



# Gmail How To

**Donny Wise**



## **Gmail How To:**

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Whether you are using Gmail or another email account the principles in this book will help your to check and organize your emails so that you can spend just 10 minutes a day dealing with them The steps by step instructions use the free email accounts from Google and cover labels filters and the great spam protection that Gmail provides Whatever your priorities the email management strategies in this guide will help you to save time This guide is all about getting it done sorted and out of the way

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