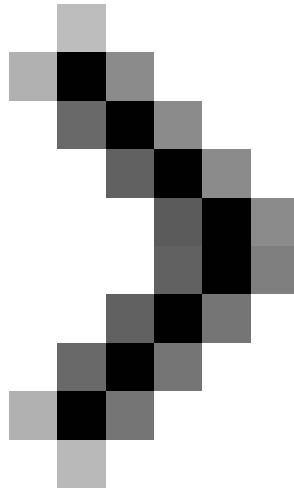


Instructions for Gmail users - Part 2

In this article we will give you the most complete guide on how to use Gmail and its features.



Guide for Gmail users - Part 1

Eric Griffith

Dots and plus signs in the address section

When Gmail receives it, it ignores the extended dots that are inserted in the first part of the address. That means that *youraddress@gmail.com* is similar to *your.address@gmail.com* and even *youraddress@gmail.com* and *your.address@gmail.com*.

In addition, you can also add words to your Gmail address, such as: *youraddress+comics@gmail.com* or *youraddress+news@gmail.com*. And you can combine dots and plus signs if you want: for example, *your.addr.ess+superstar@gmail.com*.

Why are these custom aliases useful? The reason is that they make it simple to filter messages when they reach your inbox. Allows you to set separate styles for different audience groups, such as the type of address for friends, the type of address for colleagues. Add more + spam when you sign up for a service that you are concerned about can send with your name, then filter out any messages that have been sent to that address.

Ideally, register and add the name of the service you are using (such as *youraddress+xxx@gmail.com*) - then you can inform when it was passed with. That makes it simple for you to log in with your address as a username.

Obviously not all services allow you to put a plus in your email address, so this technique may not work either.

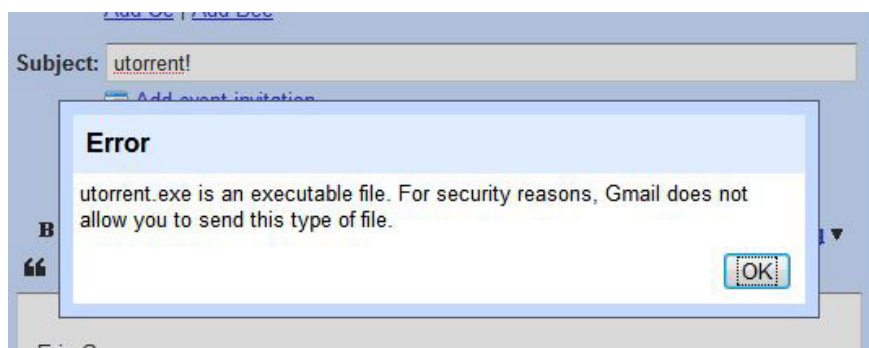
Another alias you can use: *gmail.com* and *googlemail.com* domains are interchangeable. *youraddress@googlemail.com* is similar to Gmail in all the examples above. And will also use the same alias principles above.

Attach

Some services have garbled the size of attachments quite a lot. However, in this respect, Gmail is quite generous, allowing files to be combined up to 20MB.



Because Gmail is a webmail service, attachments need to be uploaded to the Gmail site before you send them. If an attachment is large, attach it before you start writing your letter. Alternatively you may have to wait to send your mail while the file is uploading. To search for messages with attachments, both received and sent, use operator *has: attachment*. Add the *filename* operator *:* to search for specific names. Besides, it can also search the contents of text attachments.



Can someone send an executable file, just like a file with a .exe extension? Absolutely impossible. Similarly, you can not send .bat, .com, .dll and .ocx extensions. Gmail will not allow you to send those types of tails because these executable tails are very easy to involve spreading malware. In fact, Gmail often automatically checks virus attachments as a standard operating procedure - you can't actively cancel this scan. Also, you cannot hide executable files in a compressed file; Gmail will closely monitor the contents of the attachments.

