The

Google™

Universe *2016*

The Cloud Computing Solution To The Ultimate Mobile Office

Secrets Of Gmail

Simple yet powerful (and free) apps to turn your PC and smartphone into a most effective resource for maintaining client relationships, productivity and social networking

Updated November 2016

G. William James

Handheld Computer Solutions

Legal Disclaimer

While I am very much a Google devotee, I am in no way associated or employed by Google, Inc. or any of its subsidiaries. This book has not been endorsed by Google or any of their employees.

The information in this book is just a guide for people on the go who want to improve their communication, productivity and marketing activities using mobile devices and cloud computing apps. I cannot guarantee that you will get as much from this as I do, but as a business traveler who relies on my office in my pocket, I can speak to its effectiveness and endorse its capabilities.

Google, it's logo and graphic representations of all Google products are all trademarks of Google, Incorporated. I claim no rights to their properties, process or available technologies.

Keywords Are the Secret Sauce of Google

When you type in a search query in Google or other search engines, it uses the terms you add to make a search of its database of websites that contain the words you typed. The closer the exact match of the websites keywords to the search query determines which sites populate at the top of the list. There will be several opportunities for us to use keywords to make your content discoverable and increase your market to a global scale.

Secrets of Gmail

Let's begin with signing into your Gmail account.

Once you've signed in, click onto the gear icon in the upper right corner and select **Settings**. Here we will customize the Gmail experience. Before we go there, let's take a look at some of the latest features of Gmail: If you haven't yet created an account, Go to **www.Gmail.com** and do so.
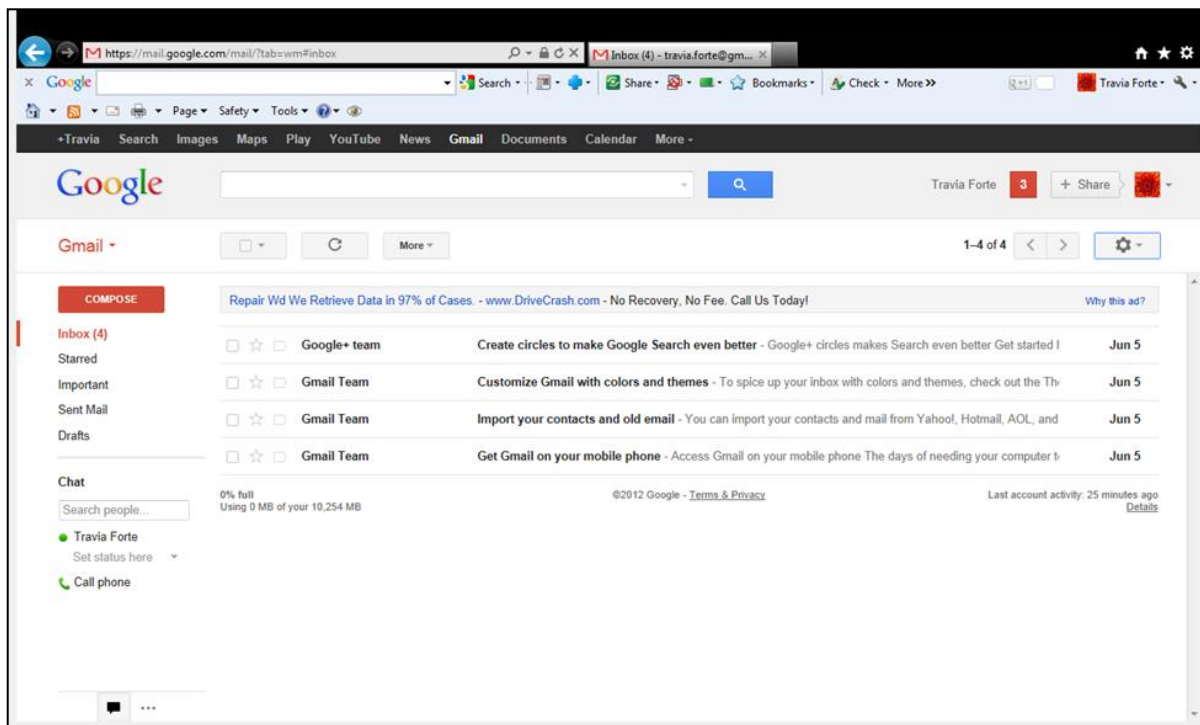

Google Gmail

Gmail Features and Benefits

- Generous (15GB) mailbox
- Simple to organize
- Flexible and transparent
- Easy to set up on mobile devices
- account Interoperability with Microsoft Outlook email and calendar
- Mobile email, calendar and IM access
- Gmail contacts compatible with many applications
- An IMAP server for mobile use
- Converge all your email accounts to one Gmail account
- Telephone and videoconferencing functions

With Gmail, the ultimate mobile office starts here.

Once you've opened your Gmail, let's take a look at your inbox.

Your Gmail inbox is a most powerful tool for sending, receiving and managing your email, including those from multiple accounts. Having one place to open and manage your email is a major time saver and helps to keep the flow of information more organized. Whether you're on your iPhone or iPad, Android device or Blackberry, you will always have the same email in the same organized place, along with synchronized contacts and calendar events too. The secret to success is to go through the simple steps of customizing your Gmail through settings.

Does Gmail have the space to accommodate my Gmail and other incoming mail too? Yes!

Each Google Account gives15 GB of storage space, shared by Gmail, Drive, and Photos: Purchase 100 GB for $1.99 per month if you need more.
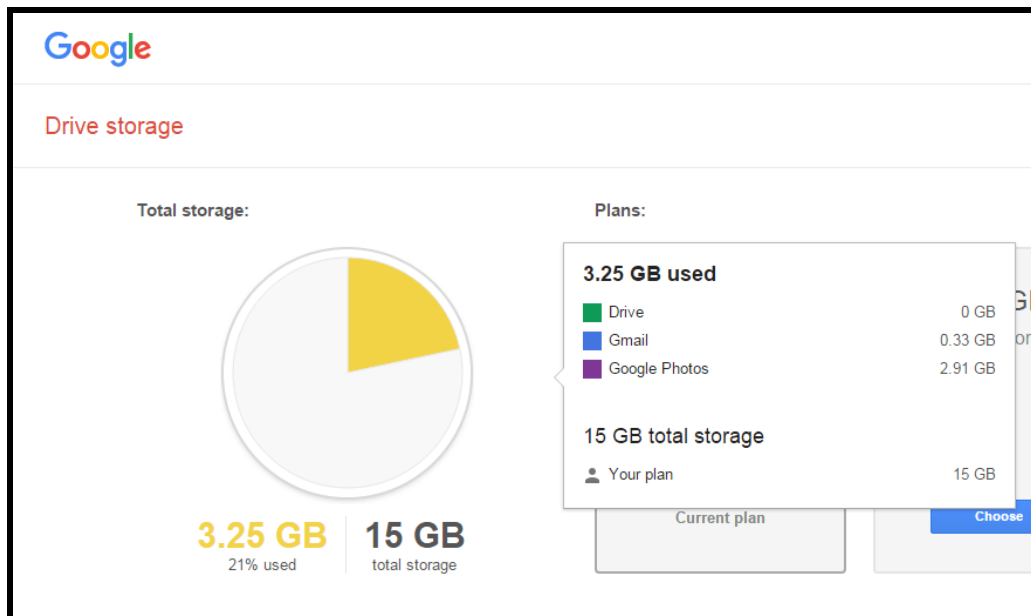
From your inbox, look to the right where you see the Google logo. Just below is the word Gmail and a small arrow to the right. Click the arrow and select Contacts. We will begin by importing and organizing your contacts:

It All Begins With Your CRM

Your CRM or **Client Relationship Management System** is essential to the success of your business and the best use of these Google apps. Fortune 300 companies spend hundreds of thousands of dollars to compile and maintain their CRM databases, and for good reason: it is simply the easiest and most effective way to develop customer profiles, target their customer base, and to ensure customer satisfaction and retention. As small business owners we can use tools like Microsoft Outlook, ACT!, Top Producer or other Personal Information Management (PIM) systems as our CRM. Now that we are moving our business to a more mobile arena, and we can use the cloud

To maintain this information, it's time to learn how to put your CRM on the cloud, using Google Contacts, a part of Gmail:

Exporting your CRM to Google Contacts

Regardless of the PIM you currently use, the process of exporting your contacts and importing the data into Google Contacts is relatively easy, if you follow the steps, you'll have your contacts copied over in no time.

Step One: Prepare your CRM data

Since this information is the life blood of your business, it is important that we have each contact profile as complete and organized as possible. Take the time to go through each item, fill in as many empty spaces as possible. Make sure you have at least the five essentials- full name, mailing address, email address, office & mobile phone and birth date stored under notes.

Productivity Tip: The Three Steps To Building Your CRM

Step One: Start with what you already have

- *Go through each of your contacts, looking for empty spaces*
- *Fill those gaps as much as possible, with a focus on future marketing*

Step Two: Customize, categorize and downsize

- *Create custom categories, and identify who goes where*
- *Place contacts in multiple categories if possible*
- *Delete or archive contact information you no longer need or use*

Step Three: Back up your data and share it on the cloud

- *Export your entire database and save it on an external disk*
- *Export and copy your data into Gmail or another online PIM system*
- *Store a copy in an online file storage server- it can easily be shared from here*
- *Set a weekly date for backing up and renewing stored data*

(yes, birth date!) If you can, add anniversary dates, and other demographic information that be can be used for staying connected.

**Step Two: Assign all profiles into at least one category**

Assigning a profile into one or more categories will be useful to your marketing efforts moving forward, as well as allowing the Google apps to target specific markets for you. Missing this step will cause you lots of work in the future.

