

Role of Technology in
Improving Productivity at Work
Email Management

By: Uday Shah

Email Management

MS Outlook

Gmail by Google

Email Management - Outlook



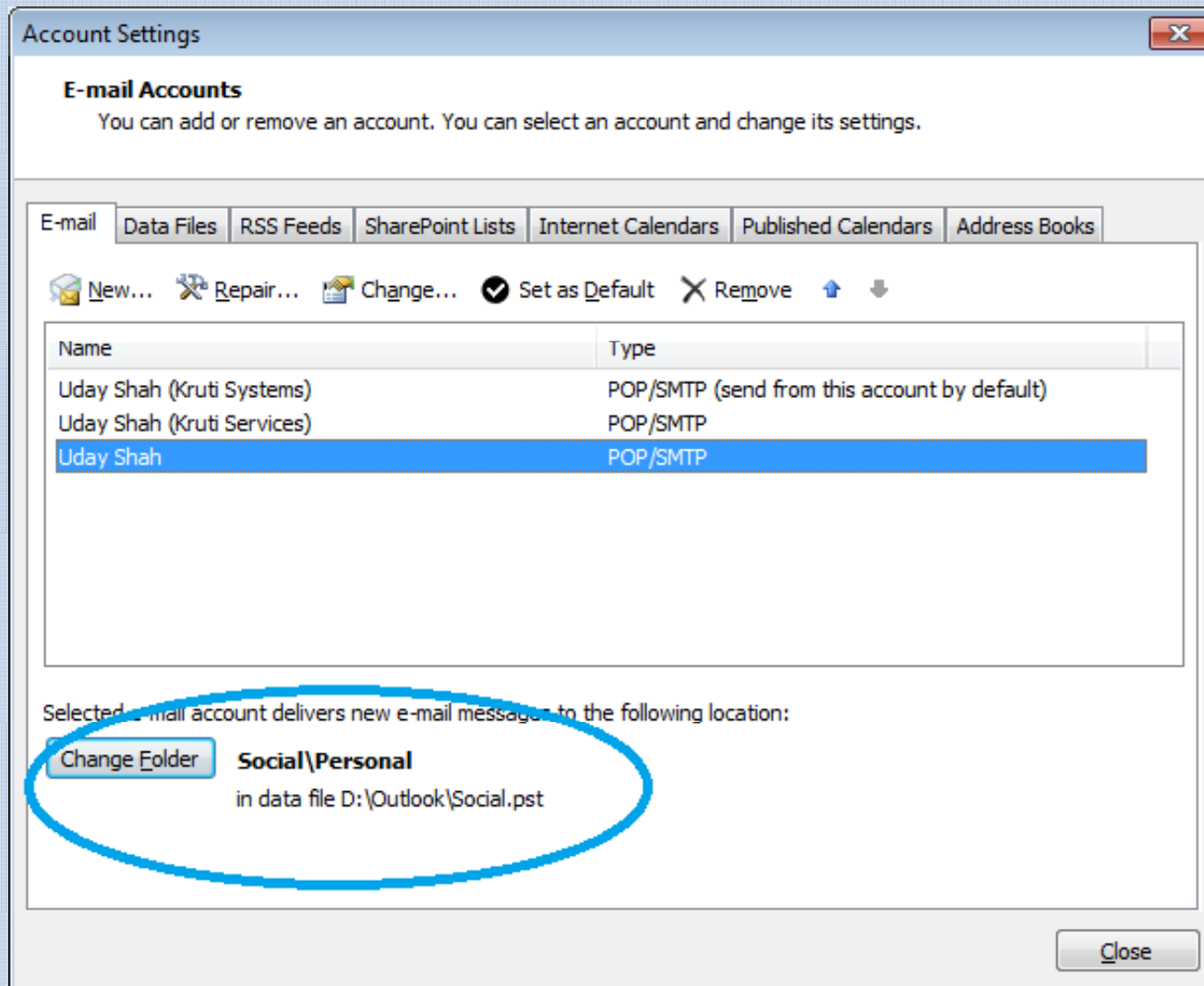
- Outlook is Desktop based tool for Email Management
- Emails are downloaded in *INBOX* and available for further usage
- Multiple *Email accounts* can be configured into single instance of Outlook
- Multiple *data (PST)* files can be configured
- Email account can be mapped to data file
- Data files are restricted only by Storage capacity
- Calendar, Contacts, Task and Notes functions are in-built

Inbox

The screenshot shows the Microsoft Outlook interface. The left sidebar displays the 'Mail' folder structure, including 'All Mail Items' and 'Personal Folders' with sub-folders like 'Admin', 'AMC', 'AVG Virus Vault', 'AWC - Power failure (2)', 'Bank-uk (174)', 'Barcode', 'Bhagwan', 'BKUK', and 'Budget 2012'. The main pane shows the 'Inbox' with a list of emails. The selected email is from ICICI Bank.

