Mindluster Platform

# About the course Scheduling emails in gmail for beginners

Scheduling emails in gmail course, in this course we will explore how to master Scheduling Emails in Gmail, a valuable feature that allows you to send emails at a later date and time automatically. You will learn step-by-step how to schedule an email for the perfect moment, ensuring that your message reaches the recipient when it has the greatest impact, even if you're not available to send it manually. We will start by showing you how to draft an email and set a specific time for it to be sent using Gmailâ€™s built-in scheduling tool. Additionally, you'll discover strategies for using email scheduling effectively in both professional and personal contexts, such as following up on important tasks, managing time zones, and improving communication efficiency. The course will also cover advanced features like editing or canceling scheduled emails and understanding how scheduled emails can enhance productivity and workflow. By the end of the course, you'll be confident in utilizing Gmail's scheduling tool to streamline your email communications, save time, and optimize your messaging strategy.

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Lesson 4 : **Quick Tech Tip Checklist for Tasks within GMail Never Forget again**

Lesson 5 : **GMail Using Labels and Filters**

Lesson 6 : **How to use confidential mode in Gmail**

Lesson 7 : **How to use canned responses in Gmail**

Lesson 8 : **Schedule Emails in GMail Big Update**

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