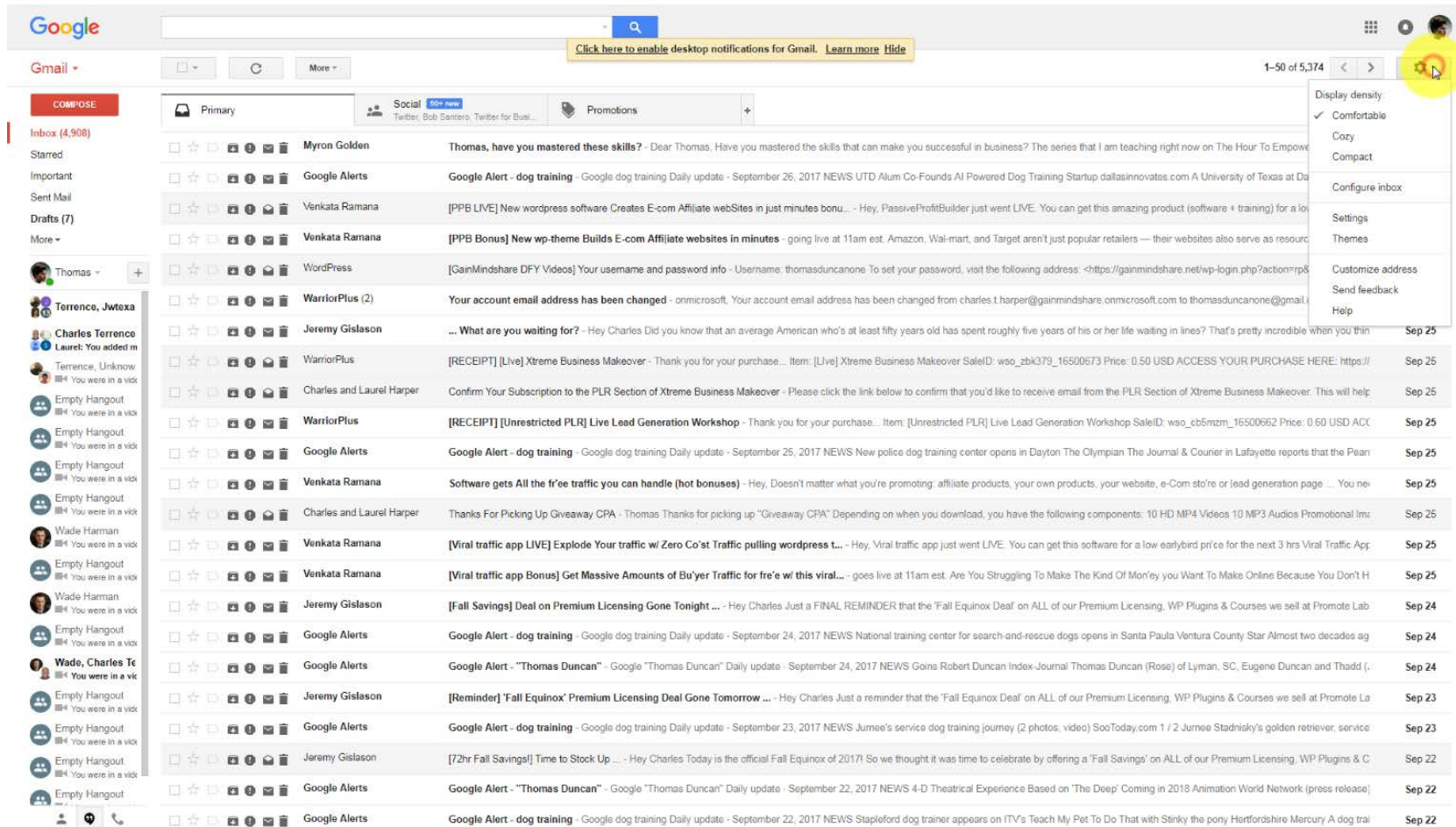
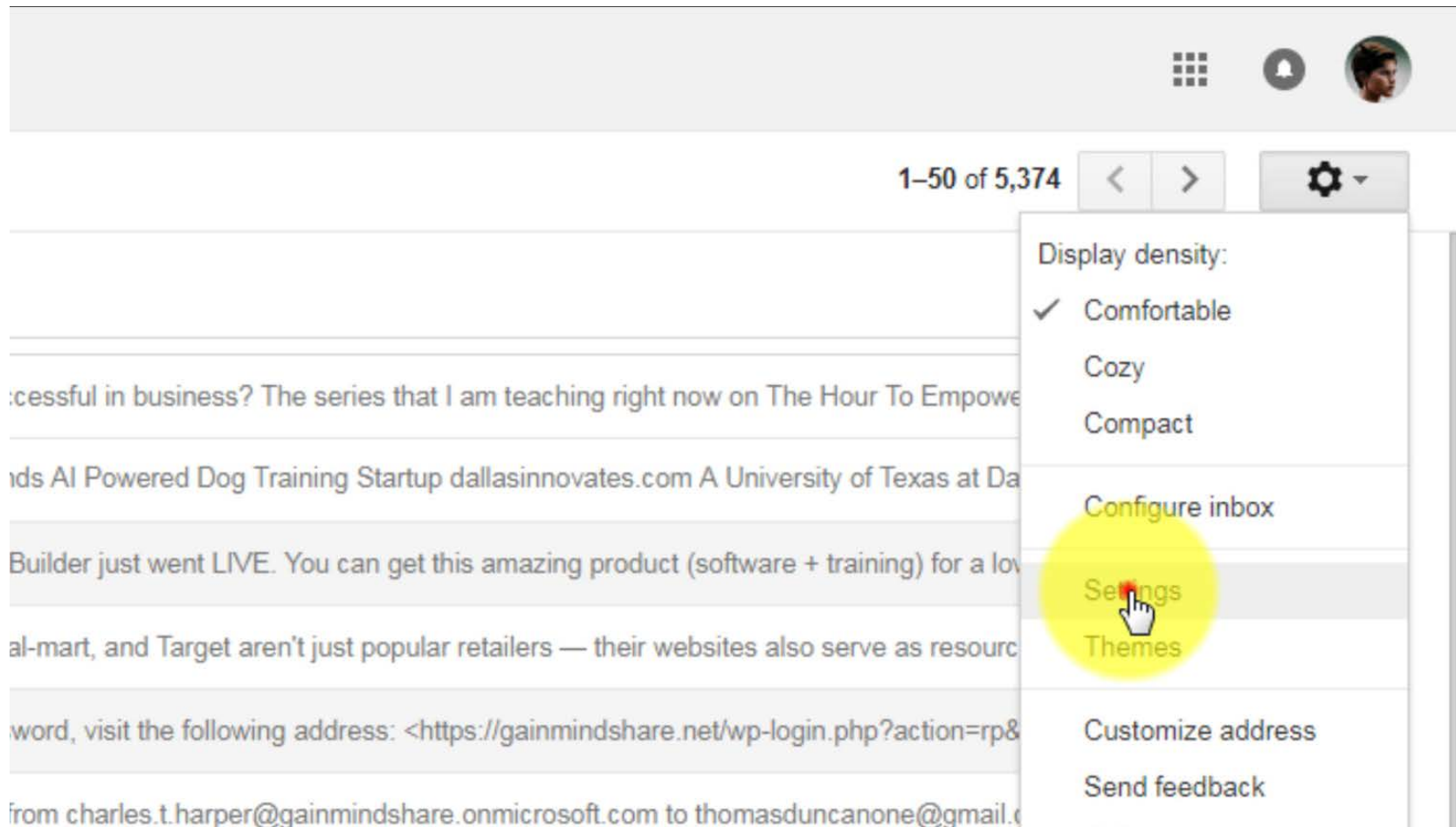


