eMail Tips & Tricks II By Tom Kreuzer

Use the following info, tips, and tricks to take control of your eMail and make life easier on all your devices. We covered the basic fields and folders in eMail in the first presentation "eMail Tips & Tricks" I did in April 2024. I will be talking about and showing Gmail, but most email apps like Microsoft or Apple have similar features and functions.

Create eMail - Tips

- Use a Text/SMS message instead of an eMail for short communications that can be done in one or two messages, to 1-4 people, and is time sensitive. Do not expect an immediate reply to eMail, many people only read eMails once or twice a day.
- Use a phone call instead of an eMail for communication with 1-2 people and is time sensitive.
- On a phone or tablet use the Share option to create an eMail that will link or send the thing you are currently viewing like a photo, video, screen shot, or file. Sending a link stores your content up on the Internet at a higher quality and keeps the eMail small for everyone you share it with..
- Paste as plain text to limit the formats, fonts, and graphics copied into your eMail. On PC right click for plain text option.
- Use groups or a distribution list when you send to multiple people. Setup your groups in your Contacts.
- Keep your eMails short. No one has the time to read long emails.
- Use a short meaningful subject. When Replying, consider changing the subject.
- If copying a link from an email or website it usually has tracking info in the URL. Only copy the info up to the "/?".

Reduce eMail - Tips

- If your inbox is filled with 100s (or 1000s) of emails, ask yourself, "Will I ever reply to emails older than a week or month?" If not, delete them.
- Unsubscribe from eMails from legitimate companies, political, or newsletters you never read or want. The cleanest way to get off a list is to use the built-in unsubscribe option usually at the bottom of the eMail. Gmail puts its own unsubscribe link at the top of the message, right next to the address of the sender's eMail. It can take up to a month before you stop getting new eMails. If the unsubscribe does not work, you can Block a sender or create a Filter to move incoming mail to the Trash folder.
- Never try to unsubscribe from spam eMails. Spam is usually from illicit senders trying to get you to click on a link or button. Clicking on the unsubscribe will only make your situation worse with more spam eMail or a virus. A click from you marks you as a target. Instead mark the message as spam so in the future your email will automatically move these emails to your Spam folder. You can block individual senders if the mark as spam does not work. On desktop or mobile, select the three-dot menu next to the Reply arrow button on a message and select Block [Username]. Any future messages from that email address will then be sent directly to your Spam folder. Some spam is sent with a different sender eMail so blocking does not work for them.
- Create filters for eMails to delete them or send it immediately to a folder. The Gmail filters criteria are From, To, Subject, Has the words, Doesn't have, and Size. Examples: Create a filter to delete eMails that you can not unsubscribe from. Create a filter to move Amazon purchases to a Receipt Folder.

Search & Delete - Tips

- When Searching for something, it only searches within the Folder you have open. Open the "All Mail" to search your Inbox, Trash, Spam, and all other Folders except Sent. In the search click the filter button to show the advanced search option you can use Date within, Has the words, Doesn't have, and also lets you pick which Folders to search. If the basic Search does not find what you want or finds too many you can click the Advanced Search.
- To select multiple messages in Gmail, click the checkbox on the left side next to the eMail list. Use the upper-left corner checkbox to select all the messages on the page (Depending on your settings it will be between 10 to 100 emails selected). If you want all emails in a folder, visible on the page or not, check the box and look for the link at the top of the results that says Select all X conversations in [Folder].
- Sort by sender or subject to make it easier to select, then delete eMails.
- A new Contact can be created by moving your mouse over the Sender in the list of eMails.
- Gmail gives each user 15 GB of free space for emaisl, photos, and documents. Keeping eMails with large file attachments or thousands of eMails will consume your 15 GB. Google will sell you more space starting at $1.99 a month for 100 GB. Use the search to find large eMails over 10 MB.
- Delete "Sent" eMails. Every eMail you have ever sent to anyone is kept until you delete them in the "Sent" folder. They do not get deleted automatically after 90 days.
- If an eMail contains a photo, video, or file you like, save it to your device and delete the eMail.

Other - Tips

- Turn off Notifications. I check my eMail at most 2-3 times a day and do not want to get notified whenever something comes in. Do not let your devices control you, you can control your devices.
- Watch out for scam eMails. Review the past meetings in Jan 2024 and Jul 2023 on scams.
- Years ago you may have used eMail software like Outlook which ran on your computer and downloaded your eMails to your computer. This solution worked well when we had a slow limited Internet connection, usually dialup, and only used your eMail on one device. Today you should be using web-based "Internet" eMail to keep all your devices (computer, smartphone, tablet, and smart devices) in sync.
- Create an extra eMail account that you can use for signup to sites that are not important to you and that may send you spam. An extra eMail can also be used as a security backup for the main.
- Create Templates or Canned Responses for anything you send over and over.
- Add Third-Party Email Accounts to Gmail - Do you love the Gmail interface, but don't want to give up your Yahoo, iCloud, or Outlook email address? Not a problem. Google lets you add third-party email accounts to the Gmail mobile app, which brings Google features like spam filtering and a tabbed inbox to those accounts.
- Confidential Mode gives you control over who can see your info in an email you send, and for how long the message is available. Turn it on by clicking the Confidential Mode lock/clock icon at the bottom of a compose window. You'll get options to set up expiration dates on the message; after that date, the message disappears and the person only sees a "message has expired" notice. You can also limit what the recipient can do, such as locking down the ability to forward it or download attachments.
- Smart Reply is a machine learning feature that prepares three, short appropriate replies to messages you receive. A single tap on the offered reply adds it to the response window, where you can send it off or write more.
- You can delegate someone else to share control of your account like a significant other or family member. Set up the account under Settings > Accounts and Import > Grant access to your account > Add another account. If you go to the path above and find a delegate there who you didn't authorize, change your password immediately, you probably got hacked.
- I do not recommend using these eMail features:
  - When viewing your eMail you can "Archive" a message. The message will come back to your inbox when someone replies to it. If you need to keep it, put it into a Folder.
  - When viewing your eMail you can "Snooze" a message to temporarily remove the eMail and come back at the date and time of your choice.
  - When you mute a message, any replies stay out of your inbox. You can search for the conversation if you want to find it again.

Additional Links and Information

Carondelet Tech Help Resources: https://carondeletvillage.org/tech-help-resources/
Questions or comments can be sent to: TCKreuzer@gmail.com