

Tips to help you master Gmail on Android

Gmail is now the most popular and most used email service. So, knowing more Gmail tips will help us get more out of Gmail's useful features.

Most Android devices are installed using the Gmail application, which facilitates the user's contact exchange process, if you use Gmail as the main email service and use it daily.

However, most users only know the common functions, basic of Gmail such as sending and receiving mail, . This accidentally caused many limitations of unique features of Gmail applications on devices. Android. Along with network administrators learn and discover more tricks to use Gmail on Android in the article below.

Trick to use Gmail on Android

First of all, please upgrade to the latest Android version to be able to use more new features of the application.

1. Download the Gmail application for Android

1. Expand your inbox:

This trick will remove the avatar image of the sender, then display the content of the incoming message. As a result, we can see more general content of email.

Step 1:

At the main interface of Gmail, click on the item **More 3 dashes icon** in the left corner, then go to **Settings** .



Primary



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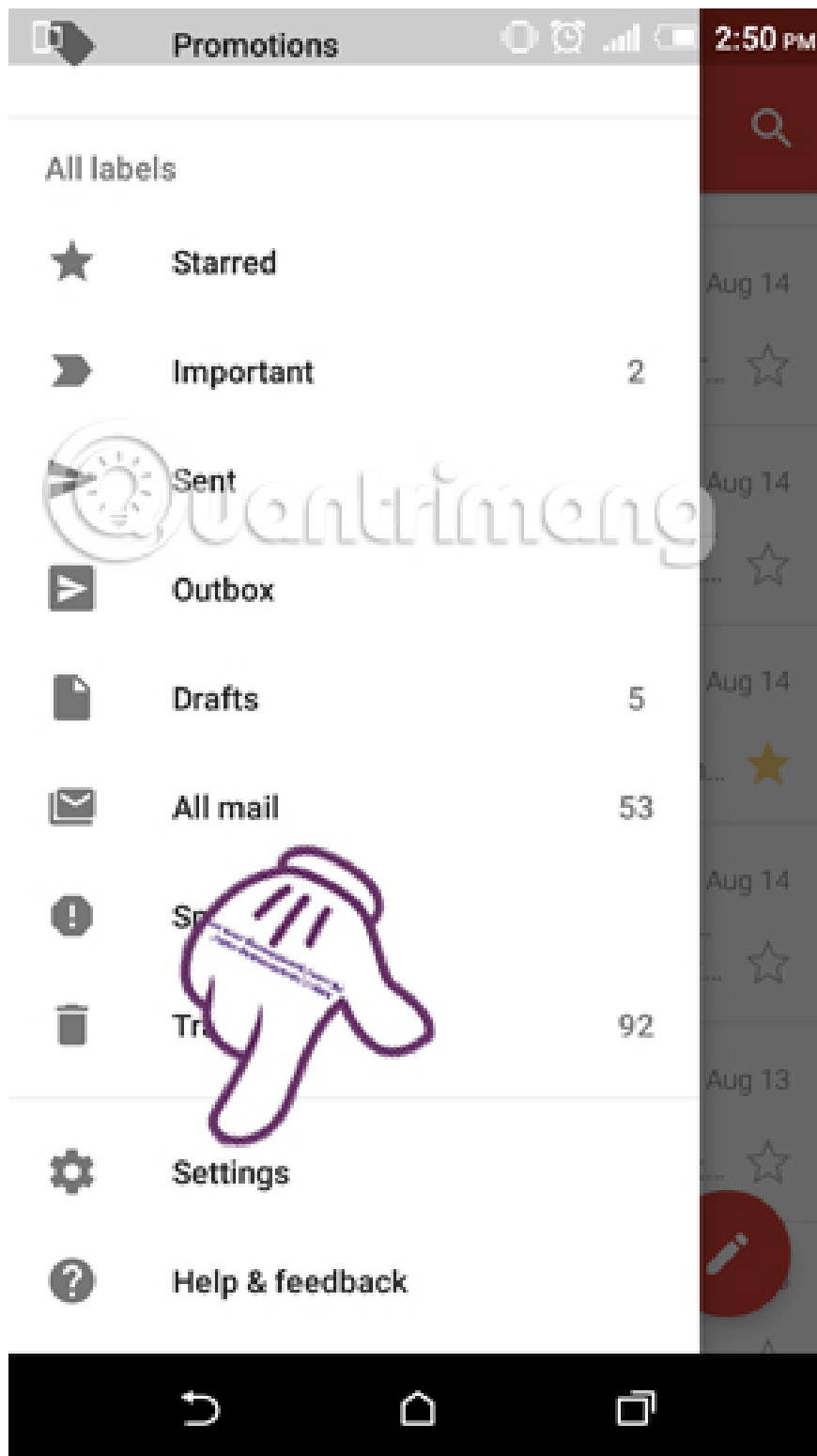
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Step 2:

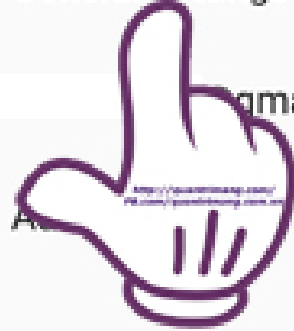
In the Settings interface, click **General Settings** . At the General Settings interface, we will **remove the entry in Sender image** . Back at the interface, you will see all of the sender's avatars disappear.



Settings



General settings



gmail.com





General settings



Gmail default action

Archive

Conversation view

Group emails in the same conversation together for IMAP, POP3, and Exchange accounts



