

# How to use Unlimited Email Tracker to schedule Gmail sending

Unlimited Email Tracker utility will track, schedule and remind outgoing mail on Gmail.

If you frequently have to use Gmail and want to track sent messages, you can install the Unlimited Email Tracker utility. With important emails and you need to know if the recipient has opened the email, the utility will notify the user when the email has been opened. So you will know the current status of the email to choose another contact solution if they haven't opened the email yet.

The utility also has a timer feature to automatically send an email to the entered address and a reminder when the incoming email has not been opened. So users have more ways to manage Gmail. The following article will guide you how to use the Unlimited Email Tracker utility on Gmail.

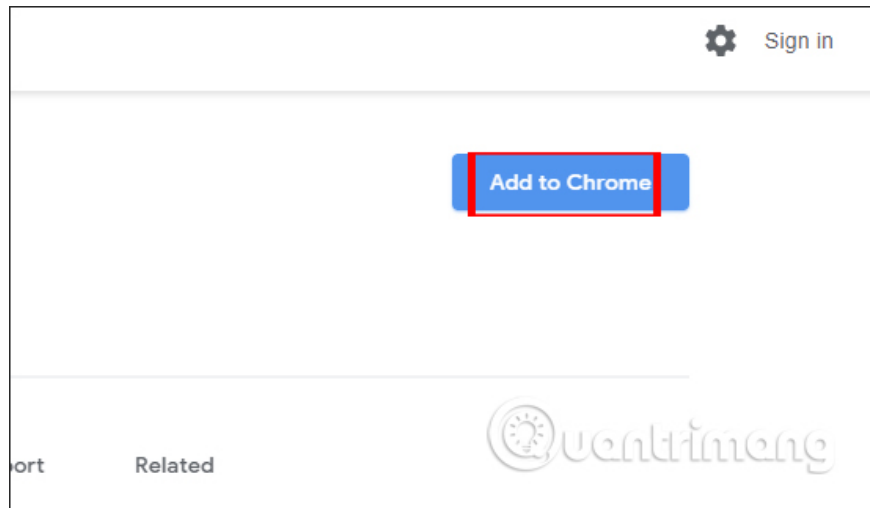
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3. How to send email to self-destruct (Confidential Mode) in Gmail
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## How to track Gmail with Unlimited Email Tracker

### Step 1:

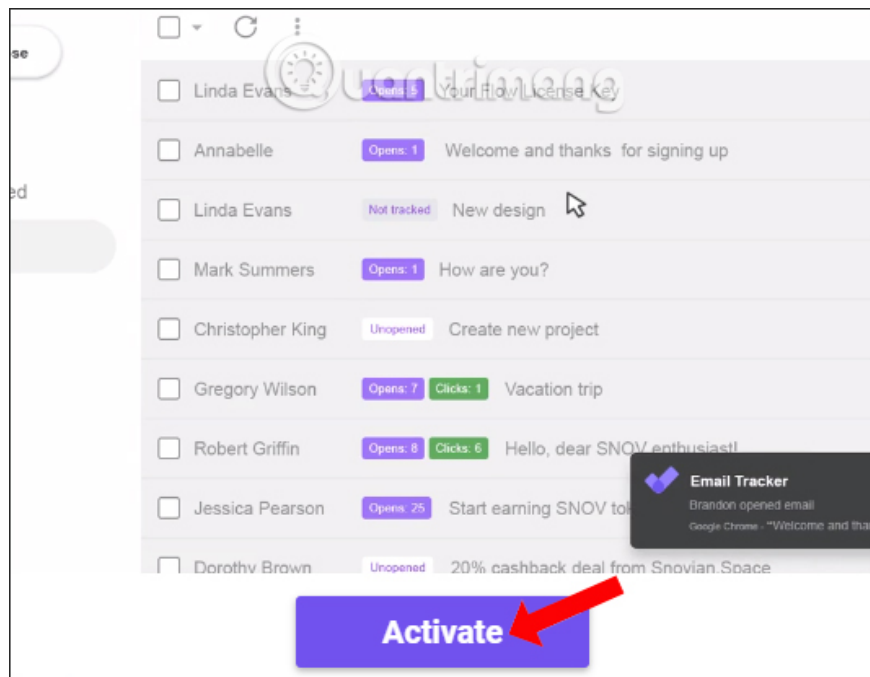
Users click on the link below to install the Unlimited Email Tracker utility on Chrome browser. Note that if you have another email tracking utility installed, it is necessary to disable the utility to avoid conflicts

