

# Instructions for using secret mode when sending email on Gmail

Nowadays with the development of technology as well as information security, users can use secret mode when sending email on Gmail.

At the end of last week, users can update the new Gmail version redesigned by Google, with a new interface that not only brings interesting experiences but also a lot of features that users need to explore.

In previous posts, Network Administrator has sent you to read some articles such as 9 Gmail tips on the new interface you should know or How to use Smart Compose to compose speedy messages in Gmail . In the article below This will continue to be an extremely interesting feature that users need to update immediately that is to use secret mode when sending email on Gmail. This is one of the salient features of the new Gmail security mode that focuses on privacy, allowing users to set an expiration date for email. Google is now starting to allow users to use secret mode, but this update is in phase so if you can't use this feature, don't worry.

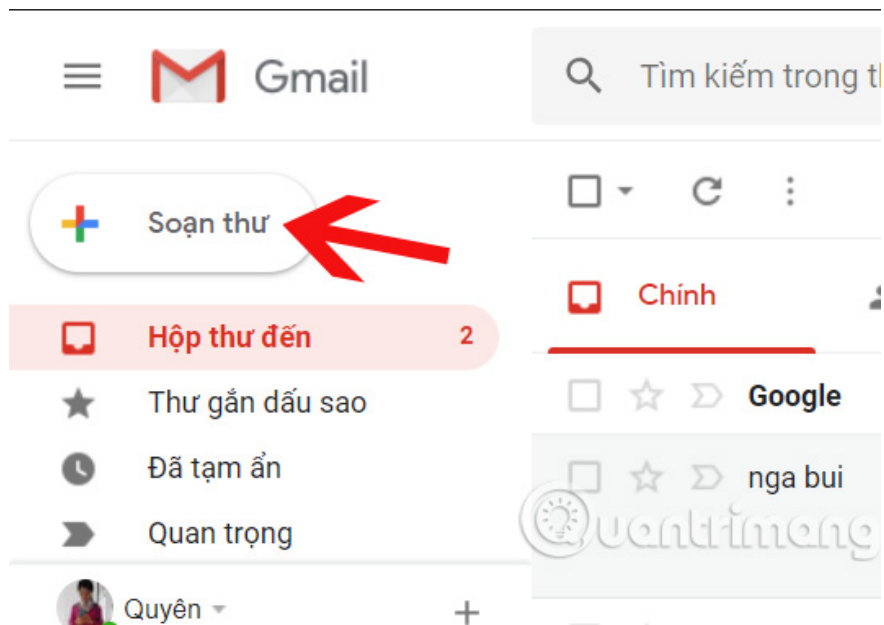
If your new Gmail interface has not been activated, you can refer to how to activate it here.

## How to send email Gmail in secret mode

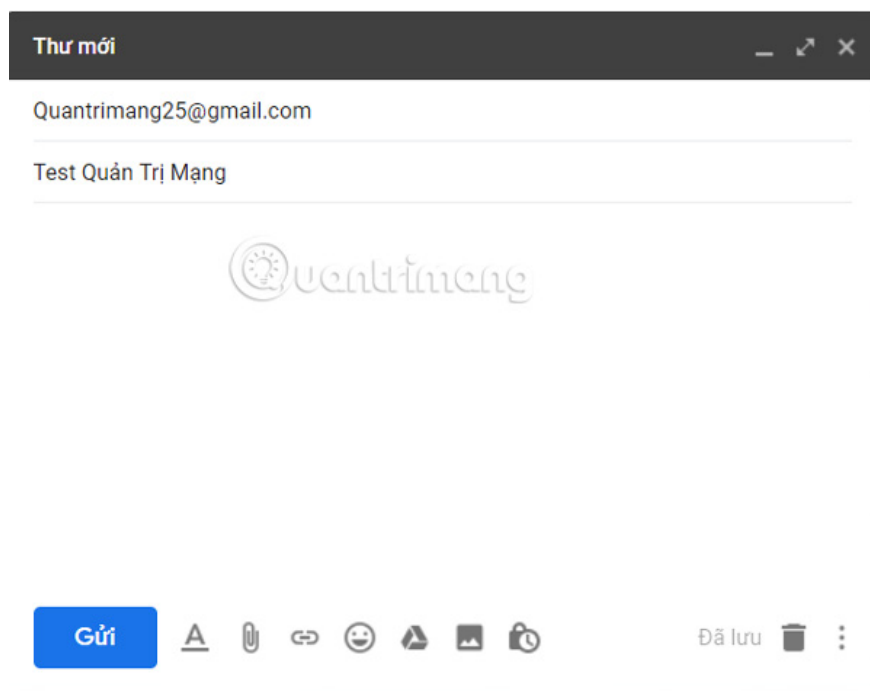
Secret mode comes with Google's new information management tool, allowing you to set options for how your email is displayed, viewed and shared. Basically, an email sent with secret mode cannot be forwarded or printed. You can set an expiration date and add a password request to enhance security when email is viewed.