Step Three: Export your CRM data into a file

The easiest way to get your data into Google Contacts and have it organized from the outset is to export the contacts one category at a time. Sort your contacts by category, then
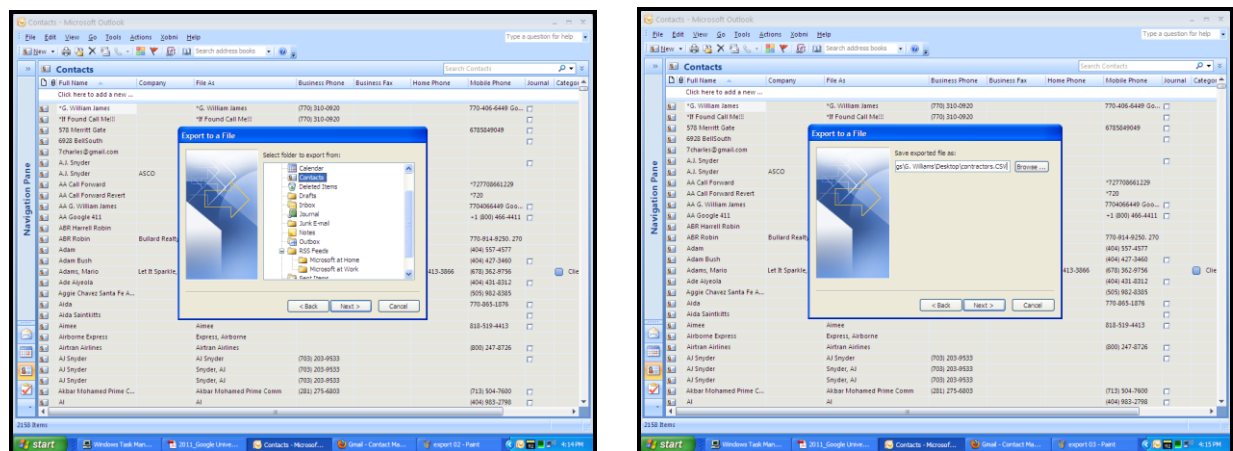
Highlight the group you intend to export. The example below is how to export from Microsoft Outlook 2007:

Select File > Import and Export
Select Export To A File
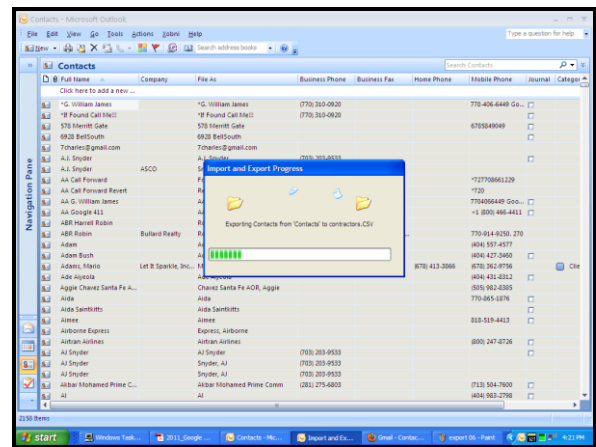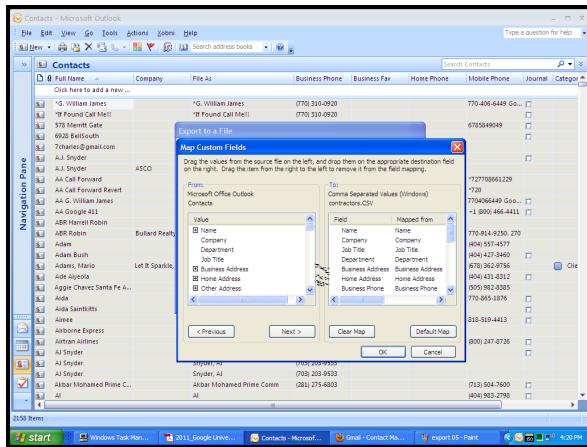Select Comma Separated Values (Windows)
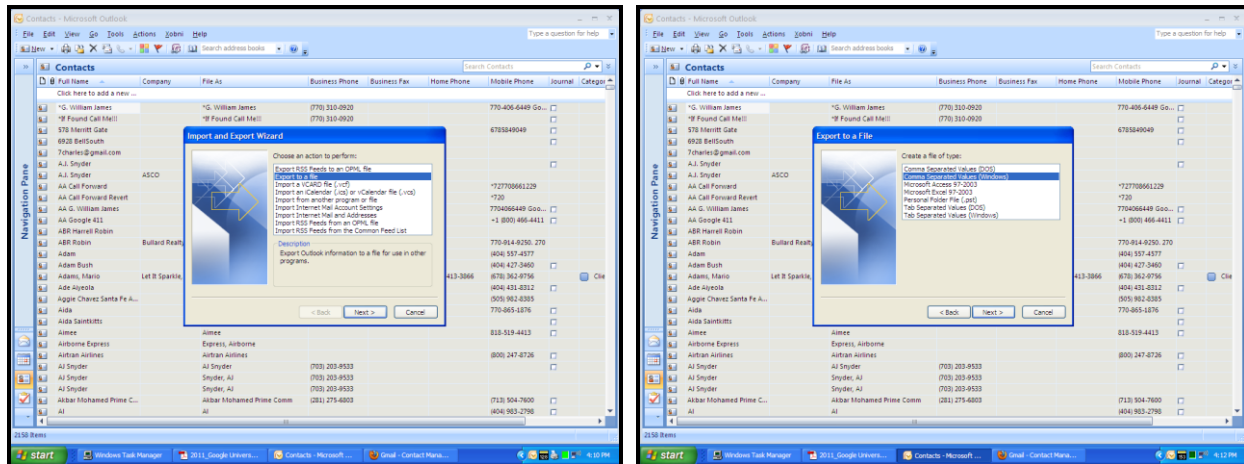
Select the location of the data to import, in this case Contacts

Save to a location on the computer, and name the file the same as the category you are importing.

VERY IMPORTANT: Mapping the custom fields will assure that the data you export will be the complete contact profile when you import it into Google contacts.

In Outlook, simply drag from the left box what you want to include in the export box on the right. Other systems will have similar options for you to customize which data fields you are exporting.
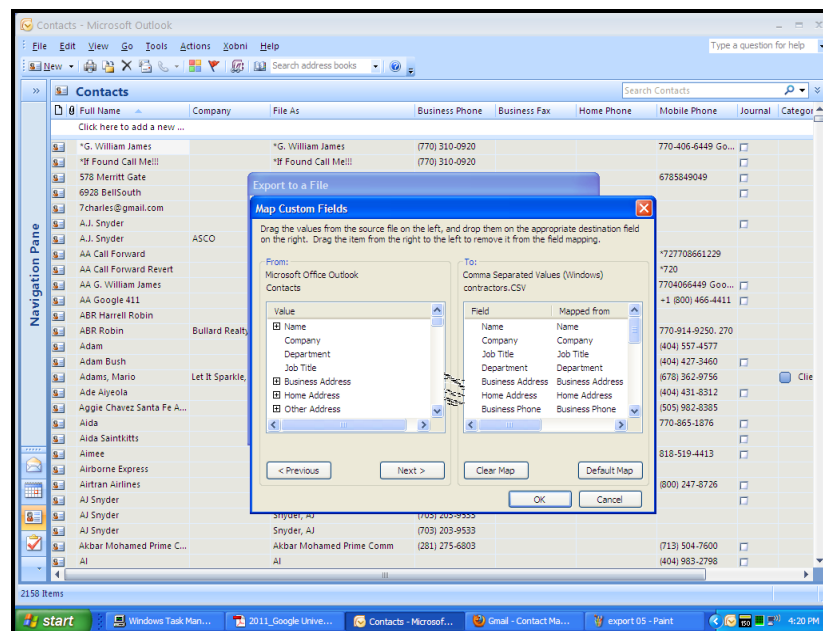
Now, you are ready to **import** the data into Gmail contacts.

Step Four: Import your CRM data into Google Contacts

Following the steps described above, **import your contacts into Google one category at a time**, so they will be organized at the outset. This will have your contacts better organized, and the Google apps will be able to better target your communication.

How to export your CRM to Google Contacts from your contact database

Regardless of the PIM you currently use, the process of exporting your contacts and importing the data into Google Contacts is relatively easy, if you follow the steps, you'll have your contacts copied over in no time. In this case we will use Microsoft Outlook. **CTRL + Click** these links to learn to export from other databases:

Export Act! to a CSV   Export Top Producer to a CSV   Export Blackberry to a CSV

Export Yahoo! to a CSV   Export Mac Contacts to a CSV   Export from Outlook 2010

Export Hotmail to a CSV   Export from Outlook 2007   Export Verizon backup Assistant

A Tip: It may be easier to create a CSV file for your entire contact list, then clean it up in Microsoft Excel as a spreadsheet. **Sort by any column, see which fields need to be filled as a whole list. Add a column for Categories, sort by that field and make separate CSV files for each category. Your data is now ready for import. Make sure that the top row of the columns describe the field they will be assigned (ie "Name").**

Import your CRM data from Mac Computers

Click which group of contacts or the individual contact you want to export from your Address Book on your Mac (e.g. "All Contacts" or "John Doe"). From the File menu select Export. Click "Export Group vCard" or "Export vCard" depending on whether you are exporting a group of contacts or just a single contact. Save vCard file to a known location.

From Gmail click "Contacts". Click the "Import" link on the right side of the screen. Click "Browse" and find the location of the vCard file you saved above. Click the "Import" button.