Swipe actions

In conversation list



Sender image

Show beside name in conversation list



Reply all

Use as default for message replies



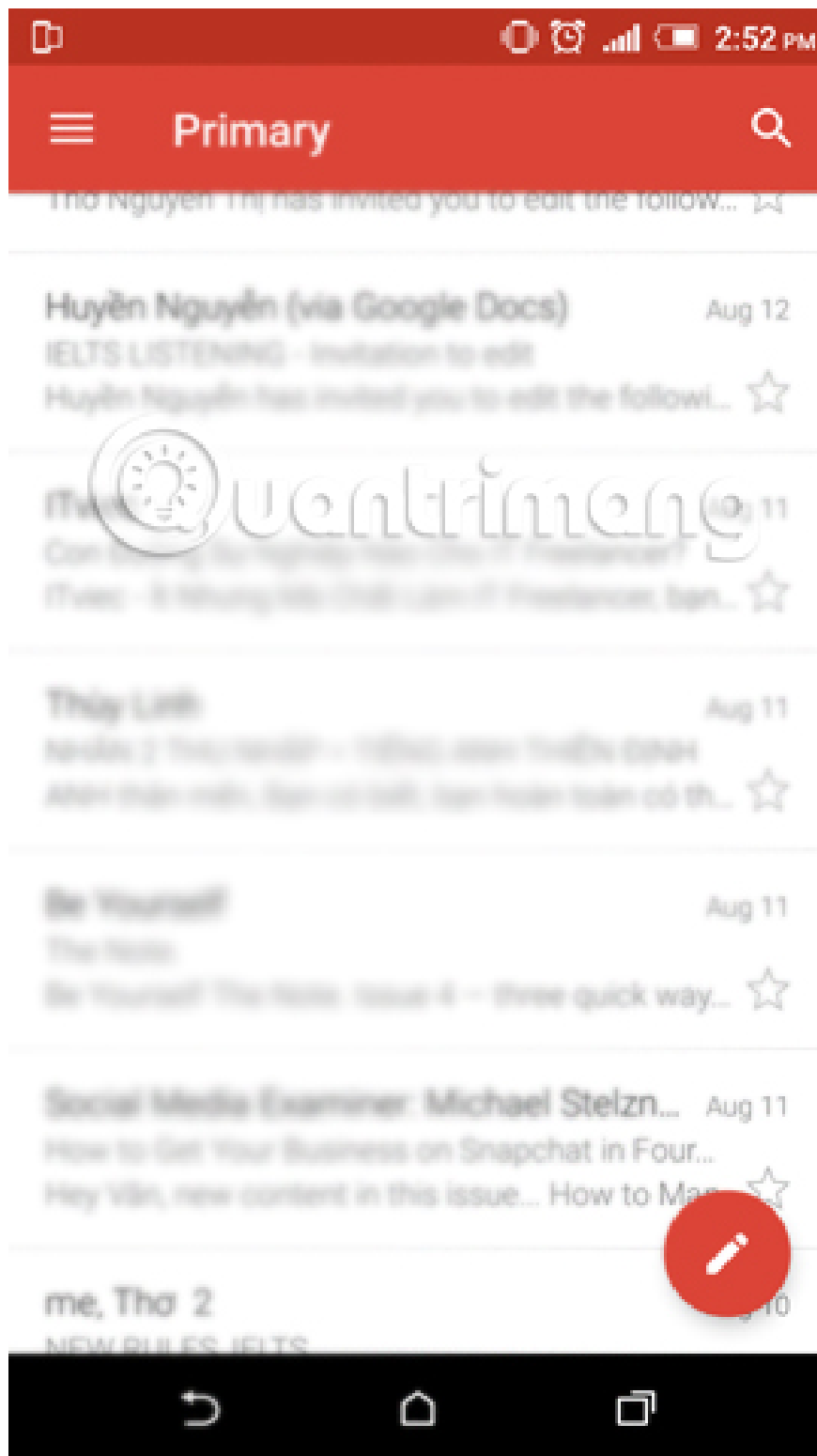
Auto-fit messages

Shrink messages to fit the screen



Auto-advance





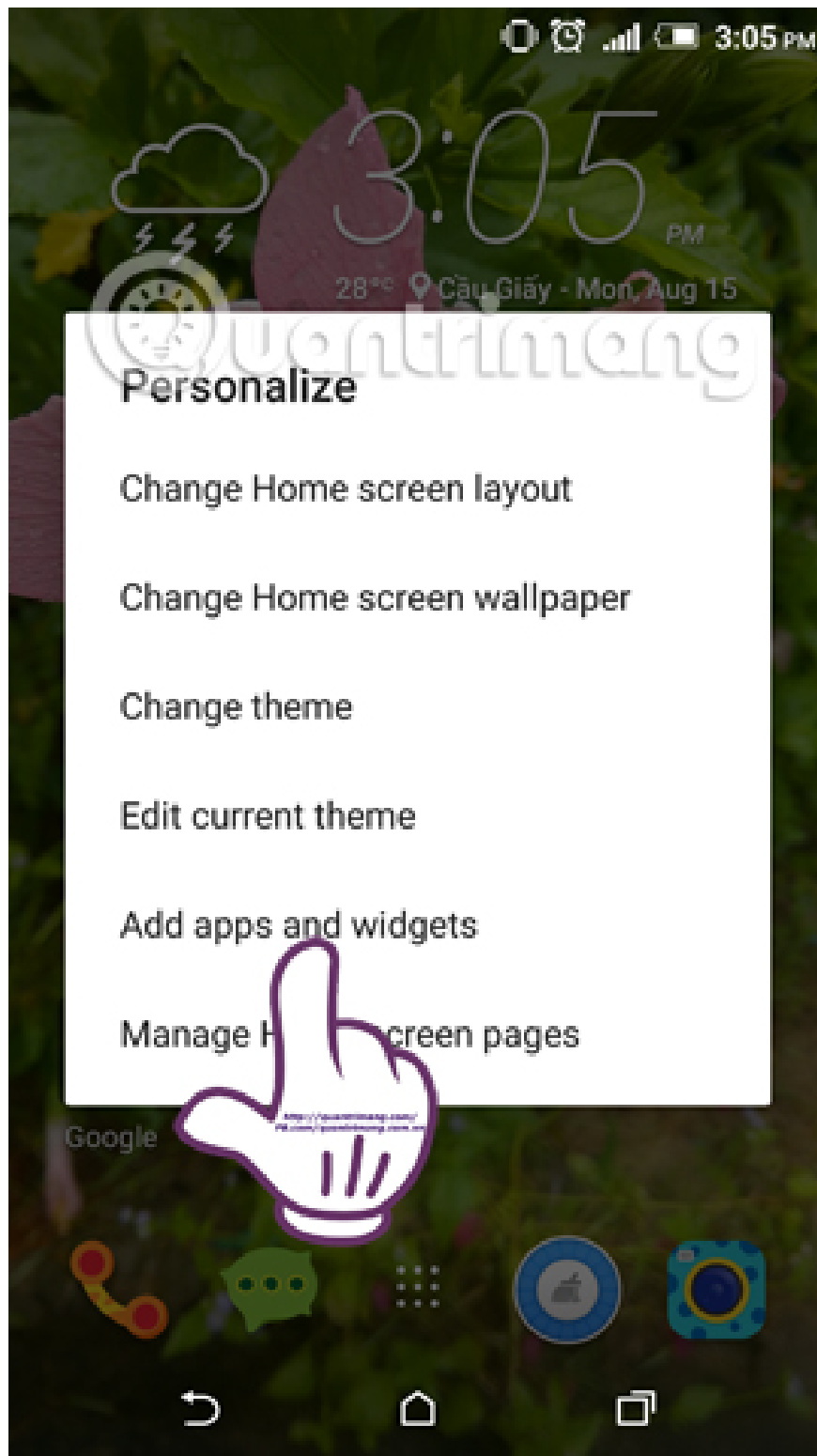
2. Create a widget:

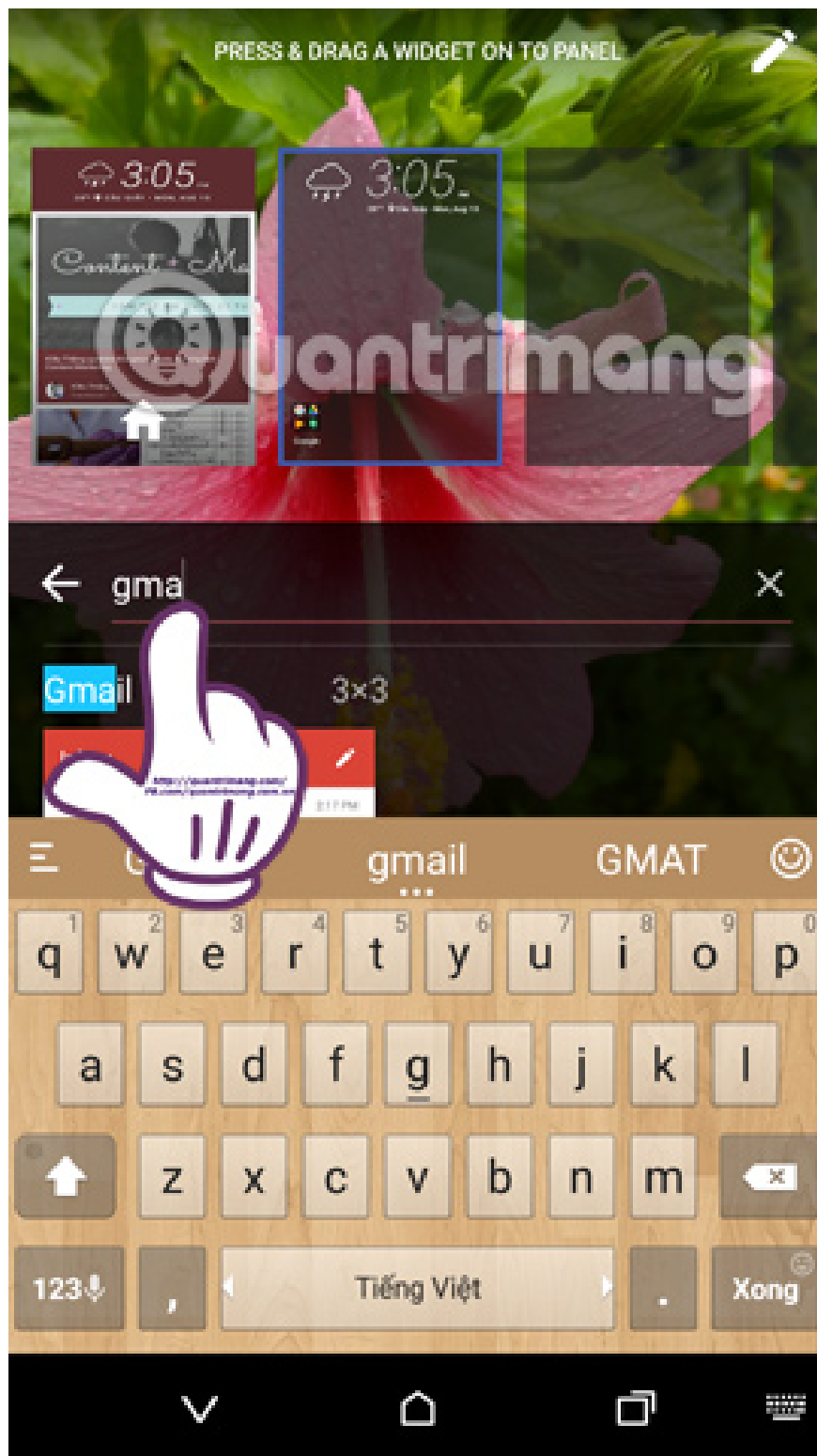
With an email widget set up right on the device screen, we can instantly access the incoming mail interface, saving us time.

Step 1:

At the device's Menu view, press and hold on the screen and then the **Personalize** panel appears, including personalization options. We choose **Add apps and widgets** .

Next, **type the Gmail application name** .