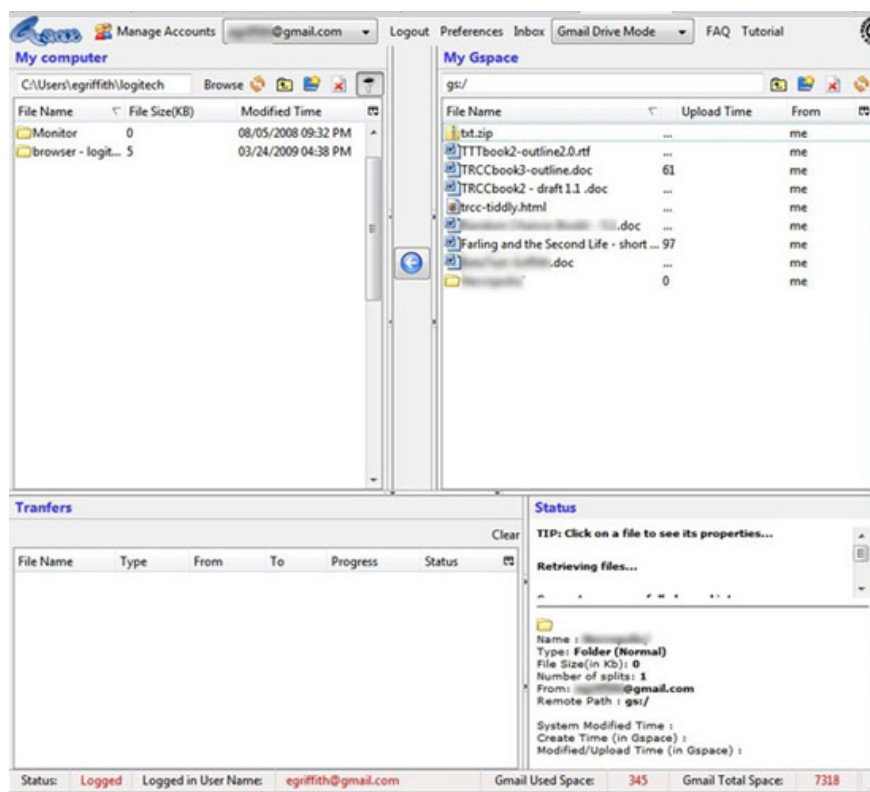
However there is another workaround to send executable files: Change the file name and tell the person you will send the message to its tail to change it. You might be annoyed a bit because Gmail will upload the entire file before it alerts you that it will not send those executable files to you. To save time, change their names first.

Storage space

Gmail users can use up to 7,318MB (or 7.14GB) of space to save mail, plus attachments. You can see the number of GB divided by yourself in the lower part of the Gmail page. Go to Basic Storage, you will see that Google claims to offer up to 7.69GB, plus 1GB for Picasa Web Albums storage.

That's the whole space you can use for free.

In case you want a larger capacity, you have to pay a fee for each level. For example, 10GB costs about \$ 20, 40GB costs about \$ 75, up to 400GB is \$ 500 per year.



Google has launched Google Drive for online storage, but you can work with it if you use Firefox as your main browser. Install Gspace add-on for instant access to the expanded space in your Gmail account via the FTP-esque interface in the browser. It works on Firefox for Windows, Mac and Linux; Gspace can also access multiple Gmail accounts (do not combine multiple accounts).

Create a filter in Gmail to store everything you upload via Gspace; otherwise these files will appear in the mailbox and disturb everything. Filter *subject* line : *d \$*, when these characters appear in the filename of anything you upload via Gspace. Set up a filter that bypasses the "Skip the inbox" box for the purpose of having the files stored when uploaded.

Note that when Google makes certain changes to Gmail, products like Gspace are destroyed and become useless. Therefore, this solution should not be considered for backing up your important files.

Notification

Gmail equips users so they can keep the service open on a browser tab 24/7 and always know when a new mail arrives. However, certain users sometimes like to log in to something new. Therefore, it is necessary to have multiple notifications.



