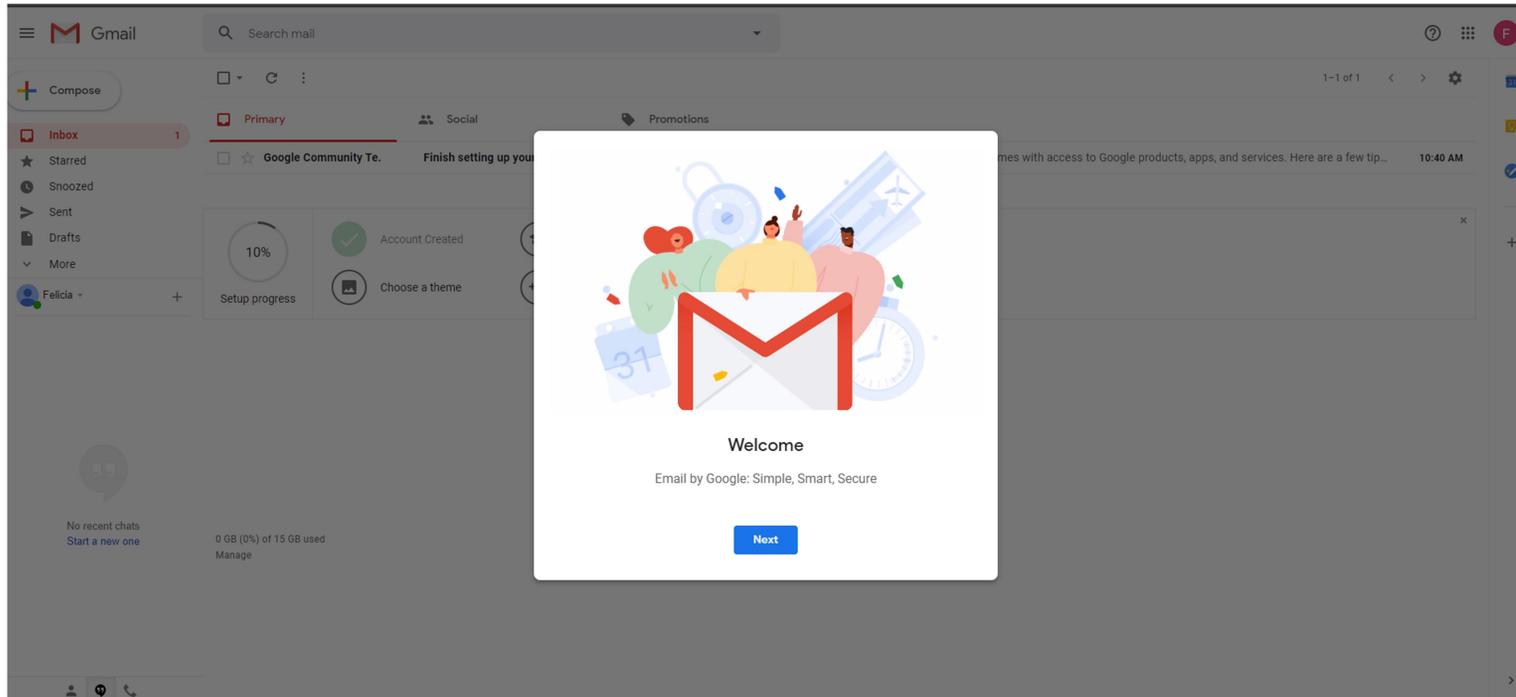


How to set up your Gmail account

Mail for KFRI.ORG is using Gmail for business as mail server. Maximum storage space for this service is 15 GB