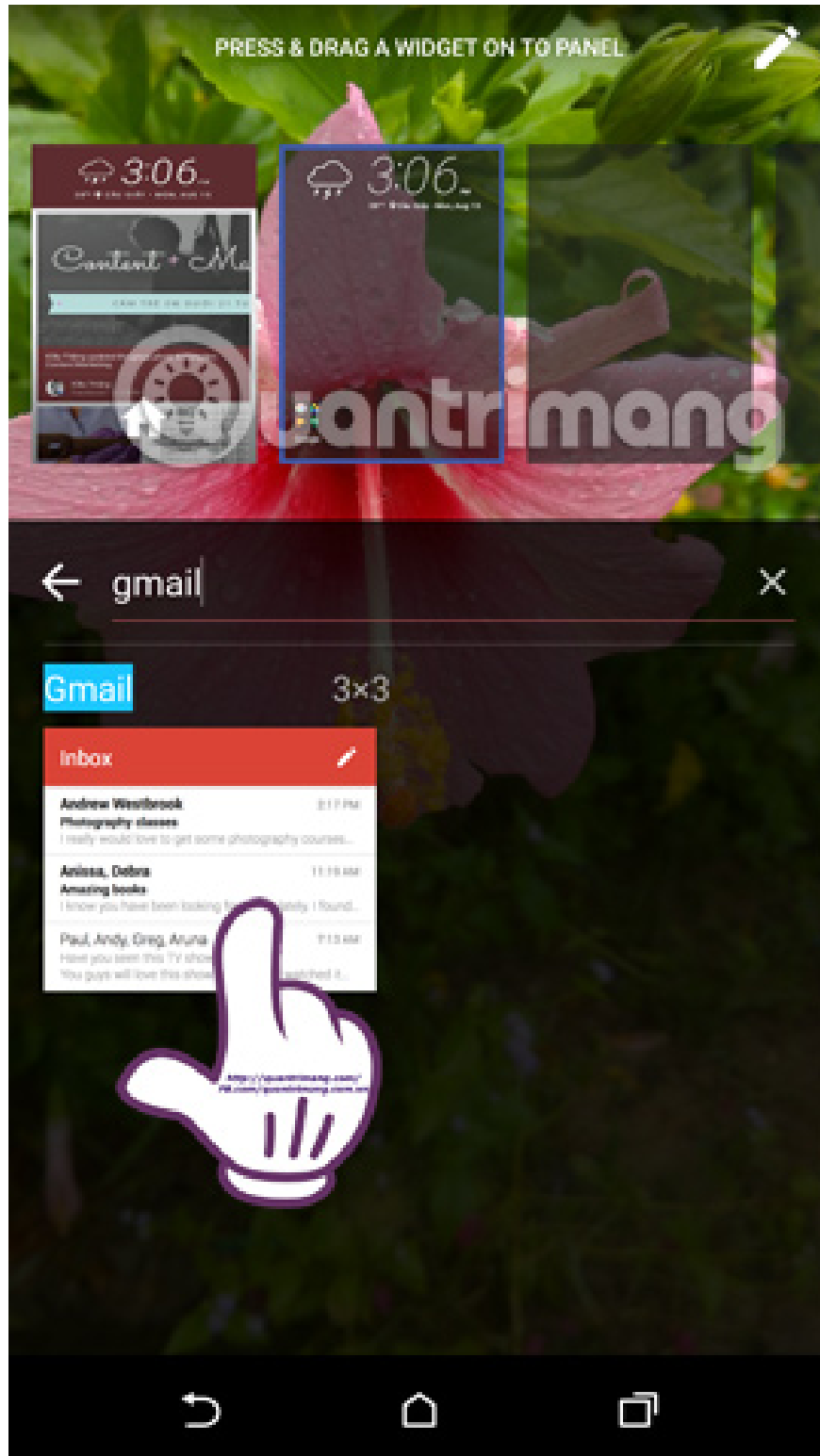


Step 2:

When you find the Gmail app, **click Gmail** . Soon the **Choose folder** interface appears (Select folder).

At the Choose folder interface, **select the Gmail folder menu** to appear on the screen. For example, I select the Outbox item. Soon, the Gmail folder interface will appear on the screen.

Note , depending on the Android device line, the operation of creating widgets for Gmail will be different.





Choose folder



Primary



Social



Promotions



Starred



Important

2



Sent



Outbox



5

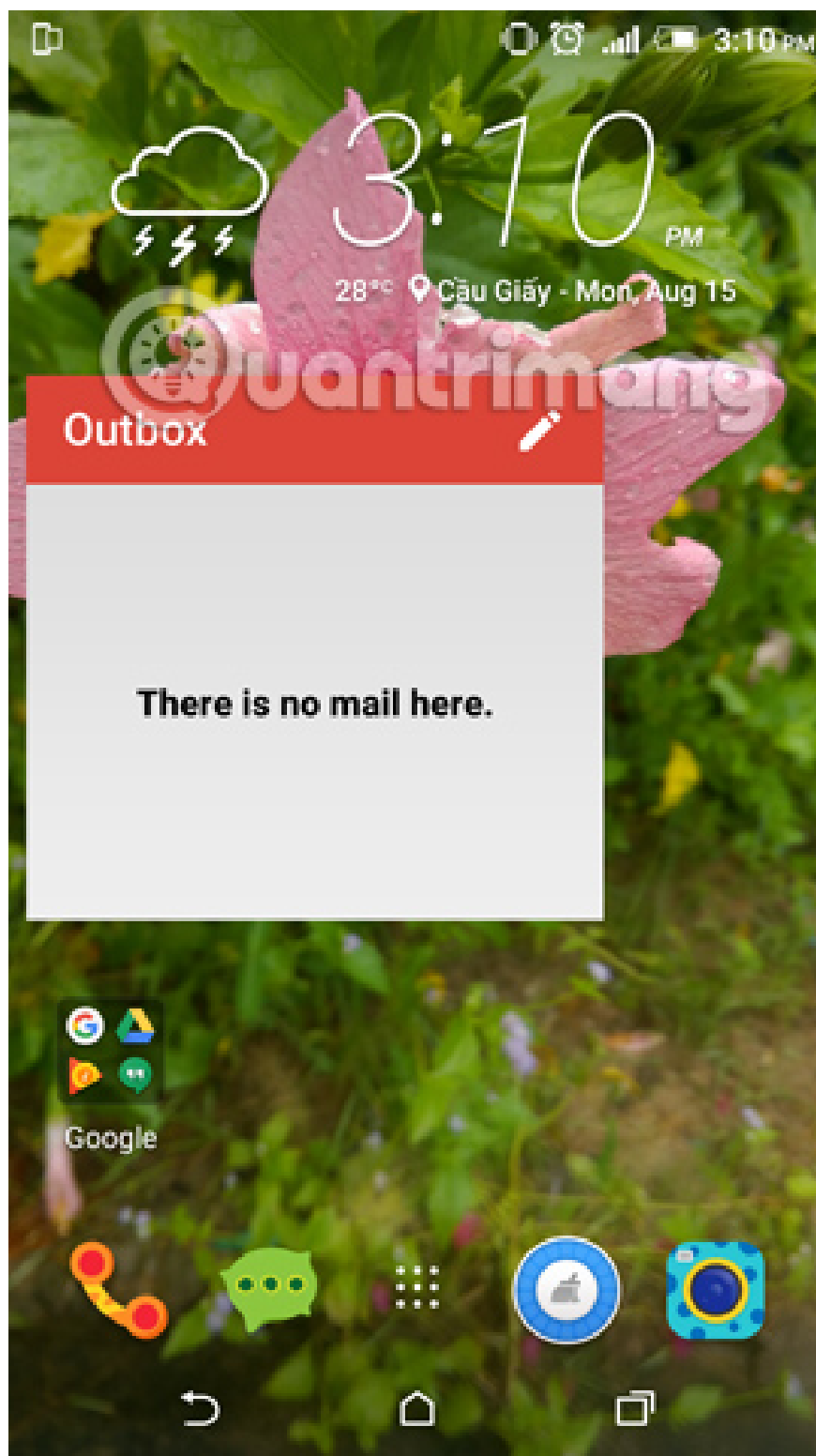


Trash

92

CANCEL



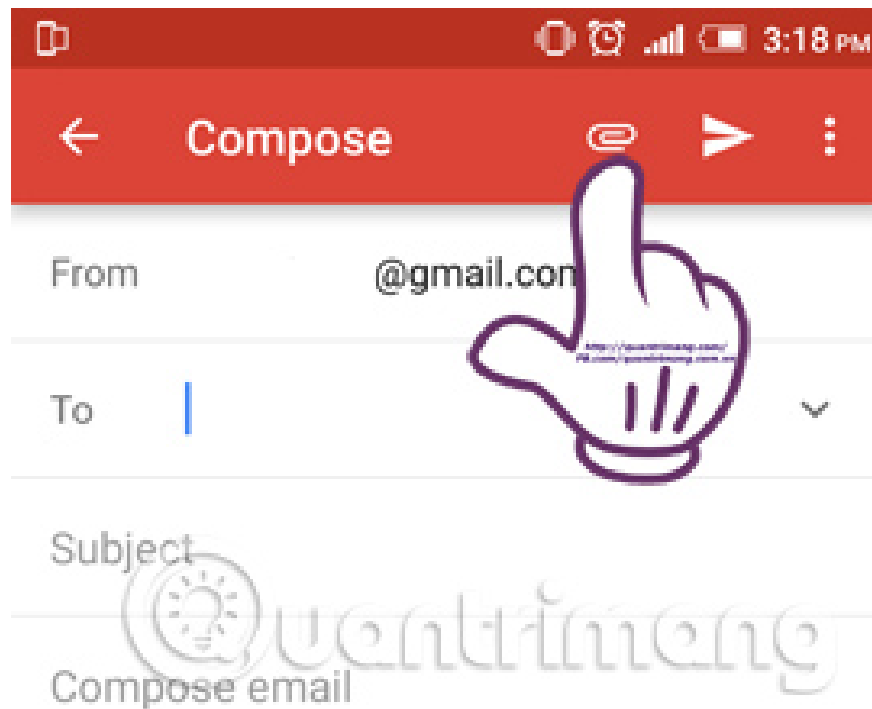


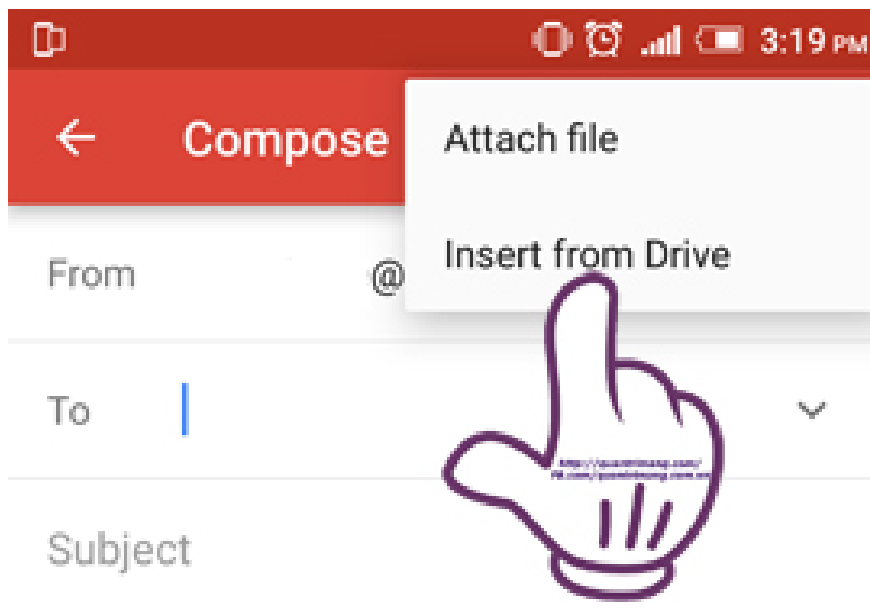
3. Insert attachment directly from Google Drive:

