

VOICE COMMAND IN GMAIL

User Guide

Learn how to use Voice Command in Gmail to write, send, and manage your emails using just your voice.

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User Guide: Voice Command in Gmail

1. Introduction

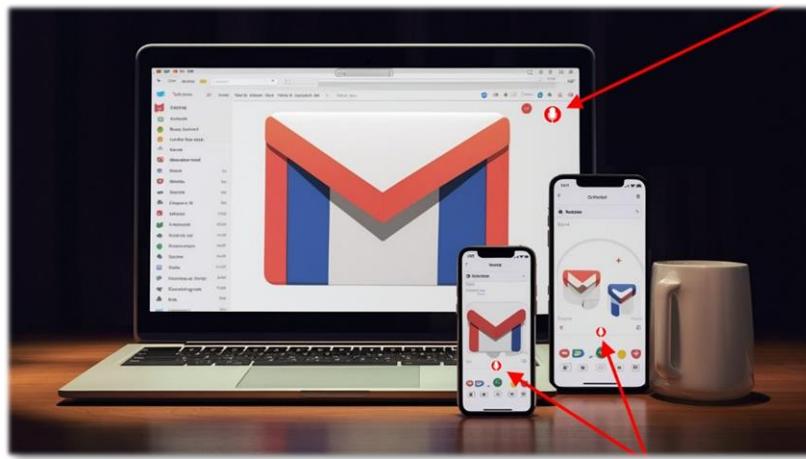
This guide will show you how to use Voice Command in Gmail. With Voice Command, you can write, send, and manage your emails using just your voice. It also has AI-powered text editing to help you write better emails.

2. Getting Started

To use Voice Command, make sure you have the latest version of the Gmail app or website on your device. Voice Command is already built into Gmail, so you don't need to set up anything extra.

3. Turning On Voice Command

- Open the Gmail app or go to the Gmail website on your device.
- Look for the microphone icon.
- Tap or click the microphone icon or say "**Hey Gmail**" to start using Voice Command.



4. Writing Emails

1. To create a new email, say:
 - a. "Create new mail" to open the Compose form.
 - b. "Subject" and then say the subject you want.
 - c. "Message" and then say your email message.
2. For more specific changes, see the list of commands at the end of the document.

4.1. AI-powered text editing

1. For general editing and formatting, say:
 - "*Edit subject*" or "*Edit message*" to make changes.
2. For more specific changes, see the list of commands at the end of the document.



Note: Based on experience, additional voice commands will be added, and AI itself will gradually improve the existing ones.

4.2. Adding Attachments

- Say "Attach [file name]" and the system will search for the file.
- If it finds more than one file, say the number corresponding to the desired file (e.g., "Select 2")

4.2.1. If you don't know the exact file name

- Say "Find file about [topic/keywords]" or "Search for [file type] about [topic]."

4.2.2. If the system can't find the file

- Use voice commands to look through your folders and cloud storage, like "Open My Documents" or "Switch to Google Drive".
- When you find the file, say "Attach [file name]."

Note: If the system still fails to find the file, a manual search is recommended. Make sure your files are named and stored properly.

5. Managing Emails

5.1. Sending Emails

To send an email:

- Say "Send email to [contact name]", the system will search your contacts and connected services.
- If it finds multiple email addresses, say the number corresponding to the one you want (e.g., "Select 2")
- The system will automatically add the email address to the "To" field.

5.1.1. Adding Cc or Bcc

After finding the contact address, you can add it to the Cc or Bcc field if needed:

- Say "add [contact name] to Cc/Bcc".

5.2. Scheduling Emails

To schedule when to send an email:

- Say "Schedule send". You'll see three options:



Schedule send

X

Central European Summer Time

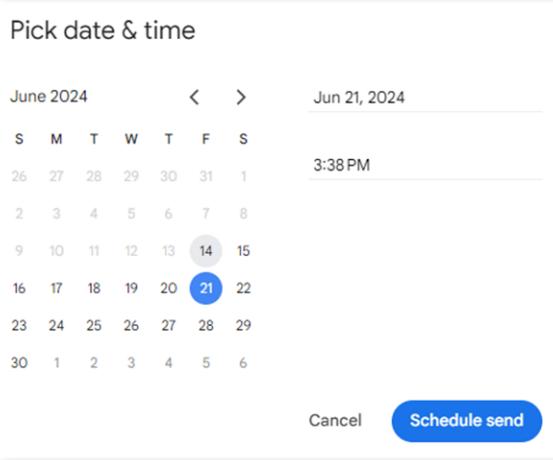
Tomorrow morning Jun 15, 8:00 AM

Tomorrow afternoon Jun 15, 1:00 PM

Monday morning Jun 17, 8:00 AM

Pick date & time

- Say the date and time you want.
- If you want a different time, say “*Pick date & time*” and then say the date and time you want:



- Say “*Schedule send*” to confirm.

