



Sams Teach Yourself Gmail in 10 Minutes

By Steven Holzner

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Sams Teach Yourself Gmail in 10 Minutes, Steven Holzner, Sams Teach Yourself Gmail in 10 Minutes gives you straightforward, practical answers when you need fast results. By working through its 10-minute lessons, you'll learn how to take complete control over your email-and communicate with anyone, anywhere-quickly and easily! Tips point out shortcuts and solutions Cautions help you avoid common pitfalls Notes provide additional information 10 minutes is all you need to learn how to.* Create, format, send, read, and manage messages * Save time with Gmail's best productivity shortcuts * Organize all your email with a few clicks * Quickly find any message with Google's powerful search tools * Instantly create contacts and quickly send messages to them * Deliver mass mailings to groups of contacts * Stay connected with friends using built-in Google Buzz social networking * Have instant online conversations with built-in Google Chat * Improve email efficiency with automatic forwarding and vacation autoresponder * Use Gmail even when you're not connected to the Internet.



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