Note: Macs do not use CSV files, and you don't need to use conversion software, as mentioned in other posts. Import/Export on a Mac using vCard files.
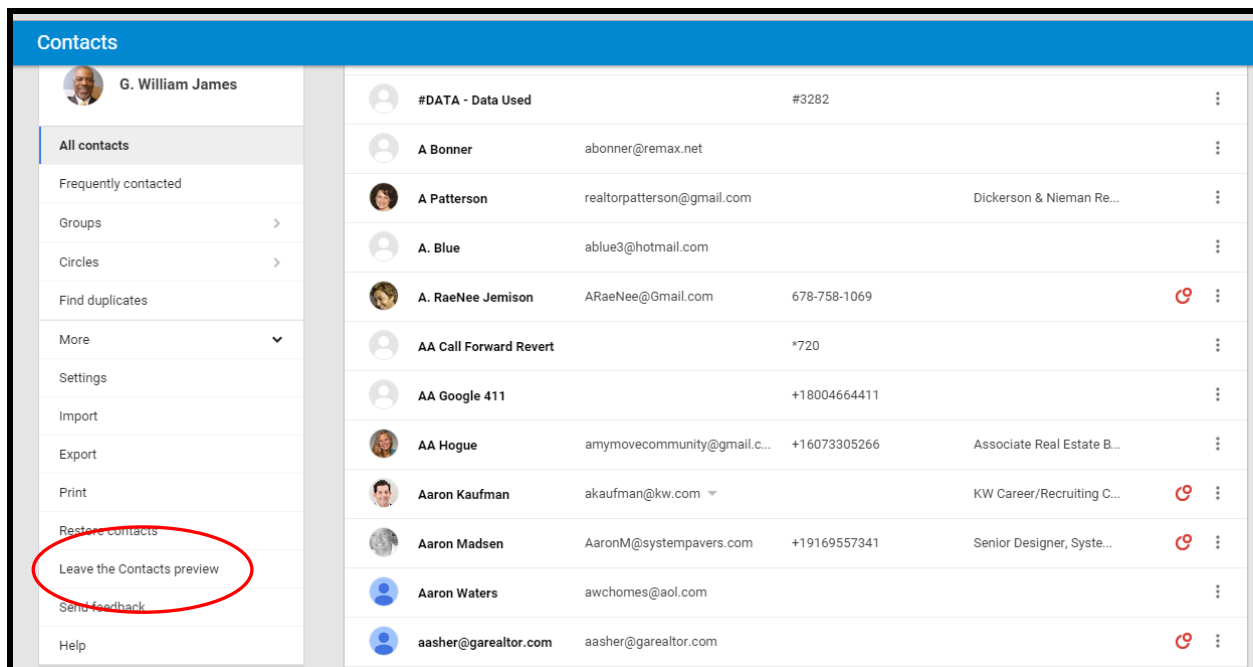

The Google Contacts Preview Screen

Gmail has updated to a new Contacts Preview page with a new look and a new interface. Adding and searching for contracts are as easy as ever, and there are a few new features that add convenience.
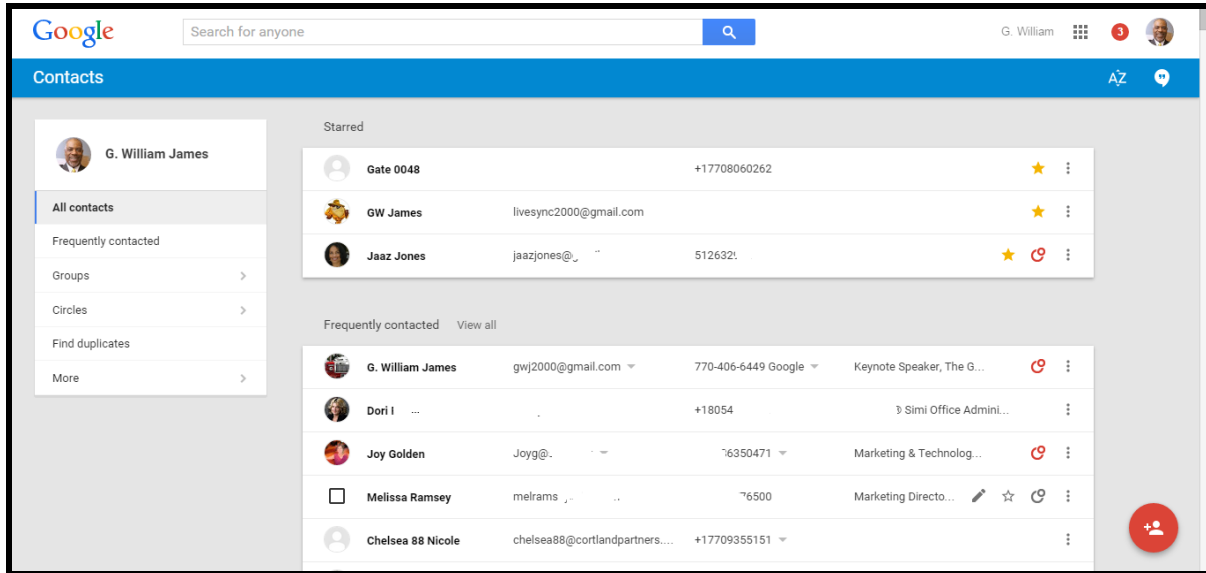
If you prefer to use the old contacts screen as I do, you can go back by first selecting More, then select "Leave Contacts Preview" below.


Now you are in the original Google Contacts interface, which I believe may be easier to use for importing contacts.

It may take a while to get your contact database completely updates, sorted and then imported into Google, but it will be well worth the effort. This is all about making your information available to your mobile devices securely, conveniently and with an almost instant synchronization.

Organizing Your CRM

If you followed the steps above, and you imported your groups in one at a time, you now have them already assigned to groups. If you did not, or if your contacts are already in Google in need organizing, let's take a look at the Contacts system:
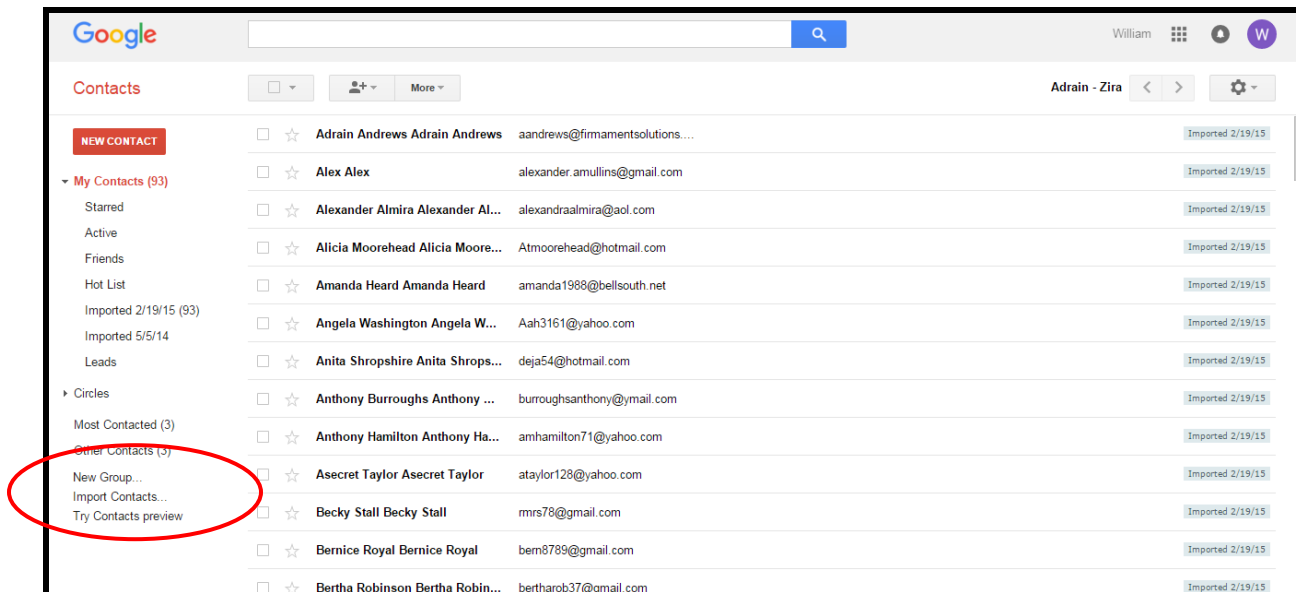
We will begin with a tour of contacts. Across the top is a search engine by which you can look for any key word that may exist within a contact, such as a state. Below is the menu bar. To the right of each contact entry is a blue box indicating the group(s) the contact is in. Looking to the left panel is where the groups are organized.

To begin organizing contacts, lets create groups by clicking **New Group**.
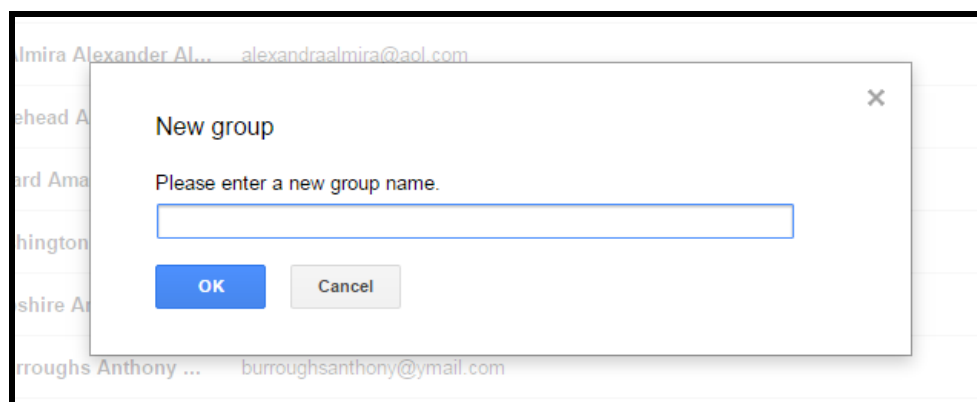
Enter the names of all your groups at once to save time. You can add, delete or rename them at any time.

If you need to import any CSV files into contacts, begin by clicking Import Contacts. These CSV files are the ones you created from your original contacts using the steps above. MAC users may also import Vcards saved from Apple contacts.
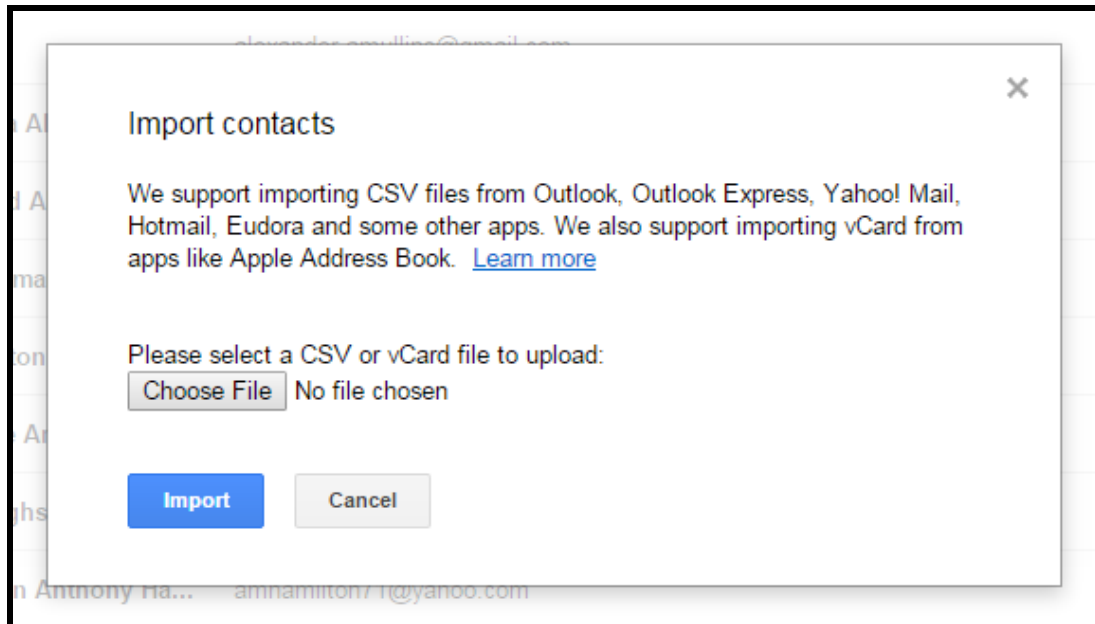

Select a file you've saved and click Import. The list will then populate as a new group named today's date.

