

Become a player using Gmail with the following 5 tips

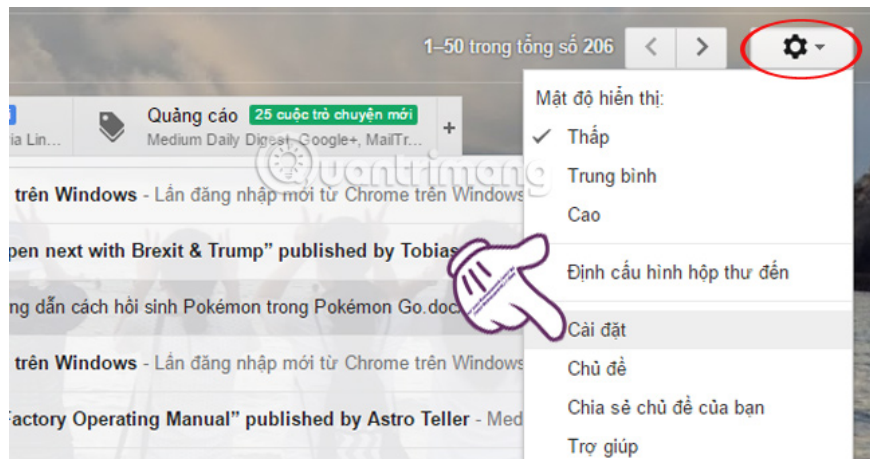
You use Gmail daily as a means to send key exchanges. But have we used up all the cool features of Gmail for our work?

As Google's free email service, Gmail has become a popular email exchange tool and is widely used by many people today. Every day, you will use Gmail continuously but not sure if you know and exploit all the features of Gmail to serve the job more effectively. So, follow the article on the following Gmail usage tips of Network Administrator

1. Use the Undo feature Send:

This feature is pretty good when we can stop sending emails for a short period of time, if something is wrong in the mail. You can edit the missing content, errors and then continue the mailing process.

To activate this feature, go to the **Settings** section of Gmail.



Then, in the **General** tab (General), go to the Undo Send **item** and **select the** Enable Undo send option (Enable Undo send). Select **the time to** stop sending Gmail.



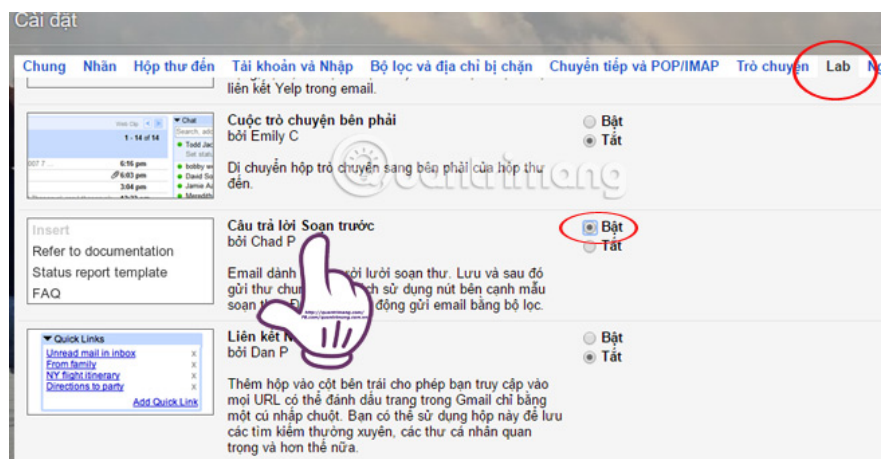
For details on how to do this, how can you see the article [Enable Gmail's Undo Send feature?](#)

2. Enable Canned Responses - Previous answer

This feature will be useful for mailing messages with similar content. Long paragraphs can be used for other emails, then edit as desired to suit each purpose. Users can edit the content of the information they want to model and use this feature to store for future use.