1. **Gmail Notifier.** Official application from Google for notifying you of new mail running in Windows 2000 and XP and on Mac OS.
1. **Notifier2.** This Windows application notifies you about email from many services, such as Gmail, Hotmail, RocketMail and Yahoo.
1. **KCheckGmail.** Linux users with KDE interface will be able to see a new message with a small excerpt cut through KcheckGmail tool.
1. **Gmail Notifier for Firefox.** Put the Gmail icon in Firefox's status bar to tell you what is sent.
1. **Widgets.** Search on Apple sites, Google, and Yahoo Apple gizmo / gadget / widget, you can see many notifications notifications used on the desktop. Vista users who are neglecting can try Gmail Counter for Vista Sidebar.
1. **Gmail for Trillian.** As its name implies, Trillian users can use this service to see what's new.

Anyone who is using Google Talk client software for instant messaging - even with Windows Vista - sees a new Gmail notification via the Gtalk icon.

Use multiple accounts in one

Nothing prevents you from having multiple Gmail accounts. Having multiple accounts is absolutely useful if you use up all your storage space or simply want to distinguish between work and family. However, you can link these accounts together. Can link them even to non-Gmail accounts, so Gmail can become a major hub for your communication.

In the Settings section of your main Gmail account, go to the Accounts tab. You can choose to send a reply from another account or receive mail from another account or from your main Gmail account. The option will then go to merge your accounts into one, if that's what you like. When you click on the "Add a mail account you own" link, a simple dialog box will appear and ask for the email address. You will receive an authentication message at that address with a link that needs to be clicked before you can send messages from your Gmail accounts to those addresses. (Google doesn't want you to fake uncontrolled accounts).

You can now send messages from Gmail as if you were sending from a second email account. However, how to receive messages sent to it in Gmail?

Settings
[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#) [Offline](#)
[Keyboard Shortcuts](#) [Themes](#)

Forwarding:
 Disable forwarding
 Forward a copy of incoming mail to and

 Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)
 1. Status: POP is enabled for all mail that has arrived since 9/7/04
 Enable POP for all mail (even mail that's already been downloaded)
 Enable POP for mail that arrives from now on
 Disable POP
 2. When messages are accessed with POP
 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Gmail from other clients using IMAP)
[Learn more](#)
 Status: IMAP is enabled
 Enable IMAP
 Disable IMAP
Auto-Expunge
 Immediately expunge messages when I mark them deleted in IMAP
 Do not automatically expunge messages
When a message is expunged from the last visible IMAP folder:
 Archive the message
 Move the message to the Trash
 Immediately delete the message forever
 Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

If the second account is also Gmail, it is quite simple: Just go to the 'forwarding and POP / IMAP' tab (Forwarding and POP / IMAP) of your account and forward everything it receives to your main Gmail. . Store or digitize messages in the second account, which is also a problem. Going back to the main account, create a filter to label the messages from the second account so that you can see it accordingly, in that way you can quickly distinguish where they're sent.

Add a mail account you own

Enter the email address of the account to get mail from
 (Note: You may add 5 more of your accounts)

Email address:

If the second address comes from a vendor that supports POP3 email, Gmail can also import messages using Mail Fetcher. You will find this feature in the Accounts tab in the Settings section of Gmail. This will be an effective way to use Gmail when emailing your work.

If you own a separate domain name for your second email address, your Web hosting may have a control panel that can forward incoming emails to your Gmail. However, it may not always be worthwhile, for example, to forward mail from Yahoo Mail, you need to upgrade to Yahoo Mail Plus at a cost of \$ 19.99 per year. To access multiple Gmail accounts is maintained separately, a Firefox extension called Gmail Manager - can allow you to

move back and forth between them without re-entering the username and password repeatedly.

You need to remember the second Gmail account if you are close to the allowed space limit. At the very least, a second account can be a good way to filter all messages with oversized attachments that you cannot delete.

(There's more)

You finished reading the article "**Instructions for Gmail users - Part 2**" 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.