To move the newly imported contacts to the group you have prepared for them, simply select the group, the click the top checkbox to select the entire list. Now select Groups from the menu icons that appear. From the dropdown menu, uncheck the box of the group they are in (Imported today's date) and select from the list the group(s) you wish to assign them. Press Apply at the bottom of the menu.

If you need to create a new group at that time, select **Create new**.

This process will only select up to 250 contacts at one time, so if the list you imported is more than 250, you will have to repeat the process again until all contacts have been removed from the Imported group.

Repeat this step for as many CSV files you have created to import.
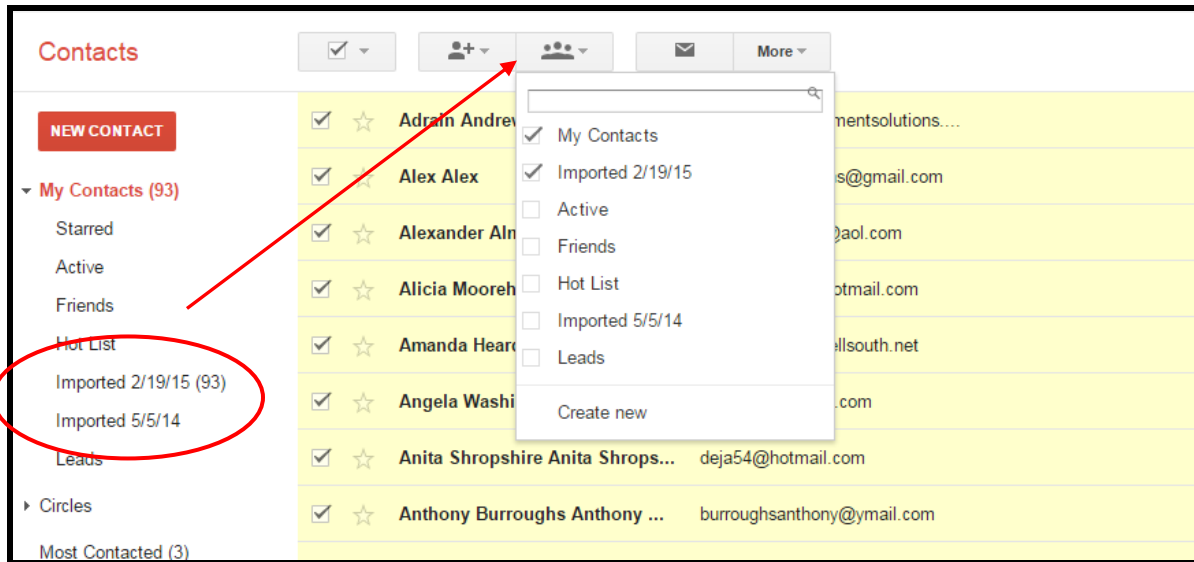
The next step is to locate and merge any duplicate contacts that have populated. Begin by selecting **More** from the menu bar, and clicking Find and merge duplicates.
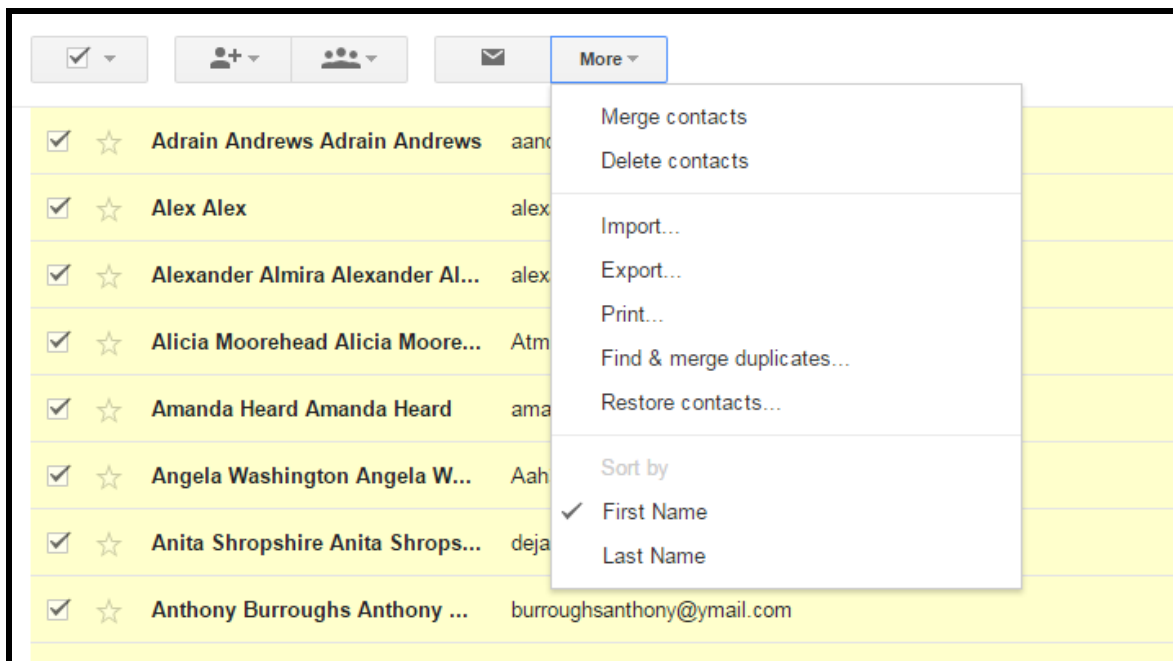
This will find all **exact duplicate** contacts and give you the option to merge them. They will maintain the multiple groups they are in if merged.

Any duplicate contacts that remain after that are not exact duplicates, and therefore can be merged manually. Select the contacts, click More and then Merge contacts.

Note here that in the More menu you also have the options to Import and Export contacts, print a list, or an individual contact, even restore up to 30 days and undo any changes you have made to a group or an item.

You have now created your CRM and imported it into Gmail. This will allow you to use your organized contacts as your mobile phone database, Google Voice custom messaging, group emailing in Gmail, invitations and notifications in Google Calendar and much more. It will sync to all of your connected devices and give you far more mobile access than ever before.

Now you're all set to begin customizing your Gmail account. Go now to the Gmail inbox and we'll take a look at the inbox screen.

Across the top you'll find your Gmail search engine. It will search through all of your emails for the keyword(s) you type into the search query.

Below to the left where you see the word Gmail is an arrow which directs you to your Google Contacts and to a Tasks list. More on contacts later. To the right is a menu area and where to refresh the screen.

To the left of the inbox is what I refer to as the file cabinet. It is a powerful organization tool by which we will direct incoming messages to store and be filtered. We will be customizing the file cabinet as well. Below the inbox is an indicator of remaining memory on your account. Google gives you 15 GB of free storage, shared with Google Drive and Google Photos. Additional storage can be purchased for as little as $1.99 per month.