Step 1:

Also at the **Settings** interface in Gmail, we will move to the **Lab tab** . Then **Turn on the Revised Answer (Canned Response)** section . Finally click **Save changes** below.



Step 2:

You open the compose window. Click on **the triangle icon** , select **Prepared answer** and proceed to write the email content in advance or insert the edited message.



3. Use Gmail Offline:

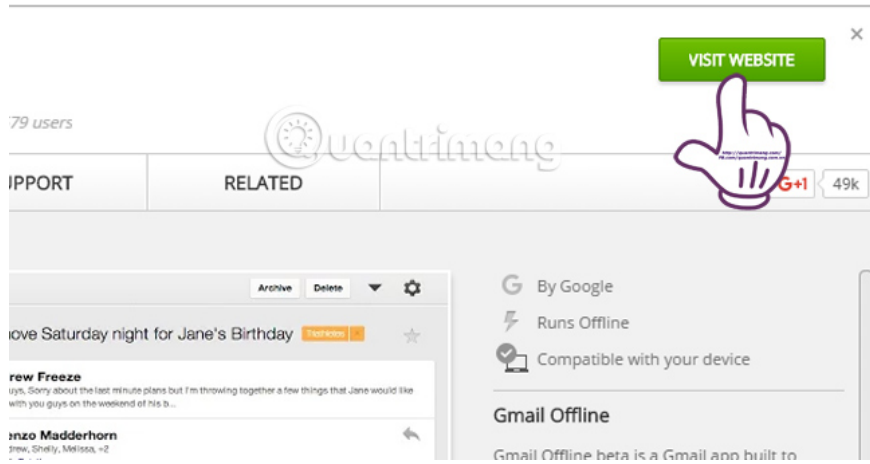
The offline Gmail feature makes it easier to check your email, meeting the needs of your work even if we don't have a Wi-Fi connection. Users will have access to Gmail without a network, allowing you to read, respond to messages, search and archive emails.

Step 1:

First of all, you need to install the Gmail Offline utility according to the link below.

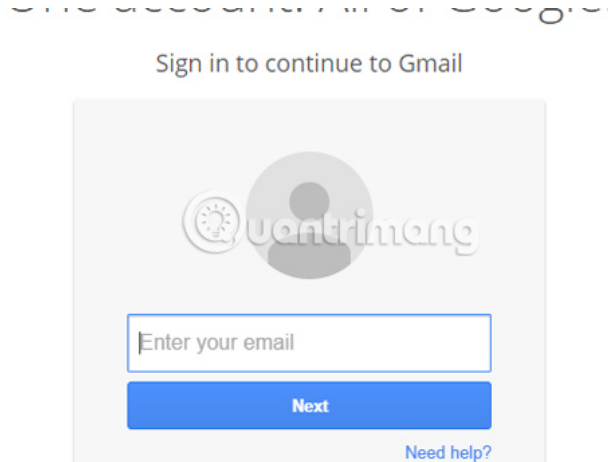
1. <https://chrome.google.com/webstore/detail/gmail-offline/ejidjjhkipmpkbhmpbfngldkglhimk?hl=en>

We will select the **Add to Chrome** item. Then click **Visit Website** at the interface of installing utilities.

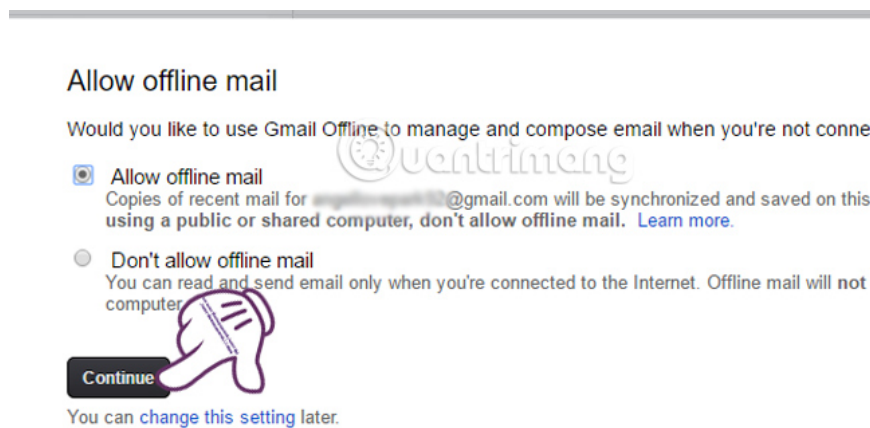


Step 2:

Next, we will **login to Gmail account** to continue using.



Soon, you will be asked if you want to use email offline. Check the box **Allow offline mail** to use.



For more on how to use Gmail offline, readers can refer to the article 14 useful tools for Gmail that should not be ignored - P2 in section 9.

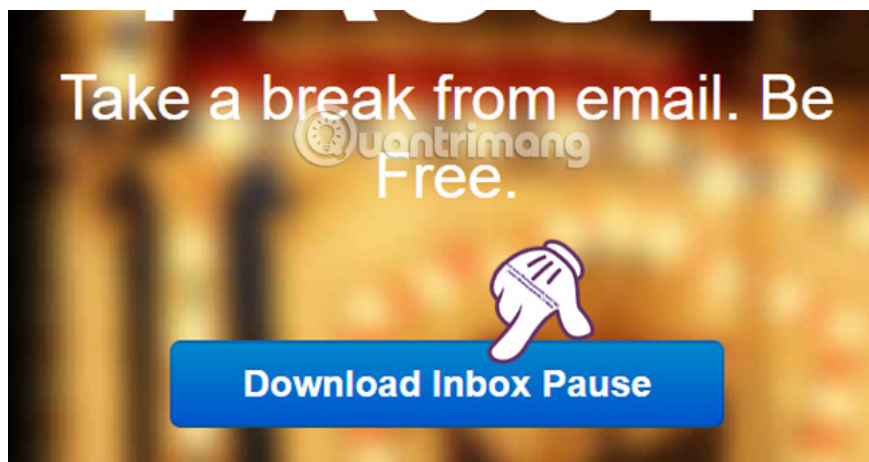
4. Reduce the annoying level of Gmail with Inbox Pause:

This utility will help us stop receiving emails for a period of time so we can focus on work more.

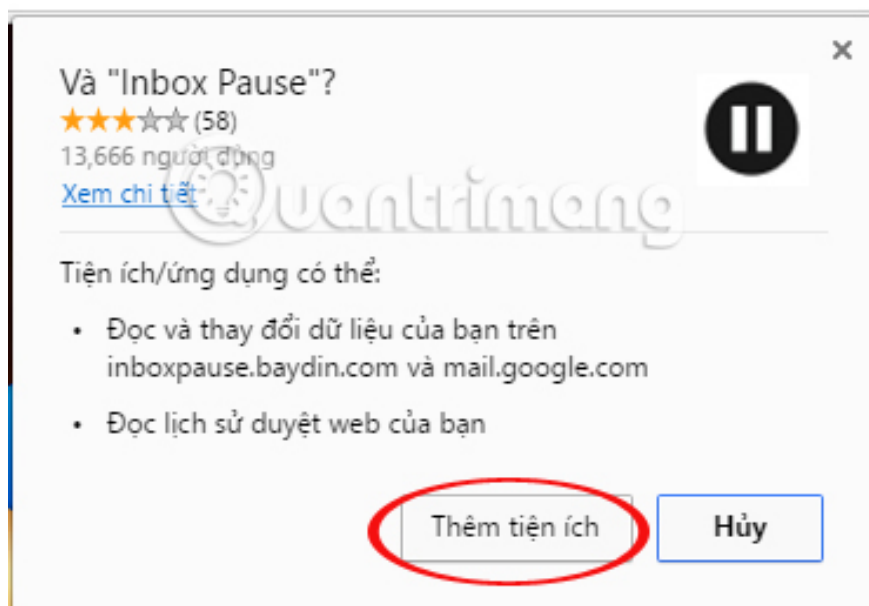
Step 1:

First, visit the link of **Inbox Paus** utility e below, and click the **Download Inbox Pause** button.

