

Master the new mobile Gmail application with these 10 useful tips

Google has completely redesigned Gmail based on Google Material Theme. All Gmail now has white tones, all elements create a sense of playfulness, suitable for both web, iOS and Android.

The most recent Gmail redesign was in 2011. Now, Google has completely "changed skin" Gmail based on Google Material Theme. All Gmail now has white tones, all elements create a sense of playfulness, suitable for both web, iOS and Android.

If the new Gmail design on your iPhone or Android is embarrassing, don't worry. Gmail still works the same, but added a few new features that make life easier.

Do you know how to master the new mobile Gmail application?

1. 1. Switch the conversation view
2. 2. Familiarize yourself with the new layout
3. 3. Use Confidential Mode
4. 4. Customize swipe gestures (Android only)
5. 5. Swipe to change accounts (iOS only)
6. 6. Bulk email processing
7. 7. Report back later
8. 8. Turn off the smart answer feature
9. 9. Prevent annoying email strings from appearing in the inbox
10. 10. Search in Gmail professionally

1. Switch the conversation view

Ben Stegner Feb 22
Search mail K

B Ben Stegner Feb 22
Feedback: [SIR Expand] Forgot Your iPhone...
Hi Khamosh, Thanks for taking on this update... ☆

M Mehedee Hasan Feb 20
Guest Post - Backlink
Hi there, Do you allow sponsor / guest post?... ☆

C Catharine Burhenne 3 Feb 19
Valentine's Day Netflix Roulette
Hey Khamosh, We just created a Valentine's D... ☆



D Doron Nadivi - Pruvo Feb 19
Expedia just selected this app a winner
Hi Khamosh I was doing a bit of research on alt... ☆

M MakeUseOf Bot Feb 15
[MakeUs...] Comment: "8 New Android Oreo...
MAKEUSEOF COMMENT SYSTEM Mrs H Bake... ☆

? dparrack Feb 11
Feedback: 10 Apple Music Features to Use o...
Hi Khamosh, After pitching this to Ben it ende... ☆

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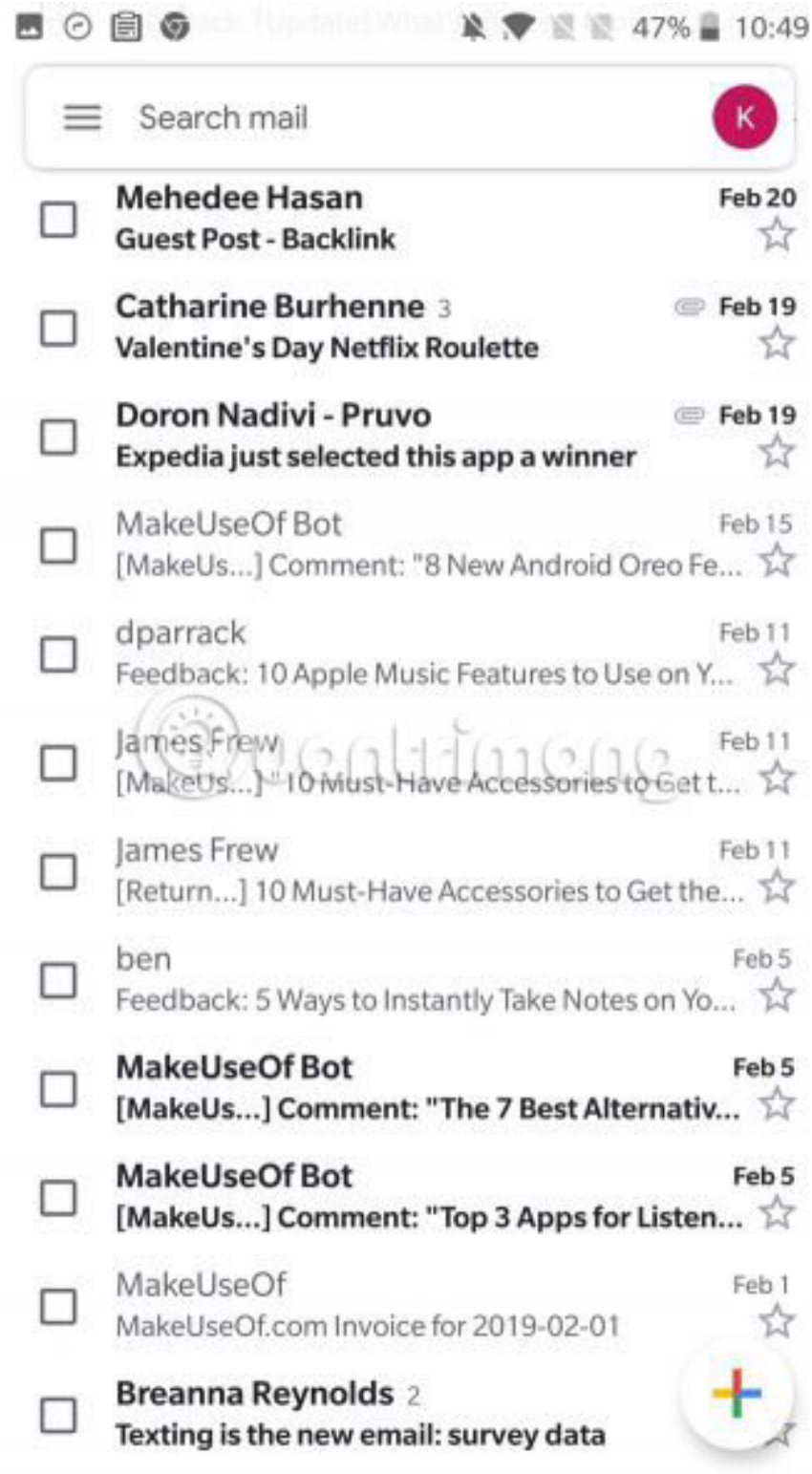
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James Frew Feb 11