1. Download the Unlimited Email Tracker utility

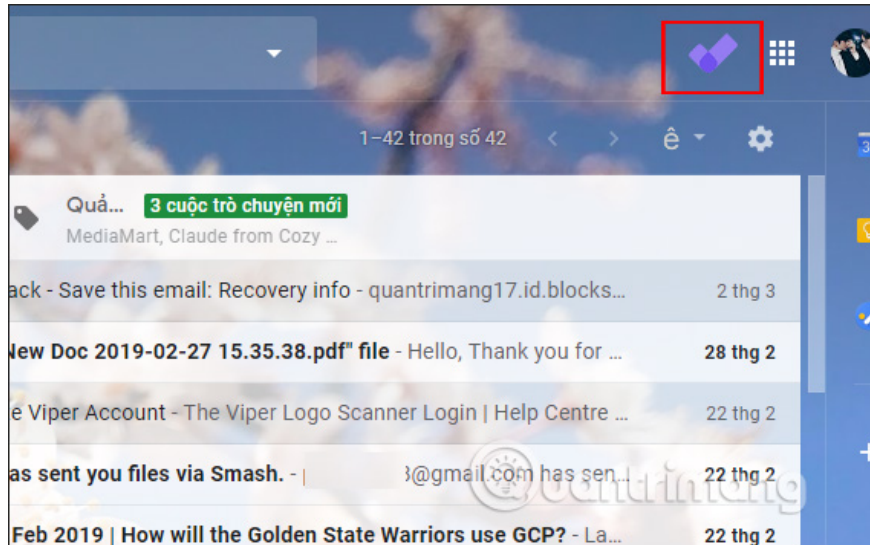


**Step 2:**

Next we log into the personal Gmail account. It then displays a pop-up so that the user allows Unlimited Email Tracker to work on the Gmail account, **pressing Active** .

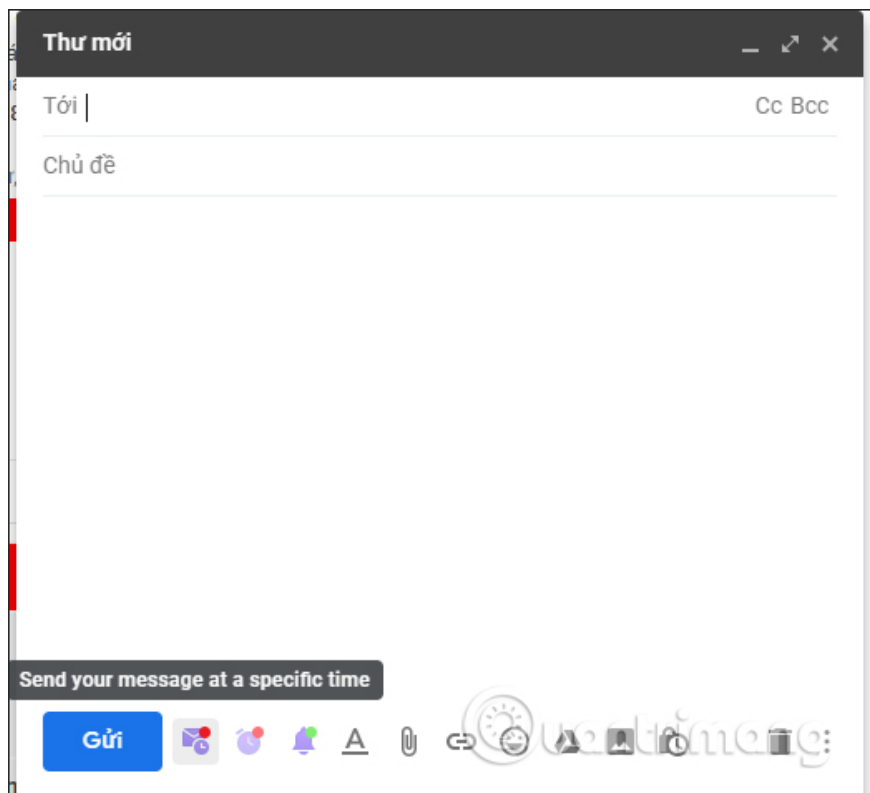


As a result, you will see the icon of the Unlimited Email Tracker widget currently in the Gmail interface.



### Step 3:

Conduct compose email as usual and see display in email editor with 3 new icons integrated. Each icon will have different features.



