

Gmail Quick Reference Guide

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check the box and select the “move to” icon, or inside the email select the “move to” icon. • Select
more than one at a time. Create Coloring with Labels and Filters. This is a two-step process in Gmail.

Quick Reference Guide Are You Using the Full Power of Gmail?

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Gmail Provides Plenty of Storage Gmail provides over 15 GB of free storage, which allows you to save all your messages for future reference. NOTE: This 15 GB is shared with Google Drive and Google+ Photos.

Gmail Guide: Getting to Know Gmail

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