G-Mail Internal Productivity Hacks

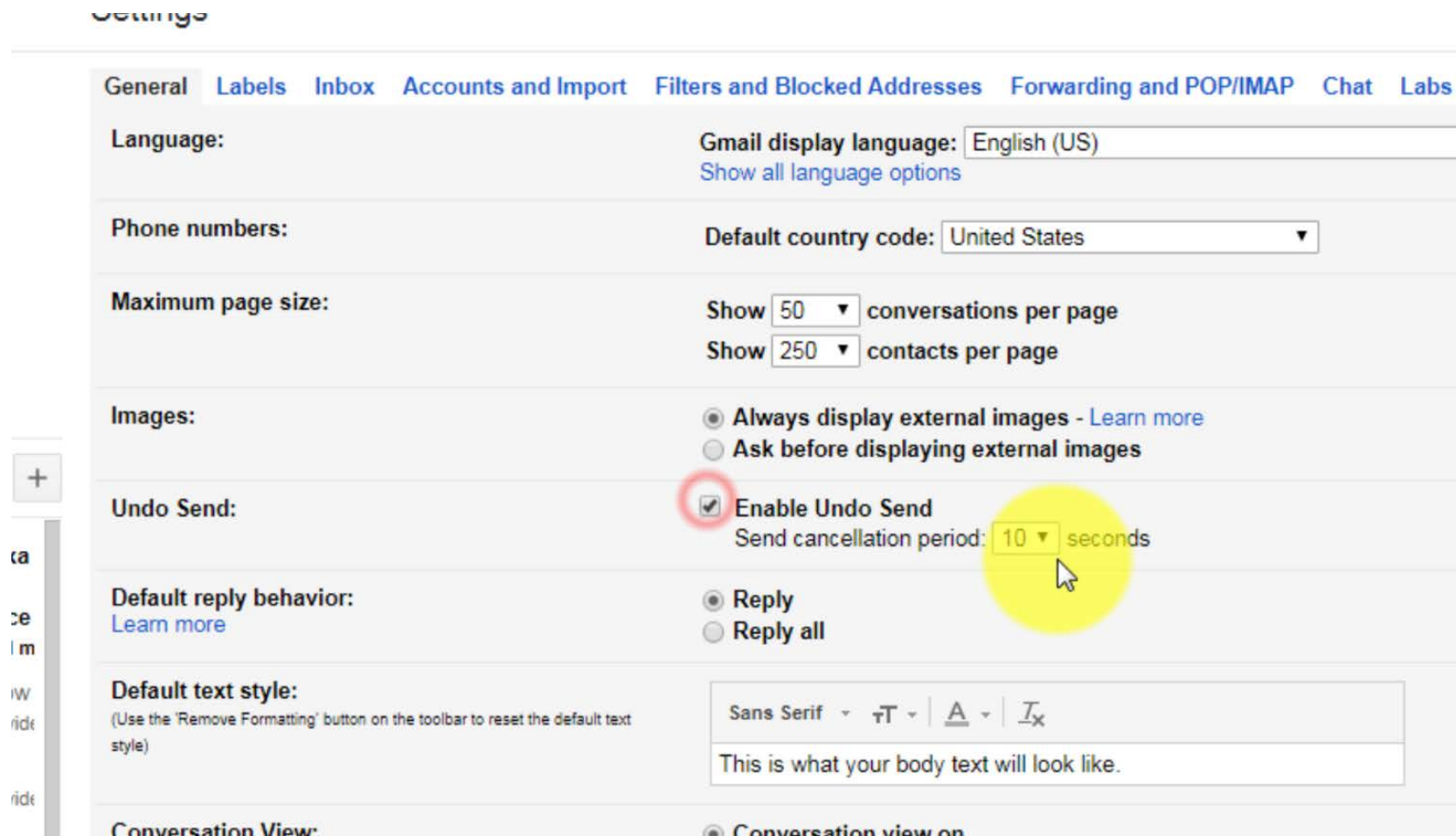
Click the Settings Gear



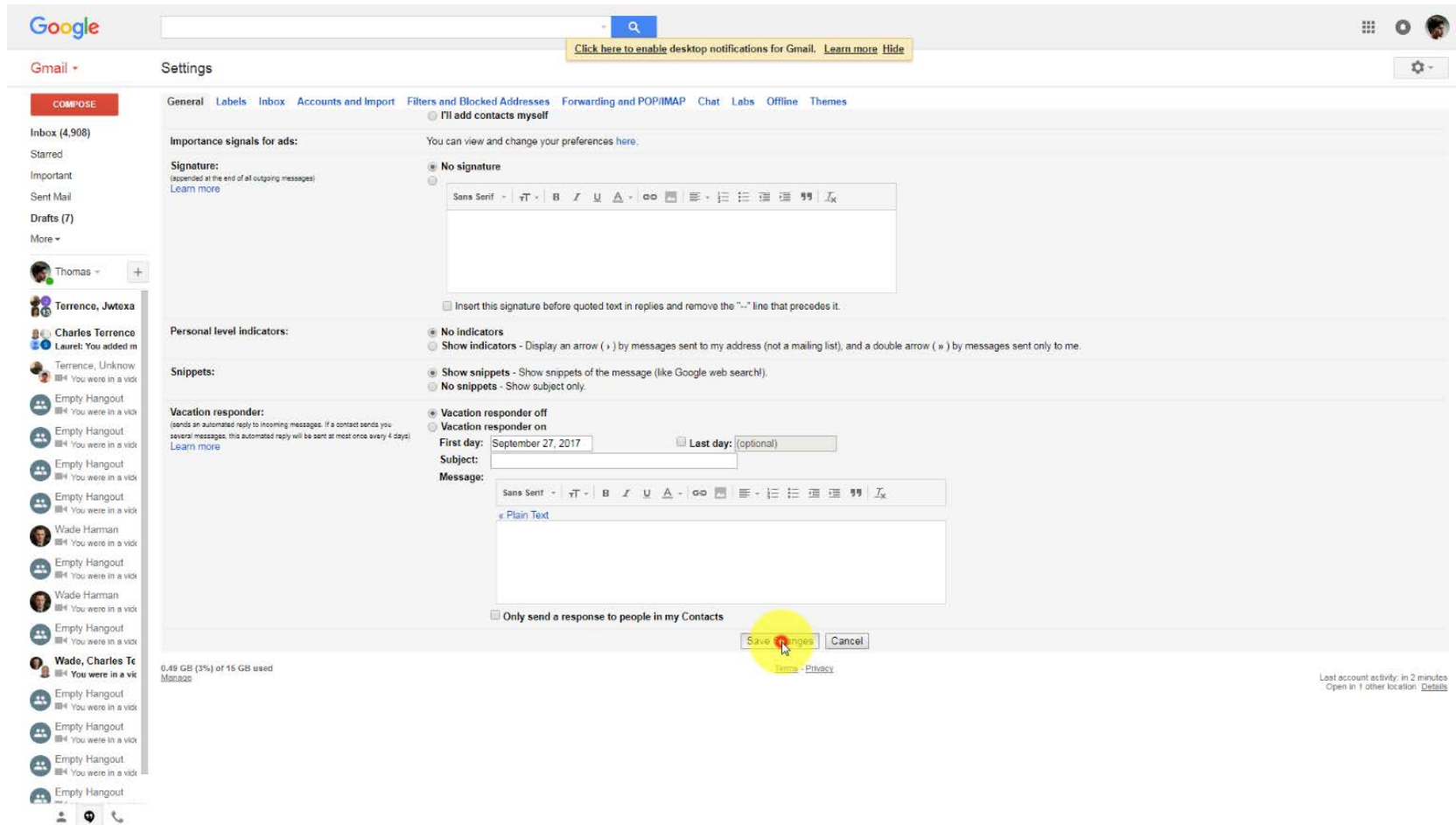
Click the Settings Link



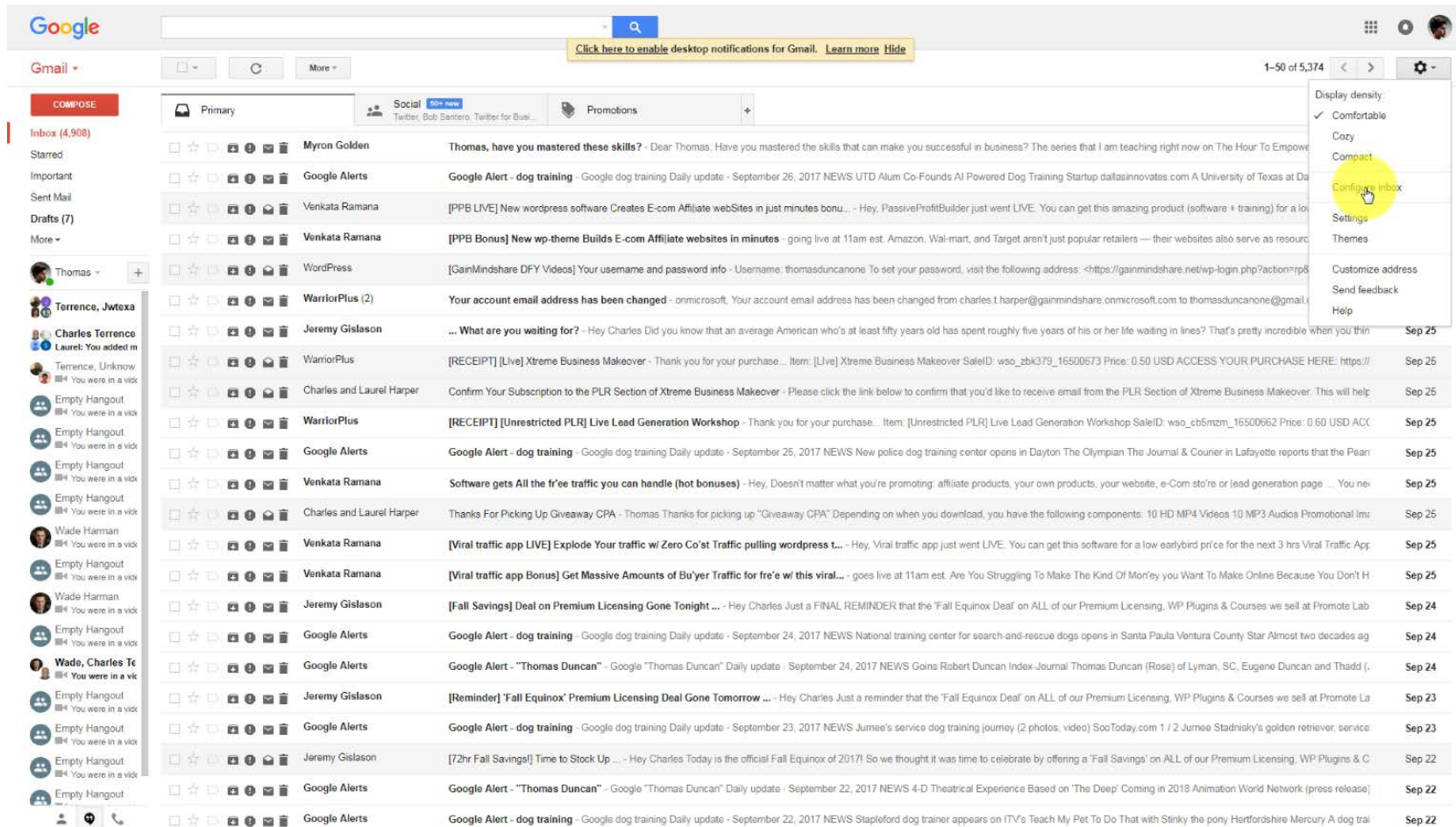
Enable Undo Send



After Each Change Click Save Changes



Go To the Gear



Go to Settings

The screenshot shows the Gmail web interface. On the left is the sidebar with navigation links: COMPOSE, Inbox (4,908), Starred, Important, Sent Mail, Drafts (7), and a contact list. The main area displays a list of emails in the 'Primary' tab. A settings menu is open in the top right corner, with the 'Settings' option highlighted by a yellow circle. The menu includes options for Display density (Comfortable, Cozy, Compact), Configure inbox, Settings (highlighted), Themes, Customize address, Send feedback, and Help. A banner at the top of the main area reads 'Click here to enable desktop notifications for Gmail. Learn more Hide'.

Google

Gmail

1-50 of 5,374

COMPOSE

Inbox (4,908)

Starred

Important

Sent Mail

Drafts (7)

More

Thomas

Terrence, Jwtxa

Charles Terrence

Laurel: You added m

Terrence, Unknown

Empty Hangout

Empty Hangout

Empty Hangout

Empty Hangout

Empty Hangout

Empty Hangout

Wade Harman

Empty Hangout

Wade Harman

Empty Hangout

Empty Hangout

Wade, Charles Te