From	Subject	Received	Categ...
CCC - ICAI	Invitation for empanelment as Resource Persons for the Career Counselling progra...	Sun 14-06-2015 7:22 PM	
The Economic Tim...	Cairn India to merge into Vedanta and other ET stories	Sun 14-06-2015 5:48 PM	
CCC - ICAI	Invitation for empanelment as Resource Persons for the Career Counselling progra...	Sun 14-06-2015 5:35 PM	
noreply@vod...	The all new My Vodafone App!	Sun 14-06-2015 3:19 PM	
ICICI Bank	Instant Personal Loans @ 13%. Apply Now !	Sun 14-06-2015 1:53 PM	
Gautam Agrawal	WORKSHOP ON ADVANCE BUSINESS WRITING	Sun 14-06-2015 1:49 PM	
SBI Cards	Introducing New SimplySAVE SBI Card. Enjoy More Save More - #14JuneOffer	Sun 14-06-2015 1:27 PM	
American Express	Invitation to an American Express® Card Membership	Sun 14-06-2015 1:26 PM	
credit_cards@icici...	Transaction alert for your ICICI Bank credit card	Sun 14-06-2015 1:01 PM	
Bajaj Finance	Buy any furniture with a down payment of just Rs.8888 and get exciting offers	Sun 14-06-2015 12:20 PM	
Naresh Dhoot	[Khimji Kunverji & Co. Alumni] Attending seminar at Raheja classique club...	Sun 14-06-2015 11:49 AM	
Facebook	Bharat D Bhanushali-bb added a new photo	Sun 14-06-2015 10:46 AM	
alerts@hdfcbank....	Alert Message From Hdfc Bank	Sun 14-06-2015 10:41 AM	
@ vodafonebill...	Your Vodafone E-Bill for Account No :1.19768784	Sun 14-06-2015 10:29 AM	
@ vodafonebillonm...	Your Vodafone E-Bill for Account No :1.19768775	Sun 14-06-2015 10:29 AM	

Email accounts and data file



Gmail account

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Organise

- Organise using *Colours*,
 - Colour code on basis of "From - Sender"
 - Colour code on basis of "To - Receiver"
- Organise in *Folders and sub-folders*
- Flag for Follow-up
- Search and Advance Search

Organise using Colours

The image shows the Outlook interface with the 'Ways to Organize Inbox' dialog box open. The dialog has three main sections: 'Using Folders', 'Using Colors', and 'Using Views'. The 'Using Colors' section is active, showing options to color messages based on the sender (e.g., 'sent to uday@krutisystems.com' in Blue) and to show messages sent only to the user (e.g., 'only to me' in Navy). Below the dialog, the 'Inbox' list is visible, showing various email entries. An 'Automatic Formatting' window is also open, displaying a list of rules for the current view. The rule 'Mail sent to uday@krutisystems.com' is selected, and its properties are shown, including the name and font style (10 pt. Comic Sans MS).

Ways to Organize Inbox

- **Color messages** sent to in Done!
- Show messages sent **only to me** in

To view or edit your coloring, and for more advanced options, click on "Automatic Formatting" above.

Automatic Formatting

Rules for this view:

- Unread messages
- Unread group headers
- Submitted but not sent
- Expired e-mail
- Overdue e-mail
- Mail sent to uday@kservices.in
- Mail sent to uday@krutisystems.com**
- Mail received from ICAI

Properties of selected rule

Name:

Font...

Inbox

	From	Subject
Date: Older		
	CCC - ICAI	Invitation for empanelment as Resource Persons for the Co
	The Economic ...	Cairn India to merge into Vedanta and other ET stories
	CCC - ICAI	Invitation for empanelment as Resource Persons for the Co
	noreply@vod...	The all new My Vodafone App!
	ICICI Bank	Instant Personal Loans @ 13%. Apply Now !
	Gautam Agrawal	WORKSHOP ON ADVANCE BUSINESS WRITING
	SBI Cards	Introducing New SimplySAVE SBI Card. Enjoy More Save More - #14
	American Express	Invitation to an American Express® Card Membership

Organise using Folders

The screenshot displays the Microsoft Outlook interface for an account named 'HDFC Bank'. The left-hand pane shows the 'Mail' folder structure, with the 'HDFC Bank' folder highlighted by a blue circle. Below it, other folders like 'ECS', 'HLB-ENet', 'LAP (7)', and 'Salary' are visible. The main pane shows a list of emails in a table format. The table has columns for 'From', 'To', 'Subject', 'Received', and 'Size'. The selected email is from 'Uday Shah (K...)' with the subject 'The 'Best Managed Company' and the 'Best CEO' awards...'. The status bar at the bottom indicates '461 Items'.