The first thing you may notice after updating the Gmail application is the option for three different conversation views. You can choose between **Default**, **Comfortable** and **Compact**, illustrated in the screenshots above.

1. The **Default** mode is wider, displaying profile pictures, extracting several emails, providing attachments for attachments and action elements in emails.

2. The **Comfortable** view is similar to the previous version, with only profile pictures, email headers, and some email extracts.
3. As its name suggests, the **Compact** view is very compact and compact, displaying only the title of the email and details of the sender. A check mark replaces the profile picture.

For most users, **Default** mode is the best option because the suggested options in Gmail are easy to find. You can change the following conversation view by going to **Settings> General Settings> Conversation List Density** .

2. Familiarize yourself with the new layout

☰ Search mail K

PRIMARY

M ben, me 3 Mar 7
Feedback: How to Download Any Social Med...
I haven't seen the non-editor WordPress inter... ☆

Q **QuadraClicks Gaming** Mar 7
RBT "Rabbit" mouse wants your review
hello MUO crew, my name is Qeric Koten, and... ☆

M MakeUseOf Bot Mar 7
[MakeUs...] Comment: "The 5 Best RSS Read...
MAKEUSEOF COMMENT SYSTEM Ted <ted@t... ☆

M MakeUseOf Bot 2 Mar 5
[MakeUs...] Comment: "The 5 Best RSS Read...
MAKEUSEOF COMMENT SYSTEM Dan M. <da... ☆

 Khamosh Pathak Mar 5
Private
This message was sent in confidential mode... ☆

 Khamosh Pathak Mar 5
Test
This message was sent in confidential mode... ☆

M MakeUseOf Bot -5
[MakeUs...] Comment: "Forgot Your iPhone
MAKEUSEOF COMMENT SYSTEM beego.cc 

