

Power Points

USE THESE 5 GMAIL HACKS TO REDUCE YOUR EMAIL PAIN



For small or midsize business, time is of the essence. To keep up with your competitors, spending most of your day rummaging through your inbox can be a significant time waster. Instead, use these 5 Gmail hacks and stay away from email hell.

Undo Send

We've all had an email or two we wish we could take back. Gmail has a neat feature that gives you a short period of time to recall a mistakenly sent message. After activating Undo Send, quickly retrieve the email and it's as if nothing ever happened.

Email For The “Truly Lazy”

Canned Responses is a Gmail Labs feature that allows you to save time and reuse an email that you designate as a Canned Response. Working like an email template, it can save significant amounts of time since you won't have to retype the same responses over and over again. It comes in handy for businesses that send plenty of routine emails.

Send Large Attachments With Google Drive

With Gmail, users can easily send attachments reaching 25 MB. But say you have a huge zip file for a photo shoot that the clients want to review -- you're going to need more space. If you use Google Drive with your Google account, you can send larger files on Gmail. Copy the large file to your Google Drive, then click *Compose* in Gmail and type your message. When you're ready to attach the large file, click the Google Drive icon (next to the Attachment icon that looks like a paper clip). Insert the files you want to attach and send your message.

Turn on Priority Inbox

Use Priority Inbox to organize your messages by their importance. Divide your inbox into five sections, where the messages will be displayed in the following order: 1. important and unread messages, 2. starred messages, 3. [customizable section], 4. [customizable section], 5. everything else. To enable it, go to *Settings > Inbox > Inbox Type* and choose Priority Inbox.

Back Up Your Messages

If you ever need to back up or migrate your Gmail messages, *Gmvault* can help. It is an open source solution that can back up your entire Gmail directory or just a handful of messages making it available whenever you need to restore or recreate your Gmail folders. You can also use it to migrate messages from one account to another.

Your Take Away

To get the latest Gmail features, you should sign up for Gmail Labs. This is where Google tests up-and-coming features before making them part of Gmail. Access *Gmail Labs* by heading over to *settings*.

Spending the right amount of time with emails while managing other crucial business areas is a balancing act many business owners find difficult. Need help? Call us at 604.270.1730 and we'll be happy to help.

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