

How to manage Gmail email with Twobird

Twobird is a cross-platform Gmail mail manager that supports many useful mail management features.

There are many services to help users manage Gmail mail with useful features and a cleaner interface such as Twobird. The service works cross-platform from computer to phone, signing in to multiple Gmail accounts for quick mail processing. In addition, Twobird also allows users to compose letters, write notes or attach files to sent emails. With these notes, anyone viewing the email content can edit it. In addition, Twobird has added a dark background option in service platforms. The following article will guide you how to use the Twobird service to manage Gmail messages.

1. How to manage email on Google Inbox from the desktop
2. Become a master using Gmail with the following 5 tips
3. 3 good tips to help you manage Inbox on Gmail more effectively
4. Instructions for creating an incoming mail filter on Gmail

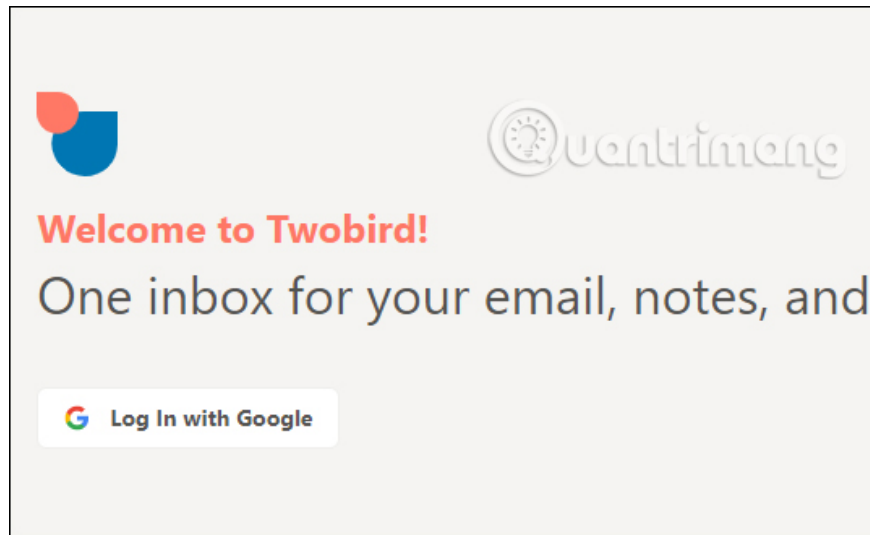
Instructions for managing Gmail messages

Step 1:

Users visit Twobird's homepage by following the link below and download it according to the version of the operating system you want to use.

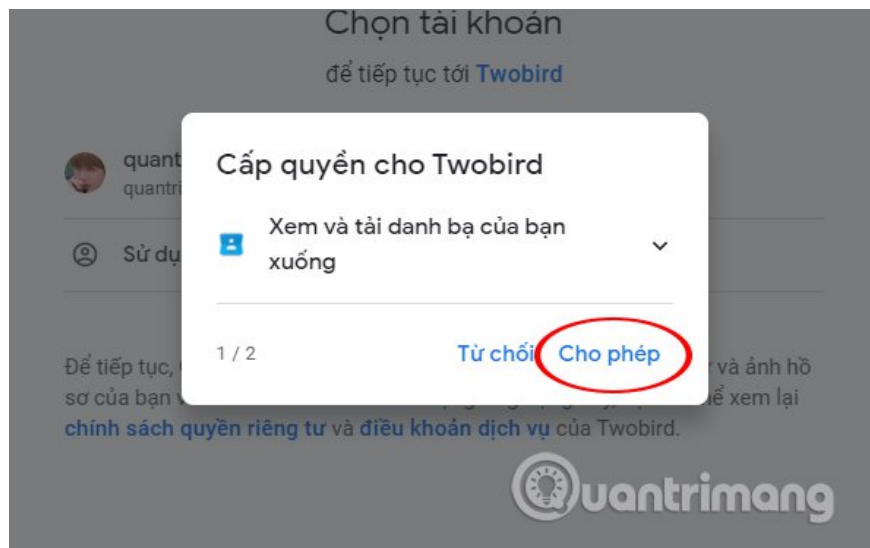
`https://www.twobird.com/`

The article will use web platforms, quite similar user platforms. We click **Login in with Google** to login Google account.

