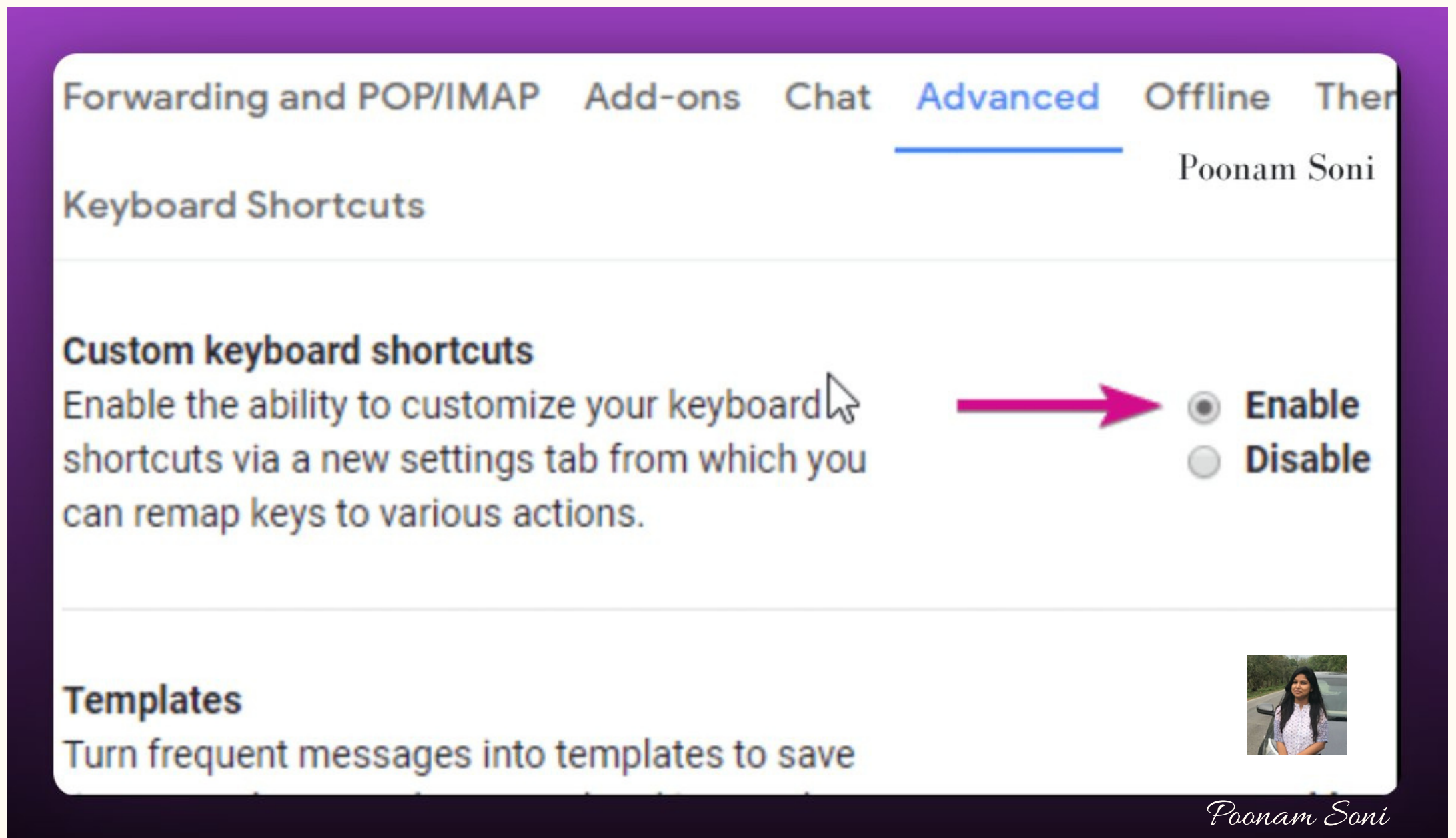
1. Go to Gmail settings
2. Open the Inbox tab
3. Choose "Priority" from the "Inbox-type"

2. Add your Custom Signature:



- Go to Settings > General in Gmail.
- Scroll down to the signature section and create your own unique Signature.