From	To	Subject	Received	Size
kumar.manoj...	uday@kservices.in	[SPAM] Re: The 'Best Managed Company' and the 'Best ...	Mon 27-04-2015 12:0...	10...
Uday Shah (K...	Jaydeep Purecha H...	The 'Best Managed Company' and the 'Best CEO' awards...	Sat 25-04-2015 5:42 PM	93...
Uday Shah (K...	'ShahidS.Khan@hdf...	The 'Best Managed Company' and the 'Best CEO' awards...	Sat 25-04-2015 5:41 PM	95...
Uday Shah (K...	'Swapnil.Upadhyay...	The 'Best Managed Company' and the 'Best CEO' awards...	Sat 25-04-2015 5:40 PM	95...
Uday Shah (K...	Swapnil.Upadhyay@...	The 'Best Managed Company' and the 'Best CEO' awards...	Sat 25-04-2015 5:40 PM	83...
HDFC Bank	accounts@kservice...	The 'Best Managed Company' and the 'Best CEO' awards...	Sat 25-04-2015 3:37 PM	25...
ShahidS.Khan...	ShahidS.Khan@hdfc...	Change of Relationship Manager	Wed 17-12-2014 4:47...	21...
Pantomath A...	uday@krutisystems...	RBI announced extension of RTGS business hours timi...	Tue 16-12-2014 4:44 PM	34...
@ Bhagwan Jag...	uday@kservices.in	FW: Documents for Account opening - Private Ltd.	Mon 08-12-2014 12:2...	27...
@ Bhagwan Jag...	uday@kservices.in	[SPAM] FW: Documentation for account opening - LLP	Mon 08-12-2014 12:1...	24...
@ JatinV.Shah@...	uday@krutisystems...	General forms	Thu 04-12-2014 9:47 ...	80...
JatinV.Shah@...	uday@krutisystems...	List of Documents - Liaison Account	Thu 04-12-2014 9:45 ...	22...
Uday Shah (K...	'Swapnil.Upadhyay...	Debit authority letter._ Kruti Software Consultancy Pvt...	Sat 01-11-2014 12:27...	49...
Alpesh.Kargut...	Swapnil.Upadhyay@...	Re: Fw: Debit authority letter._ Kruti Software Consult...	Tue 28-10-2014 7:32 PM	50...
Alpesh.Kargut...	Swapnil.Upadhyay@...	[SPAM] Re: Fw: Debit authority letter._ Kruti Software...	Tue 28-10-2014 7:30 PM	49...
@ Swapnil.Upad...	uday@kservices.in	Re: Debit authority letter._ Kruti Software Consultancy...	Tue 21-10-2014 7:37 PM	71...
@ Swapnil.Upad...	uday@kservices.in	[SPAM] Re: Debit authority letter._ Kruti Software Con...	Tue 21-10-2014 7:35 PM	70...
@ Uday Shah (K...	'Swannil.Unadhvav...	Debit authority letter._ Kruti Software Consultancy Pvt...	Tue 21-10-2014 6:54 PM	60...

Search

The screenshot shows the Outlook interface with a search for 'Gautam'. The search results are displayed in a table format within the 'Inbox (Search Results)' pane. The table has columns for From, Subject, Received, and Category. The search results are sorted by date, with the most recent at the top. The first result is from Gautam Agrawal with the subject 'WORKSHOP ON ADVANCE BUSINESS WRITING' received on Sun 14-06-2015 at 1:49 PM. Other results include emails from CA Vijay Goel, Gaurav Kapoor, Craig Adams, Mahesh Gadhave, Mahesh Gadhavi, Facebook, IFA INDIA, and Sushil Lakhani, all related to membership fees and business writing workshops.

