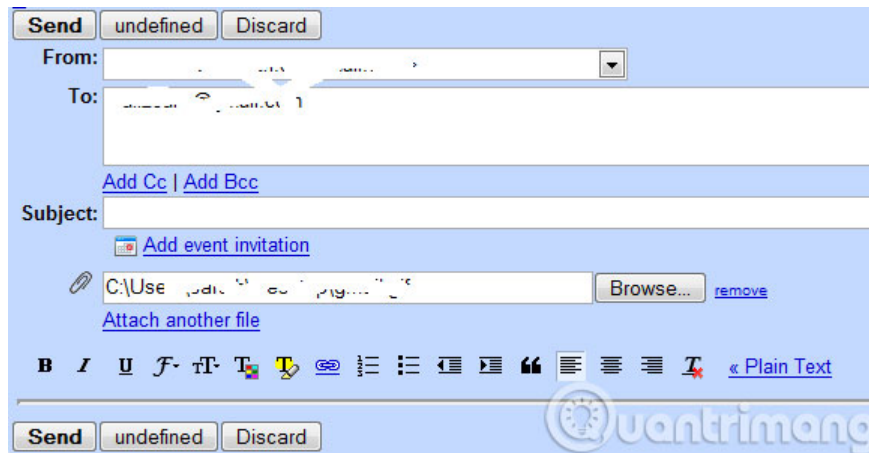


10 common mistakes when using Gmail

Many people make the following mistakes when using Gmail can cause unpredictable consequences. See if you are among them.

In today's life, email in general and Gmail in particular have become familiar to us. It is an important means of exchanging information (besides mobile phones) both at work and personal. However, many people will still make the following mistakes that can cause unpredictable consequences. Please consult.

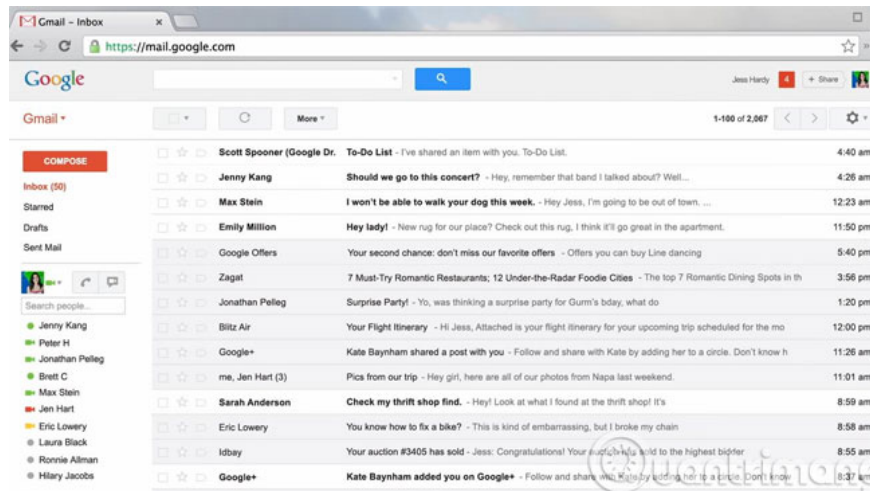
1- Send the wrong object



This is a basic error and is also terrible but it is very easy to happen. You have dozens of email contacts with the same name, just a little different in them or buffer. While negligence, you can completely type the name of the person then choose the first suggestion that Gmail offers and so calmly click send. Remember to always check twice before sending an email to avoid embarrassing situations. Also, make sure the people in To or Cc are the ones who really need to read those emails.

See also: Official Gmail has added Undo Send button, retrieve email sent

2- Check mail continuously



Email is the accused tool that reduces labor productivity. The reason is because we check it too often, evenings, holidays, weekends and even days. To work more efficiently, you should reduce the time to check your email, which is why the first thing to do in the morning is not to check your email, but you need to schedule an email to check your email at some point during the day instead of checking continuously.