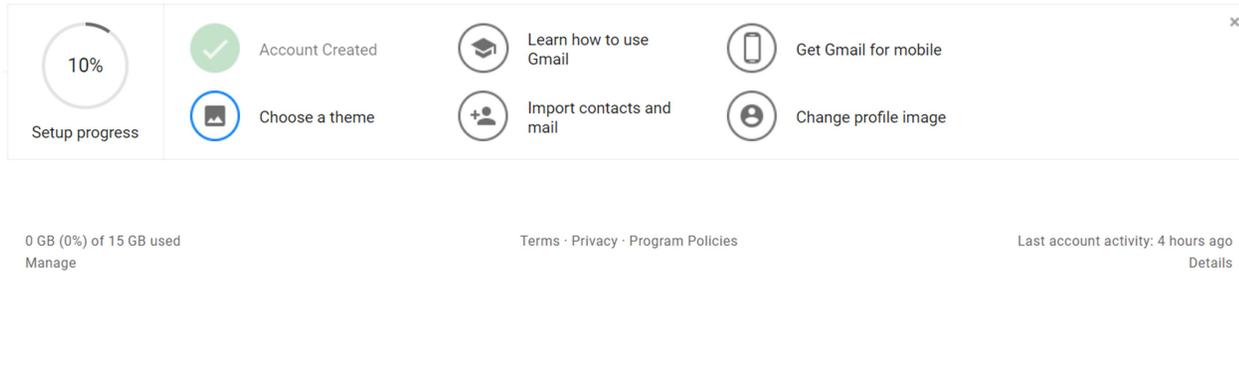


After creating your account by webmaster you need to configure it, so you can start using it to send and receive emails.

Just follow these steps:

- Click on next on the Welcome popup;

- Then choose a view: Default, Comfortable or Compact; You will need to do some additional steps since your account is just 10% configured.



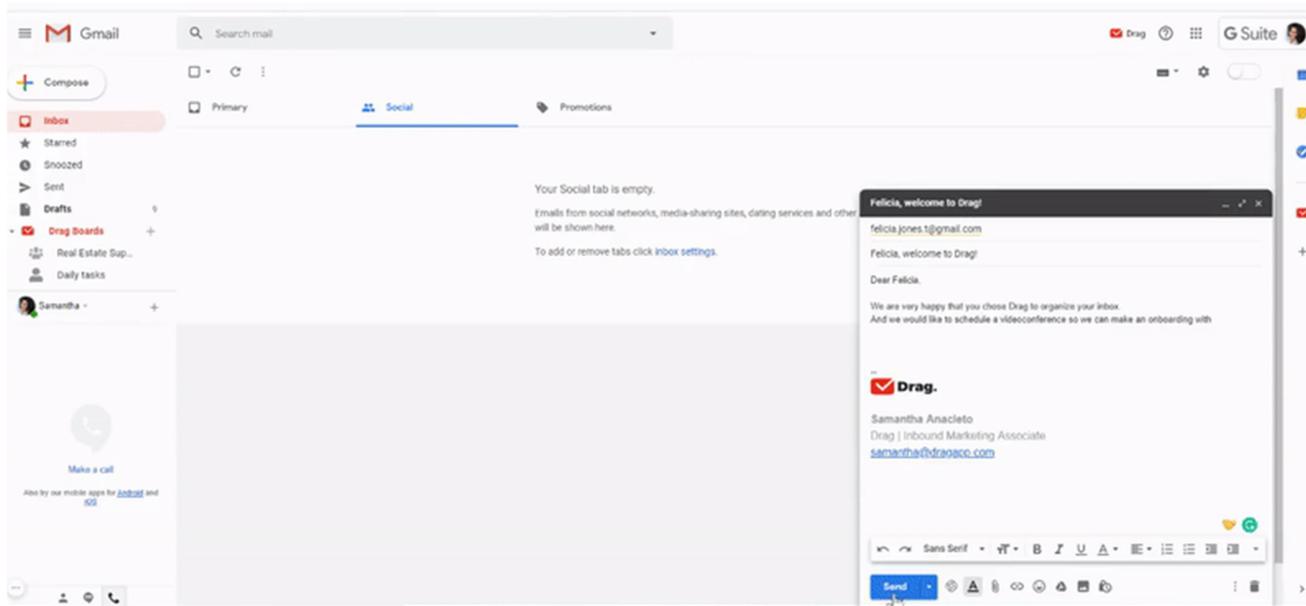
- Choosing a theme: click on this button and choose a theme if you want to personalize your Gmail account layout.
- Learn how to use Gmail: click on it to open the “Help” pop-up, and get rid of your doubts about how Gmail works.
- Get Gmail for Mobile: you can download the official Gmail mobile app by clicking on this option.
- Import Contacts and Mail: if you are migrating from another Gmail account you can import the emails you have on this account. It’s also possible to import contacts you had on this previous account.
- Change profile image: It’s always good to set a profile picture, so you can be identified easily by your recipients.