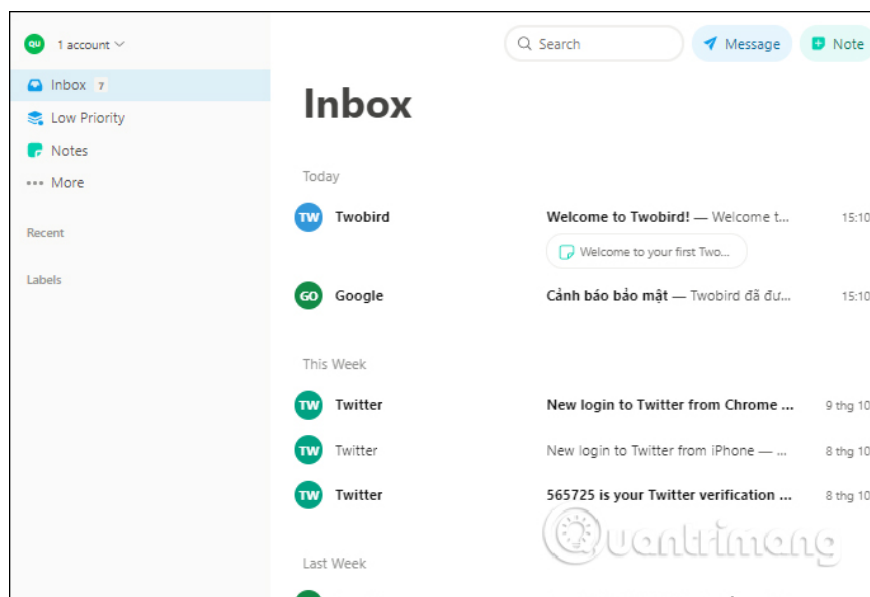


Step 2:

Next, the tool will ask the user some access rights to use, **click Allow** to agree.



This is the main interface of the Twobird service with all emails in the Gmail account that the user logs in. The interface is very simple and streamlined for users to easily manage email. Important emails are saved in the Inbox. Other promotional emails or not important will be in the section Low priority.



Step 3:

For **emails with images**, you only need to **click on the image to view** without direct access to the email. If you want to download the image, then click **the Save button** right next to the image.

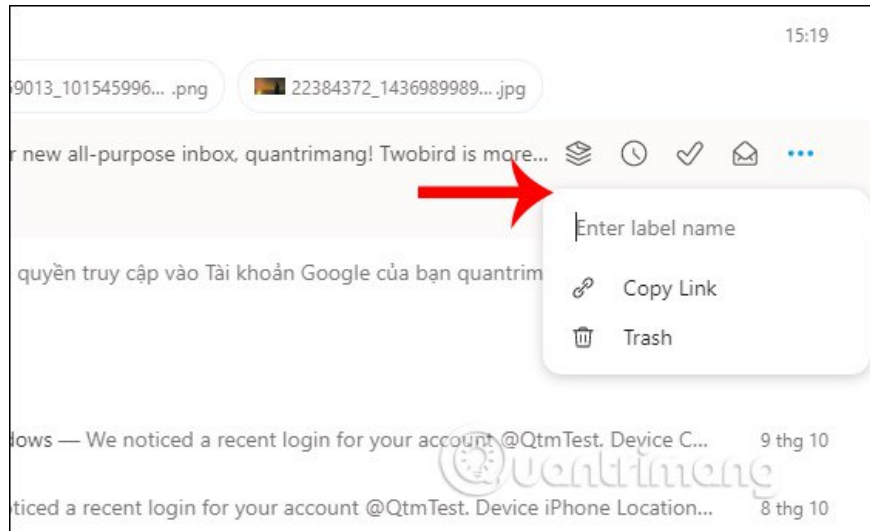


Step 4:

When users hover over each email, the bottom of the email will display a number of icons to quickly implement some features for email.