From	Subject	Received	Category
Gautam Agrawal	WORKSHOP ON ADVANCE BUSINESS WRITING	Sun 14-06-2015 1:49 PM	
CA Vijay Goel	RE: URGENT - IFA India Branch Accounts FY 2013-14	Sat 06-06-2015 1:42 PM	
Gaurav Kapoor	[SPAM] Seminar on How To Provide Exceptional Customer Service	Sat 06-06-2015 3:35 AM	
Craig Adams	Re: Kruti Systems	Mon 18-05-2015 2:28 AM	
Mahesh Gadhave	IFA : Payable to IFA NL - MEMBERSHIP 2015	Fri 15-05-2015 1:18 PM	
Mahesh Gadhavi	IFA : SERVICE TAX WORKING FOR JANUARY 15 to APRIL 15	Fri 15-05-2015 1:10 PM	
Facebook	Jatin Lodaya updated his status: "One of the best time lapses on...	Wed 13-05-2015 9:47 PM	
IFA INDIA	Updated list of membership fees received for 2015 at IFA WRC Office [GroupMail]	Tue 12-05-2015 1:19 PM	
IFA INDIA	Updated list of membership fees received for 2015 at IFA WRC Office	Tue 12-05-2015 1:18 PM	
IFA INDIA	Update on - Membership fees received - at IFA WRC Mumbai office - 02.05.15	Sat 02-05-2015 3:40 PM	
IFA INDIA	Update on - Membership fees received - at IFA WRC Mumbai office - 02.05.15	Sat 02-05-2015 3:39 PM	
Sushil Lakhani	FW: Outstanding Membership Fees Report for 2014 and 2013 on...	Tue 21-04-2015 3:38 PM	
Sushil Lakhani	FW: Outstanding Membership Fees Report for 2014 and 2013 on...	Mon 20-04-2015 1:26 PM	
Uday Shah	Outstanding Membership Fees Report for 2014 and 2013 on 18-04-2015	Sat 18-04-2015 5:42 AM	
Uday Shah	Outstanding Membership Fees Report for 2014 and 2013 on 18-04-2015	Sat 18-04-2015 5:23 AM	

Advance Search

The image displays two side-by-side screenshots of the Outlook 'Advanced Find' window. The left window shows the search configuration interface, and the right window shows the search results.

Left Screenshot: Search Configuration

- Look for: Messages
- In: Inbox;Education;ICAI
- Search for the word(s): Fees
- In: frequently-used text fields
- Where I am: the only person on the To line
- Time: none

Right Screenshot: Search Results

Find items that match these criteria:

- Received last month
- From contains @hdfcbank.com

Define more criteria:

Field Condition Value

More Advanced...

Message List (Common to both):

From	Subject	Recei...	Si...	Categ...	In Folder
Gau...	WORKSHOP ON ADVANCE BU...	Sun 1...	9...		Inbox
@ HDF...	Email Statement of your HDFC ...	Sun 1...	1...		Inbox
@ HDF...	Email Statement of your HDFC ...	Sun 1...	1...		Inbox
@ HDF...	Email Statement of your HDFC ...	Sun 1...	1...		Inbox
@ HDF...	Email Statement of your HDFC ...	Sun 1...	1...		Inbox
@ HDF...	Email Statement of your HDFC ...	Sun 1...	1...		Inbox
Citi ...	Shop for Your ♥ Ones & Get 2...	Sun 1...	5...		Inbox
CE...	Certificate Course on Derivatives Sat 1...	Sun 1...	1...		Inbox

285 Items

Rules and Alerts

- Outlook offers Rules and Alerts to Organise data, events, tasks
- Alerts - Email from a particular id
- Rules - offer wide spectrum option to Manage
 - Rule to file Email to pre-defined Folder
 - Rule to auto-forward
 - Rule to Schedule/ flag for follow-up

Rules and Alerts

Rules Wizard

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Parimal M Parikh (parimal@parimalparikh.com)
display PMP in the New Item Alert window

Example: Display mail from my friend in the New Item Alert Window

Cancel < Back Next > Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Parimal M Parikh (parimal@parimalparikh.com) - Alert

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from Parimal M Parikh (parimal@parimalparikh.com)
display PMP in the New Item Alert window

Cancel < Back Next > Finish

Rules and Alerts

Rules Wizard

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel < Back Next > Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Paresh Shanghavi (pareshilpa@yahoo.com)

Step 2: Setup rule options

- Run this rule now on messages already in "Inbox"
- Turn on this rule
- Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from Paresh Shanghavi (pareshilpa@yahoo.com)
move it to the Personal folder

Cancel < Back Next > Finish

Rules and Alerts

The image displays two sequential screenshots of the Outlook Rules Wizard. The left screenshot shows the initial step where a user selects a template. The 'Stay Organized' section is expanded, and 'Check messages after sending' is selected under the 'Start from a blank rule' section. The right screenshot shows the final step where the user specifies the rule name as 'Uday Shah (Kruti Services) - Out' and reviews the rule description: 'Apply this rule after I send the message through the Uday Shah (Kruti Services) account and on this machine only move a copy to the KServices folder'. The 'Turn on this rule' checkbox is checked.