To use secret mode, each time an email is written, the user needs to open it to use it, this feature cannot be set by default on all contacts.

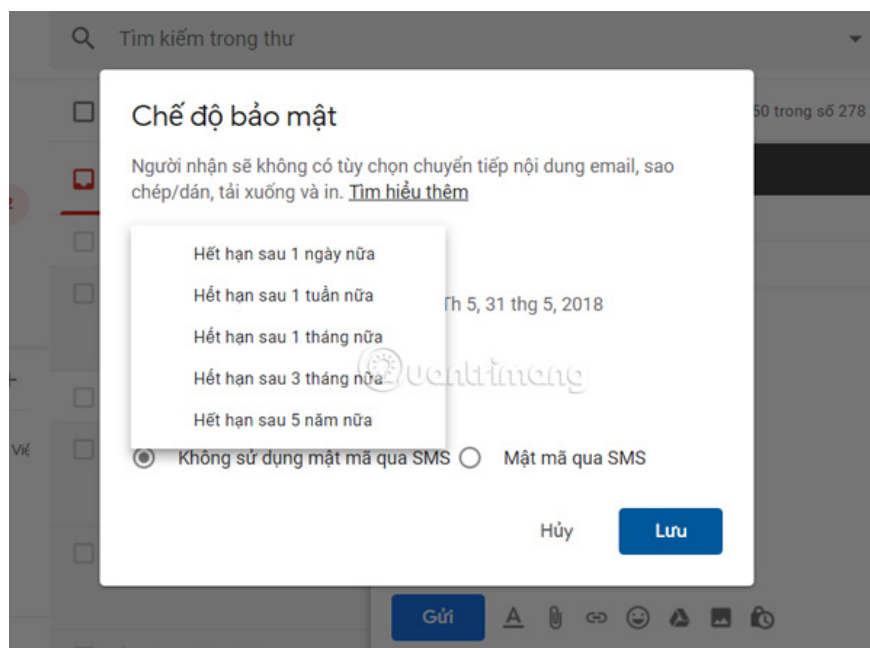
**Step 1** : First, open Gmail to normal, then go to compose and fill in the recipient information and Gmail title.