3- Do not clean up spam

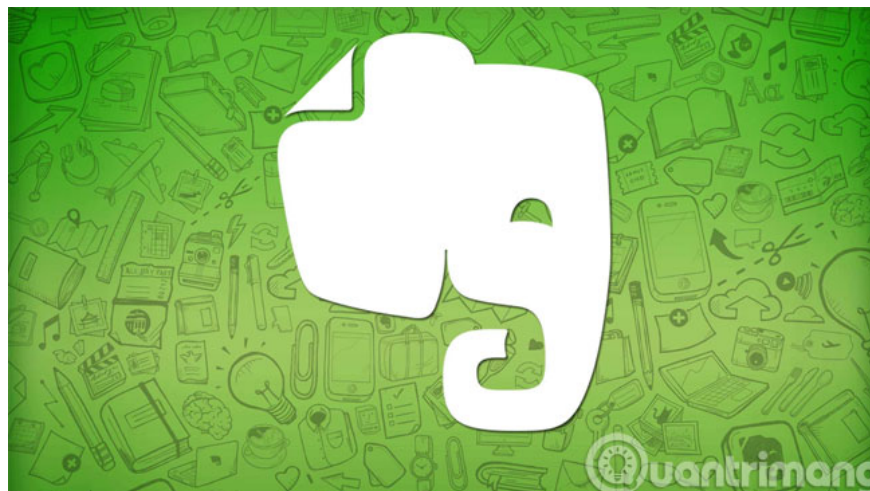


The funny thing is that we check email constantly but don't care about the silly emails in the inbox. You don't need to be stressed and try to pursue the goal of bringing the number in the mailbox to zero. Try the following: Check the inbox regularly, while doing so, try to read through one Some mail each time and clean up spam. In addition, you can use folders and labels to organize your mailbox so that it is scientific and clear.

4- Use the inbox as a reminder and note tool

Usually in email or containing timetable information such as flight date and time, meeting time, report submission time. Many people often consider email as a kind of reminder tool, when you need it will go straight to each mail and rummage to review the time of the place to do. It is a way of ineffective and even quite disastrous. As long as you receive too many letters in a while, the "reminders" messages will go away. You will

have to spend a lot of time rummaging through and re-reading sent messages to find the necessary information.



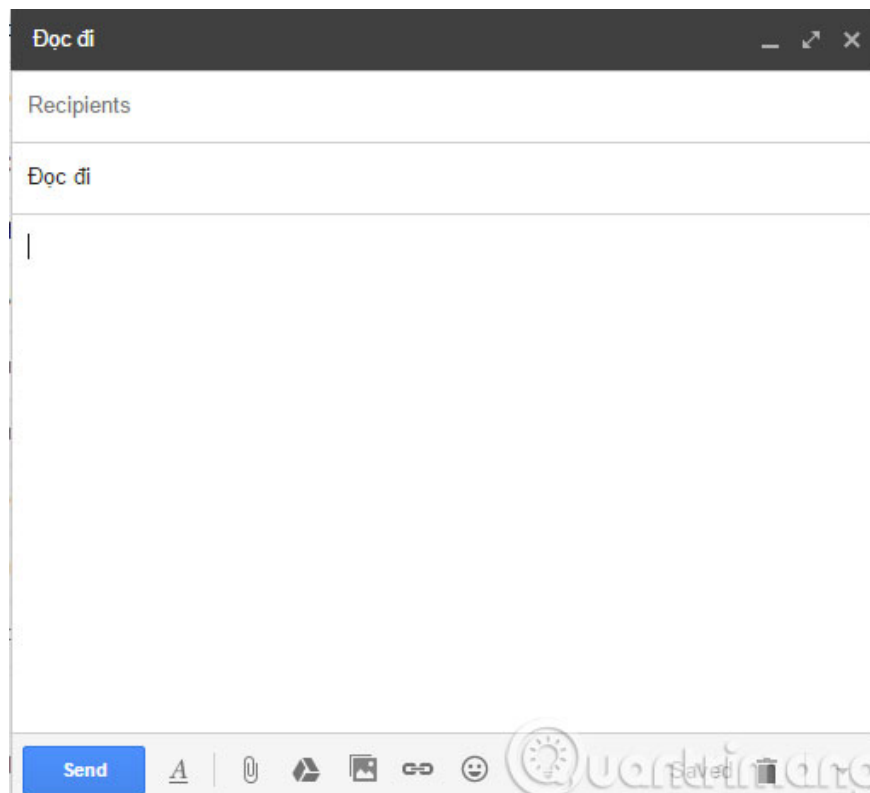
There are many applications dedicated to taking notes and managing jobs. With just a few simple drag and drop operations, such as in **Wunderlist** or adding handwritten notes to electronic copies like **Evernote**, these applications will support you with many other useful features that messy letters in email cannot be done.