Rules Wizard

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- Check messages when they arrive
- Check messages after sending**

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Uday Shah (Kruti Services) - Out

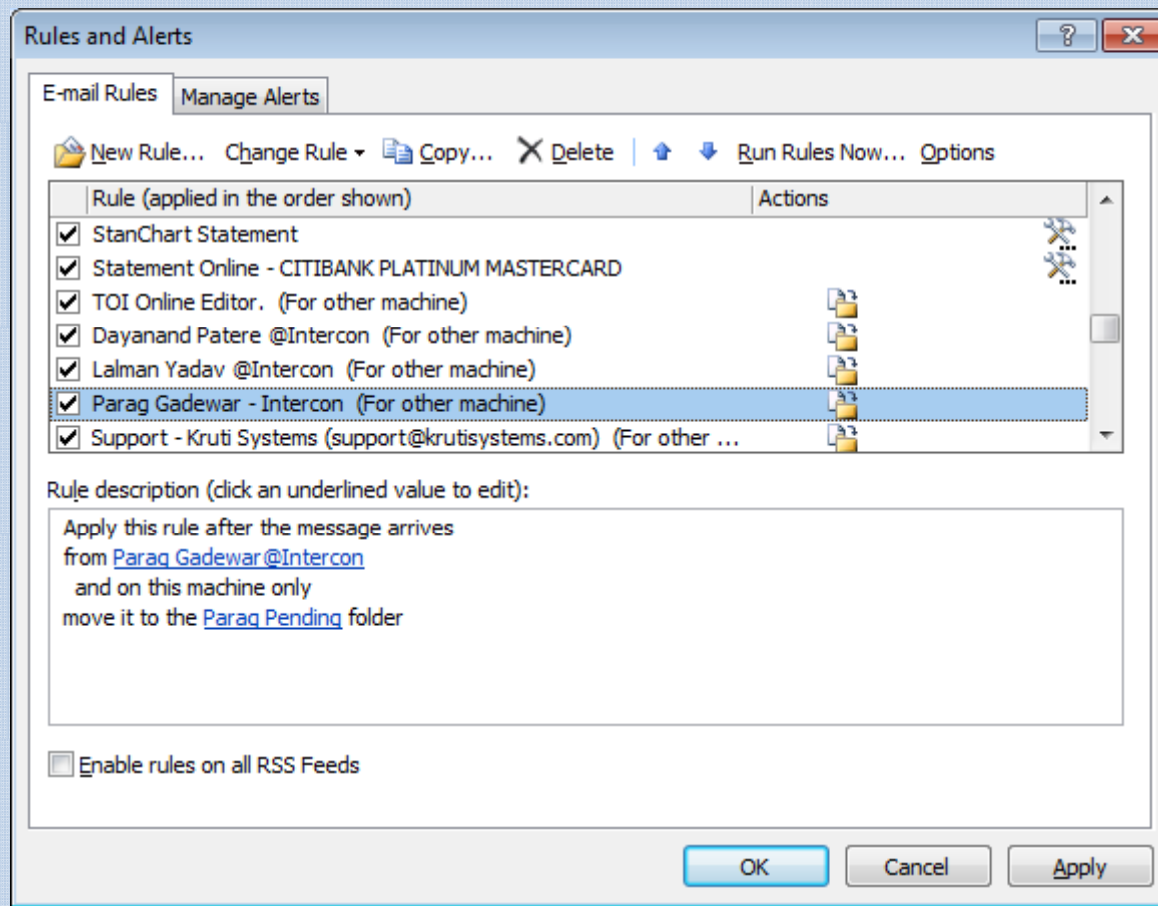
Step 2: Setup rule options

- Run this rule now on messages already in "Inbox"
- Turn on this rule
- Create this rule on all accounts