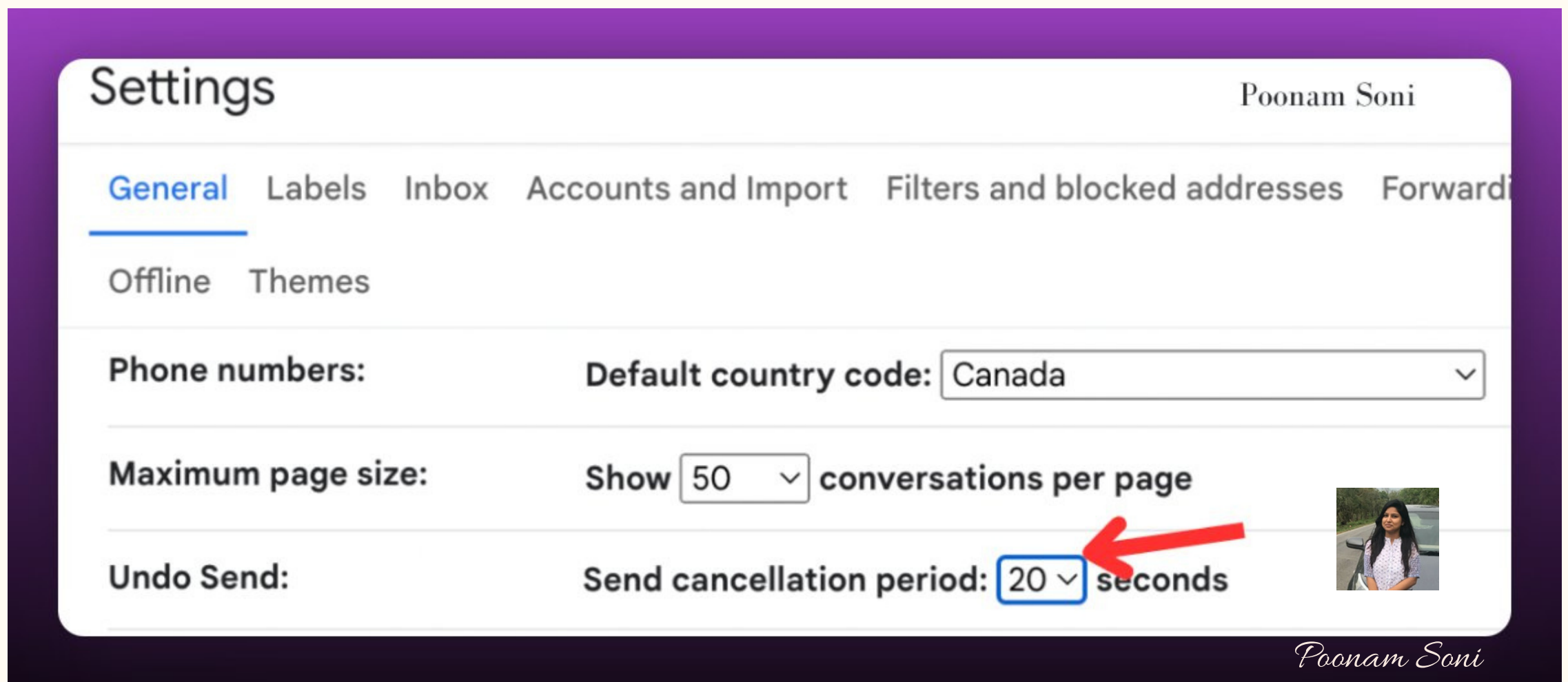
3. Enable keyboard shortcuts



- Go to Settings
- Under the Advanced tab, enable "Enable keyboard shortcuts". Examples:

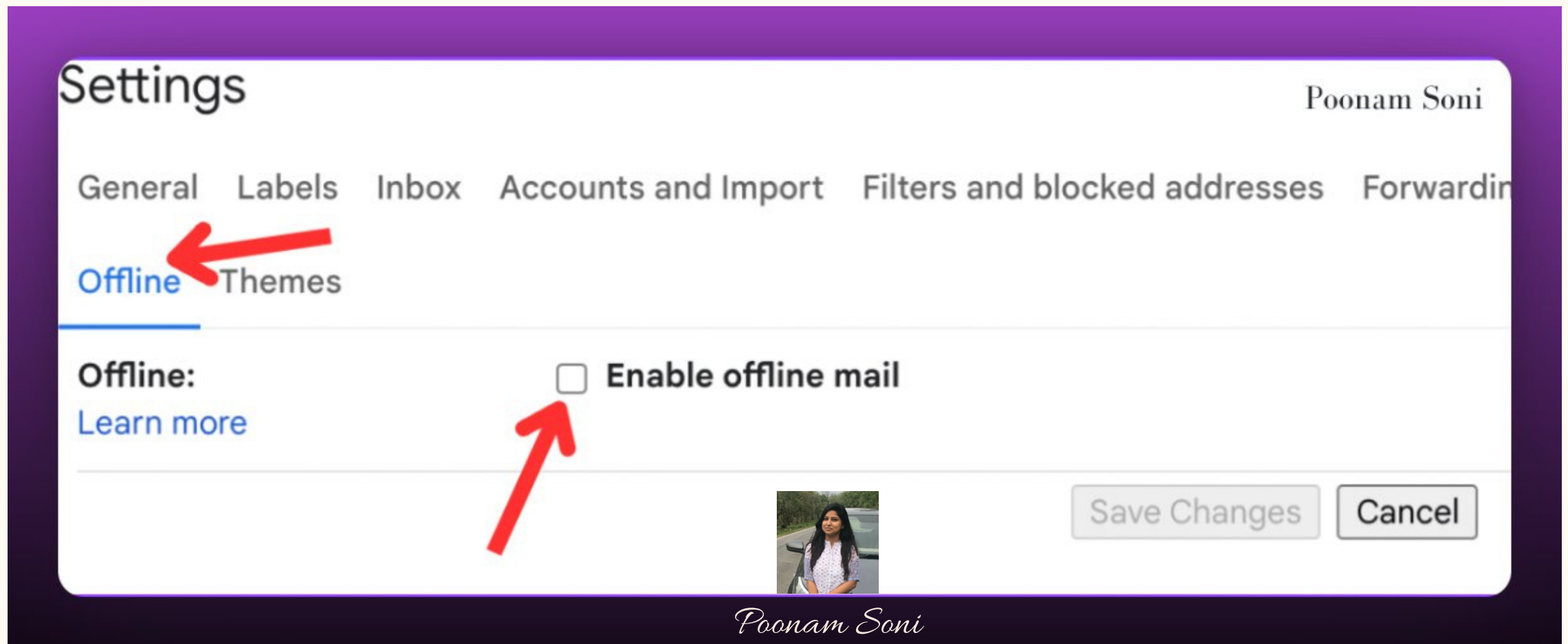
1. Compose New Email: `c`
2. Reply: `r`
3. Reply All: `a`

4. Create delay to undo sent emails



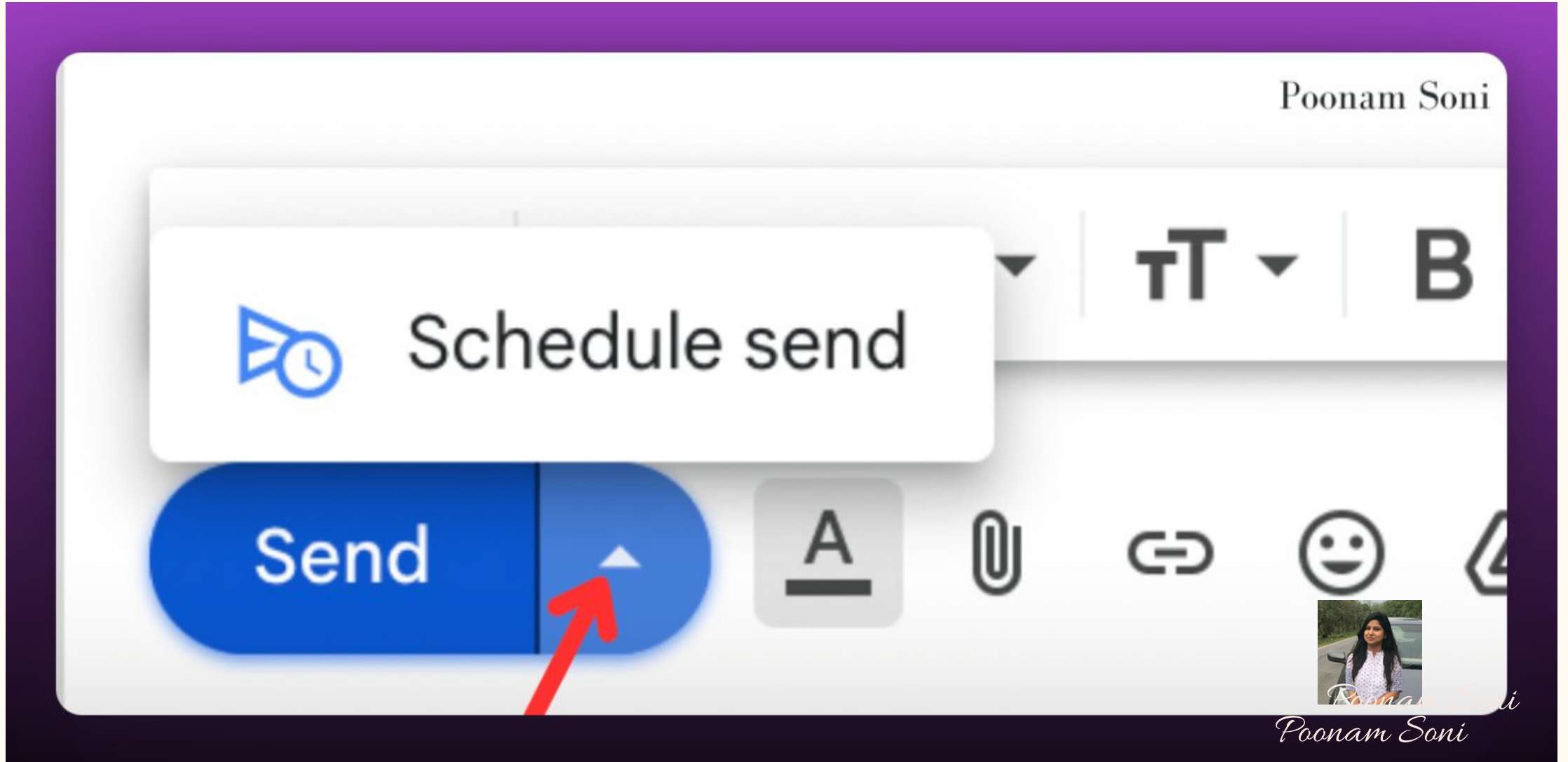
- Go to Settings > General in Gmail.
- Scroll down to the "Undo Send",
 - Change the cancellation Period from dropdown.