Empty Hangout

Empty Hangout

Empty Hangout

Empty Hangout

Empty Hangout

Primary

Myron Golden

Thomas, have you mastered these skills? - Dear Thomas, Have you mastered the skills that can make you successful in business? The series that I am teaching right now on The Hour To Empower

Google Alerts

Google Alert - dog training - Google dog training Daily update - September 26, 2017 NEWS UTD Alum Co-Founds AI Powered Dog Training Startup dallasinnovates.com A University of Texas at Da

Venkata Ramana

[PPB LIVE] New wordpress software Creates E-com Affiliate webSites in just minutes bonu... - Hey, PassiveProfitBuilder just went LIVE. You can get this amazing product (software + training) for a lo

Venkata Ramana

[PPB Bonus] New wp-theme Builds E-com Affiliate websites in minutes - going live at 11am est. Amazon, Wal-mart, and Target aren't just popular retailers — their websites also serve as resourc

WordPress

[GainMindshare DFY Videos] Your username and password info - Username: thomasduncanone To set your password, visit the following address: <https://gainmindshare.net/wp-login.php?action=rp8

WarriorPlus (2)

Your account email address has been changed - onmicrosoft, Your account email address has been changed from charles.t.harper@gainmindshare.onmicrosoft.com to thomasduncanone@gmail.