Gmail application on Android can be combined with Google Drive online storage service, helping users to access and share documents or images, videos . With this operation, we will attach files are stored on Google Drive, do not take time to download the file before attaching to Gmail.

At the email compose interface, click **the paper clip icon** . Then select **Insert from Drive** .

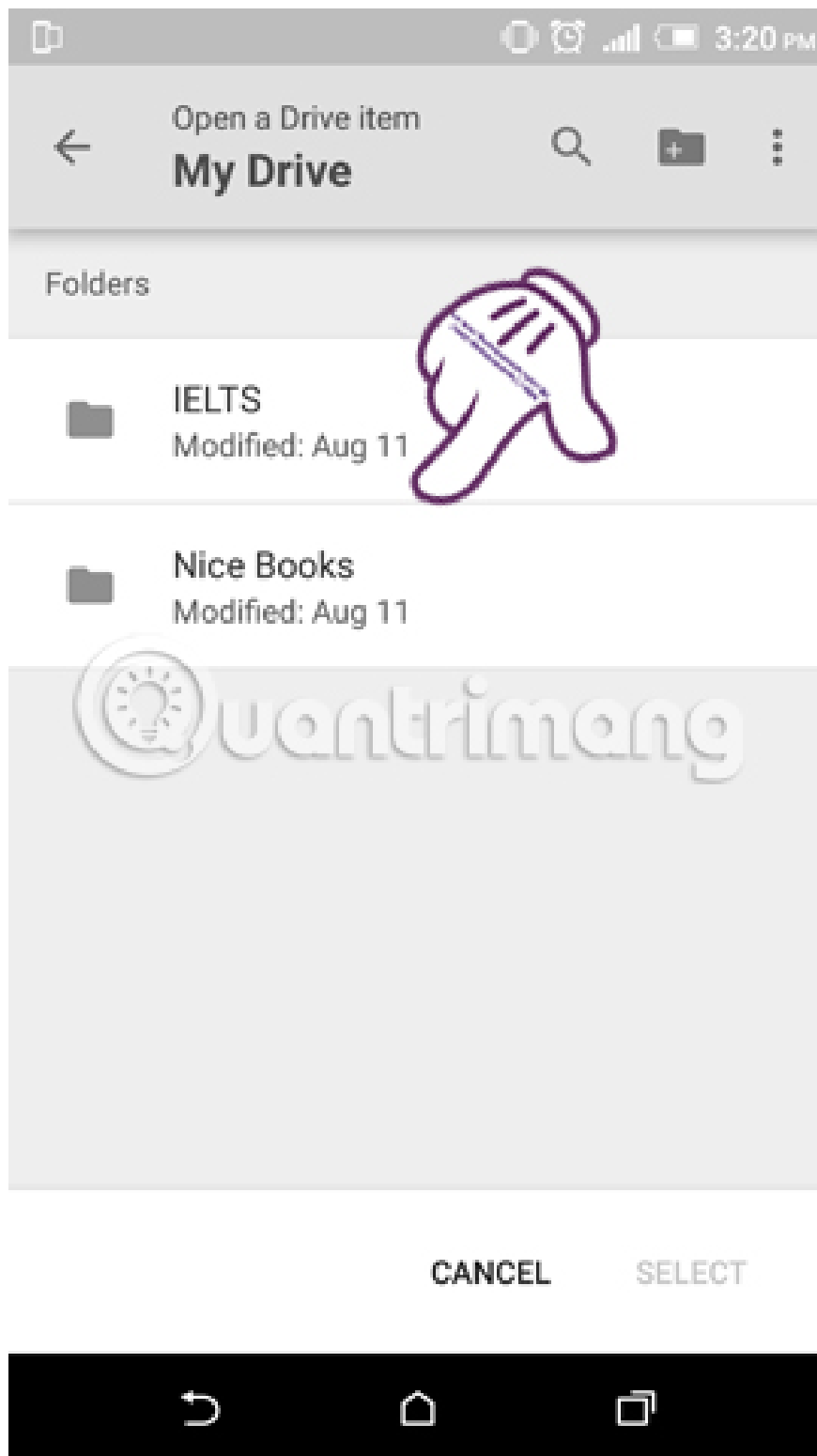
Soon, we will be taken to **the Google Drive interface** on the device. Here, you can **select the file to attach to Gmail**.