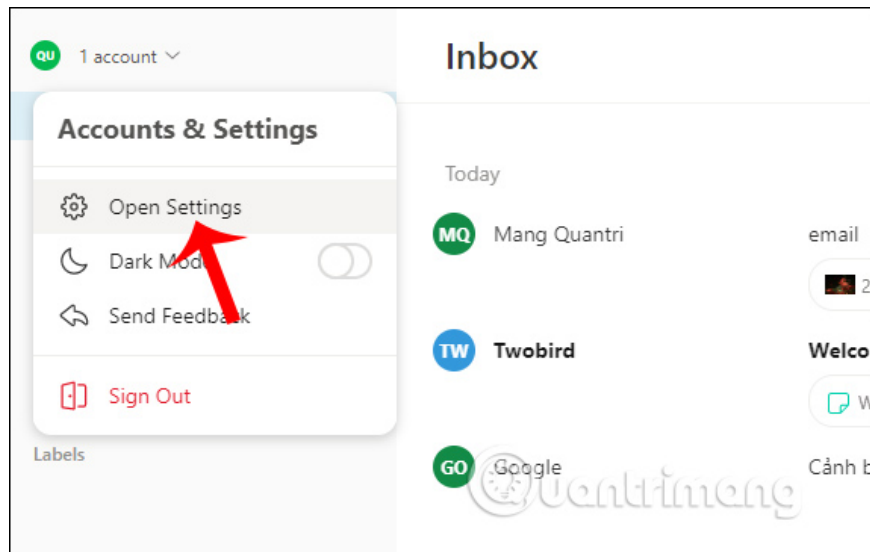
1. Mark as Low Priority: Put the folder into low priority so as not to display the interface.
2. Remind: Remind this message again with the time you choose.
3. Archive: Archive email.
4. Mark as Unread: Mark unread emails
5. More: Label this email.

- 6. Copy Link: Copy the email link on Twobird.
- 7. Trash: Send emails to trash.

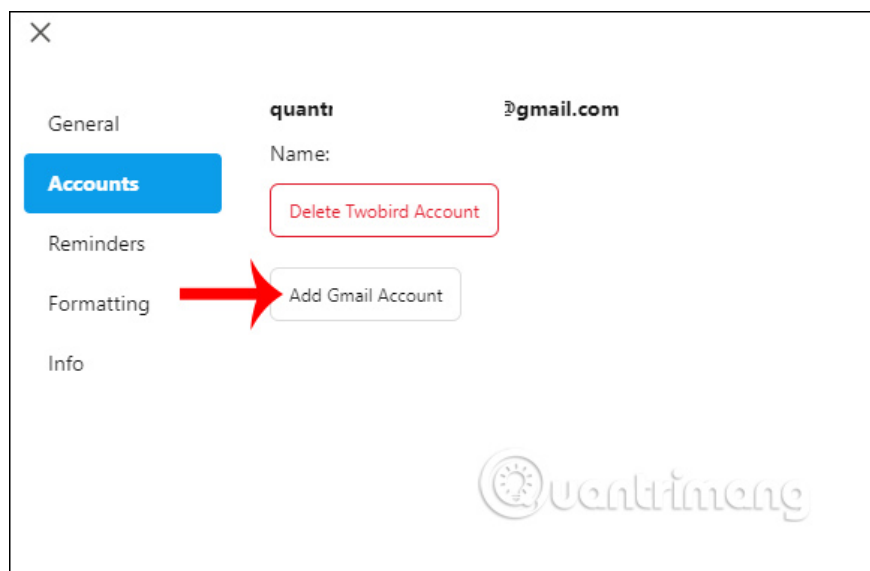


Step 5:

To **add another email account** you want to manage, click on **1 account** in the left corner of the screen and select **Open Settings** .

