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The Beginner's Guide to Gmail | MakeUseOf

Gmail has a powerful email management toolset for composing emails, preventing spam, organizing your inbox, and more. In this guide, learn the basics of how to set up your Gmail account, choose a strong password, and send your first email. Also discover how to customize Gmail, find messages quickly using Gmail's powerful search, and become more productive with your email workflow in Gmail.

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Click the "Settings" gear button and select "Settings" from the drop-down menu. Scroll down to the "Button labels" section and select the "Text" option. Scroll down to the bottom of the page and click "Save Changes.". All the "Action" buttons, except the "Select" button, change to display text instead of icons.

Gmail Guide: Getting to Know Gmail

These are some of the basic Gmail processes everyone should know how to do when getting started. Compose - Compose and send an email using Gmail. Attachments - Add an attachment to an email in Gmail. Bonus 1: How to Attach an Email in Gmail Bonus 2: How to Add Google Docs as Attachments Search - Google's powerful search engine is built right into Gmail.

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How to Use Gmail: Get Started With Your New Account

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