After completing all these steps your account will be 100% set up and you are ready to start using it according to your purposes.

Gmail tips and tricks

Now that you have your account set up and you are also familiar with the basics of Gmail, how about to level up and start learning more advanced tips?

Undo a Sent Email



If you sent an email by mistake, or with spelling errors, or even hit the “Send” button by accident, it’s possible to undo this action. Then right after you click the “Send” button, you have 30 seconds to avoid the message getting to the recipient.

A small pop-up will appear on the bottom-left of the screen. Just click “Undo” and the email won’t be sent. It will appear again on the Compose email window, so you can make the proper alterations before sending it again.

Smart Compose

Gmail has a Smart Compose feature, developed to help save your time while writing an email. It predicts what you are going to write before you do it, working as an autocomplete tool. If you need to write your emails faster, this is a great feature.

The Smart Compose is powered by machine learning, so the more you write, the better. This also means that its personalized suggestions are adjusted to the way you usually write, to maintain your writing style.

When the prediction matches what you want to complete, just press the right-arrow button. This feature can surprise you with its precision, but in case it's not what you want to complete, it's easy to simply ignore the suggestions.

To turn the Smart Compose on or off follow these steps:

1. In the top right of Gmail, click the gear icon that represents the settings menu, and choose the option “Settings”.
2. On the tab **General**, scroll down to “Smart Compose.”
3. Select **Writing suggestions on** or **Writing suggestions off**.

Right above the option to turn on or off this feature, you can also choose if you want it personalized to your writing style.

Gmail's offline access

Sometimes we struggle with the internet connection while we are working on important tasks. Gmail offers a feature that allows us to still use Gmail with limited or no connection.

To set the feature click on the gear symbol on the upper right corner of the page, and choose the option “Settings”. Then go to the tab “Offline” and mark the box “Enable offline mail”. New configurations will appear and you will be able to choose if you want to store emails from the last 7, 30 or 90 days.

Settings



General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes

Offline: **Enable offline mail**
[Learn more](#)

Storage: Using 91 MB of 142 GB available for offline mail on your computer

Sync settings: Store emails from the last days.
 Download attachments

Security: **After logging out of my Google account**
 **Please choose one of the following**

- Keep offline data on my computer**
Data stored on your device will not be deleted when signing out of your Google account or when changing your password. To delete account data from your device disable offline mail and save changes.
- Remove offline data from my computer**
Data will need to be resynced to your computer when logging back into Gmail. It may take a few hours to resync the mailbox. Gmail may become less responsive while syncing.