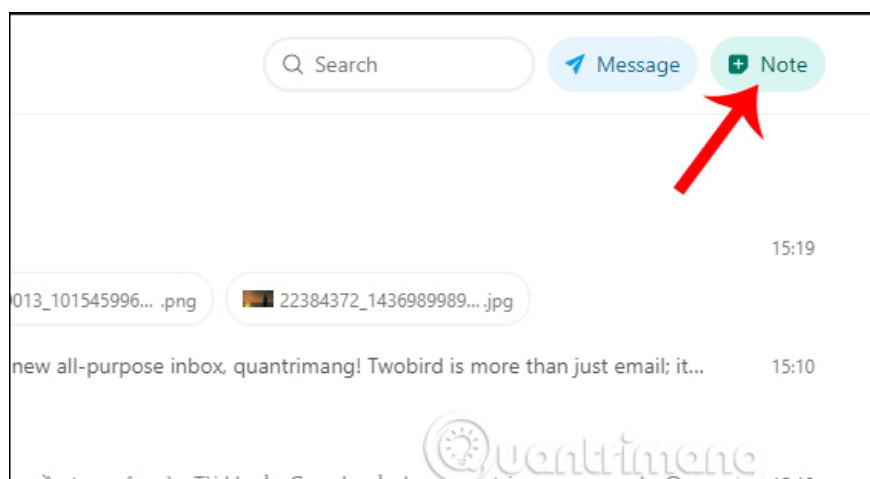


In the interface shown next click on **the Account** and then look to the right content, click **Add Gmail Account** to add another Gmail account. The next login steps you follow as above.

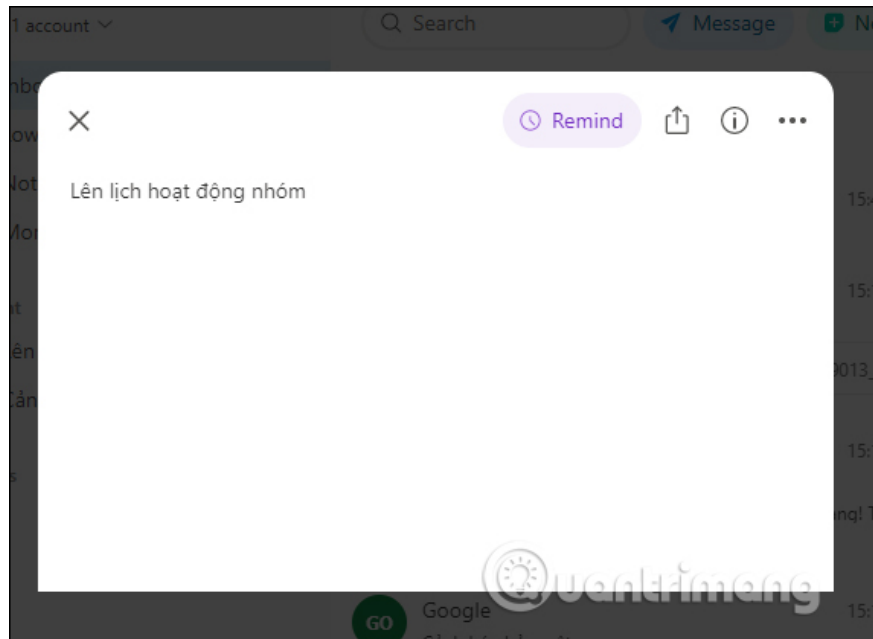


Step 6:

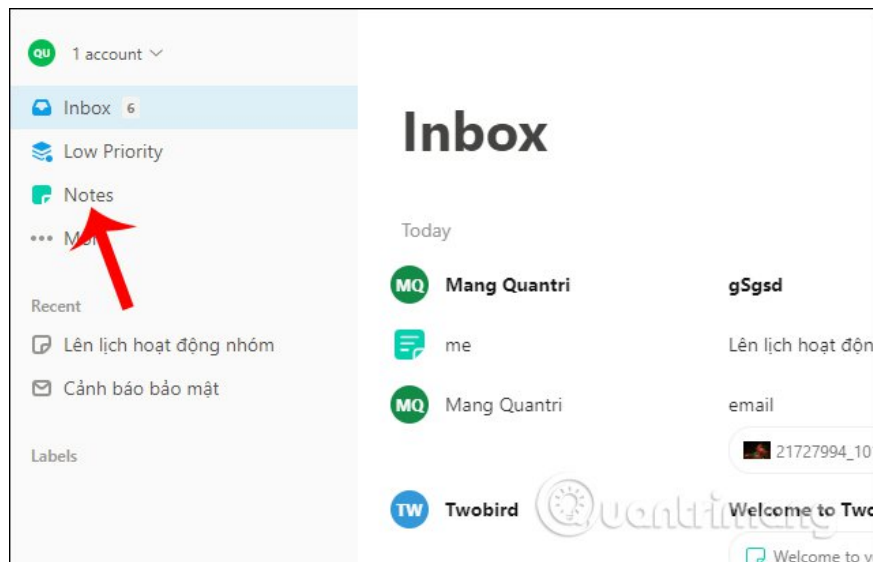
In addition to the basic features mentioned above, Twobird also has the ability to **write notes in the Inbox interface** . We click on **the Note** in the right corner to write notes in the mail.



Enter the text of the note and then click outside the interface.

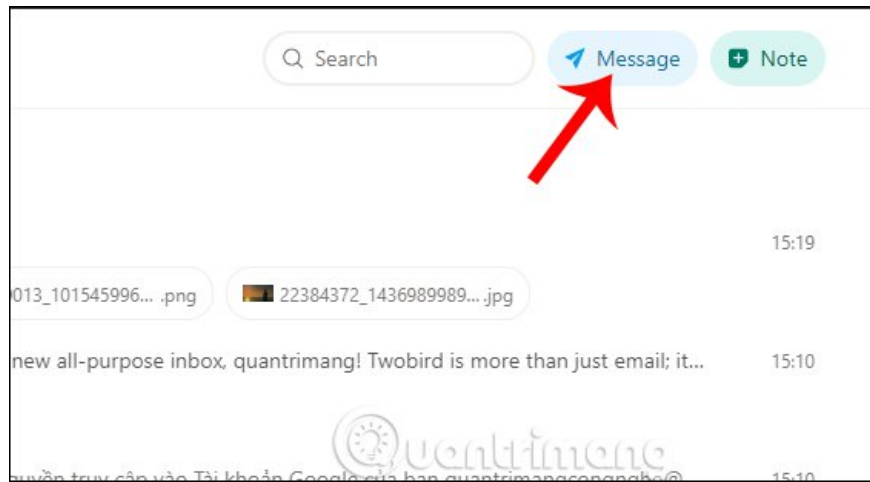


The resulting notes will appear in your email interface. Users also have separate **Notes section to manage** notes created in email.

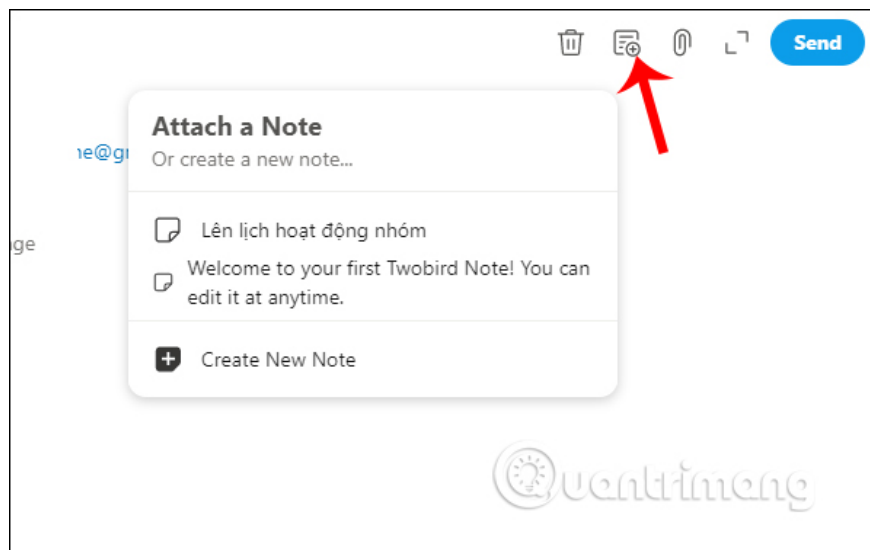


Step 7:

If you want to **write a note in an email**, then click on the **Message** in the upper right corner to compose a message.

