

Gmail User Guide

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Gmail User Guide

The Complete Guide to Gmail will help you learn how to be a power user. Lesson 1: Getting to Know Gmail This series is intended to help you master the important and useful features of Google 's Gmail and its simple but smart interface. By the end of these lessons, we ' ll take you from a rookie to a power user.

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Click the “ Settings ” gear button and select “ Settings ” from the drop-down menu. Scroll down to the “ Button labels ” section and select the “ Text ” option. Scroll down to the bottom of the page and click “ Save Changes. ” . All the “ Action ” buttons, except the “ Select ” button, change to display text instead of icons.

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