Gmail

📧 All inboxes

📧 Primary 99+

👤 Social 5 new

🏷️ Promotions 3 new

ALL LABELS

☆ Starred

🕒 Snoozed

📌 Important 18

▶️ Sent

📧 Outbox

📄 Drafts 3

📧 All mail 99+

🕒 Spam 99+



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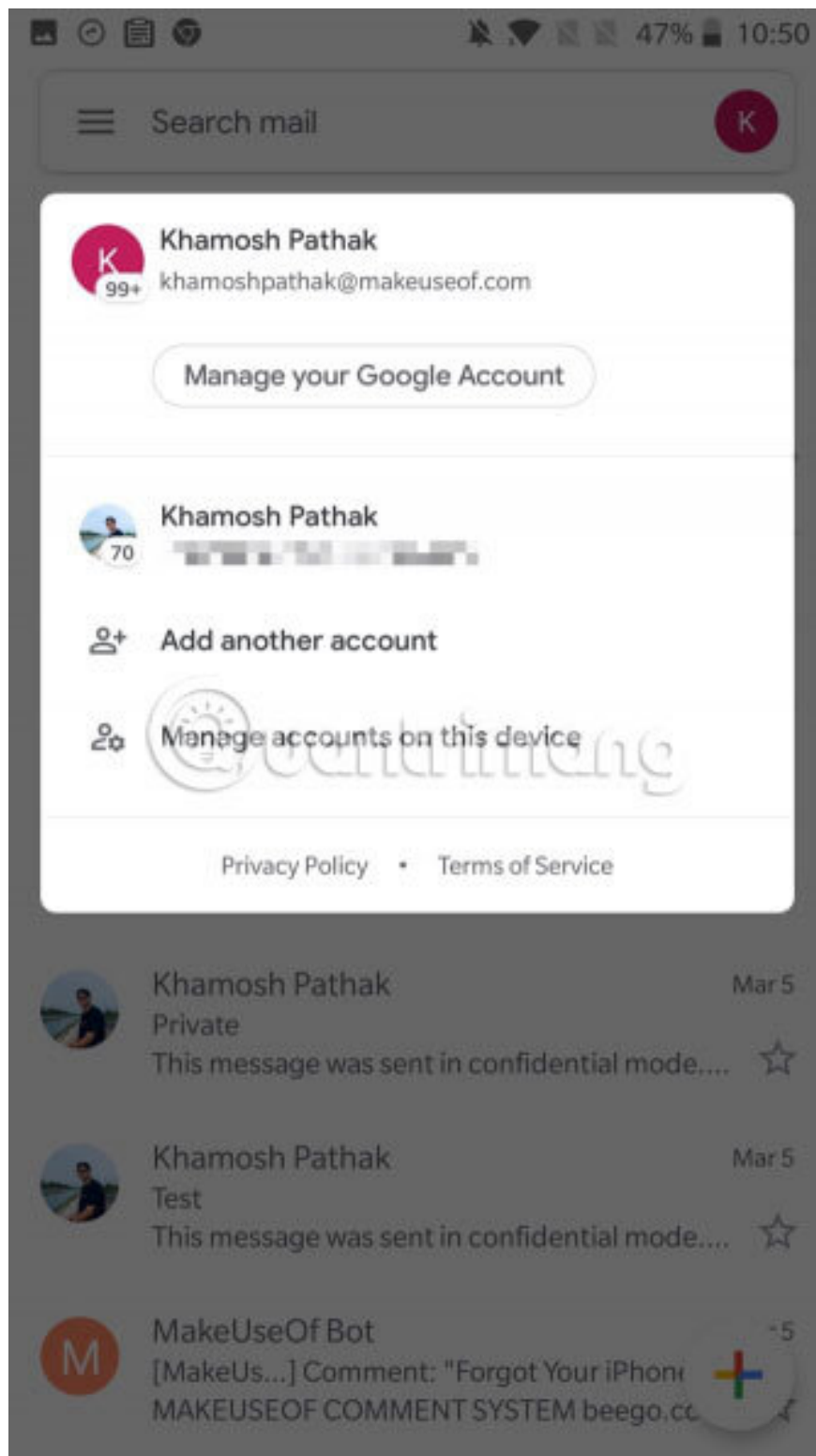
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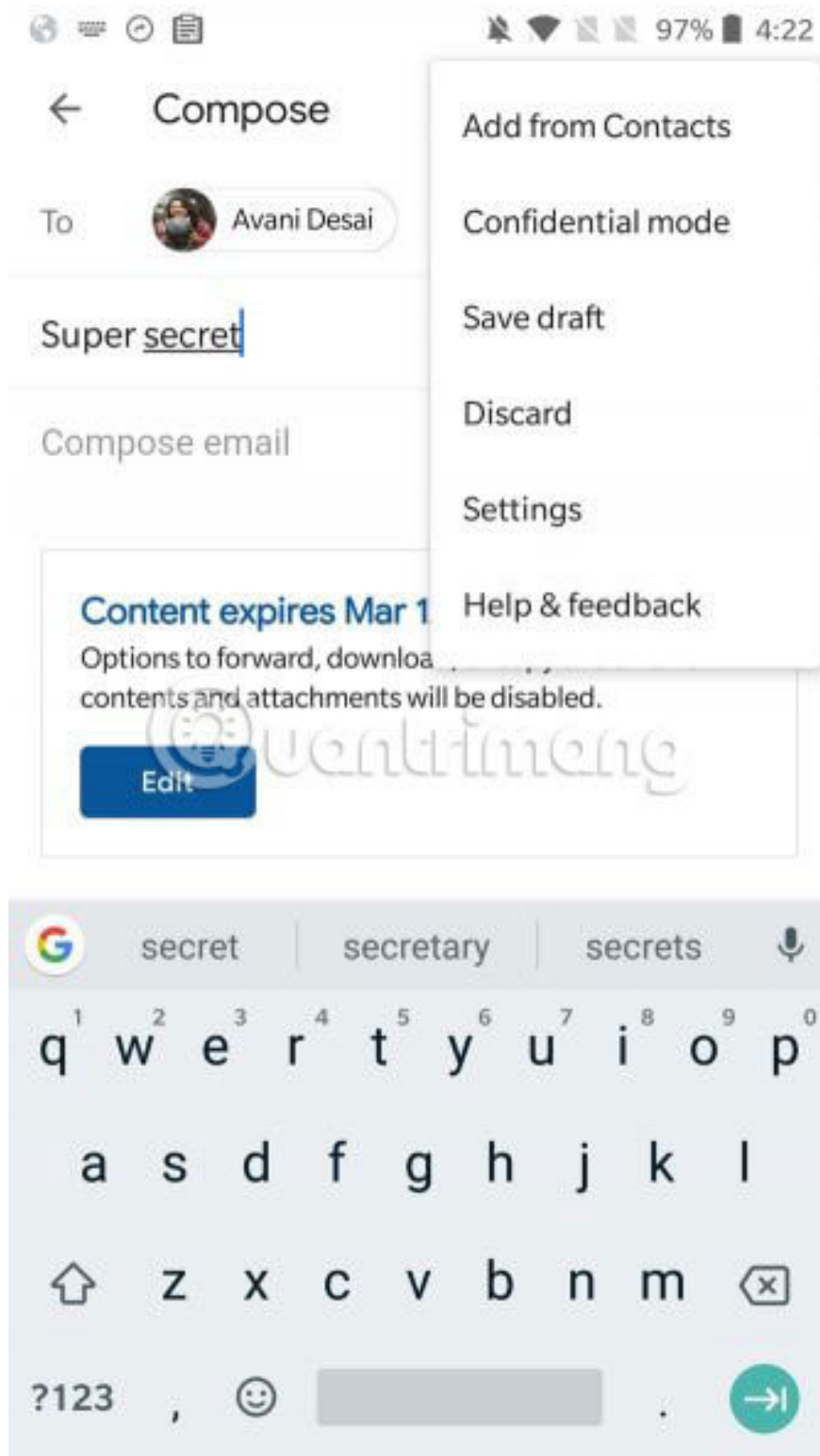