Save Changes

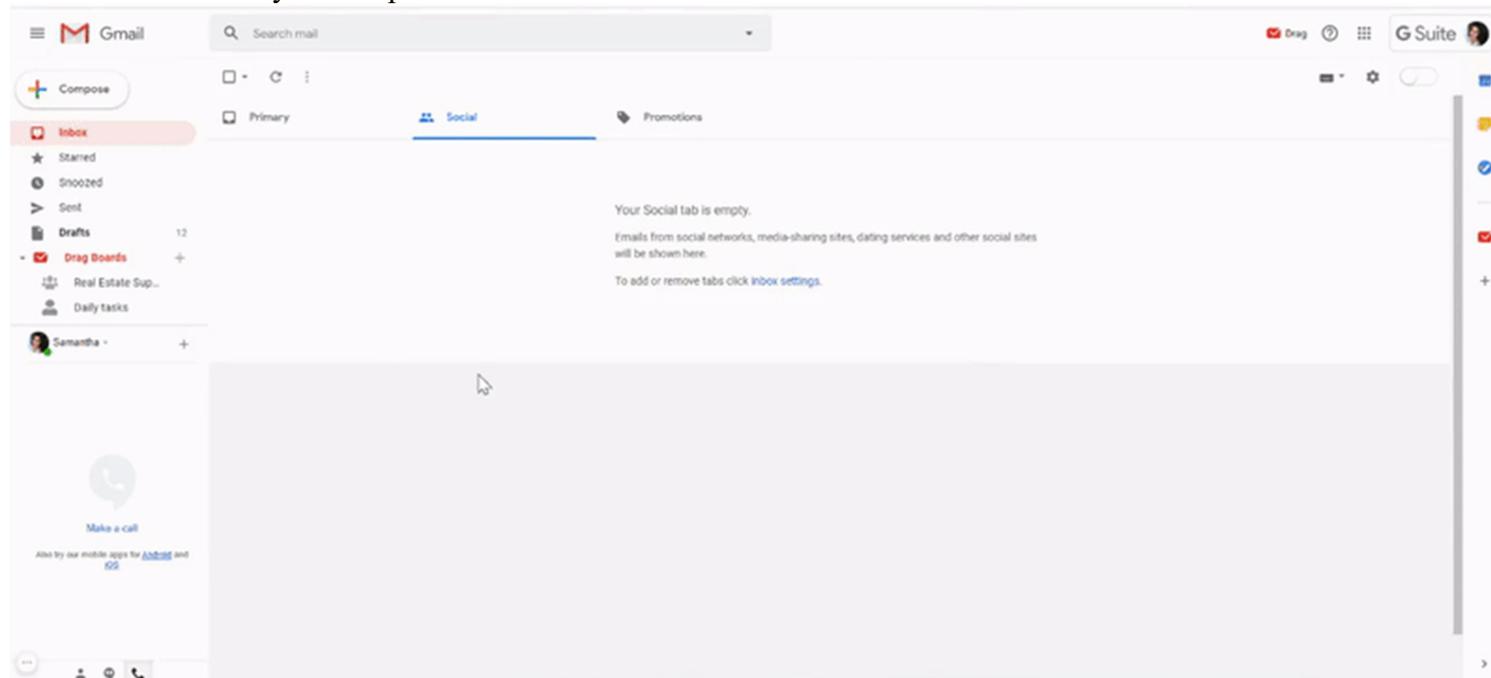
Cancel

Templates

If you send a lot of emails with repetitive answers, Gmail Templates will help to improve your productivity. Instead of typing the same things over and over, you can set up some pre-written emails.

To set these templates, follow these steps:

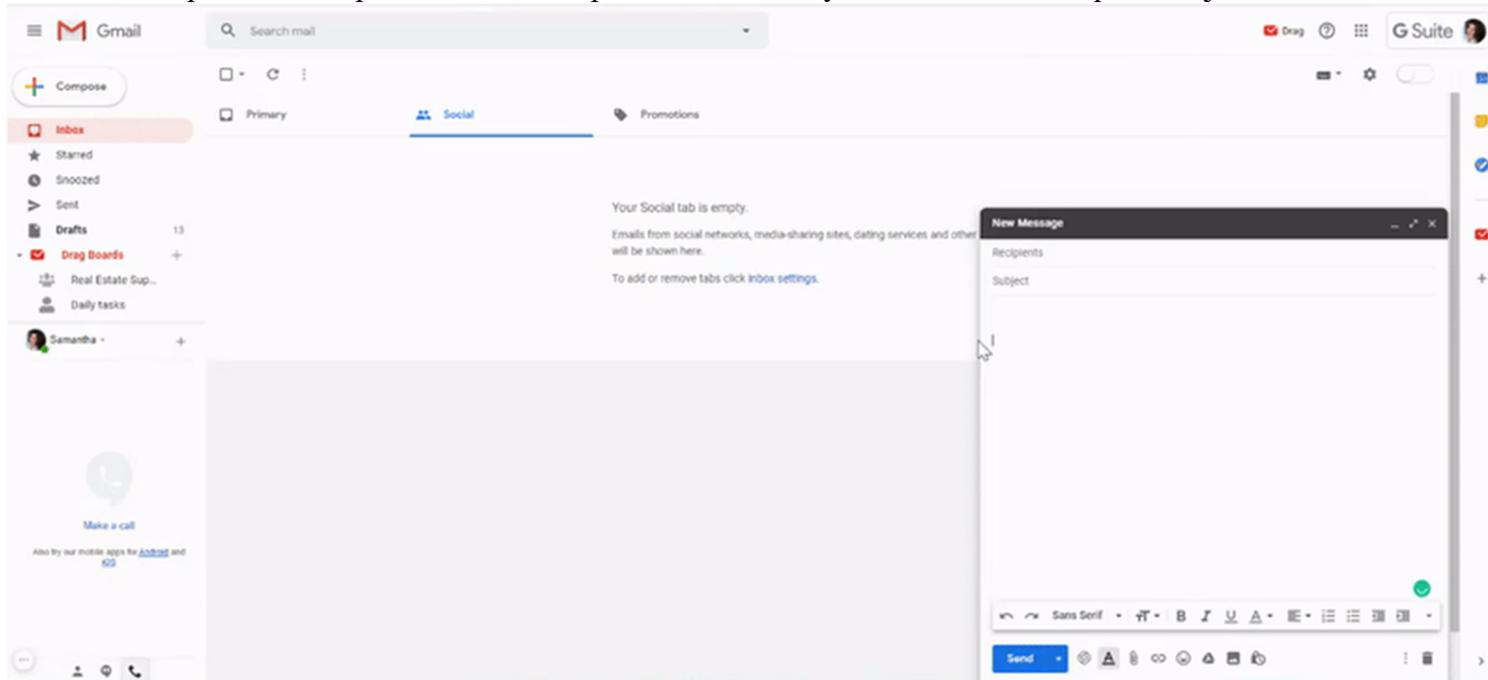
1. Click on the Gear icon, then choose “Settings”.
2. Click the tab “Advanced”.
3. Mark the box ‘Enable’ on the “Templates” section, then hit “Save Changes”.
4. After that, click “Compose on the upper left corner of the screen, and start typing the message you want to save as a template.
5. Click the three dots icon located at the bottom of the compose pop-up. Choose the option ‘Templates’, then click on “Save draft as template” > “Save as new template”.
6. Give a name to your template.