Compose email
 Quentrimeng



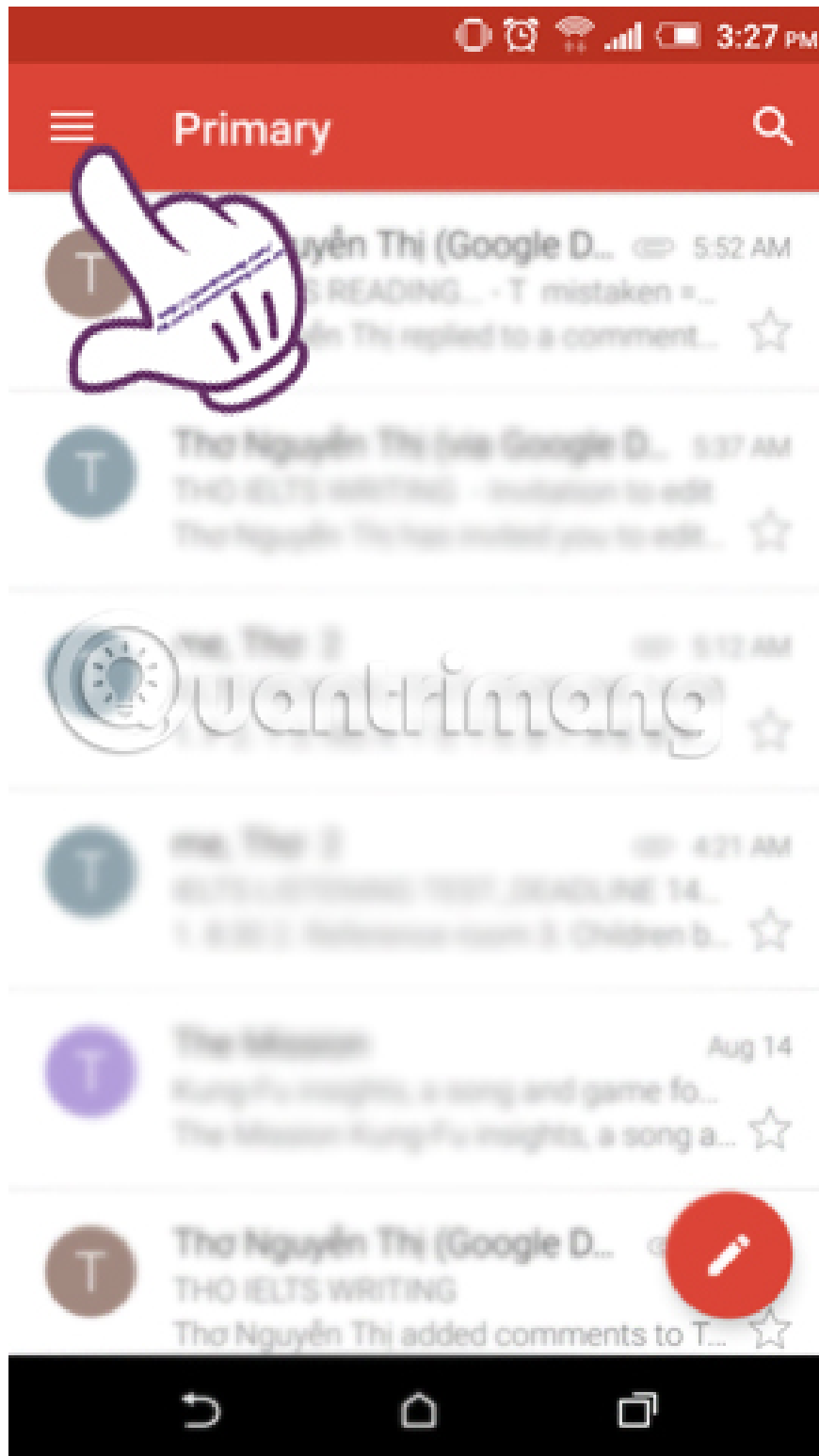


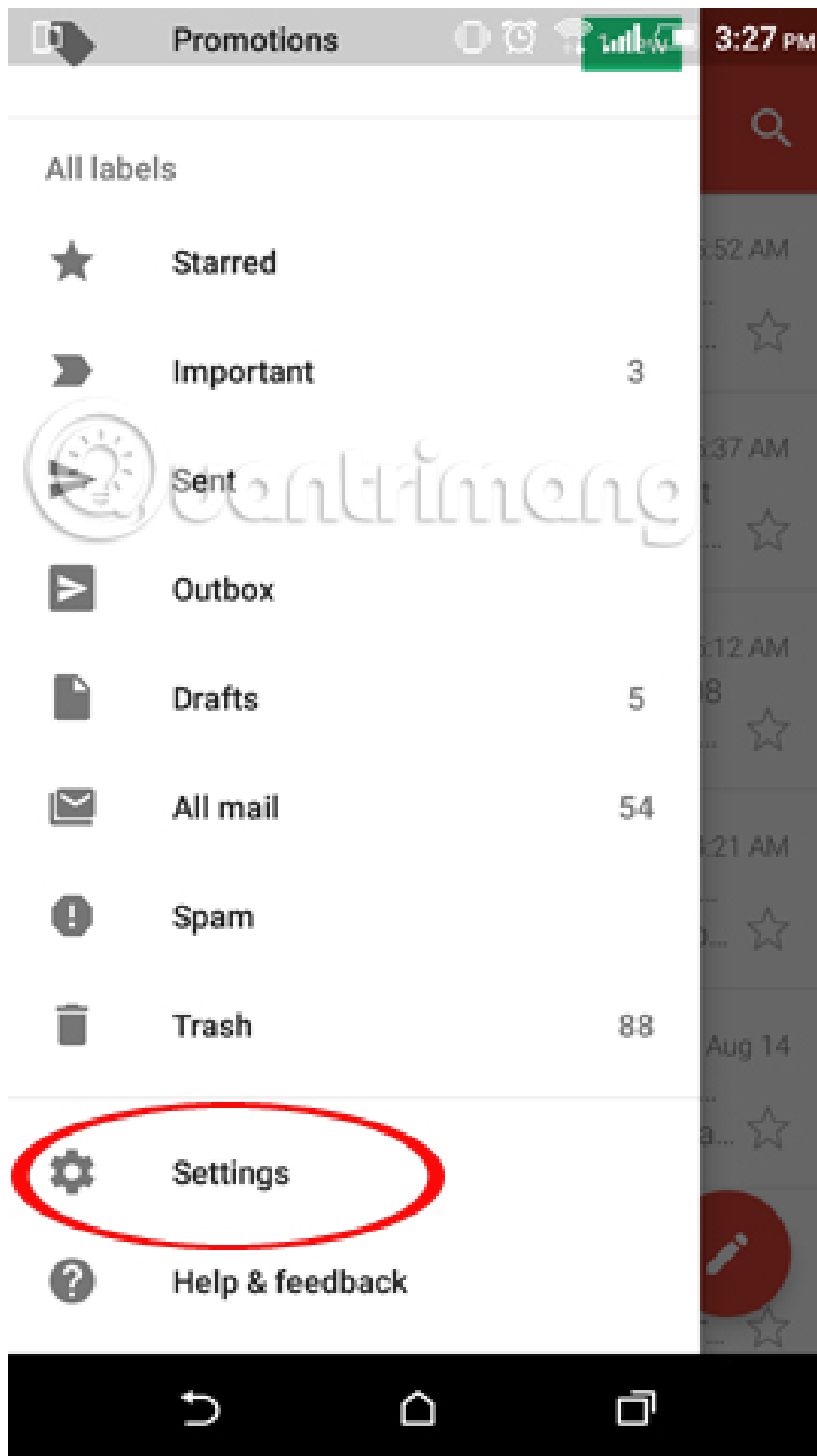
4. Show all inboxes of Gmail accounts:

Gmail on Android has the ability to include the entire email of many different Google accounts that are logged on the device. Then, display at the right interface of the application.

Step 1:

At the main interface of the application, click the **3 dash icon** . Scroll down and select **Settings** .





Step 2:

In the Settings interface, click the **Add account** item. Next at **Set up email** (Setup email) we will click on **Google** to add an account. Next, **enter the new email address you want to use.**