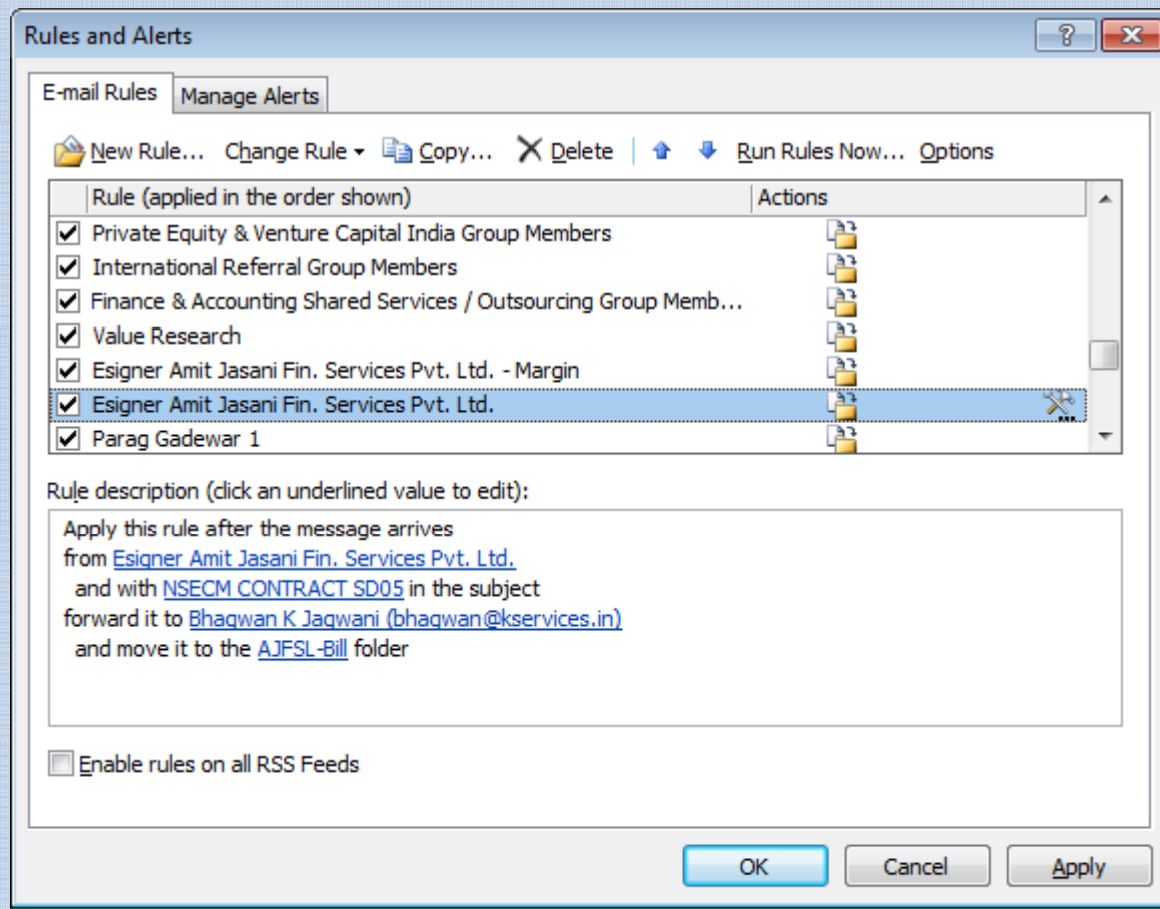
Step 3: Review rule description (click an underlined value to edit)

Apply this rule after I send the message through the Uday Shah (Kruti Services) account and on this machine only move a copy to the KServices folder

Rules and Alerts



Rules and Alerts



Archive

The screenshot displays the Microsoft Outlook interface with the 'Options' dialog box open. The 'AutoArchive' tab is selected, showing the following settings:

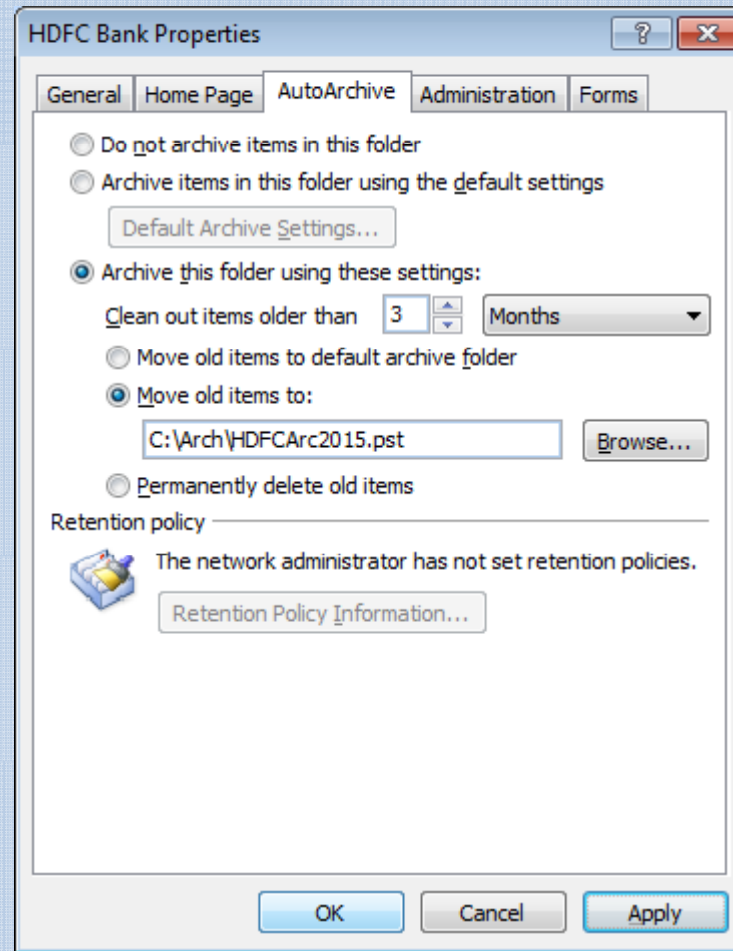
- Run AutoArchive every 14 days
- Prompt before AutoArchive runs
- During AutoArchive:
 - Delete expired items (e-mail folders only)
 - Archive or delete old items
 - Show archive folder in folder list
- Default folder settings for archiving:
 - Clean out items older than 6 Months
 - Move old items to: C:\Arch\arch2015.pst
 - Permanently delete old items
-
- Retention policy: The network administrator has not set retention policies.

