

**The**



**Universe**

**The Hidden Secrets of Gmail**

Google's Web Based Tools for improved  
Productivity and Communication

G. William James

Handheld Computer Solutions

# How To Keep In Touch

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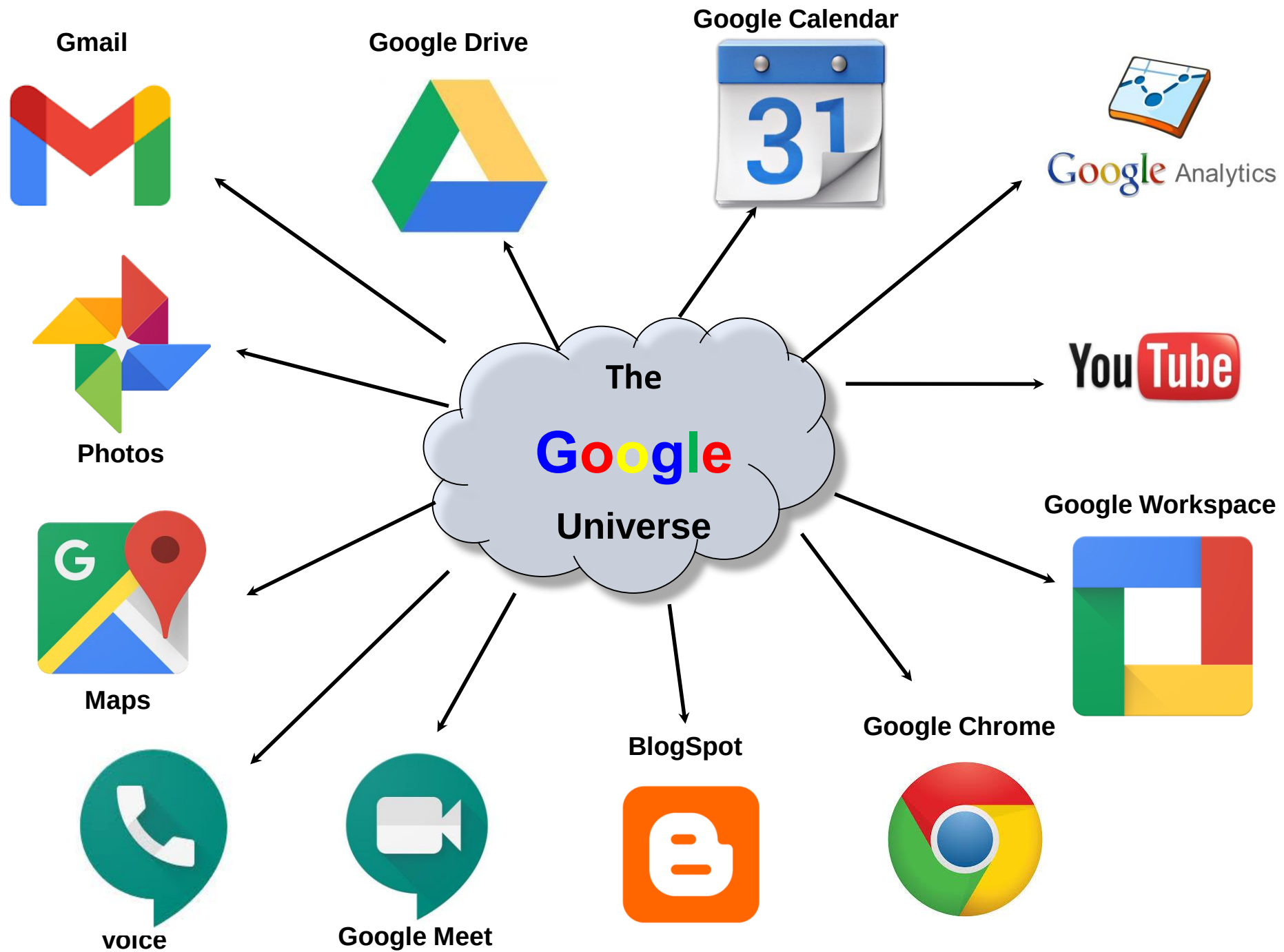
- Black Enterprise Magazine's "Master Of The PDA"
- Google Apps For Business Affiliate
- Member, National Speakers' Association

## Career Highlights

- ❑ 1980s Executive Forums, Inc. Presented time management workshops
- ❑ 1999 Corporate speaker for Palm, Inc. on the power of the PDA
- ❑ 2004 National Presenter for the launch of the original Supra eKey & iBox
- ❑ 2008 Introduced 1<sup>st</sup> Gen iPhone as a Realtor tool
- ❑ 3-Time Presenter to The National Association of REALTORS® Conference
- ❑ 2005-Today Distinguished presenter of Google Apps for mobile business

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**Subject Line:**  
**Gmail Secrets 2021**



# Advanced User Tips and Tricks

## **Send emails that self-destruct after a certain amount of time**

With the latest version of Gmail, you can send emails that will automatically erase themselves out of existence after some amount of time. They don't allow recipients to forward them to anyone else, either, so they're perfect for when you need to send super-secure emails that are for the recipient's eyes only. To send a self-destructing email, start by composing a new message. Next, look at the row of icons near the "Send" button and find the one that looks like a padlock with a clock on it. That icon toggles "confidential mode" on or off.