Jeremy Gislason

... What are you waiting for? - Hey Charles Did you know that an average American who's at least fifty years old has spent roughly five years of his or her life waiting in lines? That's pretty incredible when you thin

WarriorPlus

[RECEIPT] [Live] Xtreme Business Makeover - Thank you for your purchase... Item: [Live] Xtreme Business Makeover SaleID: wso_zbk379_16500673 Price: 0.50 USD ACCESS YOUR PURCHASE HERE: https://

Charles and Laurel Harper

Confirm Your Subscription to the PLR Section of Xtreme Business Makeover - Please click the link below to confirm that you'd like to receive email from the PLR Section of Xtreme Business Makeover. This will help

WarriorPlus

[RECEIPT] [Unrestricted PLR] Live Lead Generation Workshop - Thank you for your purchase... Item: [Unrestricted PLR] Live Lead Generation Workshop SaleID: wso_cb5mzm_16500662 Price: 0.60 USD ACC

Google Alerts

Google Alert - dog training - Google dog training Daily update - September 25, 2017 NEWS New police dog training center opens in Dayton The Olympian The Journal & Courier in Lafayette reports that the Pean

Venkata Ramana

Software gets All the fr'ee traffic you can handle (hot bonuses) - Hey, Doesn't matter what you're promoting: affiliate products, your own products, your website, e-Com sto're or lead generation page ... You nei

Charles and Laurel Harper

Thanks For Picking Up Giveaway CPA - Thomas Thanks for picking up "Giveaway CPA" Depending on when you download, you have the following components: 10 HD MP4 Videos 10 MP3 Audios Promotional lmc

Venkata Ramana

[Viral traffic app LIVE] Explode Your traffic w/ Zero Co'st Traffic pulling wordpress t... - Hey, Viral traffic app just went LIVE. You can get this software for a low earlybird price for the next 3 hrs Viral Traffic App

Venkata Ramana

[Viral traffic app Bonus] Get Massive Amounts of Bu'yer Traffic for fre'e w/ this viral... - goes live at 11am est. Are You Struggling To Make The Kind Of Money you Want To Make Online Because You Don't H

Jeremy Gislason

[Fall Savings] Deal on Premium Licensing Gone Tonight... - Hey Charles Just a FINAL REMINDER that the 'Fall Equinox Deal' on ALL of our Premium Licensing, WP Plugins & Courses we sell at Promote Lab

Google Alerts

Google Alert - dog training - Google dog training Daily update - September 24, 2017 NEWS National training center for search-and-rescue dogs opens in Santa Paula Ventura County Star Almost two decades ag

Google Alerts

Google Alert - "Thomas Duncan" - Google "Thomas Duncan" Daily update - September 24, 2017 NEWS Going Robert Duncan Index-Journal Thomas Duncan (Rose) of Lyman, SC, Eugene Duncan and Thadd (.

Jeremy Gislason

[Reminder] 'Fall Equinox' Premium Licensing Deal Gone Tomorrow... - Hey Charles Just a reminder that the 'Fall Equinox Deal' on ALL of our Premium Licensing, WP Plugins & Courses we sell at Promote La

Google Alerts

Google Alert - dog training - Google dog training Daily update - September 23, 2017 NEWS Jurnee's service dog training journey (2 photos, video) SooToday.com 1 / 2 Jurnee Stadnisky's golden retriever, service

Jeremy Gislason

[72hr Fall Savings!] Time to Stock Up... - Hey Charles Today is the official Fall Equinox of 2017! So we thought it was time to celebrate by offering a 'Fall Savings' on ALL of our Premium Licensing, WP Plugins & C

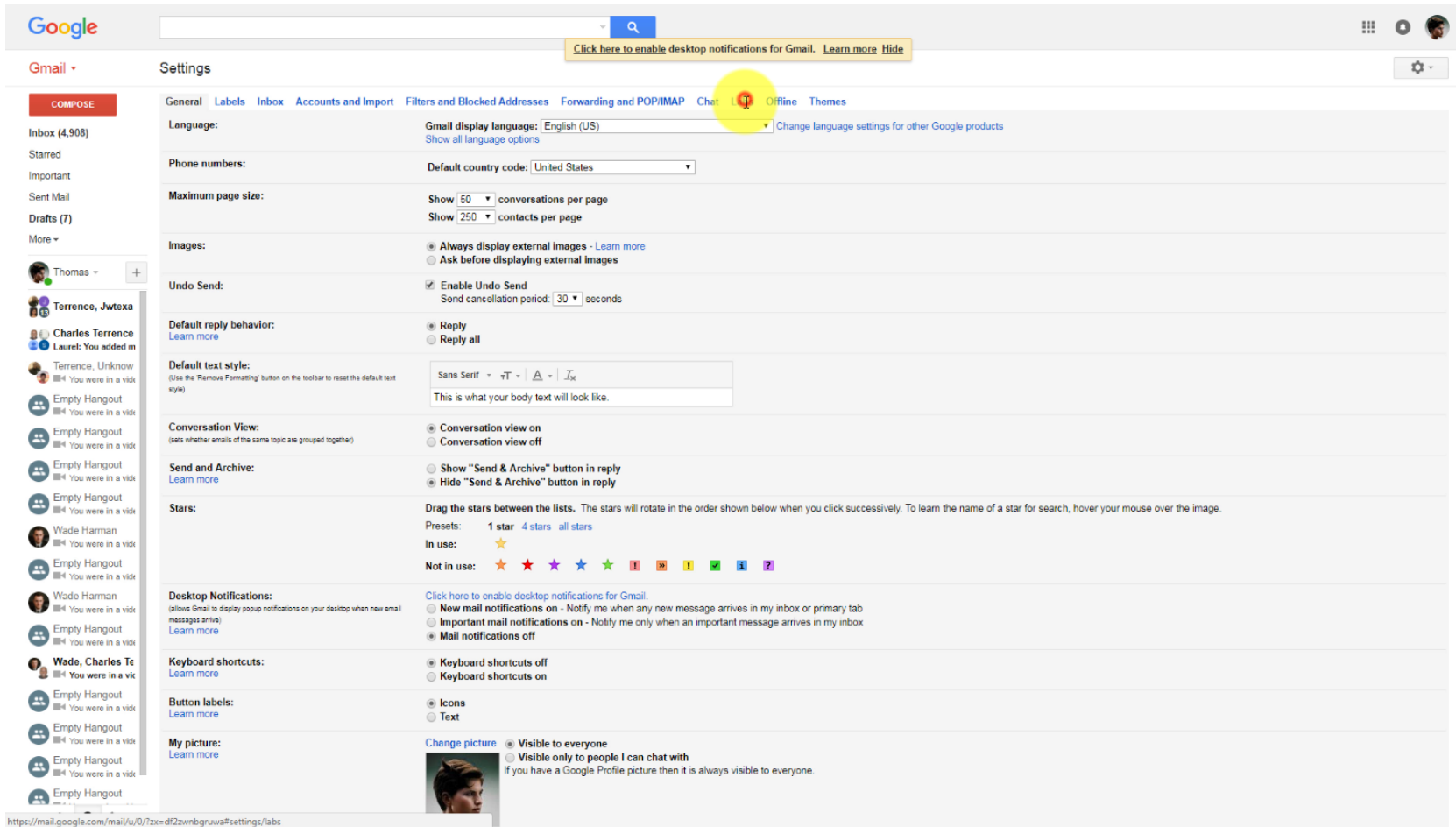
Google Alerts

Google Alert - "Thomas Duncan" - Google "Thomas Duncan" Daily update - September 22, 2017 NEWS 4-D Theatrical Experience Based on 'The Deep' Coming in 2018 Animation World Network (press release)

