1. Custom Keyboard Shortcuts:

* Enable custom keyboard shortcuts in Gmail settings.
* Create and document at least five custom shortcuts that streamline your email workflow (e.g., composing a new email, archiving a conversation, marking an email as important).

2. Custom Email Signature:

* Create and apply a custom email signature that includes your contact information, a professional sign-off, and links to your social media profiles or personal website.
* Document the process with screenshots

3. Confidential Mode:

* Send at least two emails using Gmail’s Confidential Mode, setting expiration dates and access restrictions.
* Document the process with screenshots and explain the benefits of using Confidential Mode for sensitive information.

4. Vacation Responder:

* Set up a vacation responder that will automatically reply to incoming emails while you’re away.
* Include information about your return date and an alternative contact person if necessary.
* Document the setup process and provide a screenshot of the vacation responder settings.

5.Multiple Inboxes Configuration:(explore this and do)

* Enable and configure multiple inboxes to organize your emails based on different criteria.
* Create at least three sections in your inbox (e.g., starred emails, emails from specific senders, emails labeled with “Important”).
* Document the setup process with screenshots and explain how this configuration improves your email management.