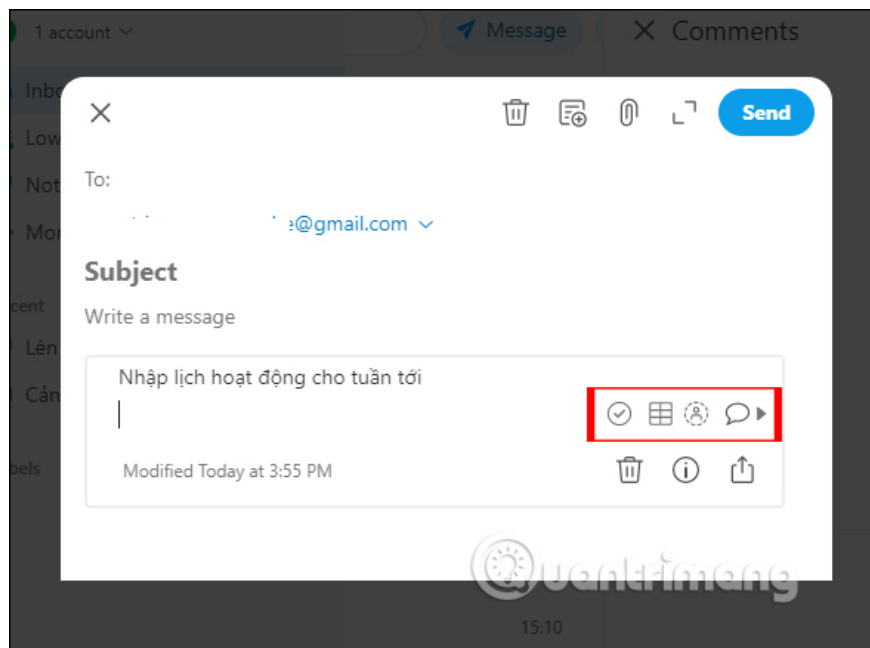


In the next interface displayed click on **the Attach a Note icon** to attach a note. This will display the notes that you have created to add. If you want to **create a new record** , click **Create New Note** .



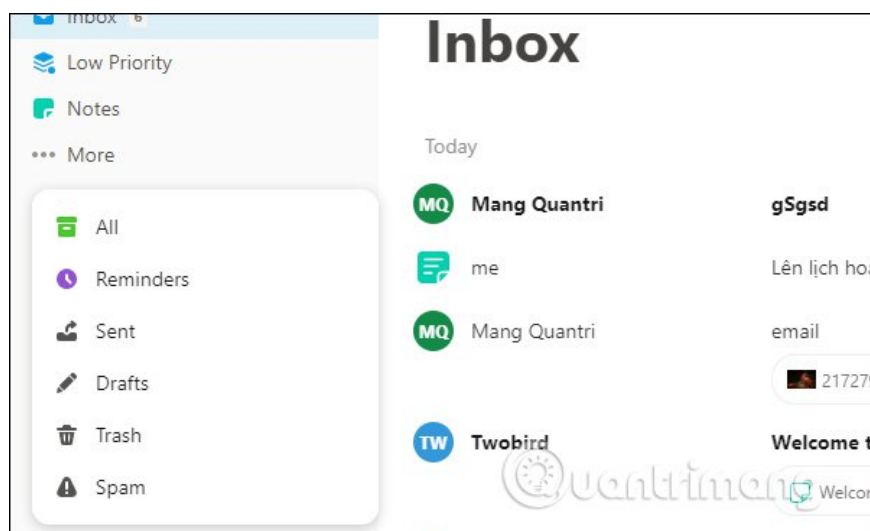
Then display the box to enter a new note for the email to be sent.

In the new notes box, there are many options for creating content such as creating lists, creating tables, inserting other Google accounts. These notes can be viewed and edited without logging in or installing the application.



