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Ceri is the author of several books ranging from fantasy to non-fiction. She is a former Librarian living in Newport, Wales, UK. After writing Children of the Elementi, she wrote the Simpler Guide series including A Simpler Guide to Finding Free eBooks, A Simpler Guide to Calibre, A Simpler Guide to Google+ and A Simpler Guide to Gmail.

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A Simpler Guide to Gmail: An unofficial user guide to setting up and using your free Google email account by Ceri Clark, Nick Clark (Editor)

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A Simpler Guide to Gmail is a comprehensive, step-by-step guide that will show you how to navigate the sometimes confusing set of features in Gmail with an introduction to Google Calendar, Keep and Tasks. What's new in the A Simpler Guide to Gmail fifth edition? This guide has been rewritten to incorporate changes to Gmail since the last edition.

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Packed full of tips and information, this guide will help you to: Learn why Gmail is the best email solution. Set-up a new Gmail account. Send and receive emails. Avoid and explain the best way to deal with scams, spam and phishing emails. Protect your email from hackers. Organize your email.

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