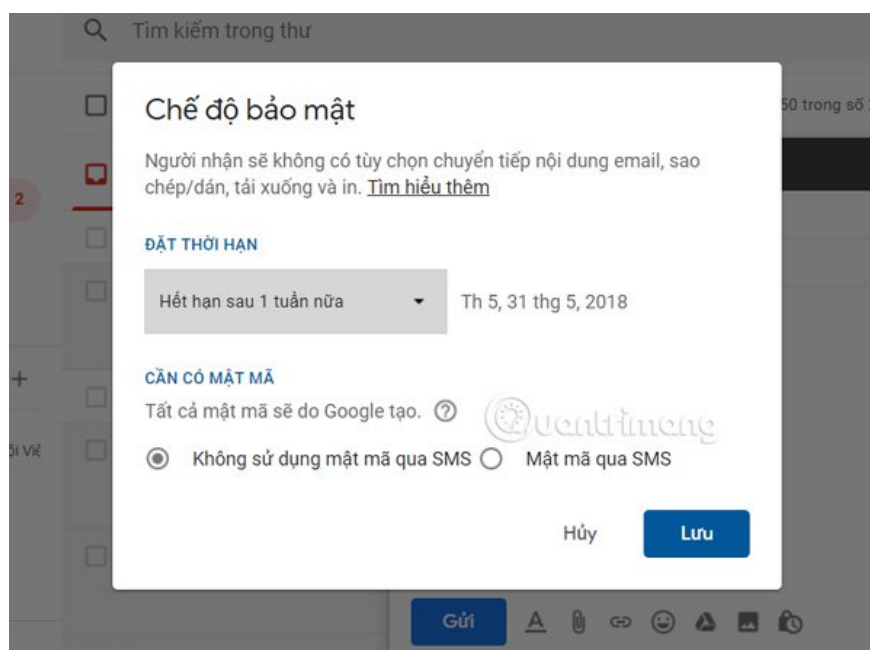
**Step 2** : Next, click on the item with the watch below if you want to send email in secret mode to someone. Otherwise, there will be normal sending modes.



**Step 3** : At the sending email section you can set the expiration date for email as well as request for your email password. You may not select a password request for an email, but the expiration date is required and you must set it up.



**Step 4** : You can set the password request to make email more secure, similar to two-factor authentication. This way, if someone has access to the recipient's computer, they will still need the password to view the email. Google will automatically generate the password and send the password to the recipient's phone via a text message whenever the email is opened and the recipient must enter the code to view the content of the email. Requesting a password will require you to know the recipient's mobile phone number.



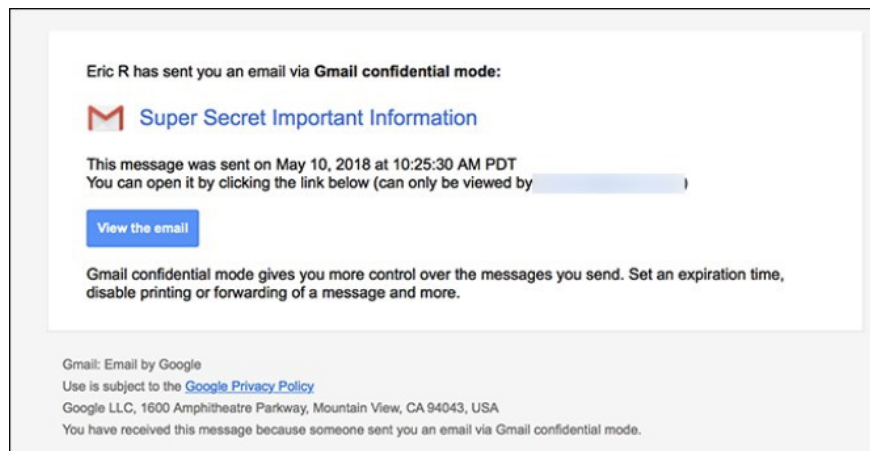
**Step 5** : After filling in the information that Gmail requires security, simply click **Save** . Now you just need to press **Submit** again. If you have enabled a password request, Google will ask you to enter the recipient's mobile phone number at this time. Currently, Google only supports sending passwords to mobile numbers in selected countries.



When a user sends an email in this mode, all sent messages will not be stored in the recipient's inbox. Instead, they will receive a link to view messages on Google's servers. The link is valid until the email expires. If a password is required, Google will notify the recipient that Google will send a code to their mobile number.

### How to receive email in security mode

To receive secure email, Gmail users must use the latest version. When the security email arrives, you will see the Forward button turned off and a banner explaining this feature. In addition, it still looks like a standard email. And when the email expires, the text disappears completely.



As a note, if you use a third-party email client, instead of seeing the message, they will see a link in the form of a request to open the message in the browser.

Security mode is a good security measure for messages containing sensitive information. Hopefully this feature will help protect the information and meet a better user experience.

See more:

1. How to add a new email address to your Gmail contacts
2. How to sign up for Gmail, create and create a Google account
3. How do people access your Gmail without giving them a password?

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