As mentioned above, Google has moved the positions a bit. The search button has been turned into a search bar at the top (replacing the old red search bar). The old **Edit** button is now a colorful **Compose** button.

The account conversion option has been moved to the upper right corner of the main screen (from the Hamburger menu). Touch the **Profile** button if you want to switch to another account or add a new account.

Swipe from the left to see the simplified **Hamburger** menu. From here, you can switch to the inbox or specific labels. Swipe down to find the **Settings** button .

3. Use Confidential Mode





97% 4:22

✕ CANCEL

✓ SAVE

Confidential mode



Set expiration

Expires in 1 week



Require passcode

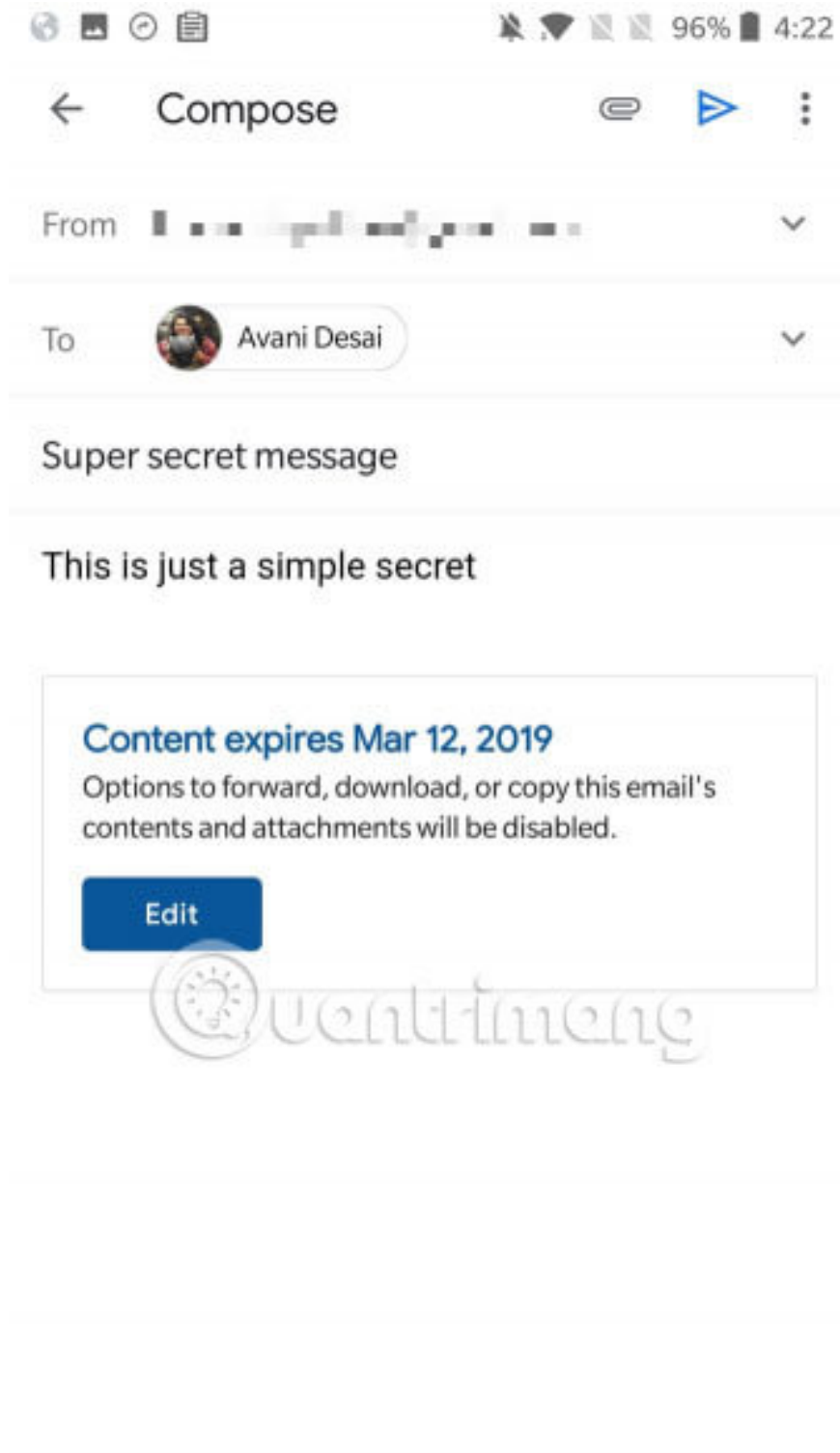
All passcodes will be generated by Google. Any recipient will get an SMS passcode to authenticate.

SMS passcode



 [Learn more](#)

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Confidential Mode is one of the leading features of the redesigned Gmail application. This is Google's response to many of the encrypted email services available online.

Confidential Mode has two different modes: **Standard** and **SMS Passcode**.