5. Access Gmail without internet



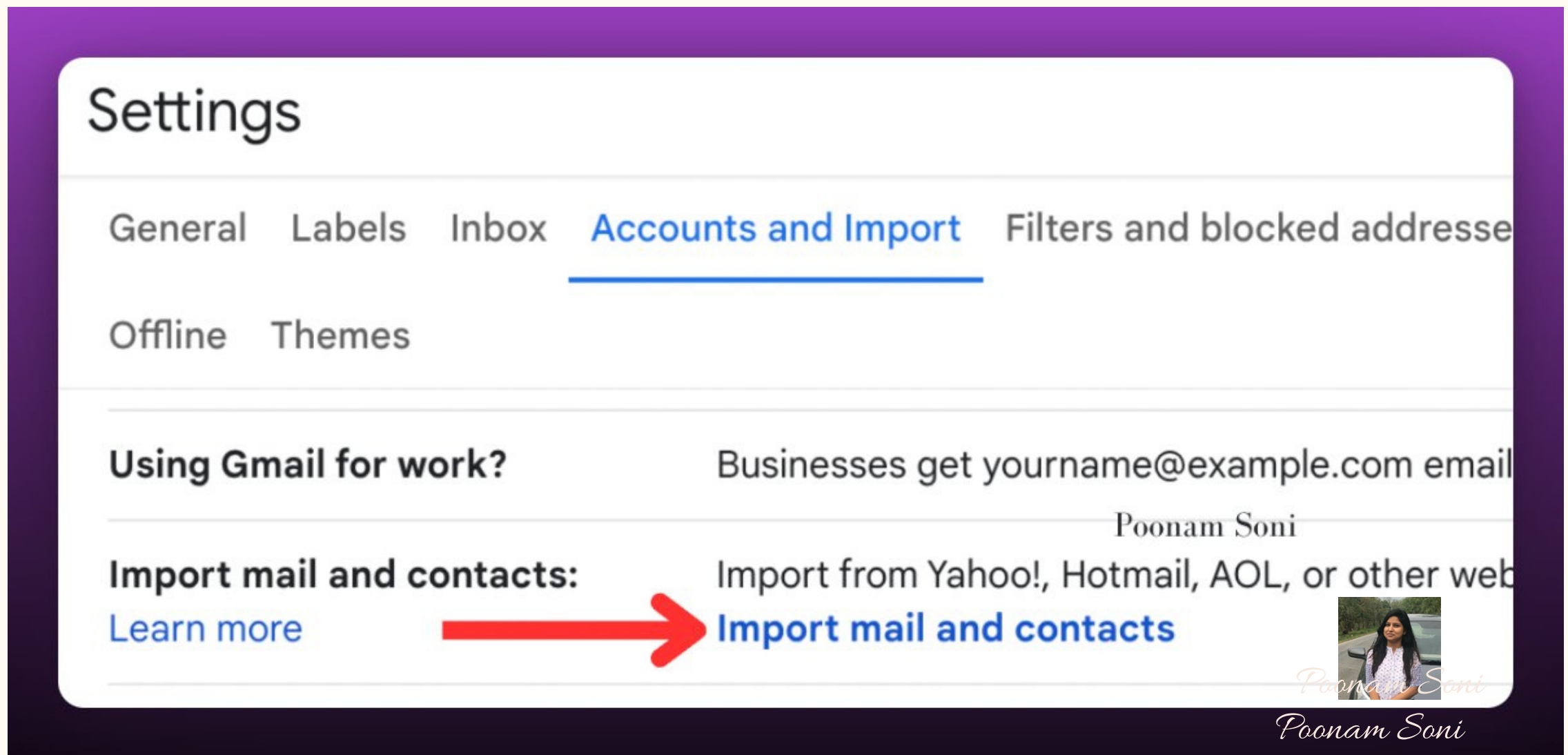
- Go to Settings > Offline in Gmail
- Click Enable Offline Email.
- Choose sync duration and cache settings.
- Save Changes.