When clicking on one of these 3 features, you will be **asked to access the Snovio extension** to your Gmail account and to manage drafts and emails, etc.

 Sign in with Google

## Choose an account

to continue to **Snovio**



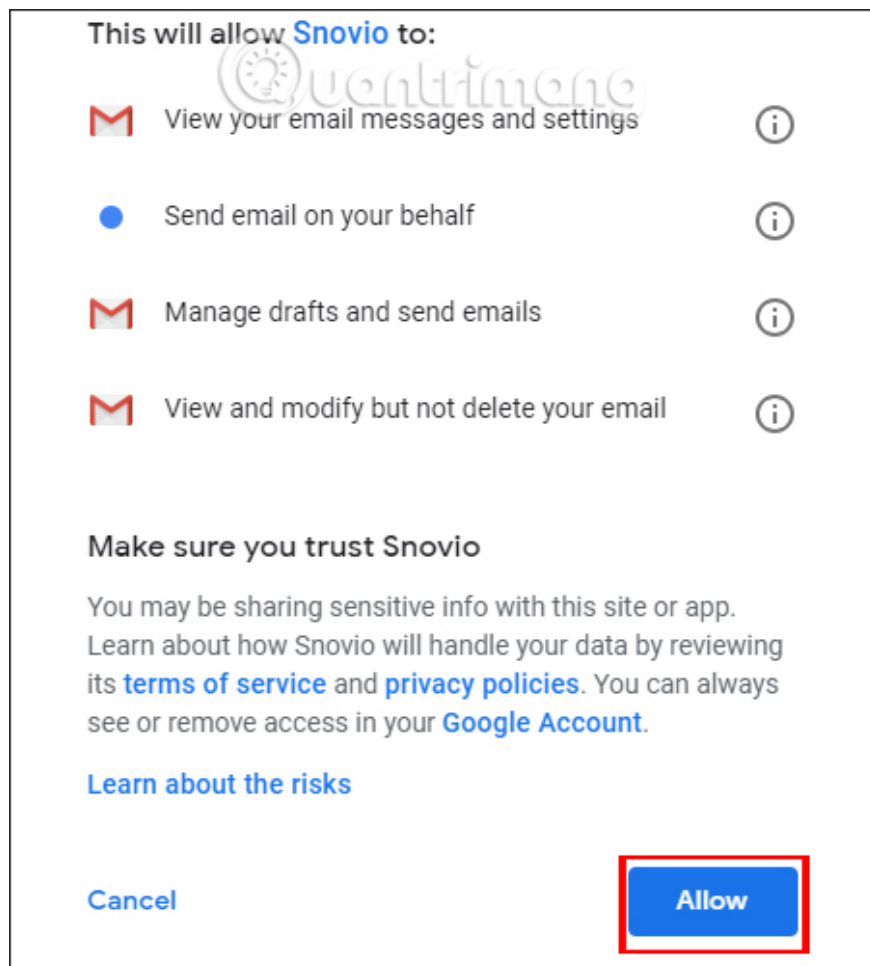
**Mang Quantri**  
quantrimang17@gmail.com