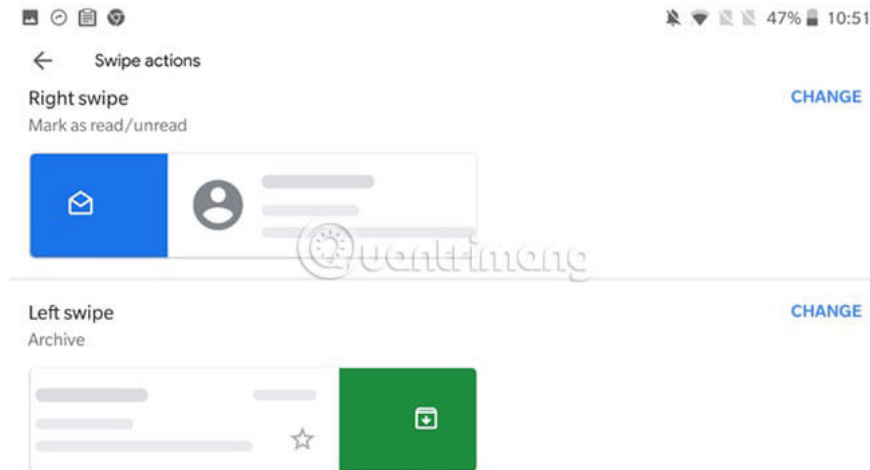
1. **Standard** mode disables the email forwarding option and automatically deletes it after a certain period of time (from one day to 5 years). Although no password is required, the message will only open in Gmail's

applications and websites.

2. **SMS Passcode** option has an additional security feature. It is to send a one-time password to the recipient via SMS.

Confidential Mode is a welcome feature, but it is not completely secure. Confidential Mode does not prevent recipients from taking screenshots or email content images.

4. Customize swipe gestures (Android only)



On Android, you can customize swipe gestures for email. By default, swiping left or right stores an email.

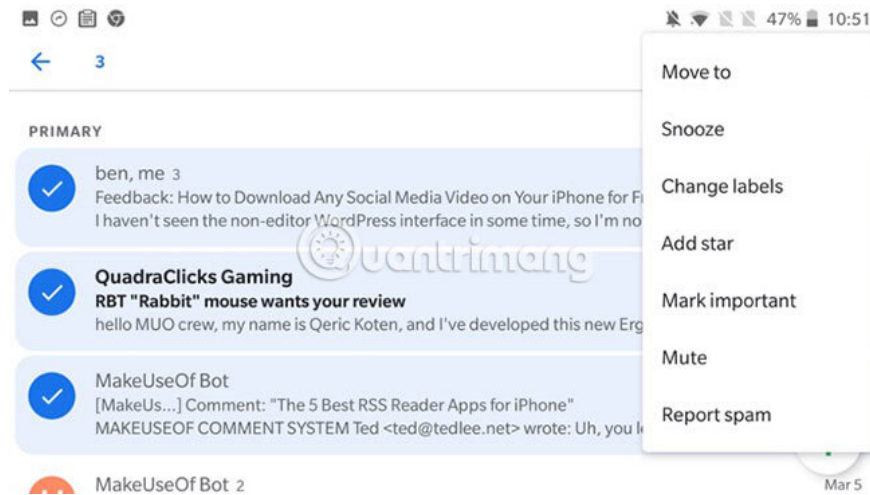
Go to **Settings > General Settings > Swipe Actions** and touch the **Change** button next to **Right Swipe** or **Left Swipe** to change it. You can now assign a swipe gesture for **Archive** purposes (archives), **Delete** (delete), **Mark as Read / Unread** (marked as / unread), **Move to** (move to) or **Snooze** (report again) email.

Choose actions that match your email workflow. If you use an inbox as a task manager, use the **Snooze** and **Mark as Read / Unread** actions to get the maximum benefit.

5. Swipe to change accounts (iOS only)

The Gmail application on iPhone contains a handy little gesture. If you are logged in to multiple accounts, simply swipe down the profile icon to seamlessly switch between accounts.