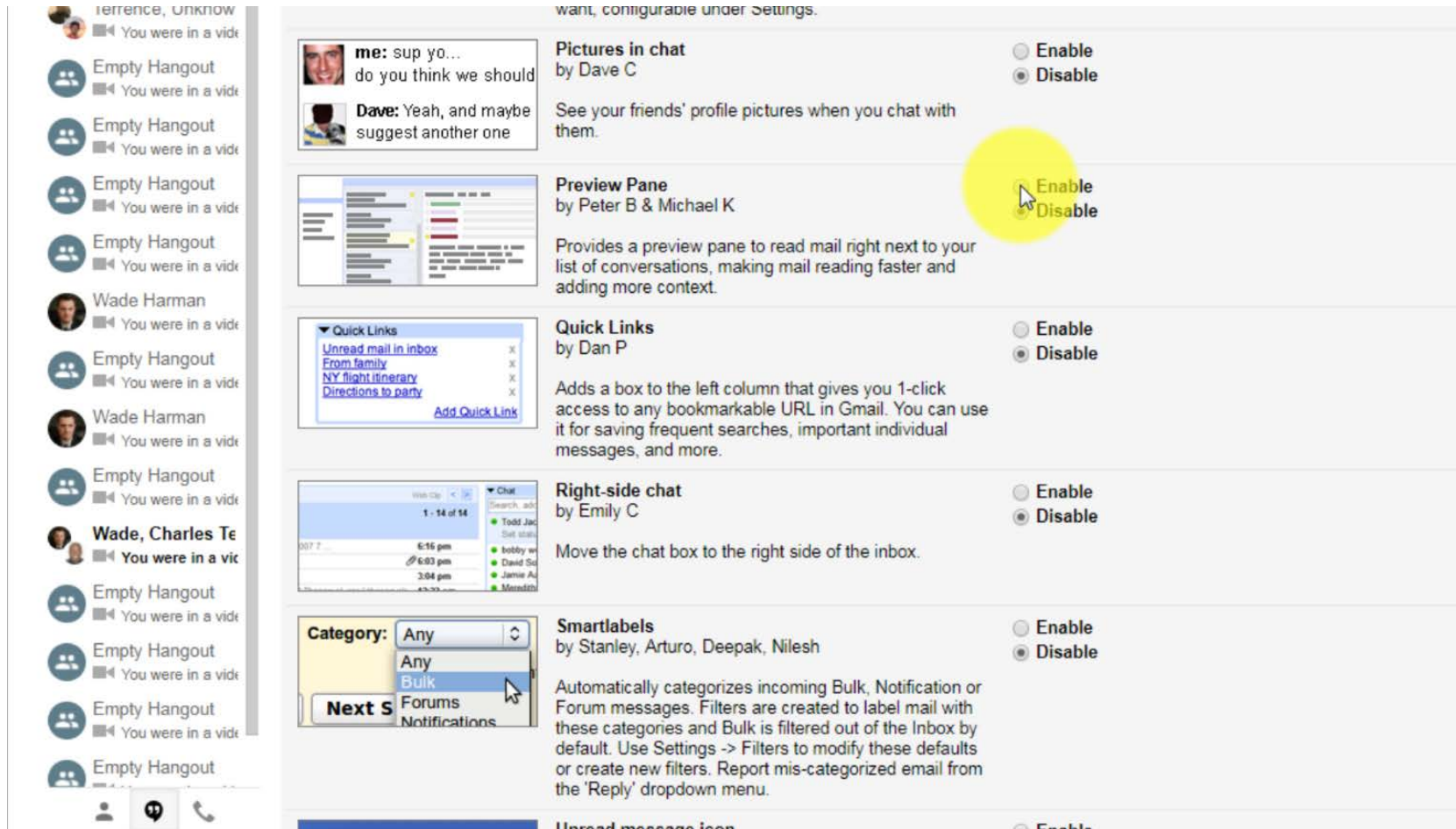
Google Alerts

Google Alert - dog training - Google dog training Daily update - September 22, 2017 NEWS Stapleford dog trainer appears on ITV's Teach My Pet To Do That with Stinky the pony Hertfordshire Mercury A dog trai

Click Labs



Enable Preview Pane



Save Changes

The screenshot displays the Gmail settings interface. On the left is a sidebar with a list of contacts and hangouts. The main area shows three settings cards: 'Move the chat box to the right side of the inbox' by Emily C, 'Smartlabels' by Stanley, Arturo, Deepak, Niles, and 'Unread message icon' by Manu C. Each card has 'Enable' and 'Disable' radio buttons. A 'Category' dropdown menu is open, showing options: Any, Bulk, Forums, and Notifications. At the bottom of the settings area, a yellow circle highlights the 'Save Changes' button, with a mouse cursor pointing at it. Below the settings area, a storage usage bar shows '0.49 GB (3%) of 15 GB used' and a 'Manage' link. In the bottom right corner, there are links for 'Terms' and 'Privacy'.

terrence, Unknow
You were in a vid

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

Wade Harman
You were in a vid

Empty Hangout
You were in a vid

Wade Harman
You were in a vid

Empty Hangout
You were in a vid

Wade, Charles Te
You were in a vic

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

Empty Hangout
You were in a vid

1 - 14 of 14

6:16 pm
6:03 pm
3:04 pm

by Emily C
Disable

Move the chat box to the right side of the inbox.

Category: Any
Any
Bulk
Forums
Notifications

Next S

Smartlabels
by Stanley, Arturo, Deepak, Niles
Enable
Disable

Automatically categorizes incoming Bulk, Notification or Forum messages. Filters are created to label mail with these categories and Bulk is filtered out of the Inbox by default. Use Settings -> Filters to modify these defaults or create new filters. Report mis-categorized email from the 'Reply' dropdown menu.

Unread message icon
by Manu C
Enable
Disable

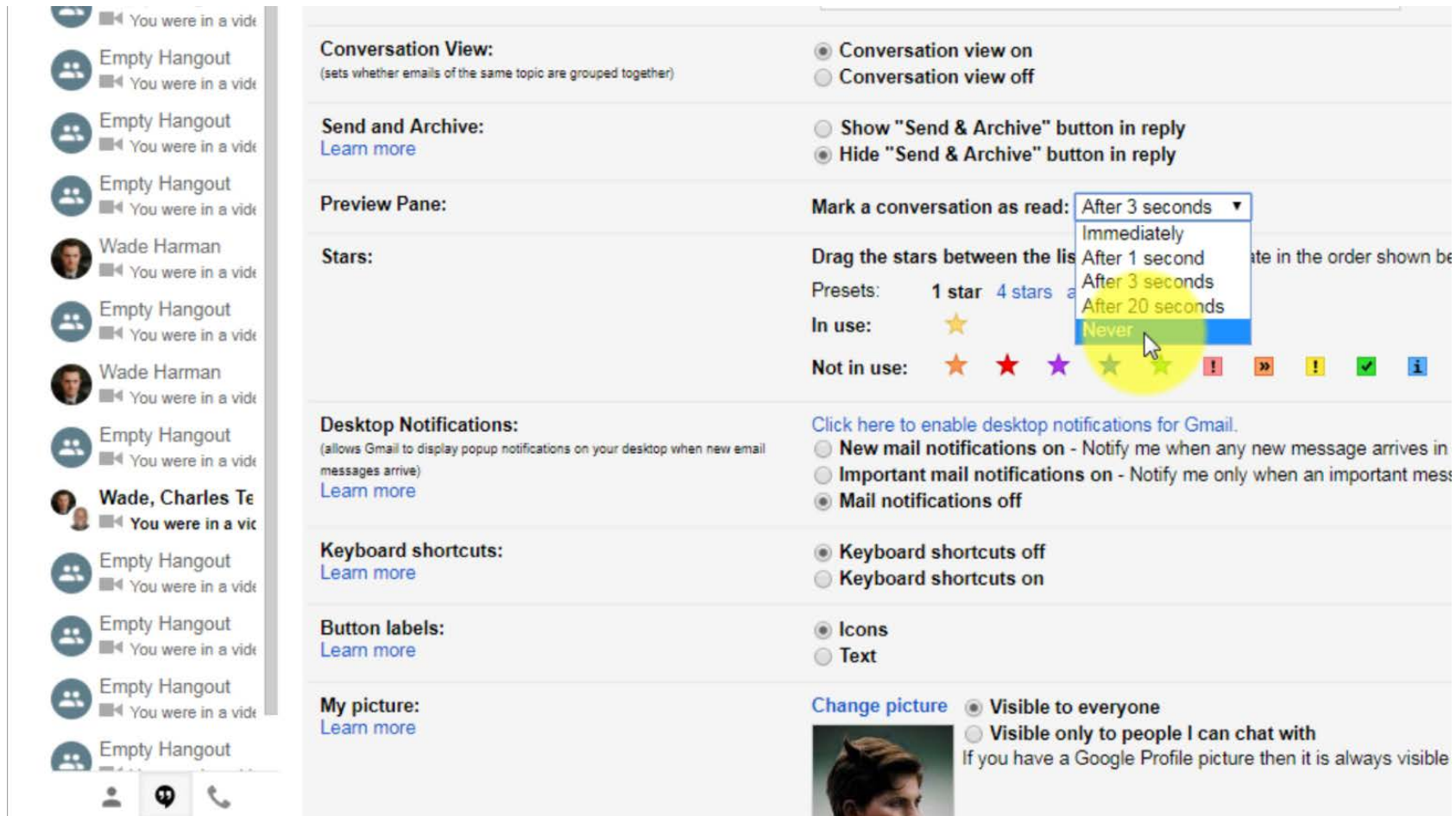
See how many unread messages are in your inbox with a quick glance at the tab's icon. This lab only works with Chrome (version 6 and above), Firefox (version 2 and above), and Opera.