Use another account

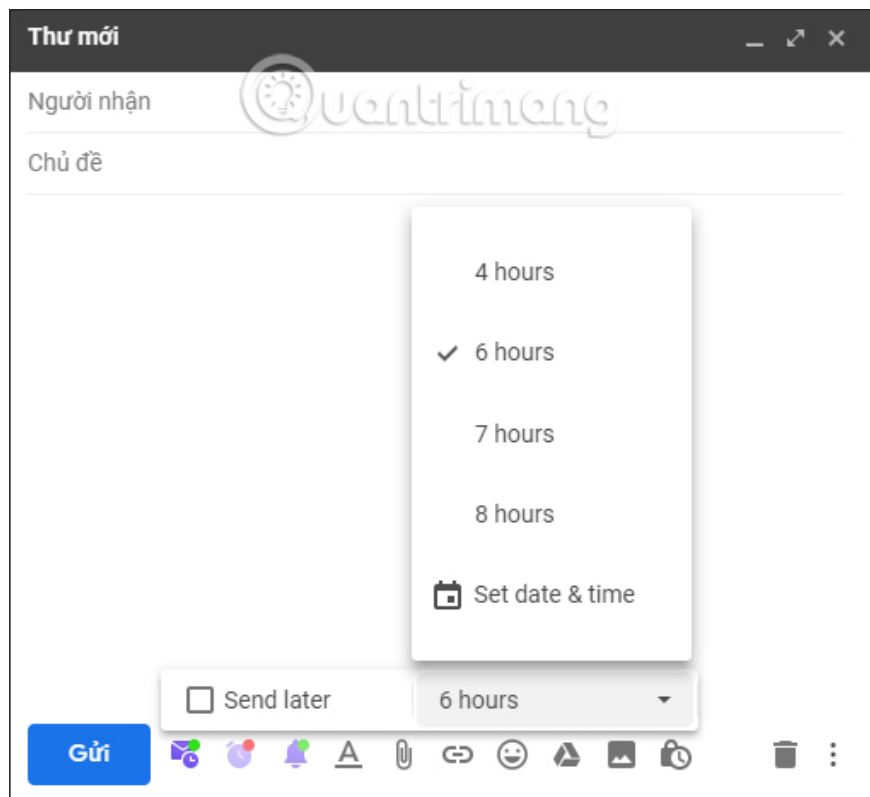


Click **Allow** to agree to allow access.

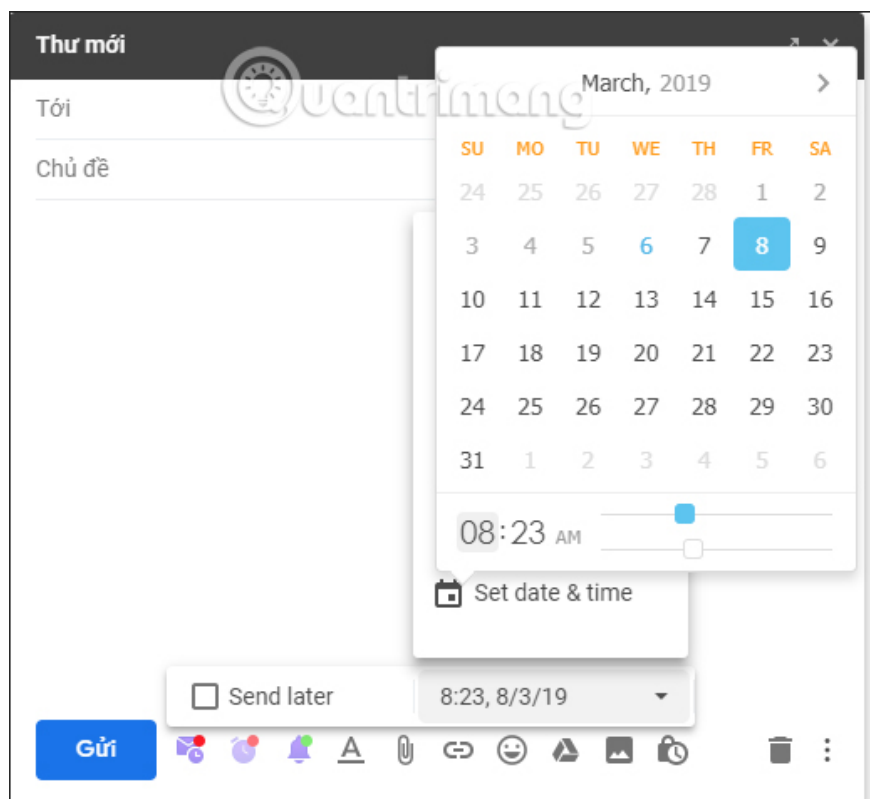


#### Step 4:

When you click on **the email icon with the clock (Send your message at a specific time)** , the user will be given the option to send the email. Here we can select the preset time frames in the list. If you want to select another time, press Set date & time.