After creating your new template, you can use it either for replies or for composing new emails.

Just remember to follow these steps:

1. Click the three dots icon on the right-bottom of the compose window
2. With the mouse over 'Templates, click on the template you want to use.
3. Your template will be pasted on the composition box, and you can make the required adjustments before sending it.



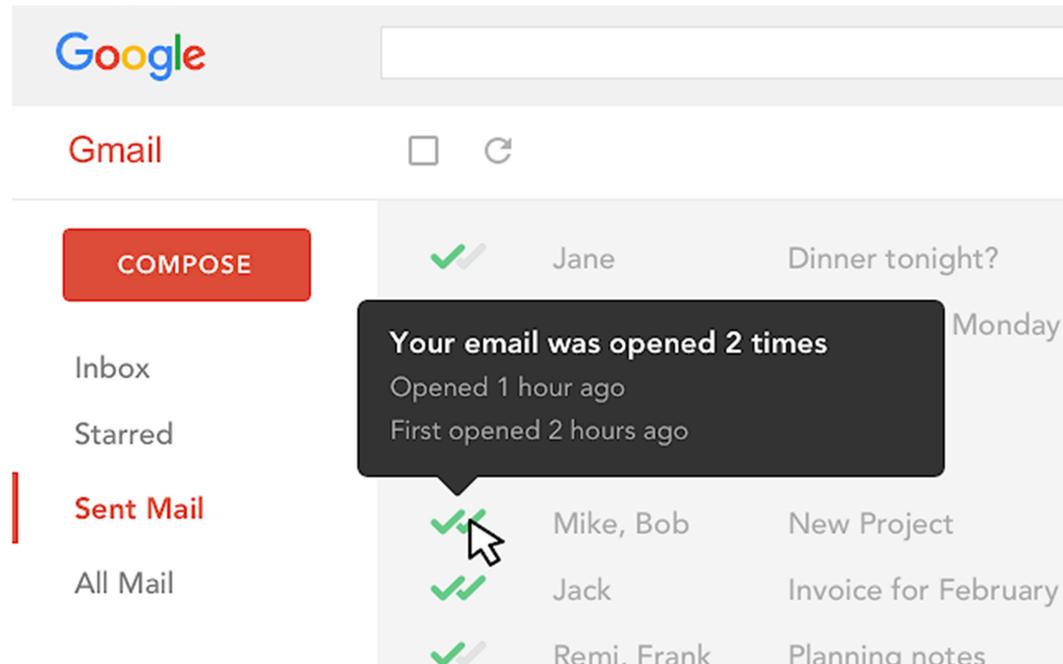
Gmail Add-ons

Each person, or team, has its processes while working inside an inbox. That is the main reason why Google allows you to personalize the experience inside Gmail using Add-ons.