Your ultimate mobile office begins here- it's the gear to the right. Click the arrow and select Settings from the menu:
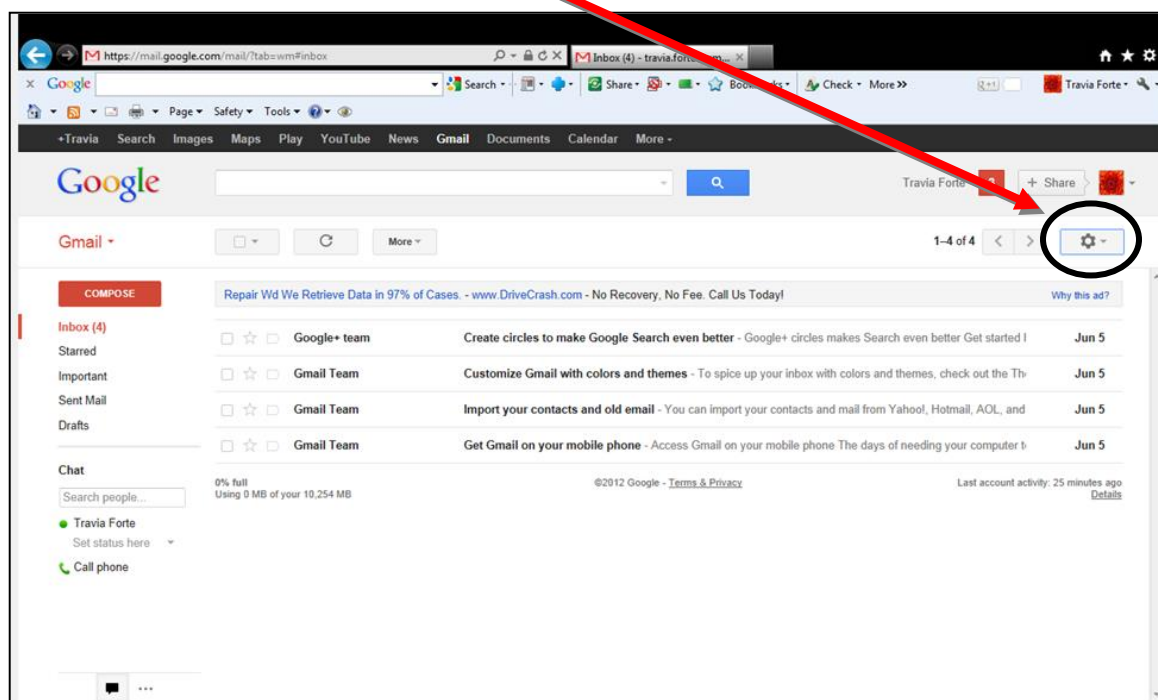
The General Settings Tab
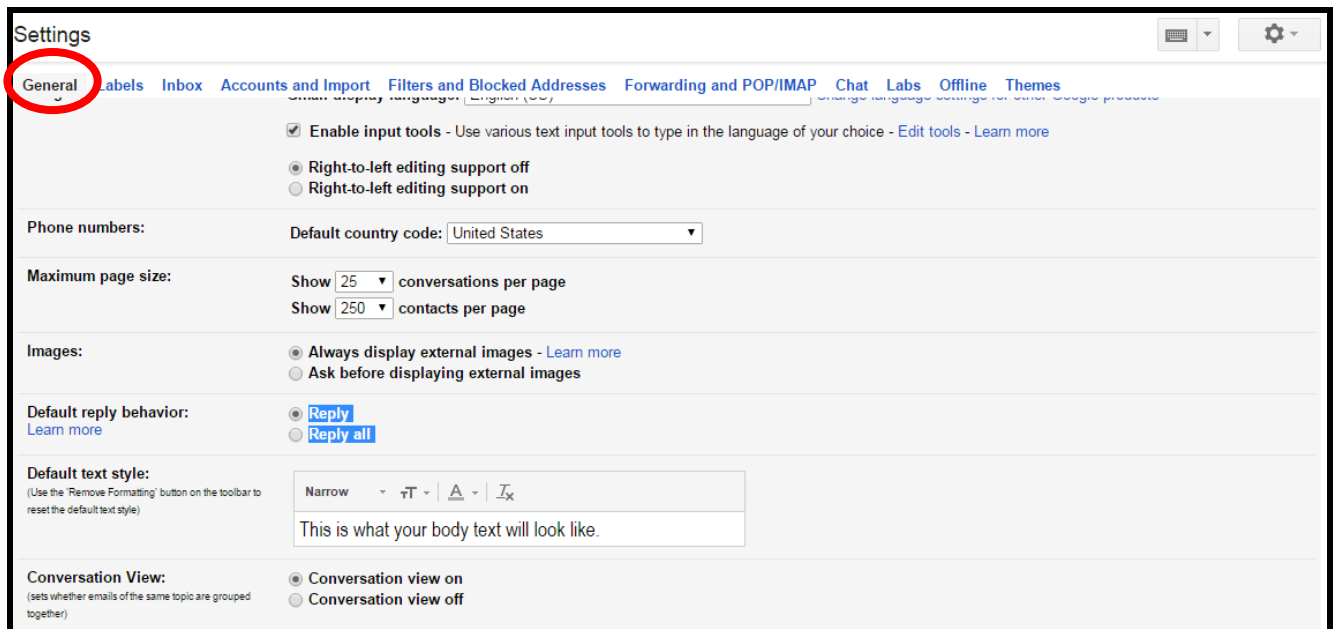
In Settings, the **General** tab is to the upper left. Here we have the options to:

- Set the **Page size**- number of messages and contacts per page;

- **Images**- option to always display images that come with incoming emails

- Set the **Default reply behavior** when responding to an email

- Set the **Default text style**- the font, size and color of the text you type

- Toggle the **Conversation view**- emails to be displayed separately or as a continuing thread
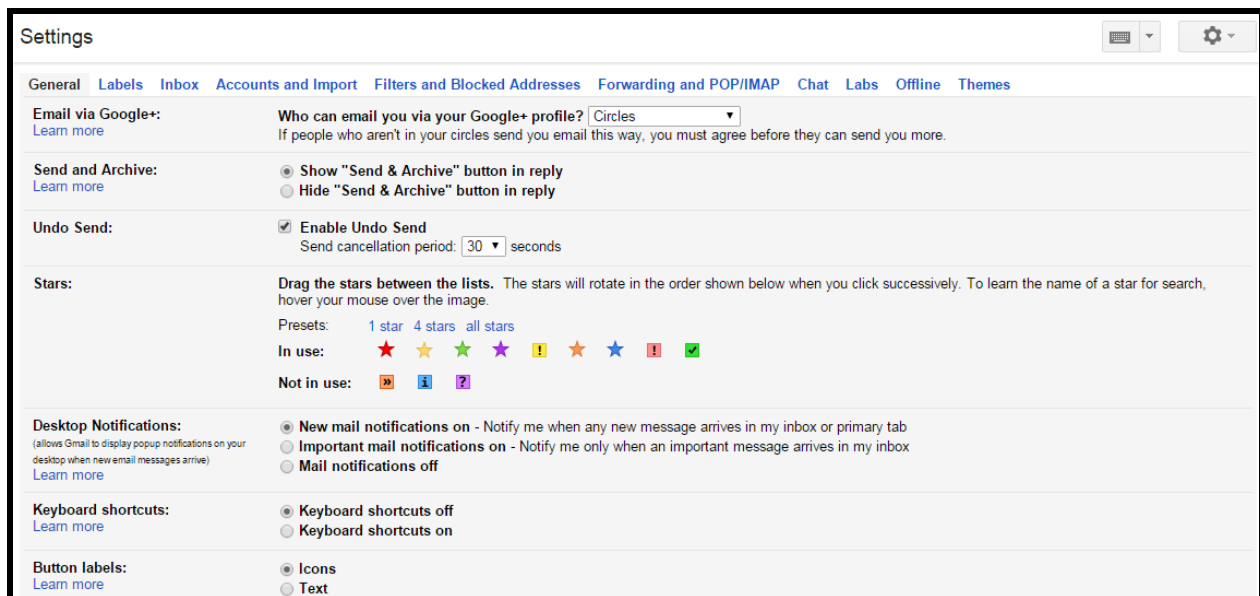
- **Email via Google+** emails your circles of friends even without their email addresses

- **Send and Archive** button options to archive an email from the inbox after a reply

- **Undo Send** – enable and set cancellation period up to 30 seconds

- **Stars**- allows you to highlight messages from the inbox

- **Desktop Notifications** will popup a new email notifier from anywhere in Google

- **Keyboard Shortcuts** are handy if you are comfortable using hotkeys and shortcut keys

- **Button Labels** appear when you select an email. Choose text or icon labels

- **My Picture**- will be the photo associated with your Google account

- **People Widget** displays a snippet of info about the contact you are emailing

- **Create Contacts for auto-complete** adds the email address to your contacts list

- **Importance signals for ads** allows you to better customize the types of ads you'll see

- Add Signature Option – will be added to the bottom of new messages

  Multiple Signatures- Once you have another account forwarded to your Gmail, you can send messages out under that address. A great feature is adding a unique signature for each address. You won't see this feature available until you add another account. We'll do that next.

Setting Up Mail Forwarding To Your Gmail Account

The following steps are taken from [Google Support](#):

1. Open your Gmail account.
2. At the top right, click the gear ⚙.
3. Select Settings.
4. Select the Accounts and Import tab.
5. In the "Check mail from other accounts (using POP3)" section, click Add a POP3 mail account you own.
6. Enter the full email address of the other account, then click Next Step.
7. Enter your password.
8. Now you have a few options to choose from. Here's our recommended settings:

   Leave a copy of retrieved messages on the server - Check the box. Otherwise the emails in your other account will be deleted and you'll only be able to access them in Gmail. [Learn more](#).

   Always use a secure connection (SSL) when retrieving mail - Keep checked. For some accounts, you may need to uncheck this option. [Learn more](#).

   Label incoming messages - Check the box if you'd like to easily see which emails in your inbox came from this account.

   Archive incoming messages - Don't check. Only check if you don't want to see new messages from the other account in your inbox.

   Click Add Account. If you get an error message while getting set up, click the Show error details link to find out more about what's not working.

   If you get a message saying that POP is disabled, go to the settings page of your other email account and look for a way to enable POP.

   If you get a message saying that POP is unavailable, your email provider may not support POP.

   You can also try [other ways to move emails to Gmail](#).

   For other errors, visit our [Problems with Mail Fetcher](#) troubleshooter.

Once your account has been added successfully, you'll be asked if you want to be able to [send mail as this address](#). This lets you compose messages in Gmail, but have them appear to be sent from your other email account.

Gmail will check your other account for new emails periodically. You can see when the other account was last checked from the "Accounts and Import" tab.

My instructions are very similar with a few different suggestions:

Send Mail As- here you can create multiple email identities (alias names) for email to use. If you receive an email forwarded from your website's email for example, Gmail can send the reply using the same address of the original message. Creating a unique signature for each is possible as well.

Check mail using POP3:- A new feature that will make regular searches of your POP3 email from other clients, If the client doesn't allow forwarding, this feature will just sign in as you and download your mail into Gmail.

Before adding email accounts to be forwarded to Gmail make these two small changes:

Go to **Settings > Forward POP and IMAP**

In POP Download, select "Enable **POP for all mail that arrives from now on**".

In IMAP Access, select "**Allow IMAP".** Save the changes at the bottom.

Return to **Settings > Accounts>**

Select **Add a POP3 mail account you own.** Enter the email address to forward into the wizard.

Check **Leave a copy** if you want the original email box to store a copy of the forwarded email.

Leave **Always use a secure connection** checked if it is, leave unchecked if it's not.

Check **Label incoming m**essages if you choose to create a folder and automatically store them, and

Check **Archive incoming messages** if you want them to go into a folder and not show in the inbox. Any archived messages not assigned to a label (folder) will be found in 'All Mail" on the left.

If the wizard is denied access by your email server, simply go to that email provider (not Outlook) and by going into settings forward that email to your Gmail address. You will have to add the account manually to the Alias list as if it were a second Gmail account, using the steps below.

Once you have completed forwarding a POP3 email address to Gmail, you will then see a setting "**When replying to a Message**". Choose to reply to the same address the email was sent to, to keep your outgoing messages organized and flowing as you would like. (see above illustration).

If the email account is not a POP3, but instead an IMAP such as **Gmail or AOL**, you must forward these email accounts manually.

