Automatically reply to emails, email groups with Gmail

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Perhaps you are no stranger to Gmail mailboxes, heavyweight rival of Yahoo! Mail and is one of the few email services used by many people around the world. Google Gmail is constantly improving its product, initially just a normal email service known for high speed and large capacity. Now Google Gmail has gradually grown up with great strides compared to other services

Gmail supports POP3, upgrades storage capacity, integrates email search capabilities, multilingual support, automatic backup of messages when drafting, virus scanning, downloading attachments without downloading . and Especially two functions: *Auto-reply to e-mail* and *Create group list* .

1. Automatically reply to e-mail.

When this mode is turned on, Gmail will send a notification to the person who sent the e-mail (with the message you specified). To do this, do the following:

Step 1: Log into gmail mailbox at http://gmail.google.com

Step 2: Click the Setting item, located on the top right of the screen.

Step 3: In the General tab, turn on the ***Vacation responder on*** function in the ***Vacation responder section*** .

Step 4: Type the subject in Subject and the content informs you that you want others to receive it in the Messenger frame.

Step 5: Check the option ***Only send a response to people in my Contacts*** if you want only those in the Contacts list to be able to receive this message (those outside of Contacts will not receive a self-reply message. dynamic).

Step 6: Click the Save Changes button to save the changes you've just made. It's done.

Note: If you want to turn off the Vacation responder automatic notification, click the 'end now' button on the Gmail main interface or select ***Vacation responder off*** in *Settings> General* .

2. Create a group list in Gmail mailbox.

Creating a group email list (Contact Group) will help you manage your email more quickly and efficiently. For example, if you want to email all your former classmates back to level 2, instead of having to type each email address in the To field, just send the Ban_CAP2 list, that's it, Gmail will send your message. to all friends in Ban_CAP2 group, it's convenient, isn't it? To do so, do the following:

Method 1: Click the Contacts button on the left of the Gmail page and select the Groups tab. In this tab, click the Create Group button and name the group. The next job is to type each email address into the group (in the Add Contacts frame). Don't rush to think that typing the e-mail is difficult, it's really easy, just type the first letter, Gmail will find the name you want to enter and help you. Very quick.

Method 2: In this way, instead of selecting the Group card, select the card Frequently Mailed or All Contacts. Your job is to check the addresses you want to include in the Group. Then, click on the *Add to group list> select New group* , so automatically the selected email addresses will fit in the Group you just created.

To send an e-mail to the group, click Compose Mail button> type the group name in the sending address (To, CC, BCC .)> enter title (Subject)> type content> attach file (if any))> Click Send. It's done.

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