



**friEdTechnology**  
 CPE Provider  
 information@friedtechnology.com  
 www.friEdTechnology.com

friEdTechnology is an Official  
 Google PD Partner Company

Gmail is the most powerful, flexible, smartest email platform in the world, but only if you know how to use properly. As the core of the G Suite for Education Suite, Gmail helps improve your organization and communication. Learn the philosophy of Gmail, how to use add-ons, and how to leverage all of the amazing features Gmail has to offer. *You earn 3 hours credit for completing this course.*

## Who Will Love This Course?

Anyone that would like an introduction to the amazing features of Gmail.

**Before The Course...** 

**After the Course...** 

## Why Gmail?

Powerful Search  
 Less SPAM  
 LOTS of Space

Top Notch Security  
 Conversation View  
 Priority Inbox

Embedded Chat  
 Mobile Apps  
 Free Calls

## What's Included?

**Why Gmail?** Understand and explore the features of Gmail and how it can help you achieve INBOX ZERO!

**Settings** Make sure you are prepared with the best General, Inbox, Interface and Optional settings. We walk you through your options and help you make informed decisions about what settings work best for you.

**Emails** Join us for an in-depth tour of your inbox as we explore sending & replying to emails, adding attachments, snoozing emails, drafts and more.

**Contacts** We walk you through how to find and create contacts, contact lists, system mail groups and more.

**Apps** Did you know Gmail has apps for your email and calendar? Get them set up on your mobile devices so you are even more efficient.

 **LEARN MORE: [fried.tech/SmartGmail](http://fried.tech/SmartGmail)**

Campus or District cohort courses are available to schools purchasing at least 30 seats so that school or district administrators can log in as Course Guides to monitor progress and completion. Discount pricing available for bulk orders for any district.

Contact us at [information@friedtechnology.com](mailto:information@friedtechnology.com)