Settings



General settings

@gmail.com

Add account





Set up email



Outlook, Hotmail, and Live



Yahoo

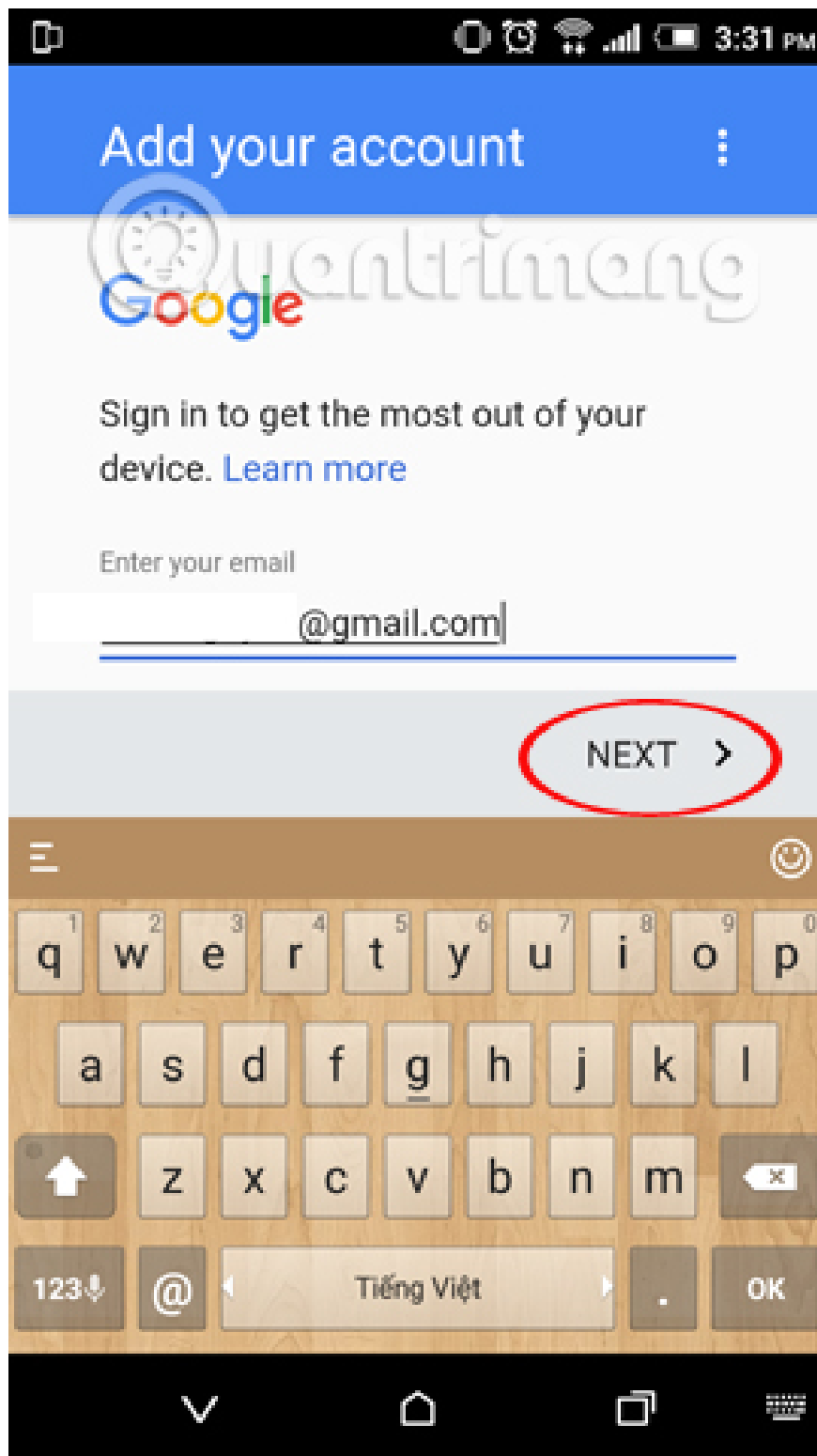


Exchange



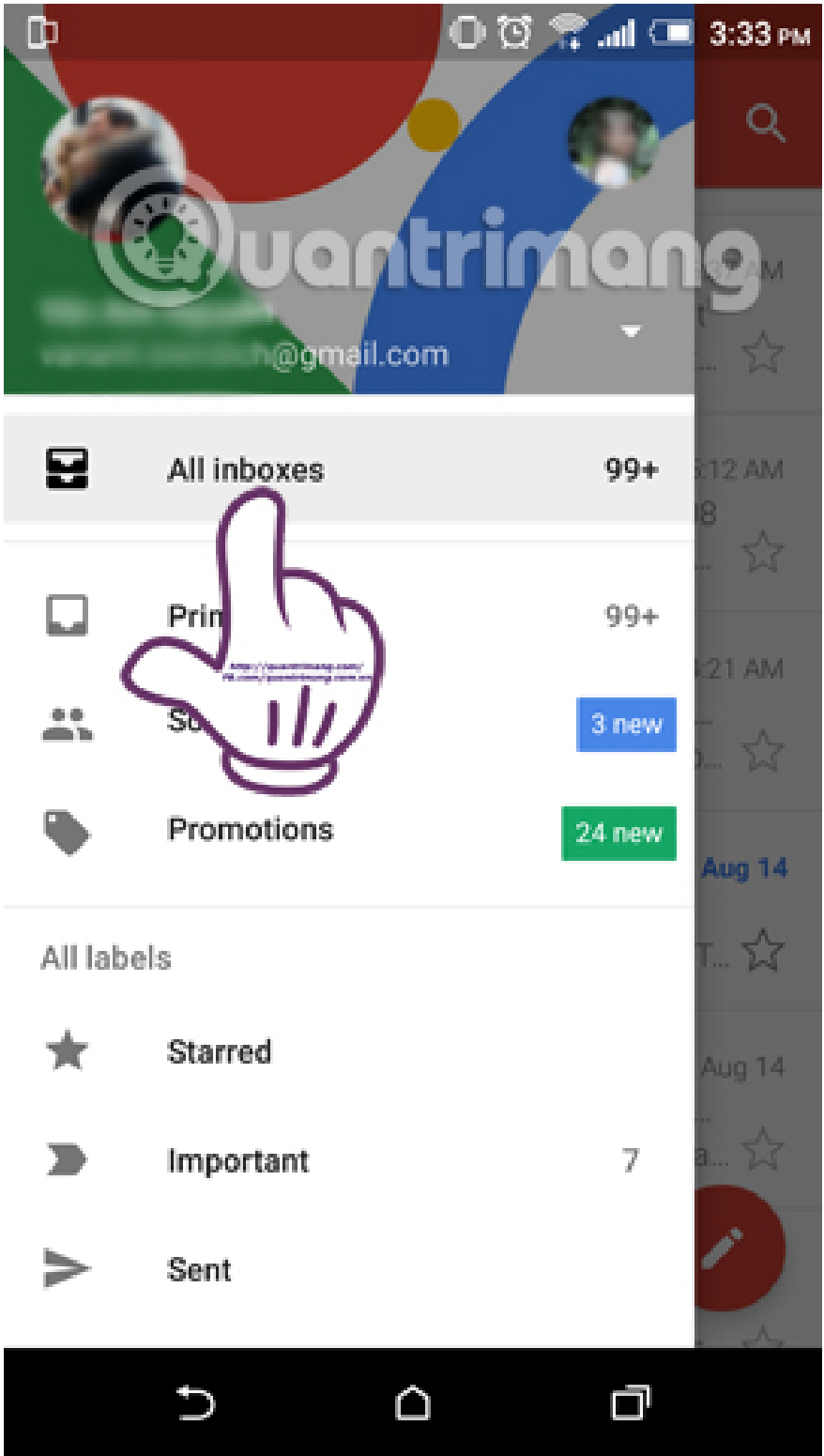
Other

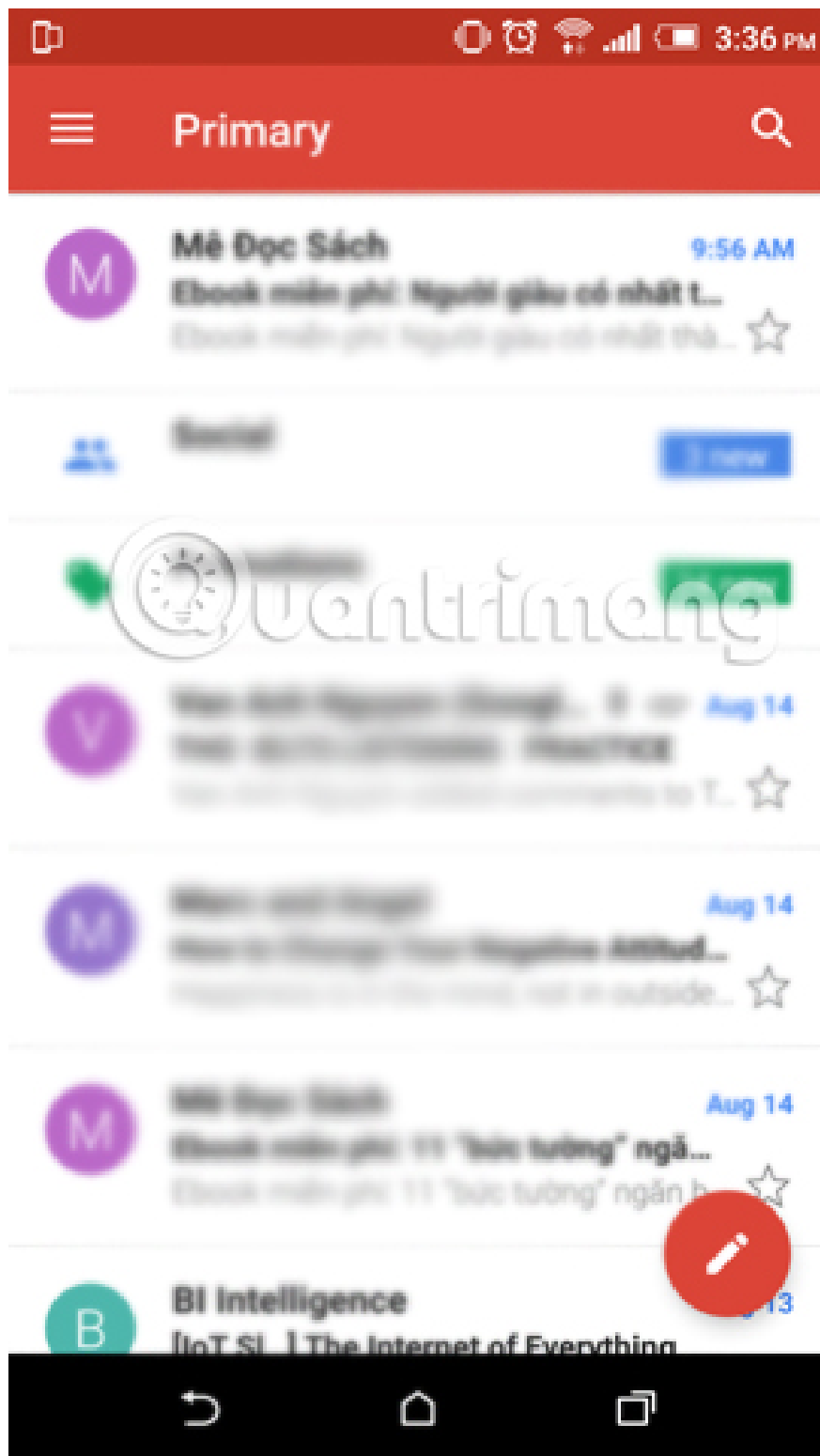




Step 3:

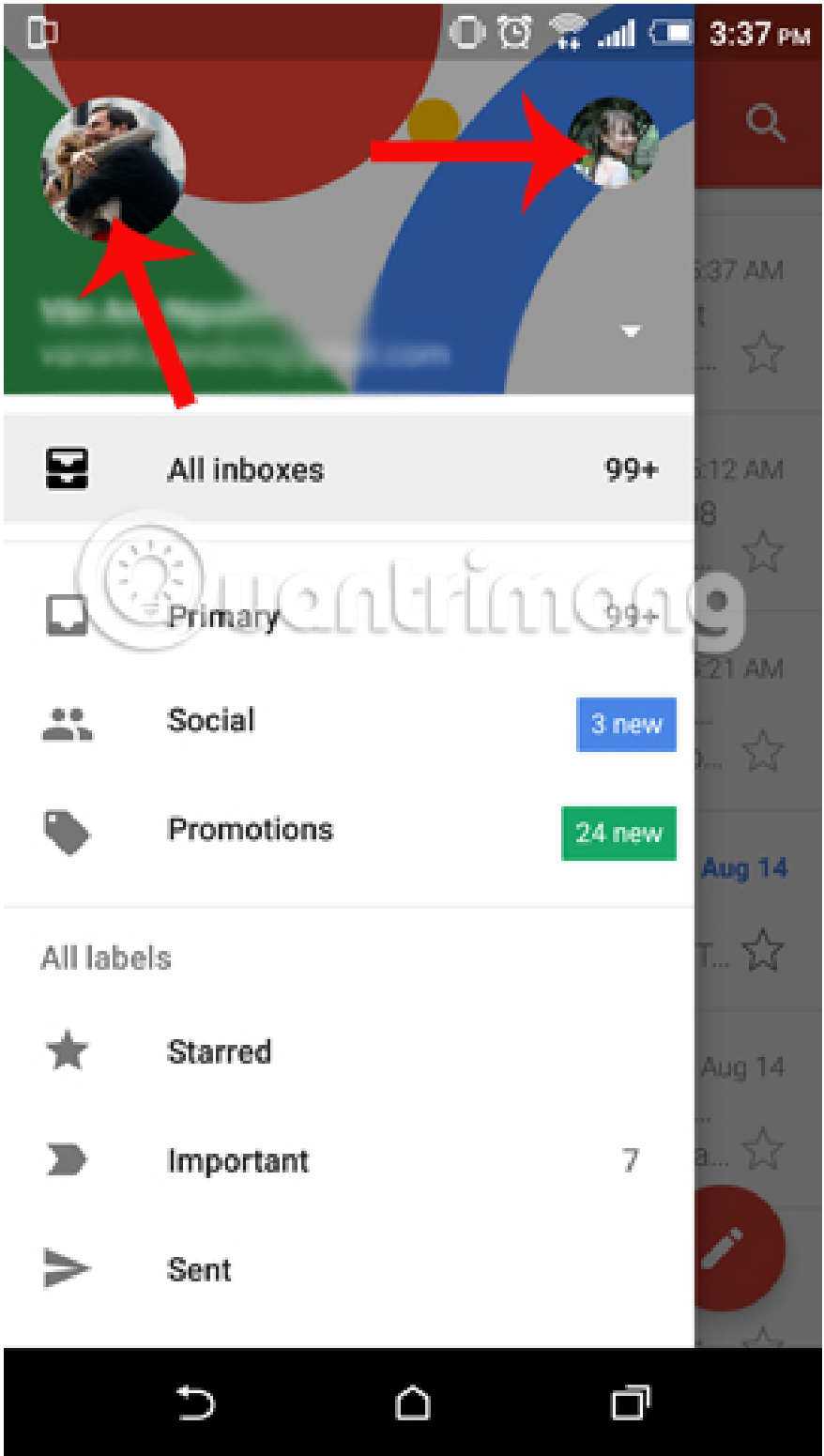
Next, go back to the interface and click on the 3 dashes icon, you will see **2 email addresses that are used** on the device. To open the message, select **All inboxes** to view all emails on Google accounts at the same time.