The 'Options' dialog box also shows the 'General' tab with the following settings:

- Empty the Deleted Items folder upon exiting
- Make Outlook the default program for E-mail, Contacts, and Calendar.
- Outlook Panes: Navigation Pane..., Reading Pane..., To-Do Bar...
- Person Names: Display online status next to a person name, Display online status in the To and Cc fields only when mouse pointer rests on a person name

The background shows the Outlook main window with a list of emails in the right pane. A status bar at the bottom indicates a 'Send/Receive Error - click here'.

Archive - Folder



Email Management - Gmail



- Gmail is Web based tool for Email Management (limited Offline functions are available)
- Multiple *Email accounts* can be configured into single instance of Outlook
- 15GB space is allocated free of cost
- Contacts and Tasks are in-built

Inbox

COMPOSE

Inbox (33,188)
Starred
Important
Chats
Sent Mail
Drafts (2)
Spam (1,625)
Trash
▶ **Circles**

Primary Social Promotions Updates **3 new** Forums +

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uday Shah (KSCPL)	RE: 10 April 2016 - Presentation - Presentation Best Regards, KRL		9:46 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uday Shah @ Kruti Servic.	(no subject) - Please do not delete this link without watching. It is wo		9:42 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uday Shah (KSCPL)	10 April 2016 - Background Material - Background Material Best F		7:41 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uday Shah (Kruti) (2)	FW: Dayanand, Buyers Demanding for Cotton Kurti, Full Sleeve Ladi		7:39 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piyush, Uday (3)	Verified Lead at 4 PM 09-04-2016 - Hi, We have generated the follo		7:38 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ILESH SHAH	CSV FILE - THANKS & REGARDS ILESH D. SHAH cell - 982063272		6:16 pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yogita Sonawane	MAZALv6.7.2007 - Z:\Despatch\MAZALv6.7.2007\Rel2012\090416 C		6:10 pm

Organise

- Emails can be organised using *Label*
- Each Label can be viewed as *Folder*
- Filters can be created to automat *Labeling Email as received*
- Flag for Follow-up
- Search and Advance Search

Organise using Label

The screenshot shows the Gmail web interface. At the top, the Google logo and search bar are visible. The user's name 'Uday' and profile picture are in the top right. The main navigation bar includes 'Gmail', navigation icons, and '1 of 38,169' messages. On the left, a sidebar lists folders: 'COMPOSE', 'Inbox (33,168)', 'Starred', 'Important', 'Chats', 'Sent Mail', 'Drafts (2)', 'Spam (1,624)', 'Trash', 'Circles', 'Blogging (15)', 'C.Euro (1)', and 'CNBC, Cnet (140)'. The main content area displays an email from 'Uday Shah (KSCPL) <uday@kservices.in>' with the subject 'RE: 10 April 2016 - Presentation'. The email body contains 'Presentation', 'Best Regards,', and 'KRUTI LOGO 190216B_20x'. A 'Label as:' dropdown menu is open over the email, listing labels: 'Blogging', 'C.Euro', 'CNBC, Cnet,', 'CTC Core', 'Education-ICAI', 'Education-ORM', 'Education-PDICA', 'FRR', 'Create new', and 'Manage labels'. Two blue lines point from the 'Blogging' and 'C.Euro' labels in the dropdown to the 'Blogging (15)' and 'C.Euro (1)' folders in the sidebar. On the right, a 'People (2)' section shows 'Uday Shah' with an 'Add to circles' button and a 'Show details' link.