To see the available ones, on the vertical bar on the right side of the screen, click on “Get add-ons” represented by the “+” symbol. A G Suite Marketplace popup will open with a search bar and the featured add-ons that work with Gmail.

Choose those that will facilitate your life dealing with emails, and that will make sense with the type of business you have.

Mailtrack



With this add-on, you can know when the emails you send are opened. This is a great feature to track the performance of your emails, and also to know the next steps you should take with a client, for example.

Some of its features include:

- Real-time notifications

- Full tracking history
- Reminders
- Link Tracking
- Daily email report

It was developed mainly for sales, account managers, business development, and people who deal directly with clients. Also for teams, coordinators and internal communications.

Useful Keyboard Shortcuts

Keyboard shortcuts are ideal to facilitate your daily activities on the internet. It wouldn't be different when it comes to Docs. Spending more time writing than searching for tools enhances your productivity. That's why we separated some shortcuts that will be useful to you. But first, you need to enable them, by clicking the gear symbol, and going to "Settings". On the tab General look for Keyboard Shortcuts and mark "Keyboard shortcuts on". Here are some of the main ones you can start using right now:

Useful Keyboard Shortcuts	
Archive	e
Mark as spam	!
Delete	#
Reply	r
Reply in a new window	Shift + r
Forward	f
Forward in a new window	Shift + f
Undo last action	z
Mark as read	Shift + i
Mark as unread	Shift + u

Go to Inbox	g + i
Go to Sent messages	g + t
Compose	c
Search mail	/

Moreover, it's possible to create your own custom keyboard shortcuts, too. To customize them go to the tab "Advanced" inside Gmail settings, and enable "Custom keyboard shortcuts".

A new tab called "Keyboard shortcuts" will appear on Gmail settings. Click on it to start customizing them.

The screenshot shows the Gmail settings page with the 'Keyboard Shortcuts' tab selected. The 'Current keyboard shortcut mappings' section is visible, listing various actions and their corresponding key shortcuts.

Action	Key(s)	or	
Compose	c	or	
Compose in a tab	d	or	
Search mail	/	or	
Back to threadlist	u	or	
Newer conversation	k	or	
Older conversation	j	or	
Select conversation	x	or	
Toggle star/Rotate among superstars	s	or	
Remove label	y	or	
Mute conversation	m	or	
Report as spam	!	or	
Delete	#	or	
Previous message	p	or	
Next message	n	or	
Reply	r	or	
Reply in a new window	R	or	
Reply all	a	or	
Reply all in a new window	A	or	
Forward	f	or	
Forward in a new window	F	or	
Search chat contacts	q	or	
Go to Inbox	gi	or	
Go to Starred conversations	gs	or	
Go to Snoozed conversations	gb	or	
Go to Sent messages	gt	or	
Go to Drafts	gd	or	
Go to All mail	ga	or	
Go to Contacts	gc	or	
Go to previous page	gp	or	
Go to next page	qn	or	

Resolving Storage Limits and Preventing Email Deletion

- **Gmail's Storage Limits:** Gmail shares **15 GB of storage** with Google Drive and Photos, often leading to unexpected space shortages, especially due to **large attachments** or **inactive accounts**.
- **Managing Large Attachments:** Use `has:attachment larger:20MB` in Gmail's search bar to find and delete space-consuming emails. Also, **empty Trash and Spam**, as deleted emails still count toward storage.
- **Using Google Drive for Storage:** Transfer large files to **Google Drive** and clean up redundant backups using Google One's "**Clean Up Suggested Items**".
- **Avoiding Account Deletion:** Google **deletes inactive accounts after 24 months**, including emails, Drive files, and Photos. To prevent data loss, **sign in periodically** or enable **Google Takeout for backups**.