Note: AI will gradually improve behavior and learn new voice command options.

6. Tips and Tricks

- Speak clearly at a normal pace for the best results.
- If Voice Command doesn't understand you, say "Cancel" or "Start over" to try again.
- You can change Voice Command settings to fit your needs in the “Voice Commands” section of Gmail settings (gear icon in the top right corner → See All Settings → General tab → Voice Command section).

7. Advanced Features

Voice Command can do most email tasks, but Gmail also has some advanced features:



Contextual Awareness: Voice Command understands what you mean based on the situation. For example, if you say, "Send this to my boss," it will send the email to the contact you've set as your boss.

Hands-Free Mode: You can turn on hands-free mode to use Voice Command without clicking the Microsoft icon. To turn it on:

- Open Gmail settings by clicking the gear icon in the top-right corner.
- Click "See All Settings."
- Go to the "General" tab.
- Scroll down to the "Voice Commands" section and look for the "Hands-free mode".
- Toggle the "Hands-free mode" switch to the "On" position.
- Click "Save Changes" at the bottom of the page.

Multiple Languages Voice Command supports many languages. Select the desired language in the "Voice Commands" section (see Hands-Free Mode).

Offline Use Even when your device is offline or has limited internet, you can still use Voice Command to write emails. Your spoken words will be saved and processed once your device is back online, so you can keep working without interruption.

Accessibility By using voice commands, Voice Command makes email management more accessible for users with disabilities or those who prefer to use their voice to manage their emails. This feature aims to make Gmail inclusive for all users.

9. List of Commands

Gmail Section	Voice Command	Function
General	"Hey Gmail"	Activate Voice Command
	"Cancel" or "Start over"	Restart voice command
Composing	"Create new mail"	Open the Compose form
	"Subject"	Set email subject
	"Message"	Dictate email message
	"Insert [link/image/video] from [website/location]"	Add media to email
	"Add signature"	Insert signature
	"Add [contact name]"	Add recipient
	"Edit subject" or "Edit message"	Make changes to subject or message
	"Select [word/phrase/paragraph]"	Choose text to edit
	"Replace [word/phrase] with [new word/phrase]"	Replace text
	"Delete"	Remove selected text
	"Insert [text] after [word/phrase]"	Add new text
	"Move [selected text] to [new location]"	Relocate text
	"Undo/Redo"	Reverse or repeat last action
	"Highlight [word/phrase]"	Emphasize text



	"Add bullet points/numbered list"	Create lists
	"Align [left/center/right]"	Adjust text alignment
	"Increase/Decrease font size"	Change text size
	"Add [text]"	Insert new content
	"Bold/Italic/Underline"	Format text
	"Capitalize"	Change capitalization
	"Fix"	Correct spelling or grammar errors
Attachments	"Attach [file name]"	Add file to email
	"Select [number]"	Choose from multiple options
	"Find file about [topic/keywords]"	Search for files
	"Search for [file type] about [topic]"	Find specific file types
	"Open [folder name]"	Navigate folders
	"Switch to [cloud storage]"	Change storage location
Sending	"Send email to [contact name]"	Address and send email
	"Send email to [contact name] marked as [high/low] priority"	Set email priority
	"Send email to [contact name] with read receipt"	Request read receipt
	"Send email to [contact name] with delivery confirmation"	Request delivery confirmation
	"Add [contact name] to Cc/Bcc"	Add recipients to Cc or Bcc
Scheduling	"Schedule send"	Set up scheduled sending
	"Pick date & time"	Choose custom send time
	"Cancel scheduled send"	Cancel scheduled email
	"Change scheduled send time to [new date and time]"	Modify scheduled send time
Email Management	"Move [selected emails] to [folder name]"	Organize emails
	"Archive [selected emails]"	Archive emails
	"Mark [selected emails] as important/read/unread/etc."	Change email status
	"Flag [selected emails]"	Flag emails
	"Snooze [selected email] until [date/time]"	Snooze emails
	"Mute [selected email] conversation"	Mute email thread
	"Delete [selected emails]"	Remove emails
	"Apply [label name] to [selected emails]"	Label emails
Advanced Features	"Translate email to [language]"	Translate email content
	"Summarize email"	Get email summary
	"Find emails about [topic/keyword]"	Search emails
	"Filter emails from [sender]"	Create email filter
	"Unsubscribe from [sender]"	Unsubscribe from mailing list



	"Create reminder for [selected email]"	Set reminder
	"Add event to calendar from [selected email]"	Create calendar event