Although AOL is IMAP, you must use the POP3 wizard to forward the email to Gmail, using these settings:

Email Address; your full address @aol.com

Your AOL password

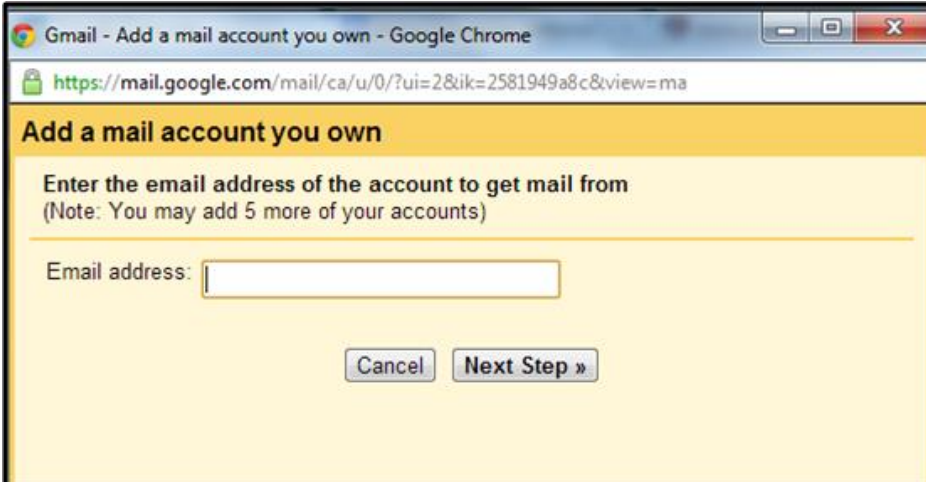**POP Server is pop.aol.com**

Port 995

Check the SSL Box.

To forward a second Gmail account, sign into that account, go to **Settings > Forwarding and POP IMAP**. Select **"Add a forwarding address"**. Enter the Gmail number 1 address here. Now your second Gmail account will forward to your primary Gmail account along with your POP3 accounts.

These steps **may or may not** have to be taken. If you do not see the forwarded email address listed under "Send Mail As", then manually add the account to the list with these steps:

To add this account to your list of email "Alias" names. Follow these steps to add the alias:

Select **Settings > Accounts > Add a mail account you own**. Add the Gmail address and click **Next Step.** Select to use as an alias. When you click Next, Gmail will prompt to send email through the Gmail server. That will work best for you here. Next, select to send an email message to the account with a **verification code**. Copy and paste the code into the wizard. Your email account has now been verified and ready for use.

If the wizard is denied access by your email server, simply go to that email provider (not Outlook) and by going into settings forward that email to your Gmail address. Now you have to manually add the account name to the list by selecting **Add another email address you own**. Add your name and email address. Select to use as an alias. When you click Next, Gmail will prompt to send email through the Gmail server. That will work best for you here.

Next, select to send an email message to the account with a verification code. Copy and paste the code into the wizard. Your email account has now been verified and ready for use.

Labels Tab

System labels are the named folders on the left panel. You may choose to hide the folders you don't need and only show those you use. Labels and Filters work together to create a filing and organizing system for email.

Labels are the folders you create and name. Provide a unique name here, or from the main Gmail screen. Check the box to the left of the message, and open the Labels tab above to assign it to a labeled folder, which will display on the left panel. Select a folder, place the mouse pointer over the arrow to the right, and with the left click of the mouse, open the palette which allows you to color code each folder. You can assign more than one label (category) to a sender. Scroll down a bit and select **subfolder to nest, or assign a sub-label within a label**.

It's easy to move a label into a different folder you have created. Simply select "Edit Label" and then select the new label for which to nest the folder into.

If you want to no longer see Google's new tabs for Primary, Promotions and Social mail, here is where you turn it off: Click the gear in the upper right corner, then select **Configure Inbox**. Uncheck the tabs you want to disable.
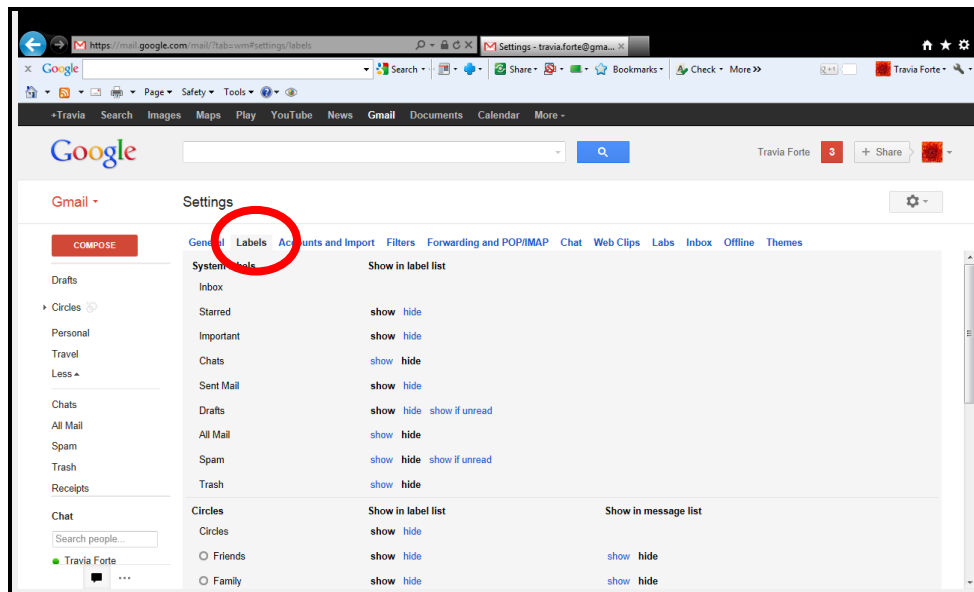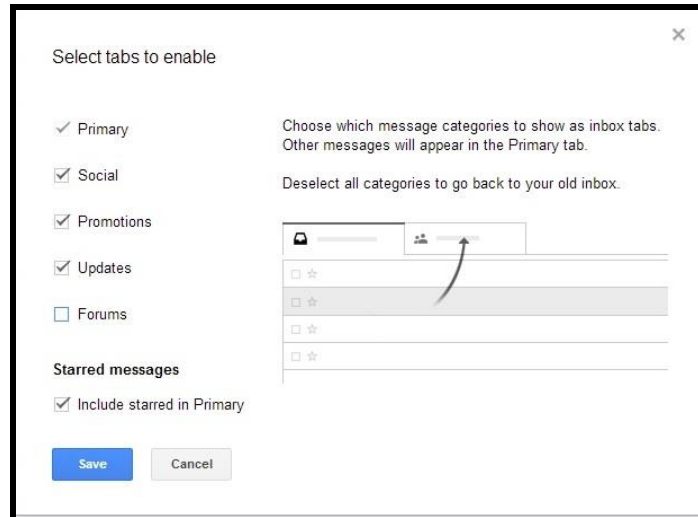
The update to labels adds your Google+ Circles as an option for people to whom you communicate via the social networking site.

Filter Tabs

Filters and Labels work closely together. Filters may be assigned to a message from a specific sender, a specific topic, or assign a label to incoming messages. Set filters from this tab, or check the box to the left of a message, open the More Actions tab, then select Filter messages like these.

From here you can filter similar messages to come to be directed by way of your filter. You may filter messages by email address, or keywords. You may also filter messages from Settings > Filters > Create new filter.

21

from:(Jonathan.Banks@msnbc.com)

« back to search options   ×

When a message arrives that matches this search:

☑ Skip the Inbox (Archive it)
☐ Mark as read
☐ Star it

☑ Apply the label: PERSONAL ⇕
☐ Forward it   add forwarding address
☐ Delete it
☐ Never send it to Spam

☑ Send canned response: Google Universe ⇕
☐ Always mark it as important
☐ Never mark it as important

☐ Categorize as: Choose category... ⇕

[Create filter]   ☐ Also apply filter to **0** matching conversations.

Learn more
Note: old mail will not receive a canned response

| ← | Archive | Spam | Delete | ⊕ ⊖ | Move to ▾ | Labels ▾ | More ▾ | 1 of 9038 ◀ ▶ |

Rapportive   Inbox │×   Clients │×   Personal Bus. │×   🖨 ⧉

☆   G. William James via gmail.com to show details 5:20 PM (0 minutes ago)   ↩ Reply ▾

Rapportive shows you everything about your contacts right inside your inbox.

You can immediately see what people look like, where they're based, and what they do. You can establish rapport by mentioning shared interests.

You can grow your network by connecting on LinkedIn, Twitter, Facebook and more. And you can record thoughts for later by leaving notes.

Imagine relationship management built into your email. For free. Sign up and install Rapportive at http://rapportive.com/install

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Ads

Secure Record Storage
Document management/Record Storage Call 770-325-9090 Free Estimate
www.srstorageonline.com

Web Records Management
Keep records of web content like websites, blogs, news, twitter, etc
www.iterasi.com

