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1. **Time Boxing**

It is a process of allotting a particular time to complete a particular task. Each task should not be performed more than 2 hours. Splitting the time into different sections and assigning a particular task to each section.

1. **Email Usage & Mail attachments**

It is an Electronic mail which is used to communicate between users. It is the cheapest and fastest way to communicate between the users. By using email, we can also send the documents, files, images, videos by attaching with the email message.

But there is a size limit for attaching the files with an email. If more than 25MB of size, Gmail automatically adds a Google Drive link in the email instead of including it as an attachment.

1. **Meeting Invitation**

An Invitation link is created by using the google calendar. By selecting a particular date in the calendar, there a window will be opened which consists of different features like add title, select time, add guests, add description and save.

Depending on our requirement the title has to give, select the time at which we want to create a meeting, add the guests with whom we want to communicate, add the agenda of the meeting in the description and click on save. After saving the information, we will get send option if we click on that, the link will be sent to all guests which we already have mentioned.

1. **Calendar**

It is used to set the reminders for a particular task or a particular

Meetings.

1. **Hangouts**

It is used to communicate with others individually. Here, we can also attach the files, documents etc..

1. **Mail Chaining, Email Formatting**

* Mail Chaining means we need to reply for same mail
* In Email Formatting, First we need to write the subject, Greetings, Body of the Mail, Salutation and sign.

**7.  Outlook**

* It is same as email, which is offered by Microsoft
* We can also send and receive mails, messages and can transfer files

**8. File Naming Conventions**

* It is a process of assigning a name to a file in such a way that describes which information the file contains.

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