1. <http://inboxpause.com>

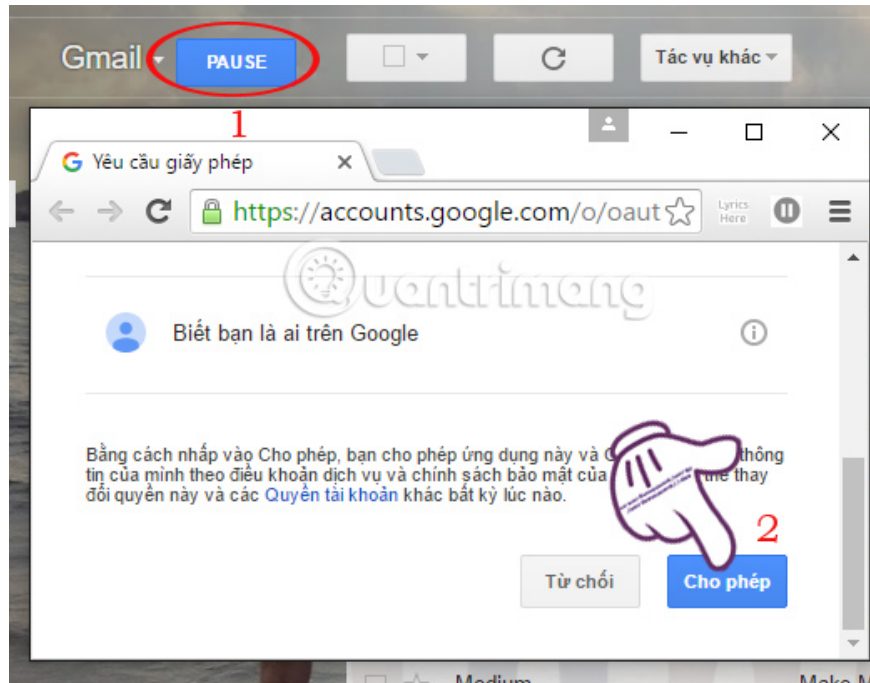


Click **Add add-on** to install.



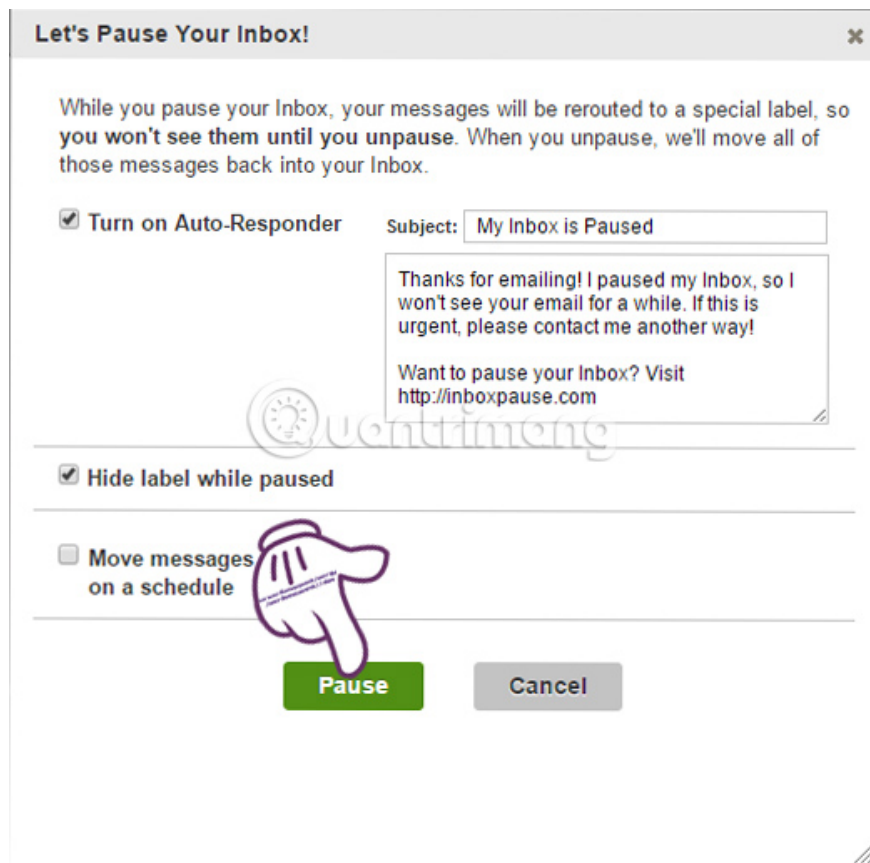
Step 2:

At the left interface of Gmail, select the **Pause** button and **Allow the** utility to use Gmail information.

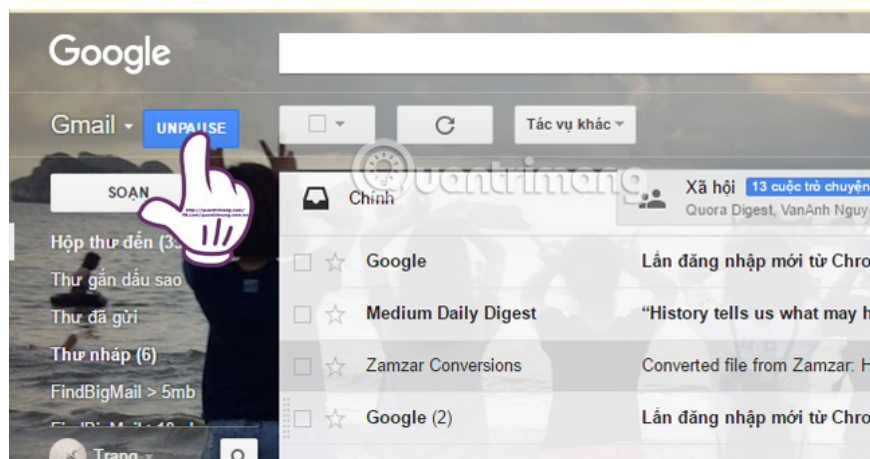


Step 3:

A new window appears. Click **Pause** to enable stop receiving messages on Gmail.



Shortly after, your mailbox has been paused to receive email. To **get back Gmail**, click on the green button **Unpause** on the left interface of Gmail.



5. Two-layer security for Gmail:

Gmail also needs two-layer security like Facebook or many other exchange applications. So securing Gmail with 2 layers will help all your emails avoid the leaked status. Users can sign up for a Gmail account by phone, then receive a security code from Google to enable the Two-Step Confirmation feature.

To know how to implement two-layer security for Gmail, how do you refer to the 2-layer security guide for Gmail?