6. Schedule emails



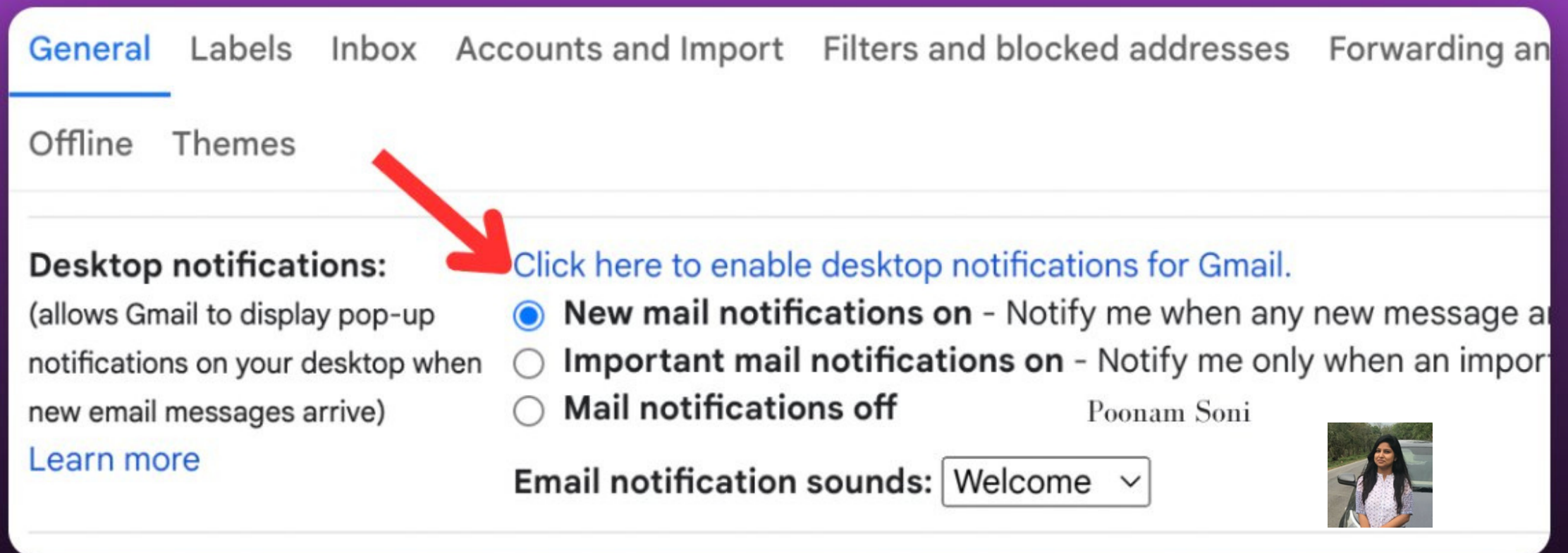
- Compose a new email
- Click arrow next to send
- Select schedule delivery, enter desired time/date.

7. Import contacts and emails



- Go to "Settings", then go to "Accounts and Import" tab.
- Click "Import mail and contacts" and follow instructions.

8. Enable desktop notifications



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- Go to Gmail Settings.
- In General, turn on Desktop Notification

Thanks for reading!

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