5- Responding to mail back and forth too much

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We often have a habit of being so lazy that we do not bother to write a new letter, rewrite the sender's address, but simply press the **Reply** button and continue the exchange, even if the topic in the new email is different Completely compared to the content in the topic section of the original email. You will then see the letters with the long title "Re: Re: Re". Imagine if you need to record a content in an exchanged letter, how uncomfortable it would be to index every string of content that a search command should have seen. Not only that, your laziness also confuses the recipient and the transferee when reading the content of the letter. So, add 2 more actions to separate new messages when sending them to someone.

6 - The objection letter title



Sometimes the reason you don't read a letter or the discomfort immediately after seeing a letter is because of the title. Do you admit that sometimes you get letters with titles like "Hello", "Read this". Do you want to read it? Remember to go straight to the main and shortest topic you want to send to the recipient. Never forget the subject of the letter.

7- Don't back up important emails



We often think of mailboxes as an unlimited storage place, with all kinds of incoming, outgoing and spam emails. But do not put too much faith in such archives but forget about email backup. What happens if the

Exchange Server secretly deletes your mail or Gmail crashes when you need to access an important message. Backing up email is a necessary job. You can save email to 3rd party backup applications or save to hard drives.

8- Ignore the basic principles when writing mail



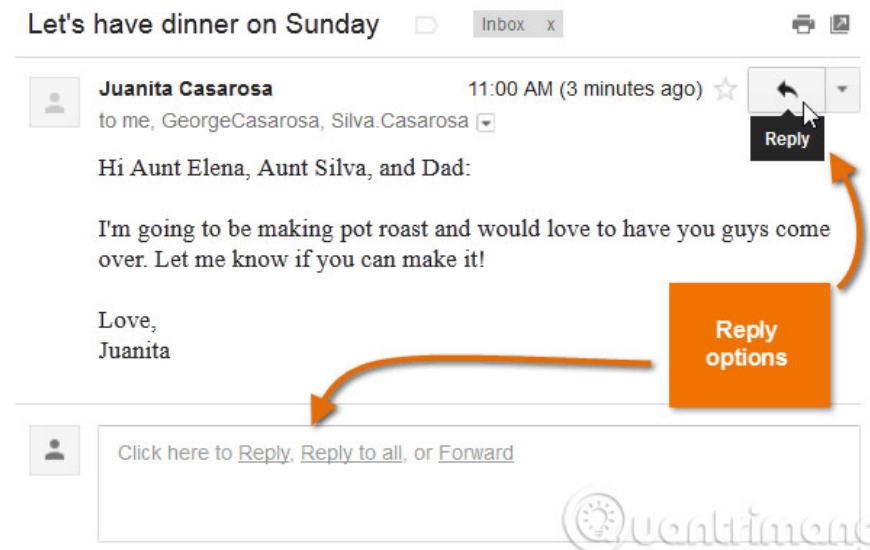
Similar to other communication tools, there are ways to write regular and formal emails. You can find out how to write a formal email online. In addition, there are a number of other tips for you, for example, consolidate, organize content and be relevant. Some other tips are to read the email on the phone carefully before sending it, control the number from under 300 and don't let the signatures make the reader uncomfortable. And especially don't write emails while you're drunk.

9- Send personal confidential information on mail



Email is not entirely private. If you really have to send certain sensitive documents, such as tax information, think about encrypting them or protecting them with some kind of password. Remember: Anything that is visible can be copied, so when in doubt, never put this sensitive information into the electronic world.

10- Response to mail is too slow



Have you ever read an email then starred and thought about how you would answer it but forgot to answer the letter? Immediate mail reply is the most important habit when using the email you should form. This is the judgment of Google director Eric Schmidt. Use the 2-2-2 principle when answering messages and phones. This principle is: Answer the phone within 2 seconds, reply to the message within 2 minutes and answer the email

within 2 hours.

1. How to classify Gmail mailboxes quickly?
2. How to export contacts from Gmail?
3. Recover deleted Gmail messages in just 3 steps

Good luck!

You finished reading the article "**10 common mistakes when using Gmail**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.