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Folders (or labels, if you use gmail) are there to help you organize your mails. Firstly, use a relevant naming system to what you're doing. If your biggest priorities now are, say, (1) writing a book and (2) losing weight, then name your folders as that.

11 Simple Tips to Effective Email Management

How to Set Up Gmail . After reviewing the introductory information, you can personalize your account. For example, select Change profile image to add a photo that will be visible to other Gmail users. If you want to change the colors and layout of the Gmail interface, select Choose a theme.If you have another email account, select Import contacts and mail to link it to your new Gmail account.

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Gmail 'stacks' and organizes conversations into threads: As you receive and send messages, the emails are automatically grouped according to the subject line, regardless of the age of the conversation. As someone replies to you, Gmail automatically brings up all previous related messages for your reference in a collapsible vertical thread.

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GMail Review: Pros and Cons of the Popular Free Email Service

Google's free email service has come a long way since its debut in 2004. It's time you became a Gmail power user. These tips will get you there.

38 Gmail Tips That Will Help You Conquer Email | PCMag

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Each week, the “typical” knowledge worker spends almost 12 hours processing email at work plus a little over 5 hours from home. That’s a total 17 hours, a third of their workweek. Using this productivity system your Gmail will double as an inbox as well as your task manager.

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In addition to this, anti-spam efforts by email providers can

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