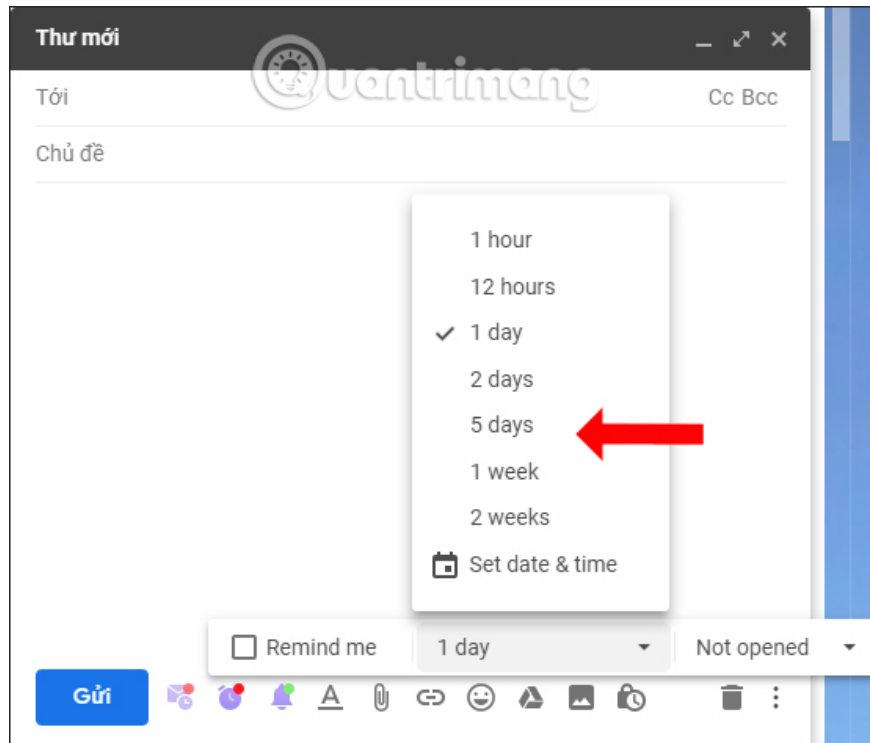


Select the date you want to send and adjust the specific time via 2 ladders below. Finally, **click Send later** to schedule an email. Email is saved in Drafts and emailed automatically when you arrive on the calendar. The utility also sends an email notification with a pop-up interface on the screen.



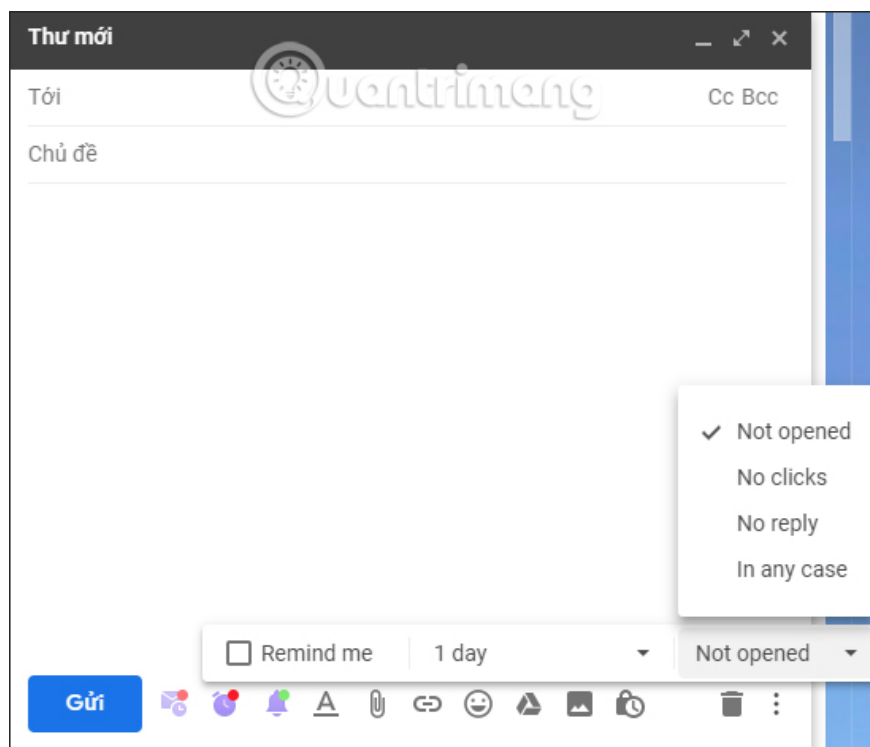
## Step 5:

Click on **the clock icon (Set a reminder)**, the user will be prompted if the email sent has not been opened by the recipient. First, select the time you want to receive reminders, can choose the time available or press Set date & time to schedule.



Next we choose the action to trigger reminders including Not opened (No mail opened), No clicked (not clicked on the link), No reply (no response), In any case (in any case).

Finally, check **on Remind me** and proceed to send mail as usual.