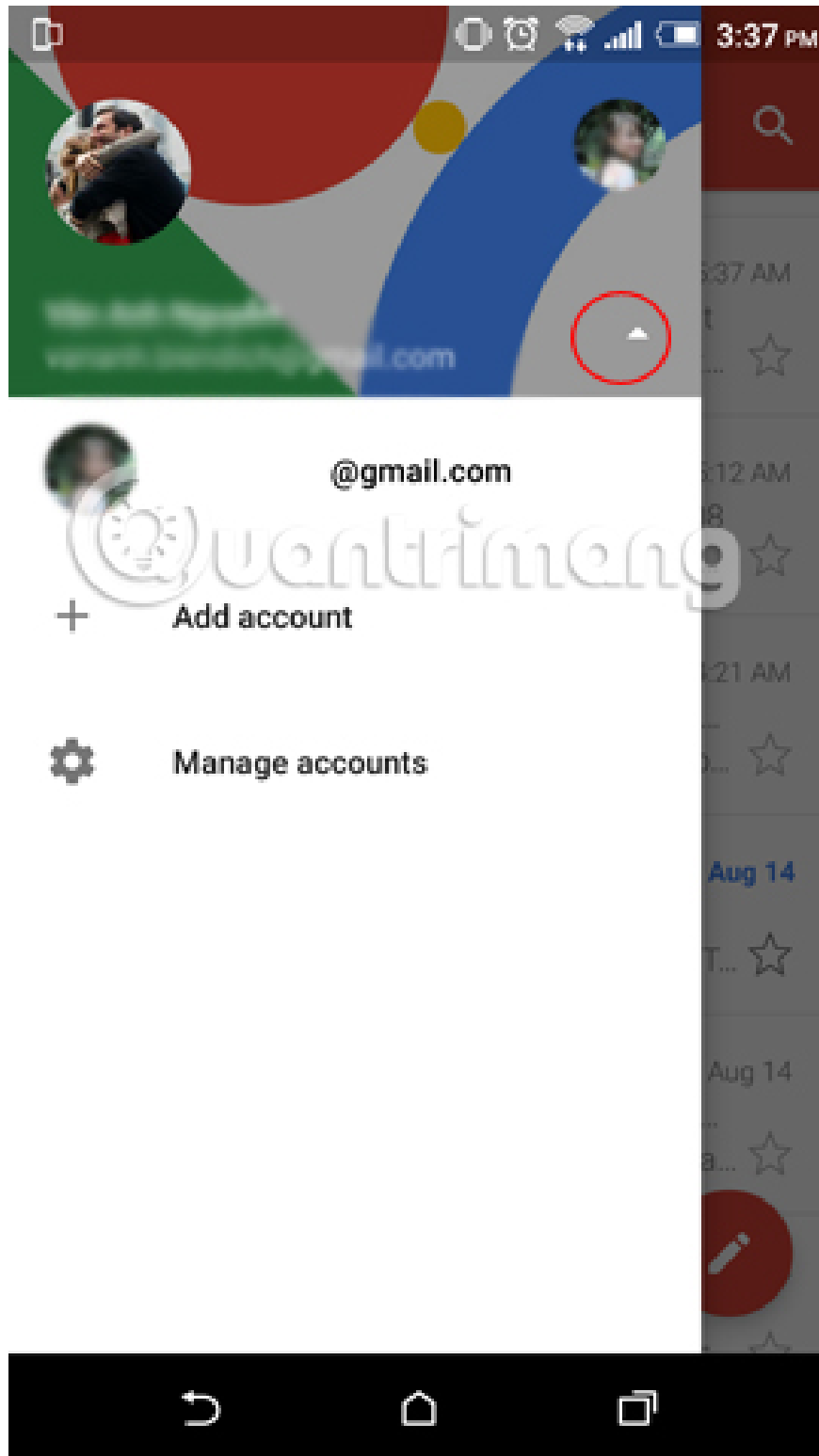




Step 4:

To **switch back and forth between accounts** , you can **click on the profile picture** of each account or click on **the inverted triangle** directly below the avatar.





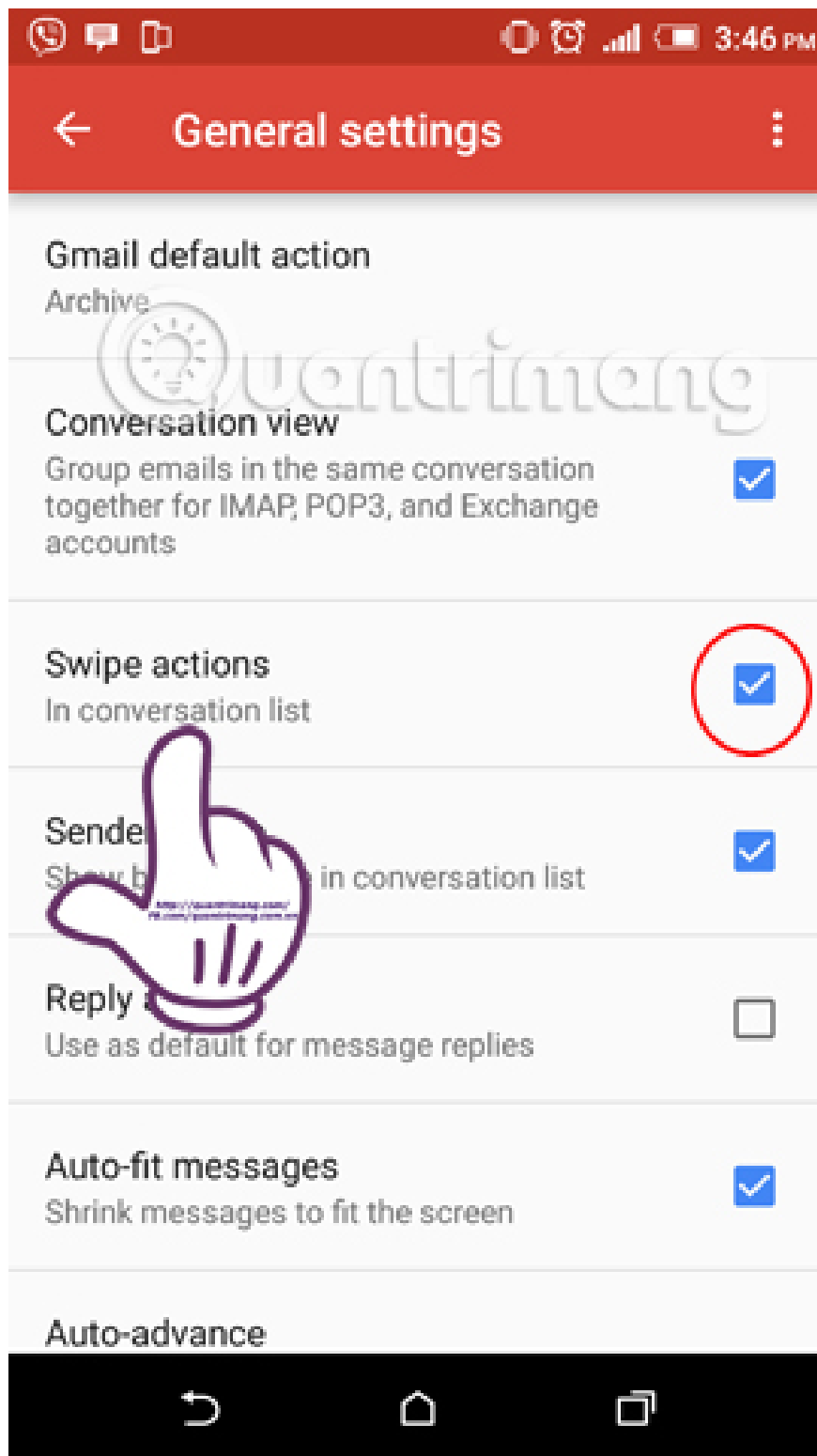
5. Stroke action:

To delete with an email, we will press and hold, then select Delete. However, there is a much simpler way to delete or store emails.

Step 1:

Also at the screen interface, we click the 3 dash icon and select **Settings** and select **General Settings** . Next, in the General Settings interface, **select the Swipe Actions item** .