Save Changes Cancel

0.49 GB (3%) of 15 GB used
Manage

[Terms](#) - [Privacy](#)

Determine the Preview Period You Want



The screenshot displays the Gmail settings interface. On the left is a sidebar with a list of settings categories, including 'Empty Hangout', 'Wade Harman', and 'Wade, Charles Te'. The main content area is divided into several sections, each with a title and a 'Learn more' link. The 'Preview Pane' section is currently active, showing options for 'Conversation View', 'Send and Archive', 'Stars', 'Desktop Notifications', 'Keyboard shortcuts', 'Button labels', and 'My picture'. A dropdown menu is open for the 'Mark a conversation as read' option, showing five choices: 'After 3 seconds', 'Immediately', 'After 1 second', 'After 3 seconds', and 'After 20 seconds'. The 'After 3 seconds' option is highlighted in yellow. Below the dropdown, there are icons for 'Presets' (1 star, 4 stars) and 'In use' (a yellow star icon). The 'Not in use' section shows various icons including stars, exclamation marks, and a checkmark.

Conversation View:
(sets whether emails of the same topic are grouped together)

☒ Conversation view on
☐ Conversation view off

Send and Archive:
[Learn more](#)

☐ Show "Send & Archive" button in reply
☒ Hide "Send & Archive" button in reply

Preview Pane:

Mark a conversation as read: After 3 seconds ▼

Drag the stars between the list and the order shown below

Presets: 1 star 4 stars

In use: ★

Not in use: ★ ★ ★ ★ ★ ! ! ! ! !

Desktop Notifications:
(allows Gmail to display popup notifications on your desktop when new email messages arrive)
[Learn more](#)

[Click here to enable desktop notifications for Gmail.](#)

☐ New mail notifications on - Notify me when any new message arrives in my inbox
☐ Important mail notifications on - Notify me only when an important message arrives
☒ Mail notifications off

Keyboard shortcuts:
[Learn more](#)

☒ Keyboard shortcuts off
☐ Keyboard shortcuts on

Button labels:
[Learn more](#)

☒ Icons
☐ Text

My picture:
[Learn more](#)

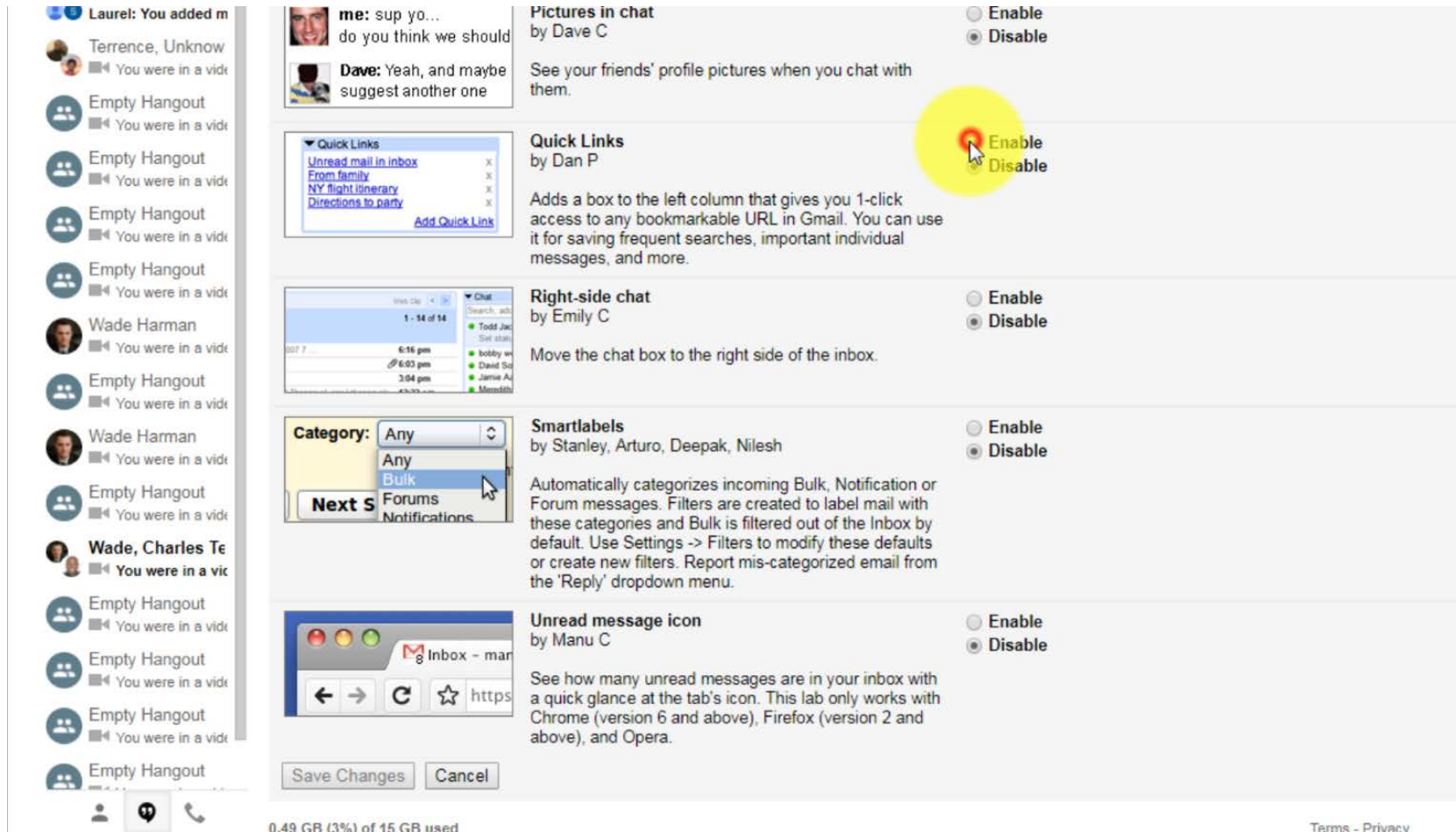
[Change picture](#) ☒ Visible to everyone
☐ Visible only to people I can chat with
If you have a Google Profile picture then it is always visible