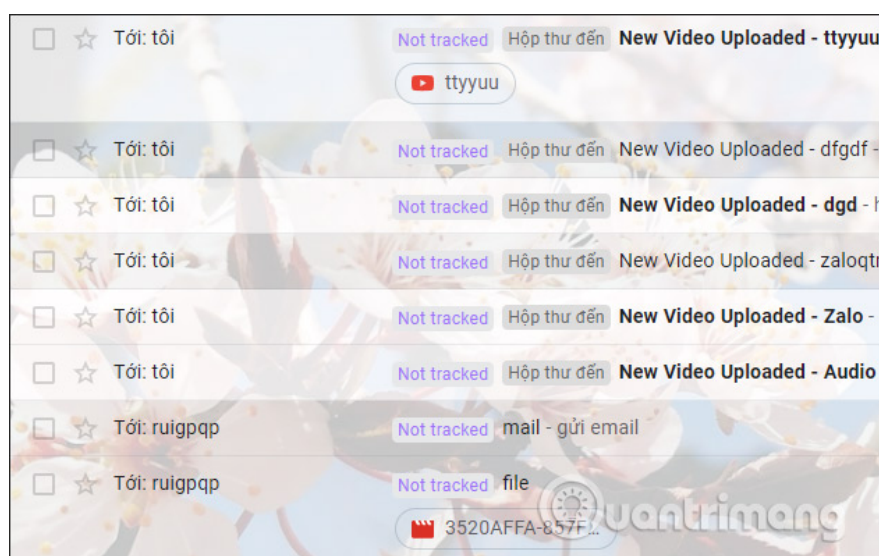


### Step 6:

Click on **the bell icon (Enable tracking for this email)** to **enable the tracking** feature for sending email.

Users will then see notifications in each email indicating their open status. Each state is expressed through different colors.

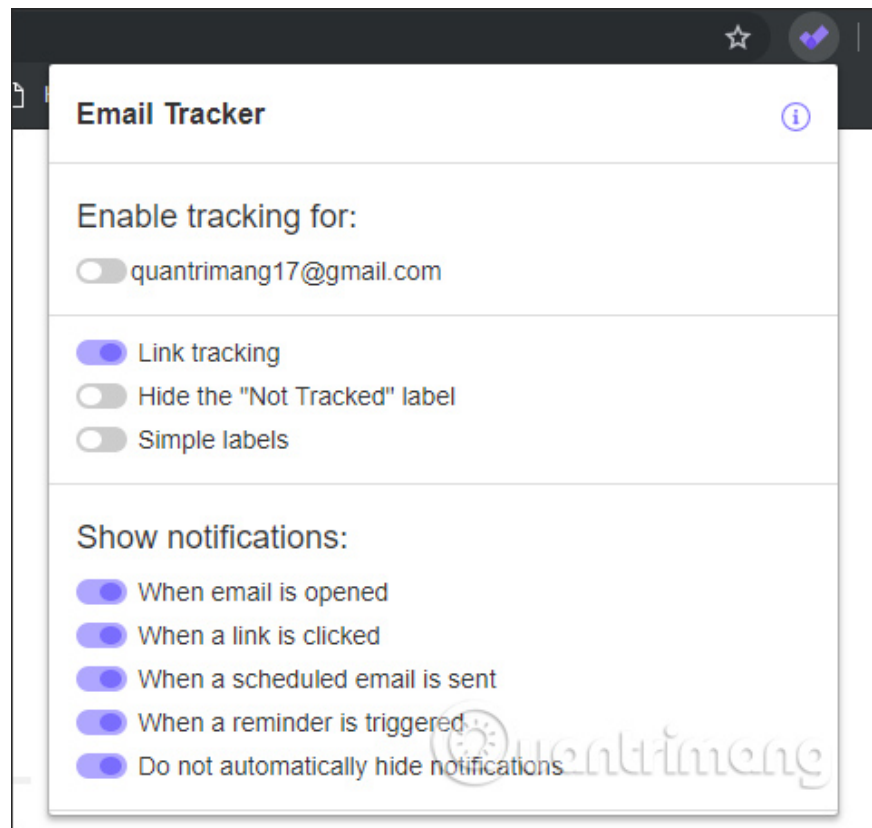
1. White label: Email is not open.
2. Purple label: Email has been opened with the number of openings.
3. Green label: The email has been opened with the number of clicks on the link (if any) inside.



### Step 7:

Utility Unlimited Email Tracker can work on many different Gmail accounts because you have installed the utility on Chrome browser. Just agree to allow Unlimited Email Tracker to work on your Gmail account.

Click on the widget icon on the toolbar to turn off the notification feature on the user's account.



With the Unlimited Email Tracker utility, users can control more than the email they send as well as add some other options such as automatic scheduling. Notifications show pop-ups at the bottom of the screen to let users know the status of emails quickly.

I wish you all success!

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