Step 2:

Still at the General Settings interface, click the **Gmail Default action** item to customize the swipe task. A **pop-up dialog box** appears allowing us to customize the **Delete** or **Archive operation** .

General settings

Gmail default action

Archive

Conversations

Group similar messages into one conversation together from Gmail, P3, and Exchange accounts



Swipe actions

In conversation list



Sender image

Show beside name in conversation list



Reply all

Use as default for message replies

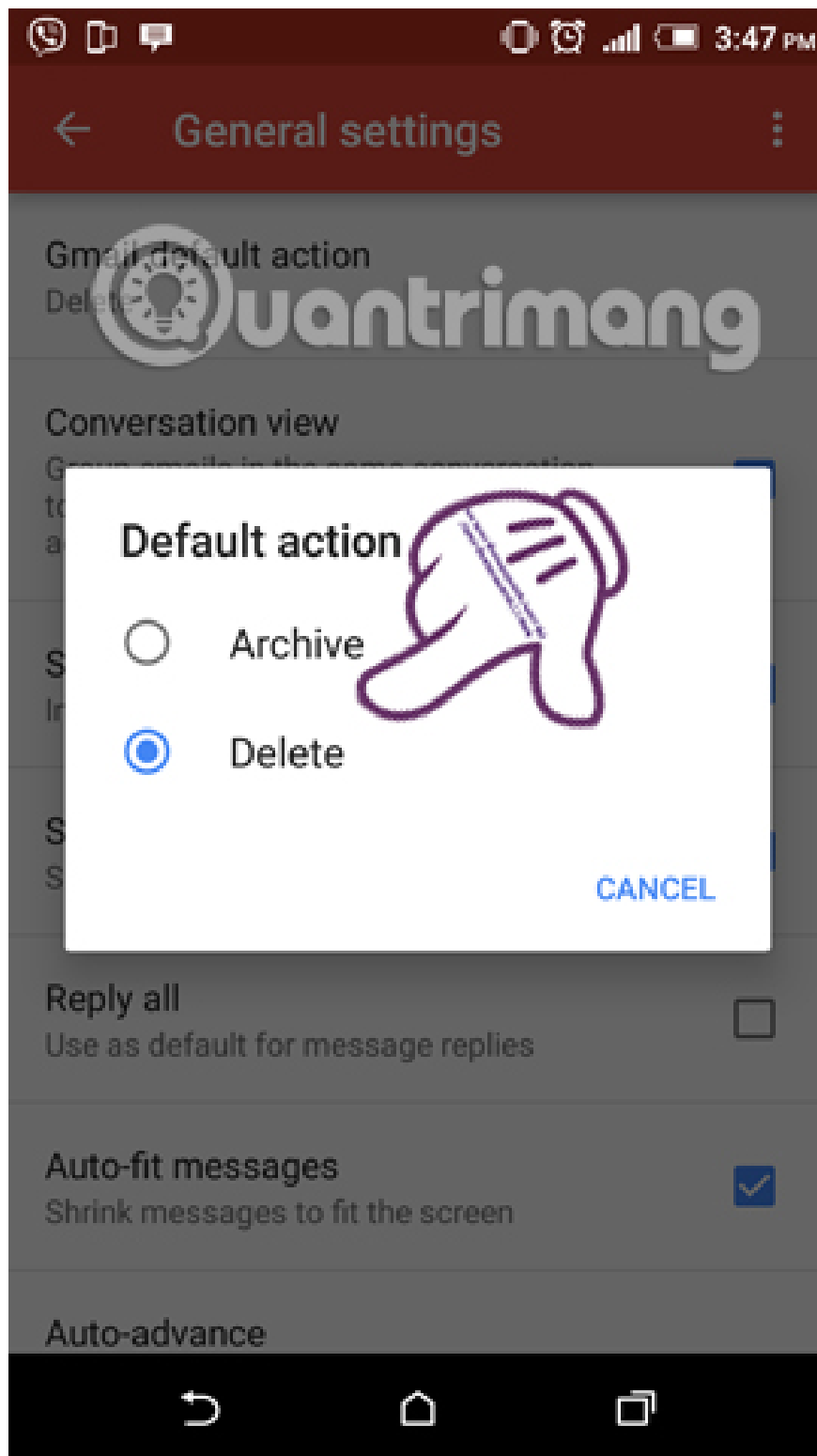


Auto-fit messages

Shrink messages to fit the screen



Auto-advance



Step 3:

Next, we return to the email interface, swipe left or right to delete the message, or archive the message.

Depending on the setting of each device, swiping left or right to delete or store will be different.

Van Anh Nguyen (Google) 8:58 AM
Quantimeng

[Trash] **[Checkmark]** The Nguyen Th...
The Nguyen Th...
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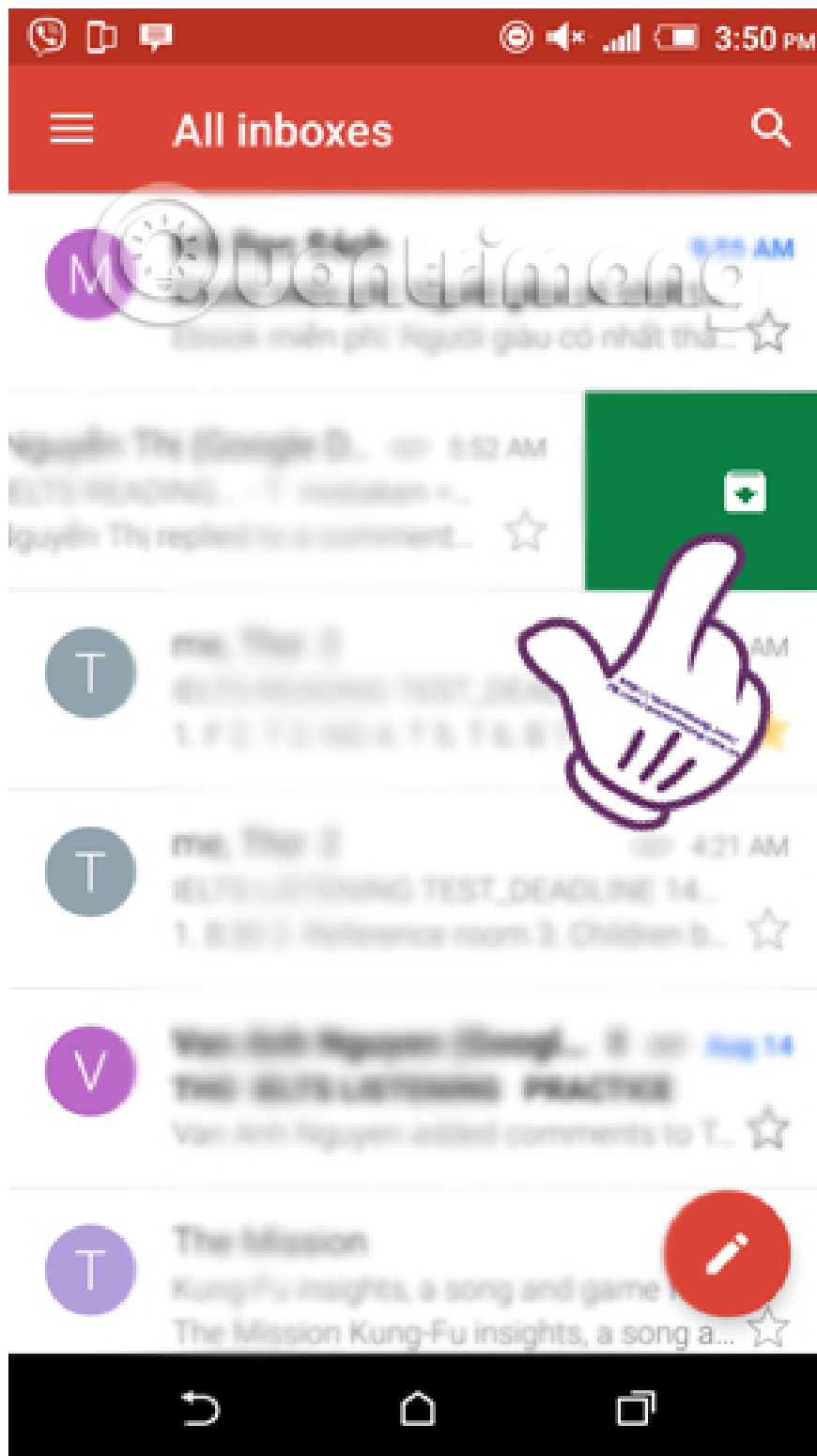
T ... 8:12 AM
TEST_DEADLINE 1408
... 75 76 87 88 89... ★

T ... 8:21 AM
ELTS... TEST_DEADLINE 14...
1, 830 2 Reference room 2 Ch...

V **Van Anh Nguyen (Google)** 8:58 AM
THE ELTS... PRACTICE
Van Anh Nguyen added comments to T... ☆

T **The Mission**
Kung-Fu insights, a song and game...
The Mission Kung-Fu insights, a song a... ☆





These are tips to help us achieve better performance when using Gmail on an Android device. Besides, users also know more new features, help manipulate and perform all commands on Gmail faster.

Refer to the following articles:

1. Instructions for creating Email Group in Gmail

1. 10 features of Gmail that you should activate and try

1. Sync iPhone contacts with Gmail

I wish you all success!

You finished reading the article "**Tips to help you master Gmail on Android**" 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.