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Getting Started with Google Products

- Everything begins with a gmail account create one or more at www.google.com.
- Go directly to the products page: <https://about.google/intl/en/products/?tab=mh>
- Youtube tutorials <https://www.youtube.com/watch?v=EOZGPNitae4>

Questions

1. Would you give a brief explanation of Daisy Disk and why it's a good tool to use.

- [DaisyDisk - Analyze disk usage and free up disk space on Mac](#)
- Use DaisyDisk to reveal hidden space on your drive.

2. Can I sort mail by "sender" in Gmail?

Yes.

- Click **From** in the information bar.

3. Can I create rules in Gmail as well as Apple mail? If so, does this rule apply if you open your mail in Apple mail?

Yes.

1. Open gmail in your browser.
2. Select Settings > See All Settings.
3. Select Filters and Blocked Addresses.
4. Select Create a new Filter.

This filter is applied before the email is sent to the Apple Mail client.