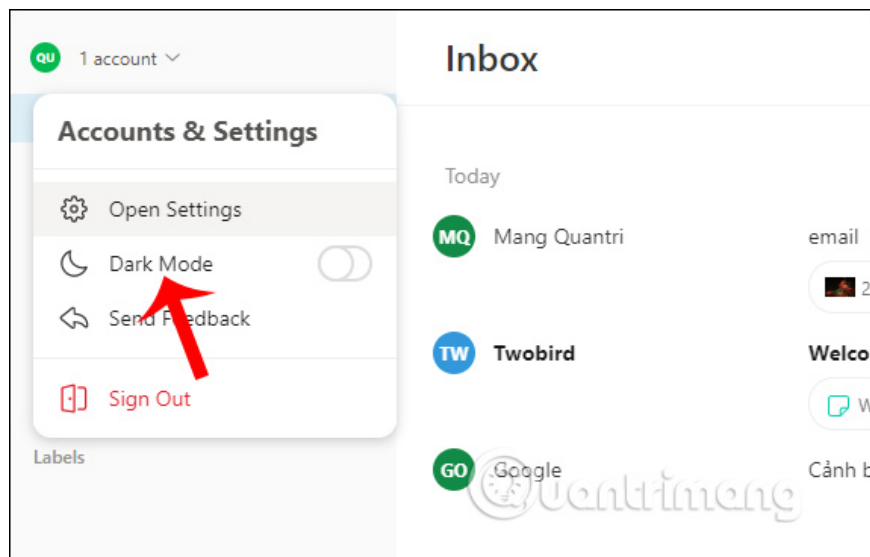
Step 8:

Want to expand the management section on Twobird, we click on **More** and then select the items to view.

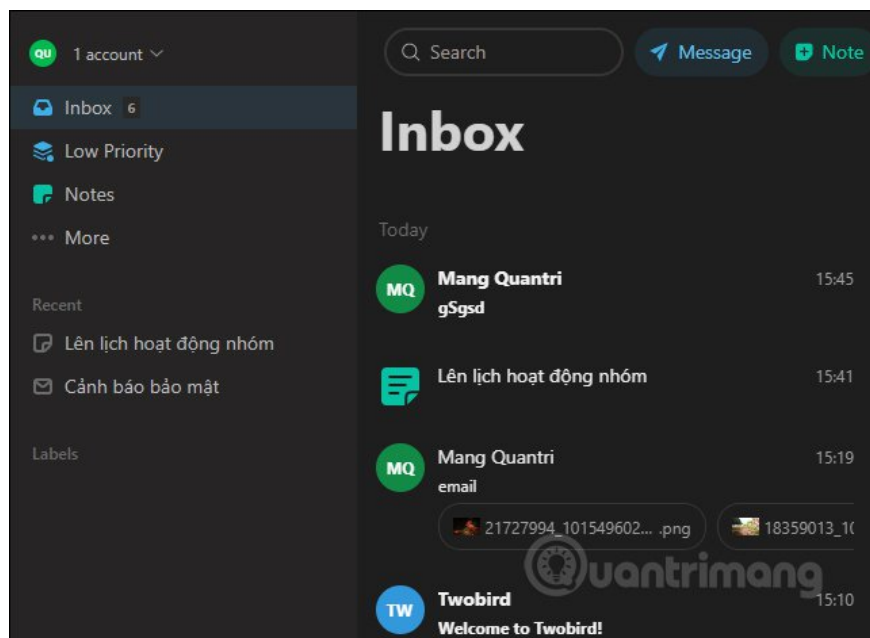


Step 9:

To switch **the interface of Twobird to the dark background** we click on **part 1** and select the **account in Dark Mode** as shown.



The result of Twobird's interface changes to a dark background and the text is converted to white.



Twobird brings a much simpler and simpler email manager. Besides the basic features of email management, the ability to add notes to outgoing messages is very useful.

I wish you successful implementation!

You finished reading the article "**How to manage Gmail email with Twobird**" 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.