

Google Workspace

Email

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- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/google-workspace/docs/email.html>

What is Email?

Email, short for electronic mail, is a method of exchanging messages between people electronically. It is one of the most widely used forms of communication today, allowing people to connect with each other quickly and easily, regardless of their location.

Basic Components of an Email

- **Subject Line:** A brief summary of the email's content.
- **Recipient:** The person or group you are sending the email to.
- **Salutation:** A greeting to the recipient, such as "Dear Mr./Ms. [Last Name]" or "Hello [First Name]".
- **Body:** The main content of the email.
- **Closing:** A polite closing phrase, such as "Sincerely," "Best regards," or "Thank you."
- **Signature:** Your contact information, such as your name, email address, and phone number.

Basic Features of Email

- **Composing and Sending Emails:** You can create new emails, type your message, and then send it to the recipient's email address.
- **Replying to Emails:** When you receive an email, you can reply to it by adding your own message and sending it back to the original sender.
- **Forwarding Emails:** You can forward an email to another person by sending it to their email address.
- **Attaching Files:** You can attach files, such as documents, images, or videos, to your emails.
- **Creating Folders:** You can organize your emails by creating folders and moving emails into those folders.

What is Gmail

- Gmail is a free email service developed by Google. It is one of the most popular email services in the world, with over 1.5 billion active users worldwide.
- Gmail is known for its powerful search functionality, its spam filtering, and its ability to integrate with other Google products, such as Google Calendar and Google Drive.

<http://gmail.com/>



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See also:

- [Create a Gmail account](#)

Manage your Gmail account

Sign in or out

- [Sign out of Gmail](#)
- [Sign in to Gmail](#)
- [Turn on 2-Step Verification](#)

Read & organize emails

Read emails

- [Delete or recover deleted Gmail messages](#)
- [Print Gmail messages](#)
- [Mark messages as read or unread](#)
- [Archive or mute Gmail messages](#)
- [Mark or unmark Spam in Gmail](#)

Find emails

- [Search operators you can use with Gmail](#)
- [Search in Gmail](#)

Send emails

Write an email

- [Send or unsend Gmail messages](#)
- [Reply to messages in Gmail](#)
- [Send & open confidential emails](#)
- [Schedule emails to send](#)

Send attachments & images

- [Send attachments with your Gmail message](#)
- [Send Google Drive attachments in Gmail](#)

Settings

- [Create a Gmail signature](#)
- [Use Gmail offline](#)

Change or reset your password

See also:

- [Change or reset your password](#)

Block or unsubscribe from emails

See also:

- [Block or unsubscribe from emails](#)

Tips for Using Email Effectively

- **Use a clear and concise subject line:** The subject line should accurately reflect the main topic of the email.
- **Use a professional tone:** Maintain a professional tone throughout your email, even if you know the recipient well.
- **Proofread carefully:** Before sending your email, take a moment to proofread it carefully for any errors in grammar, spelling, or punctuation.
- **Use appropriate formatting:** Use paragraphs to organize your thoughts, and use correct punctuation and capitalization.
- **Avoid sending unnecessary emails:** Only send emails when necessary, as to not overload someone's inbox.

Additional Tips

- **Use a strong password:** Protect your email account by using a strong password and changing it regularly.
- **Be cautious about opening attachments:** Only open attachments from people you know and trust.
- **Avoid phishing scams:** Be aware of phishing scams, which are emails that try to trick you into revealing personal information.