Organise using Label

The screenshot shows the Gmail interface with a search bar containing 'label:blogging'. The search results show 1-18 of 18 items. The left sidebar shows the 'Blogging' label selected and circled in red, with 15 items. The main content area displays a list of 15 emails, all from 'SiteBlog' or 'Zac Johnson', with dates ranging from Mar 23 to Mar 28.

Sender	Subject	Date
Uday Shah (Kruti)	SiteBlog - Blogging	Mar 28
SiteBlog	PARAG@KRUTI we can build your blog for you... - Hi P/	Mar 28
Zac Johnson	Video 6: How to rank at the top of Google! - Billions of se	Mar 27
Zac Johnson	Video 5: Bring your blog to live with these free wordpre	Mar 26
SiteBlog	Create your 100% free website - Hi PARAG@KRUTI Are y	Mar 26
Zac Johnson	Video 4: How to make your blog stand out from the crov	Mar 25
Zac Johnson	Questions? How can I help you? - Hello, I wanted to reach	Mar 24
SiteBlog	Let us build your blog for you... - Hi PARAG@KRUTI How	Mar 24
SiteBlog	Good news... We've gone free - Hi PARAG@KRUTI I have so	Mar 24
Zac Johnson	Video 3: How to setup your blog in 5 minutes - Hello again, I	Mar 23

Organise using Filter

Search results - uday4i@gma X Uday

https://mail.google.com/mail/u/0/#create-filter/from=parag%40krutisystems.com&sizeoperator=s_sl&sizeunit=s_sn

Education Financials Kruti MyPersonal KServices INTERNET CAPITAL

from:(parag@krutisystems.com)

Filter From: parag@krutisystems.com

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

Search icon

Create filter with this search »

from:(parag@krutisystems.com)

« back to search options

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Support
- Forward it add forwarding address
- Delete it
- Never send it to Spam
- Always mark it as Important
- Never mark it as important
- Categorize as: Choose category...

Create filter Also apply filter to matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

Search



This screenshot shows a Gmail search results page for the query "from: icai". The browser address bar displays the URL "https://mail.google.com/mail/u/0/#search/from%3A+icai". The search bar contains the text "from: icai". The results are displayed in a list format with the following entries:

Actions	From	Subject	Time
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DTC - ICAI	Invitation for empanelment as a faculty for Workshops	10:17 pm
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	CITAX - ICAI	International Tax Conference - Dear Professional Colleagt	7:40 pm
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	IDTC - ICAI	New Publication on Central Excise Law and Procedure	Apr 8
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISA - ICAI	Announcement for conducting ISA-Eligibility & Assessm	Apr 8

This screenshot shows a Gmail search results page for the query "from: icai direct tax". The browser address bar displays the URL "https://mail.google.com/mail/u/0/#search/from%3A+icai+direct+tax". The search bar contains the text "from: icai direct tax". The results are displayed in a list format with the following entries:

Actions	From	Subject	Time
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DTC - ICAI	Invitation for empanelment as a faculty for Workshops	10:17 pm
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	IDTC - ICAI	New Publication on Central Excise Law and Procedure	Apr 8
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Journal - ICAI	Journal Highlights of the month April 2016 - relating to Di	Apr 7
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Info - ICAI	President's Message April 2016 - Journal - has introduced	Apr 3

Advance Search

from: icai direct tax	from: icai direct tax
Search All Mail ▾	Search Read Mail ▾
From icai*	From icai*
To	To
Subject	Subject
Has the words direct taxes	Has the words direct taxes
Doesn't have	Doesn't have
<input type="checkbox"/> Has attachment	<input type="checkbox"/> Has attachment
<input type="checkbox"/> Don't include chats	<input type="checkbox"/> Don't include chats
Size greater than ▾ <input type="text"/> MB ▾	Size greater than ▾ <input type="text"/> MB ▾
Date within 1 month ▾ of <input type="text"/>	Date within 1 month ▾ of <input type="text"/>
 Create filter with this search >	 Create filter with this search >

Advance Search

The screenshot shows the Gmail interface with a search bar at the top. The search results are displayed in the 'Promotions' tab, showing a list of emails. A yellow banner at the top of the results indicates that all 25 conversations on the page are selected, and a link is provided to select all 2,908 conversations in Promotions. The list includes promotional emails from MAS Promo, Alibaba Cloud, and Toolbox, as well as an IndiaMART Alerts email.

Google

Gmail

COMPOSE

Inbox (33,170)

Primary Social Promotions Updates (2 new) Forums

Uday Shah (KSCPL) RE: 10 April 2016 - Presentation - Presentation Best Regards, KRUT 9:46 pm

All 25 conversations on this page are selected. [Select all 2,908 conversations in Promotions](#)

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EMAIL Management

Thank you,
Uday Shah