DeepProbe
IPDR-generating probes for data retention & insider-threat logging

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Try Boomerang

Another Gmail third-party add on is Boomerang, a service that allows you to schedule when your emails will be sent from your account. If you type a message on Sunday but don't want it sent until Monday at 9am, Boomerang can handle the job. Also get delivery receipts.
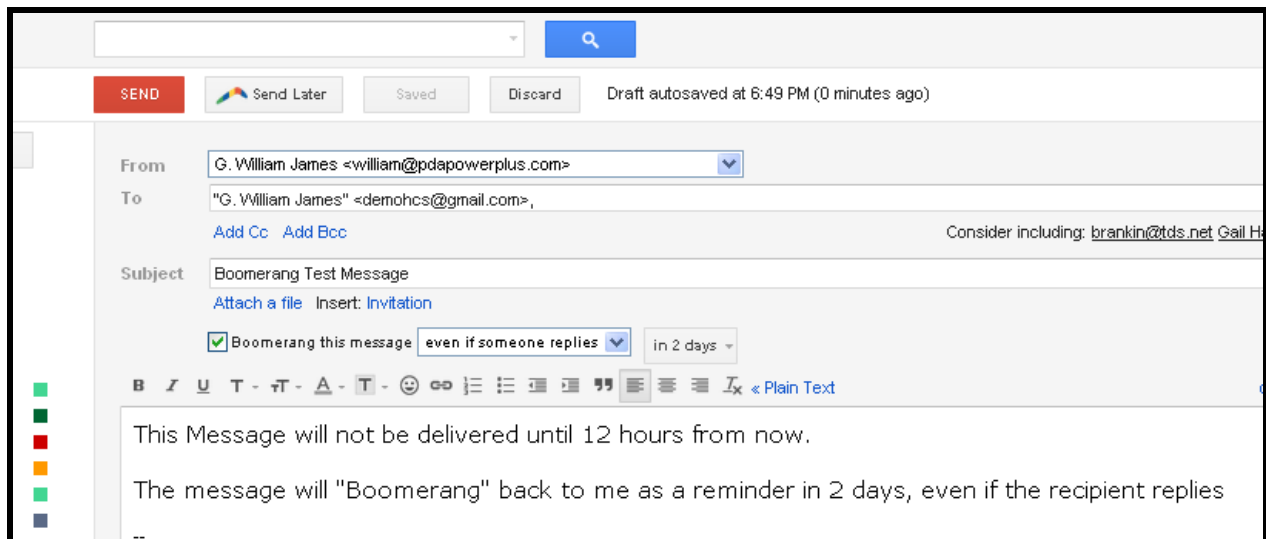
Labs

Under the Tab of Labs lies a suite of applications designed for use in Gmail, not by the developers but by users like you and I. They came up with programs that enhance your user experience and some are really useful. If there is something you find intriguing simply enable the tool and then save the change. You can unlike them the same way. There are a few that have found themselves to be too useful not to become part of the Gmail system. Take for example in the General tab, where we find "Default text style" and "Undo send". They were originally found in Labs, as useful add-ons but proved themselves popular and useful enough to graduate into Gmail. Other tools here may eventually graduate too, but there are a couple I find useful enough to share:
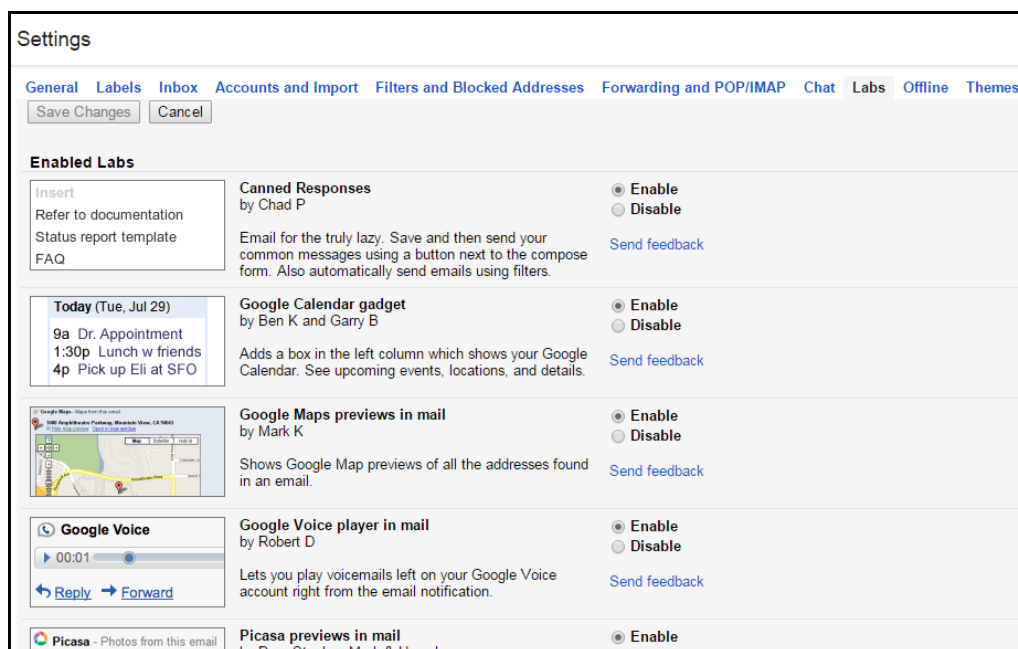
Canned Responses allow you to create unique autoresponder messages when you receive messages under certain conditions. Begin with a new message window. Click the arrow in the lower right of the message to open the menu. Create a new canned response by writing the message as a new email, saving it, and then creating a filter that uses the saved response when prompted by an incoming message.
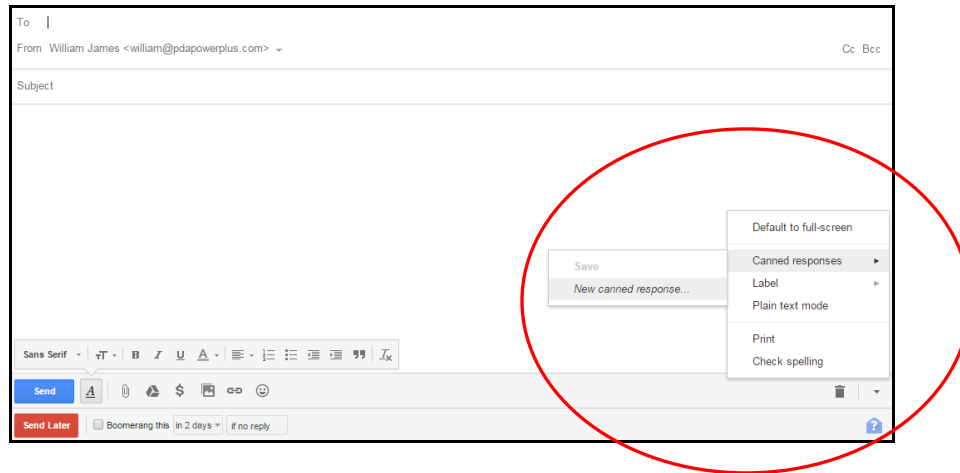
Check the Box "Send canned response" and then choose from the list
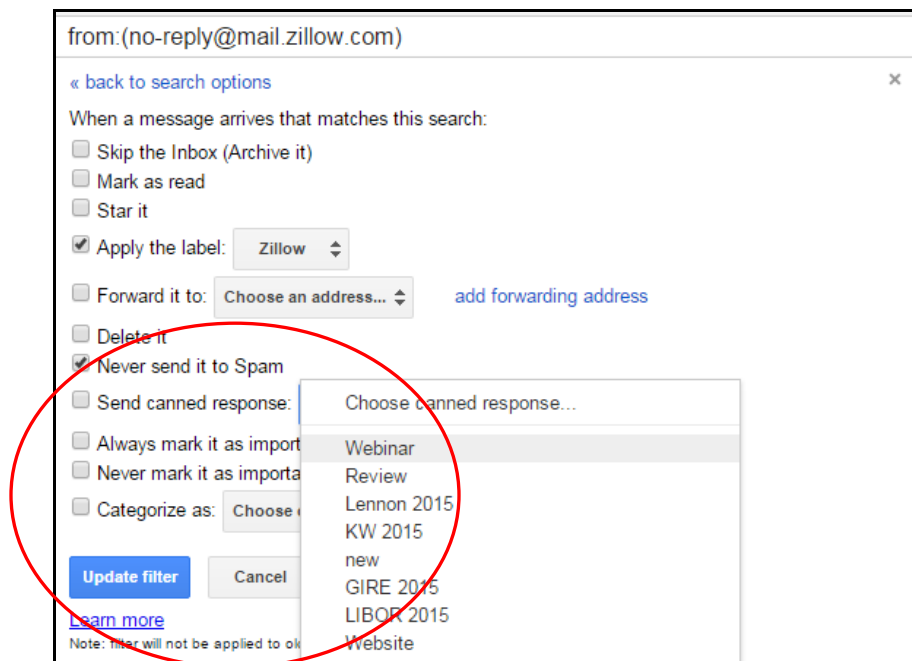
The filter will respond to the sender with the message written in the chosen response. Try it a few times and see how useful a tool it can be for your website, social media or marketing.

Google Voice player in mail adds a playback button to your incoming voicemail messages from Google Voice. Avoid having to ever call your phone's voicemail for messages again!
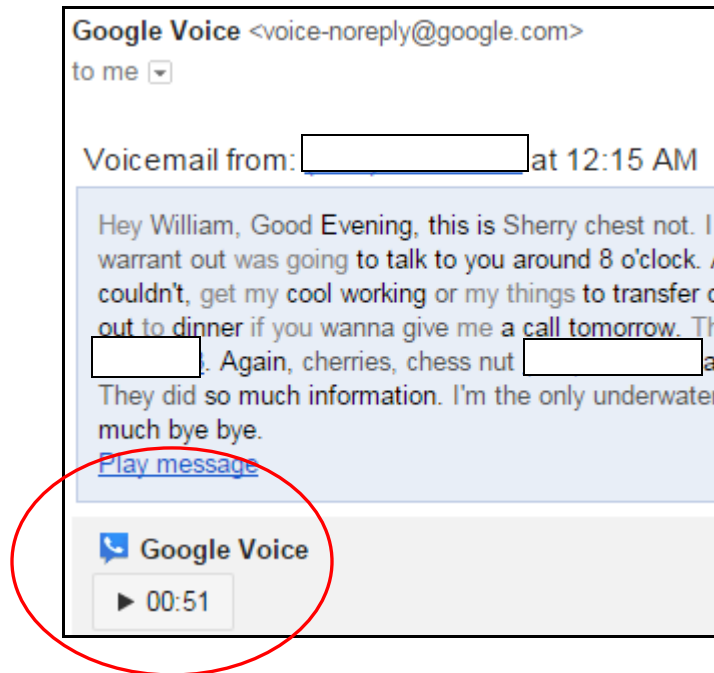
Chats Tab

Turn on Chats and activate the additional ways to communicate from within Gmail. From here you may now may calls over the internet, IM chats (instant messaging) or video conferencing. What you'll need first for your computer or laptop is the **Hangouts Plugin**. You may search Google for that or click here to download the link and install. To communicate with another PC via video they will need the hangouts plugin as well, so share with them. To communicate with mobile phones and tablets, they require the Hangouts app, free at the App Store or Google Play.

