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Chapter 03 Getting Started: Chapter 04 Security Chapter 05 Sending and Receiving Email Chapter 06 Your Contacts Chapter 07 Email Organization with Labels Chapter 08 Filters and Blocked Addresses Chapter 09 Searching for, and in Emails Chapter 10 Changing the Look and Feel Chapter 11 Gmail Settings Chapter 12 Email Management Chapter 13 Chat Chapter 14 Google Tasks & Google Keep Chapter 15 Gmail on Your Mobile Device Chapter 16 Advanced Options Chapter 17 Frequently Asked Questions Chapter 18 Google Calendar If you are looking for a simpler guide to Gmail, check this out today!

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Looking for a simpler guide to Gmail? This book covers the basics of Gmail for the uninitiated as well as some advanced tips for the more experienced. This second edition of A Simpler Guide to Gmail is a fully revised, illustrated, straightforward and no-nonsense approach to a how-to guide for setting up your Gmail account. With twice the information of the first edition there are step-by-step guides to opening the account and sending email, to the more advanced features including Chat and Labs. Also now includes an introduction to Google+!

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