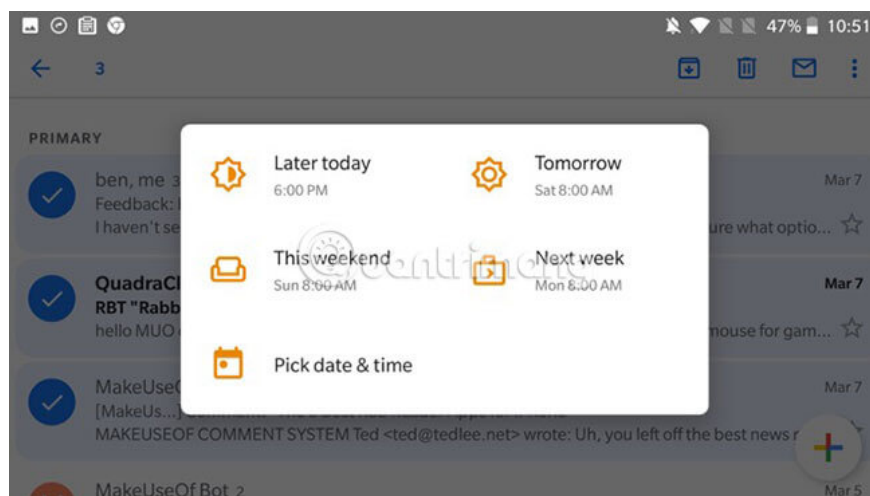
6. Bulk email processing



Here, another hidden feature on Gmail you might like. In the **Inbox** view , tap the profile picture to select the email. You can continue to do this to quickly select multiple emails without pressing and holding to switch to **Edit** mode .

When multiple emails are selected, you will see some actions in the top bar. You can mark messages as read or not read, store or delete them. Touch the menu button and you'll see more options like **Snooze**, **Move to**, **Mark Important** and **Mute**.

7. Report back later

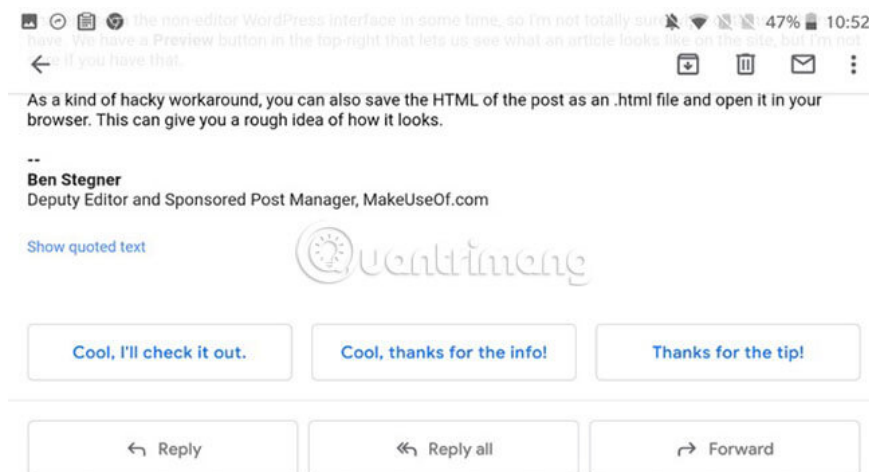


Now, the inbox has been killed by Google. Google has begun integrating some of its best features in the Gmail application. **Snooze** (snooze) is one such feature. As its name suggests, this feature helps you delay processing an email. You can delay email for one day. That email will disappear from the inbox, showing only at a specified time.

When you are viewing an email, click the **Menu** button and select the **Snooze** option . This will display a pop-up window containing delay options to handle email. You can choose **Tomorrow**, **Later this Week**, **This Weekend**, **Next Week** or an optional day you want. If you use one of the predefined options, you will be prompted for an email at 8 am on the specified date.

If you want to specify a time, click **Pick Date & Time** . To see all the emails that are reported again, click the **Hamburger** menu and click on **Snooned**.