Google Hangouts
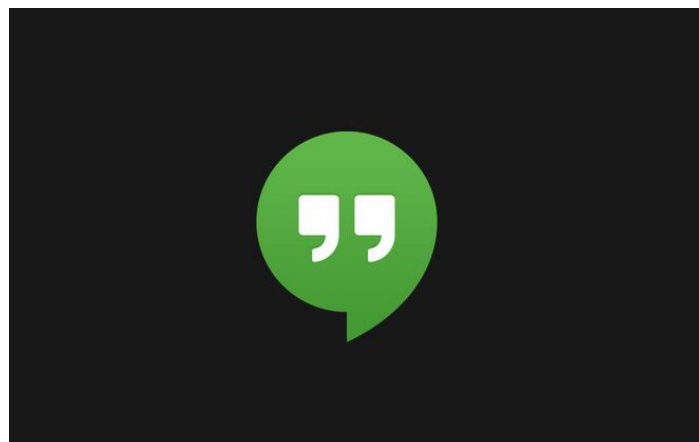
Once installed on your computer, look to the left panel below your file cabinet. You will see a phone, contacts icon and a "quotation" icon to launch Hangouts. Then invite one to up to nine people to join in! Send a link to begin now or schedule it for later. The link will bring all invitees to the hangout directly from the link in email. It is great to meet with a small group of people for a social chat, a business meeting or a consultation. Add tools like YouTube to share videos with the group, or use the Share Screen feature to make a presentation or instruct from your computer, and all invitees will see your screen.

More Secrets of the Advanced User

Gmail offers many conveniences, tricks and useful features that most people never take advantage of. Try some of these and use Gmail like the pros.

Archive messages after a reply

Once you have replied to an email, take the original out of the inbox (archive it) automatically with this tool. First, go to Settings > General > Scroll down to Send and Archive:
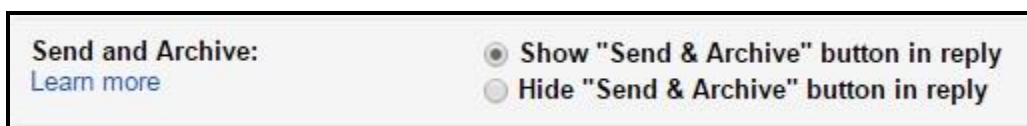
Select to show the button as an option. The next time you reply to a message, you will have the option to send as before, but now a blue button, an option to archive the message when you send. The message is not deleted or lost, it remains on the account, just no longer in the inbox.
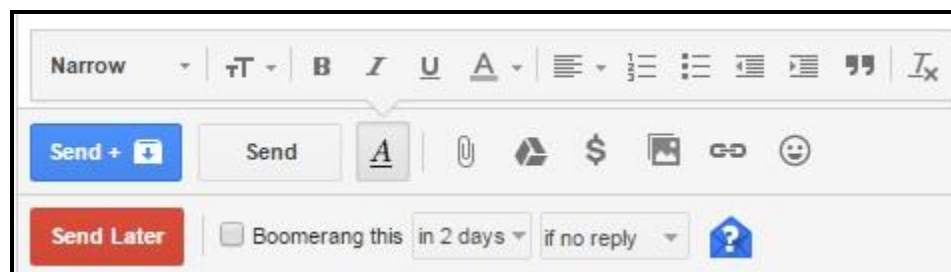
Archive messages after a reply

When sending a message to someone not in your contacts, this option will save their email address to the "Other Contacts" label so the next time you search or send them an email their address will come up to auto-complete. Go to Settings > General > Create contacts for auto-complete:
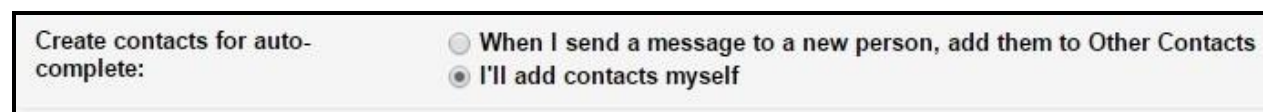
While this is a convenience many find useful, I personally would rather add them myself, due to the sheer volume of emails I send to addresses only on rare occasion. Besides, on my mobile devices, these contacts will appear only as email addresses, and I prefer them to be filled in with names, etc.

Power Search for Email

Gmail's search engine is more powerful than you might expect. Of course, it uses what I call the secret sauce of Google, and whatever term you place in the query will produce results it finds anywhere in your Gmail. account, no matter how long it's been or where it is stored. One way power users search for messages or a certain type of message is to use Search Operators. These are special terms which will search your entire account based on the operator term such as looking for any message that has an attachment would look like this:

Has:attachment.

How about any message that has an attachment 5MB or larger:

Larger:5mb

Or search for messages sent during a certain time period:

After:2014/01/15 before:2014/02/15

This is an awesome tool, and once you practice using the operators a few times, you will truly be the master of your inbox!

Here is an expanded list of search operators:

What you can search by	Search operator & example
Specify the sender	`From:`
	Example: `from:amy`
Specify a recipient	`To:`
	Example: `to:david`
Words in the subject line	Subject:
	Example: `subject:dinner`
Messages that match multiple terms	OR or `{ }`
	Example: `from:amy OR from:david`
	Example: `{from:amy from:david}`
Remove messages from your results	`-`
	Example: `dinner -movie`

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Find messages with words near each other. Use the number to say how many words apart the words can be	AROUND Example: `dinner AROUND 5 friday`
Messages that have a certain label	Label: Example: `label:friends`
Messages that have an attachment	Has:attachment Example: `has:attachment`
Messages from a mailing list	List: Example: `list:info@example.com`
Attachments with a certain name or file type	Filename: Example: `filename:pdf` Example: `filename: homework.txt`
Search for an exact word or phrase	" " Example: `"dinner and movie tonight"`
Group multiple search terms together	( ) Example: `subject:(dinner movie)`
Messages in any folder, including Spam and Trash	In:anywhere Example: `in:anywhere movie`
Search for messages that are marked as important	is:important label: important Example: `is:important`
Starred, unread, or read messages	is:starred is:unread is:read Example: `is:read is:starred`

Messages that include an icon of a certain color	has:yellow-star has: blue-info Example: `has:purple-star`
Recipients in the cc or bcc field	cc: bcc: Example: `cc:david` **Note:** You can't find messages that you received on bcc.
Search for messages sent during a certain time period	after: before: older: newer: Example: `after:2004/04/16` Example: `before:2004/04/18`
Search for messages older or newer than a time period using d (day), m (month), and y (year)	older_than newer_than Example: `newer_than:2d`
Chat messages	Is:chat Example: `is:chat movie`
Messages delivered to a certain email address	Deliveredto: Example: deliveredto:username@gmail.com
Messages in a certain category	Category: Example: `category:updates`
Messages larger than a certain size in bytes	Size: Example: `size:1000000`
Messages larger or smaller than a certain size in bytes	larger: smaller: Example: `larger:10M`
Results that match a word exactly	+ Example: `+unicorn`

| Messages with a certain message-id header | Rfc822msgid:

Example: rfc822msgid:200503292@example.com |
| Messages that have or don't have a label | has:userlabels

has:nouserlabels

Example: `has:nouserlabels`

Note: Labels are only added to a message, and not an entire conversation. |

Gmail Tip: **Can I generate mailing labels from my contacts?**

Absolutely! In Google Drive, select the Address Labels script from the Template menu. Here is a link: Gmail Contacts Address Labels

Run the script, select the groups of addresses in your CRM to populate the labels. On the back of the labels you purchased will be the size and column width of the labels. Complete this information on the script, place the label pages into the printer, and select print.

The Label template will conform to the label sizes you entered, populate the address information of each contact that contained an address in that field and what shows on the screen will be what will print. Try a few pages with paper and match them first to be sure without wasting expensive labels.

Gmail Tip: **Create an Canned Responder for your listing flyers and signs**

In Gmail settings, go to Labs, and enable Canned Responses. Make sure to save your changes.

Open to compose a new email, select Canned Responses from the menu.

Write your automated response message, and name the message when you save it.

In Settings, go to Filters, select Create new filter.

Put in the address of the incoming message (you may want to create a second email account) and below, check Canned Responses and choose one of your saved messages. Save the filter settings

The next time that email address comes to your inbox, the chosen canned response message will be automatically sent to the sender as a reply.

To add an attachment, I used my Evernote account. I produced the information in a note, then generated a link to the note. Next, I simply added the link to my canned response, so when clicked will open the information as an Evernote attachment.

Try it- it works!

Cloud Computing is the way we will communicate, be informed and entertained from now on. Television networks and print media all understand that if they want to keep us attentive they have to be online, as this is where we spend our time.

Google TV, Netflix, Hulu, Amazon, Roku, Apple TV and others offer on demand viewing of their content from anywhere, while the most popular newspapers and magazines don't rely on us at the newsstand anymore. They offer us the content on the web.

 The computer itself is being replaced by devices with only minimal storage space, and no media drives, because we all have apps that direct us where we want to be on the Internet. The same goes for our personal data, as we have discussed in this guide to the Google suite of cloud-based apps. There will be many more to come, in fact there are other choices out there today; however it is Google that has made it easy for us to integrate these tools into one useful system, for free, as Facebook has done for social networking.

About The Author

G. William James has for eleven years been one of the leading training professionals for handheld computing and mobile technology in the United States, for retail, medicine, sales, business and real estate.

A motivational speaker, sales trainer and seminar presenter since 1986, thousands have heard his enthusiastic yet real-life approach to time management and sales excellence. James was an early user of Palm handhelds and later became a disciple. Later he added the Windows Mobile and RIM Blackberry platforms to his expertise, and finally The Google Android, Nokia Symbian and Apple iPhone smart devices are now part of his workshops. He is devoted to handheld computing and has built his career on the technology.

Mr. James is internationally recognized for teaching the PDA and smartphone devices as the ultimate business and communication tool. He has presented in nearly every state in the Union, Puerto Rico, Canada and the Caribbean.

James was featured in _Black Enterprise_ Magazine as **"Master Of The PDA".**

James is an accomplished workshop presenter. His company, **Handheld Computer Solutions**, conducts specialized training seminars for companies and real estate organizations throughout the United States, Canada and the Caribbean. He is also a frequent guest speaker at corporate events and association functions, all of which are constantly striving to remain on the leading edge in mobile technology.

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