



Gmail Power User Guide

Keyboard Shortcuts

c	Compose a new email.
/	Search your mail.
k / j	Move to newer / older conversation.
o / Enter	Open selected conversation.
r	Reply to an email.
a	Reply all.
f	Forward an email.
e	Archive an email.
!	Report spam.

Filters & Labels

Creating Filters: Navigate to Settings > Filters and Blocked Addresses > Create a new filter.
Using Labels: Apply labels to categorize and prioritize emails. Create custom labels to organize your inbox.
Filter Options: Filter by sender, recipient, subject, keywords, and attachment presence.
Automate Actions: Automatically forward, delete, star, or apply labels based on filter criteria.
Nested Labels: Create nested labels to establish a folder-like structure within Gmail. Helpful for managing projects and complex topics.

Advanced Features

Confidential Mode	Send emails with expiration dates and require recipients to verify their identity.
Snooze	Temporarily remove emails from your inbox until a specified date or time.
Smart Compose	Let Gmail suggest phrases as you type to speed up email composition.
Multiple Inboxes	Display multiple inboxes or label sections on the same page for enhanced organization.
Gmail Offline	Enable offline access to read, respond, and search your email even without an internet connection.

Microsoft Outlook Essentials

Core Shortcuts

Ctrl + N	Create a new email.
Ctrl + R	Reply to an email.
Ctrl + Shift + R	Reply to all.
Ctrl + F	Forward an email.
Ctrl + Enter	Send an email.
Ctrl + 1/2/3	Switch between Mail, Calendar, and Contacts.
Ctrl + Q	Mark as read.

Rules and Alerts

Managing Rules: File > Manage Rules & Alerts. Create rules to automatically move, flag, or respond to emails.
Rule Conditions: Define rules based on sender, subject, keywords, and more.
Actions: Automatically forward, delete, move to folder, flag, or apply a category.
Creating Alerts: Set up custom alerts for specific emails or senders to ensure important messages don't get missed.

Productivity Features

Quick Steps	Automate multi-step tasks with a single click. Create custom Quick Steps for common actions.
@ Mentions	Use @ mentions in the email body to draw the recipient's attention and automatically add them to the 'To' field.
Focused Inbox	Prioritize your inbox by separating important emails from less relevant ones.
Delay Delivery	Schedule emails to be sent at a later time. Ideal for coordinating across time zones.
Read Receipts	Request read receipts to confirm when your email has been opened by the recipient.

Thunderbird Tips & Tricks

Essential Shortcuts

Ctrl + M	Get new messages.
Ctrl + N	Write a new message.
Ctrl + R	Reply to the current message.
Ctrl + Shift + R	Reply all.
Ctrl + L	Forward the current message.
Delete	Delete the selected message.
Spacebar	Scroll down in the current message.

Add-ons for Enhanced Functionality

Installing Add-ons: Tools > Add-ons > Extensions. Search for and install add-ons to extend Thunderbird's capabilities.
Lightning: Integrate calendar and task management directly into Thunderbird.
Enigmail: Enhance email security with encryption and digital signatures.
FiltaQuilla: Advanced filtering capabilities for efficient email organization.

Customization & Configuration

Themes	Customize Thunderbird's appearance with themes. Tools > Add-ons > Themes.
Account Settings	Configure account settings, including server settings and security options.
Junk Settings	Adjust junk mail settings to improve spam filtering accuracy.
View Settings	Customize the layout and display options for your email list and message content.
Templates	Create email templates for frequently sent messages to save time.

Email Client Best Practices

General Tips

Use a strong password: Protect your email account with a strong, unique password and enable two-factor authentication.
Regularly update your client: Keep your email client updated to the latest version for security patches and new features.
Organize your inbox: Use folders, labels, or categories to keep your inbox organized and prioritize important emails.
Unsubscribe from unwanted emails: Reduce clutter by unsubscribing from newsletters and promotional emails you no longer need.
Be cautious of phishing scams: Watch out for suspicious emails asking for personal information or containing unusual links.

Composing Effective Emails

Use a clear and concise subject line: Make it easy for recipients to understand the purpose of your email at a glance.
Keep your message brief and to the point: Respect your recipient's time by avoiding unnecessary details.
Use proper grammar and spelling: Proofread your email before sending to ensure it's professional and error-free.
Include a clear call to action: Tell the recipient what you want them to do, whether it's to reply, click a link, or take some other action.
Format your email for readability: Use paragraphs, bullet points, and headings to break up long blocks of text.

Advanced Security Measures

Email Encryption	Use encryption tools to protect the confidentiality of your email messages.
SPF/DKIM/DMARC	Implement SPF, DKIM, and DMARC records to prevent email spoofing and phishing attacks.
Regular Backups	Back up your email data regularly to prevent data loss in case of hardware failure or other disasters.
Awareness Training	Educate yourself and your team about email security best practices to recognize and avoid phishing scams and other threats.