We Can Now Preview an Unread E-Mail

The screenshot shows a Gmail interface with the following elements:

- Header:** Google logo, search bar, and a notification to "Click here to enable desktop notifications for Gmail."
- Left Sidebar:** Navigation menu including Compose, Inbox (4,908), Starred, Important, Sent Mail, Drafts (7), and a list of contacts like Thomas, Terrence, Jwtxa, Charles Terrence, Wade Harman, and Empty Hangout.
- Primary Tab:** A list of emails. The top email is from Myron Golden, dated Sep 25, with the subject "Thomas, have you mastered these skills?". It is marked as unread.
- Email Preview:** The selected email is shown in detail. The subject is "Thomas, have you mastered these skills?". The sender is Myron Golden (myrongolden@gmail.com) via sendgrid.net, dated Sep 26 (1 day ago). The preview text reads: "Dear Thomas, Have you mastered these skills that can make you successful".
- Right Sidebar:** Profile information for Myron Golden, Entrepreneur, with a "Recent Post" section showing a video shared publicly 13 days ago.

Go back to the Labs and Click Quick Links



The screenshot displays the Gmail Labs interface, which allows users to enable or disable experimental features. The interface is divided into a left sidebar with a list of contacts and a main content area with details for each lab. A yellow circle highlights the 'Quick Links' lab, where the 'Enable' radio button is selected.

Contacts List (Left Sidebar):

- Laurel: You added m
- Terrence, Unknow
- Empty Hangout
- Empty Hangout
- Empty Hangout
- Empty Hangout
- Empty Hangout
- Wade Harman
- Empty Hangout
- Wade Harman
- Empty Hangout
- Wade, Charles Te
- Empty Hangout
- Empty Hangout
- Empty Hangout
- Empty Hangout

Labs List (Main Content Area):

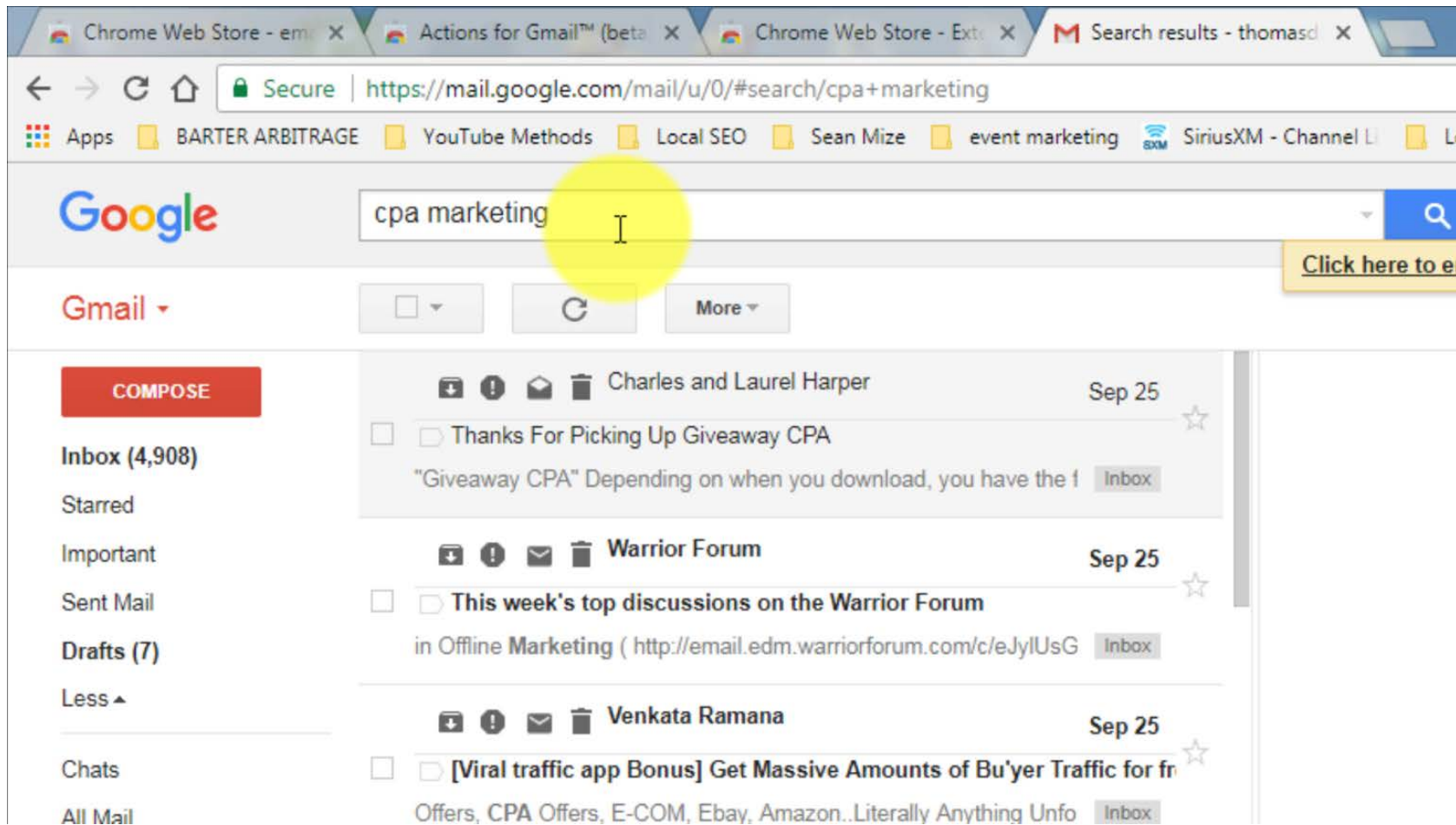
- Pictures in chat** by Dave C
See your friends' profile pictures when you chat with them.
☐ Enable
☒ Disable
- Quick Links** by Dan P
Adds a box to the left column that gives you 1-click access to any bookmarkable URL in Gmail. You can use it for saving frequent searches, important individual messages, and more.
☒ Enable
☐ Disable
- Right-side chat** by Emily C
Move the chat box to the right side of the inbox.
☐ Enable
☒ Disable
- Smartlabels** by Stanley, Arturo, Deepak, Niles
Automatically categorizes incoming Bulk, Notification or Forum messages. Filters are created to label mail with these categories and Bulk is filtered out of the Inbox by default. Use Settings -> Filters to modify these defaults or create new filters. Report mis-categorized email from the 'Reply' dropdown menu.
☐ Enable
☒ Disable
- Unread message icon** by Manu C
See how many unread messages are in your inbox with a quick glance at the tab's icon. This lab only works with Chrome (version 6 and above), Firefox (version 2 and above), and Opera.
☐ Enable
☒ Disable

Bottom Bar:

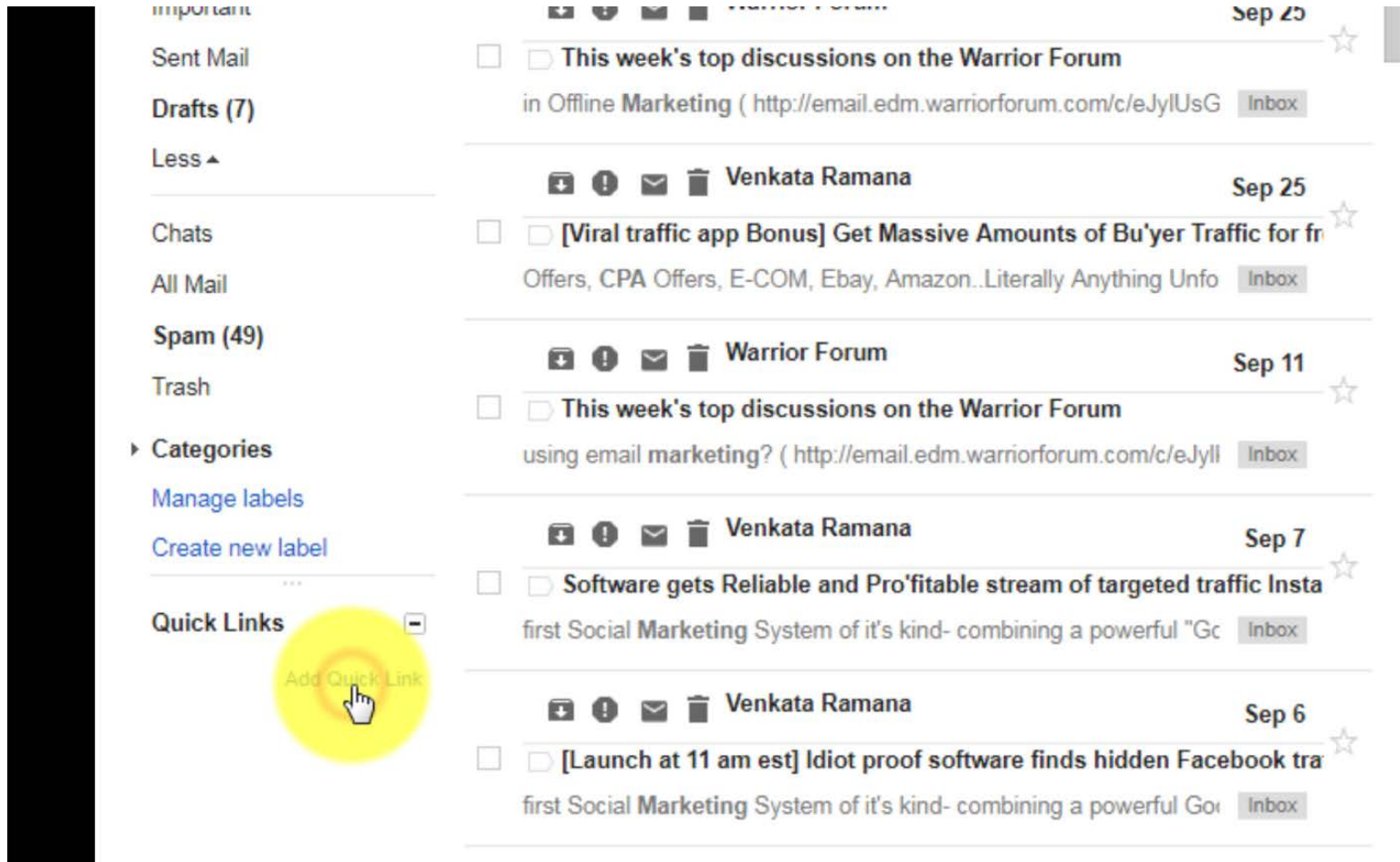
0.49 GB (3%) of 15 GB used

Terms - Privacy

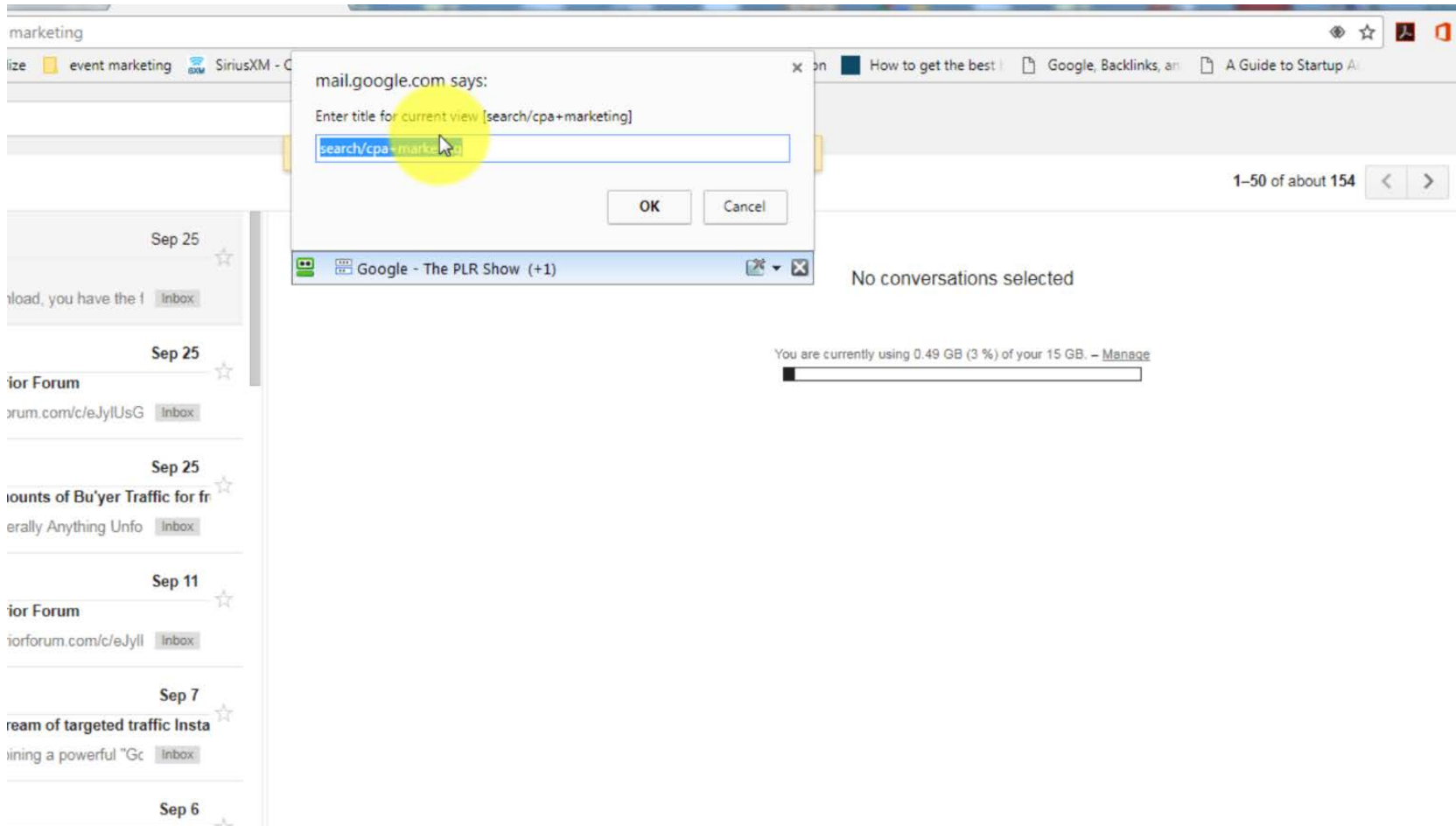
Type in your G-Mail Search Parameters



Click Quick Links



Note the Search Text



Quick Links Will Then Appear