Thêm điện thoại ✕



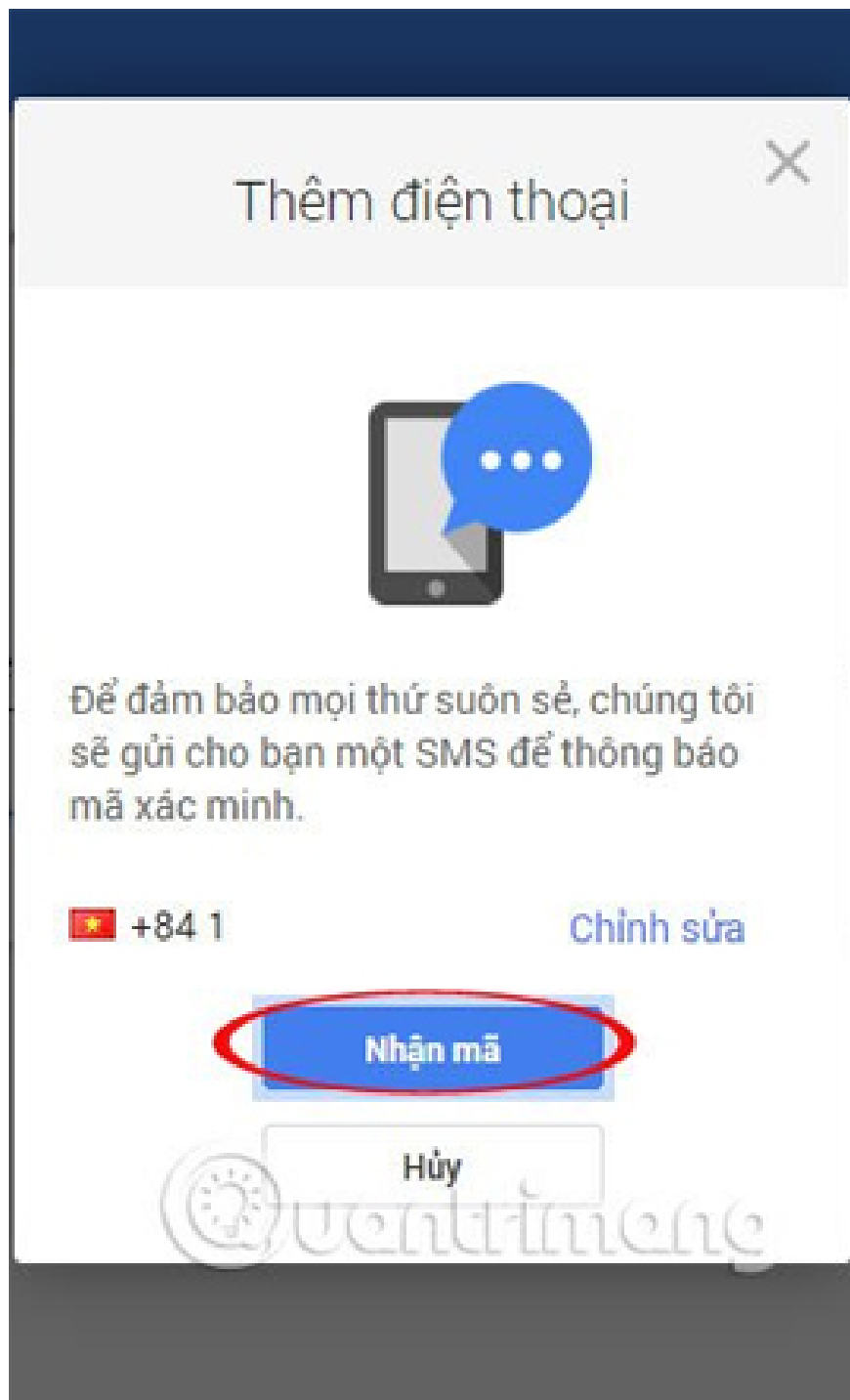
Vui lòng nhập số mới bạn muốn sử dụng.

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Số điện thoại của bạn sẽ được sử dụng cho các mục đích bảo mật, chẳng hạn như giúp bạn truy cập được trở lại tài khoản của mình nếu bạn quên mật khẩu.

Xác minh

 **Hủy**



Here are 5 tips to use Gmail to help you get more out of useful features when working and exchanging work through Gmail. Hopefully with this article, you can use it to increase efficiency with Gmail.

Refer to the following articles:

1. Contacts in Gmail, Android phones are deleted, this is how to recover
1. What is Cc, Bcc email? How to distinguish?

1. Instructions for creating Email Group in Gmail

I wish you all success!

You finished reading the article "**Become a player using Gmail with the following 5 tips**" 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.