## **Send an email that requires recipients to go through 2-step verification to read.**

For an even deeper level of security, you can use "confidential mode" to enable 2-step verification on emails you send. This means that your recipient must enter a code sent via SMS to their phone in order to open the email.

## **Grant someone else access to your Gmail account without revealing your Gmail password.**

If you need to grant Gmail access to someone else, you can do so by delegating account access. This is useful if you need to give your assistant access to your account, or if you're planning on being out of the office for an extended amount of time). The process to set up and remove account delegates [can be found here](#).

# Advanced User Tips and Tricks

## Automatically open your next email.

If you want to speed up the process of going through your inbox in the morning, you can do so by enabling “Auto-advance” within the Settings area, in the “Advanced” tab. Whenever you archive, mute, or delete an email, it’ll automatically display the next email in your inbox. This is one of those Gmail tips that doesn’t seem to save a lot of time individually, but over the course of hundreds or thousands of emails, the time savings can quickly add up.

## Preview Emails in a Pane

Most desktop email programs like Outlook offer a preview—you click the message in a list and see it in another pane of the window. In Gmail, turn this on under **Settings > Inbox > Reading pane > Enable reading pane**. Then scroll down and click Save changes. Your browser window will refresh, and when it loads, you'll see a four-line drop-down menu on the top right. Click it to select how you want to preview your messages: below your email (horizontal split) or to the right (vertical split). When there's no message selected, the pane provides a preview of how much space your messages are using out of your allotted space.



## **Google Contacts and CRM**

- Import contacts from all sources, and organize them easily
- Customize your contacts in one sleek, easy-to-use system
- Build Personal Profiles that help you get leads and referrals
- Build postal and Gmail mailing lists
- Discover how Contacts interacts with all your Google mobile apps

**Wednesday, January 20, 2021**

**1:00 pm Eastern**

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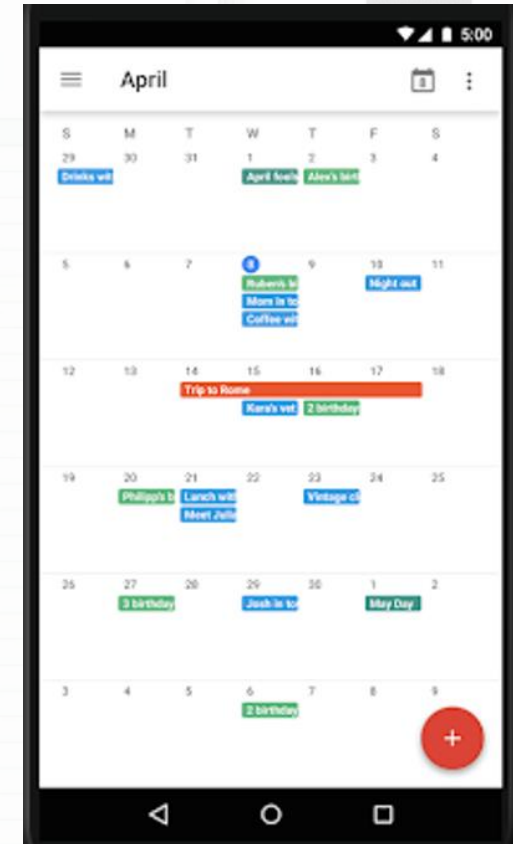
The



Universe  
Web Series

# Google Calendar Magic

- Learn to master Google's productivity and time management app
- Customize your calendar, build your own unique scheduling system
- Share events with the public, making them searchable in Google
- Create custom calendars for your assistant, team, family, etc.
- Learn the time management secrets of the pros and more!



**Wednesday, January 27, 2021**

**1:00 pm Eastern**

Handouts

Video Replay

Personal Support



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**Subject Line:**  
**Gmail Secrets 2021**

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# Mobile Solutions & Google Apps Coaching



- ☐ 1:1 Personalized Solution for Office & Mobile
- ☐ Custom Organize Your CRM
- ☐ Get your Website/Google SEO optimized
- ☐ Social Media Marketing strategies
- ☐ Time Management & productivity System
- ☐ G Suite (Google Enterprise Apps)
- ☐ Full Access To Video Library
- ☐ **All Online With Access To Your Screens**

**Schedule Your Session Today**

# THANK YOU!



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