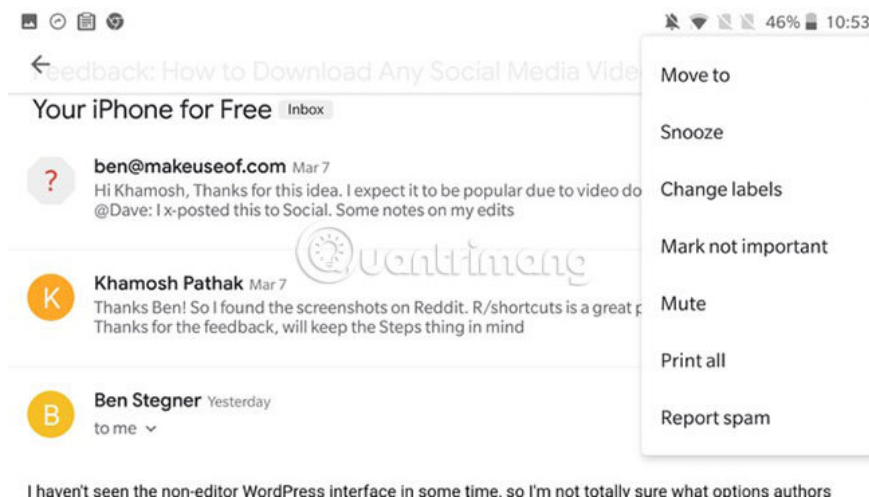
8. Turn off the smart answer feature



The **Smart Reply** feature (**Smart Reply**) displays the suggested answers to an email at the bottom of the page. You will find ways to start a useful conversation or a commonly used phrase. In most cases, the suggestions are very helpful.

But if Gmail doesn't give you the right suggestions, you can disable them. Go to **Settings**, select an email account and click the check box next to **Smart Reply** to turn it off.

9. Prevent annoying email strings from appearing in the inbox

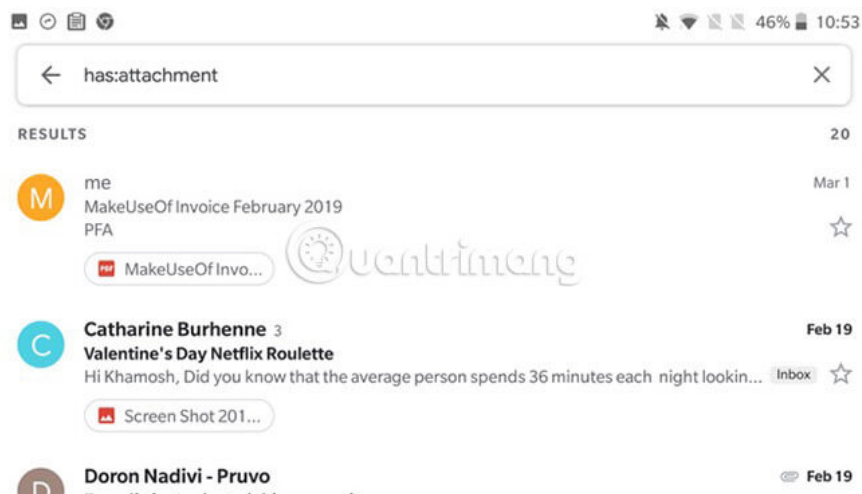


The **Reply All** button is a very useful feature to contact a group of users, but it is also often abused, filling the inbox with a series of useless feedback content that you don't need to see. No matter how many times you delete these emails from the inbox, the next content in the chain will continue to annoy you.

For Gmail users, there is a quick method of handling, requiring email to be marked as spam. Gmail can help you easily stop notifications for specific email strings and keep them away from your inbox.

After clicking on the **Mute** button , new emails from the chain will be stored automatically and ignored your inbox.

10. Search in Gmail professionally



The excellent search operators of Gmail on computers also work perfectly in mobile applications. Just click on the search bar (**Search**) and use the operator to quickly narrow the search criteria. If you are new to the search operator, here are suggestions for some of the most common operations you can use.

1. Filter by sender: **From:**
2. Filter by recipient: **To:**
3. Search by words in the subject: **Subject:**
4. Filter by multiple terms: **OR** or **{}**
5. Filter messages with attachments: **Has: attachment**

Download Gmail for Android | iOS (Free).

The tips above will help you get comfortable with the new interface and basic features of Gmail. Once you get used to new gestures, it's time to explore Gmail's useful features that can turn you into a 'power' user.

Hope you are succesful.

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