

★ Gmail: Smart Reply — “one-tap answers”

Smart Reply is Gmail’s way of giving you **quick, context-aware responses** you can send with a single tap.



It’s designed for:

- quick acknowledgements
- simple yes/no replies
- polite confirmations
- short conversational answers

...and it works frighteningly well.

★ What Smart Reply actually does

When you open an email, Gmail scans the message and offers **three suggested replies** at the bottom, such as:

- “Sounds good”
- “Thanks, I’ll take a look”
- “Yes, that works for me”

Tap one → it opens a draft → you can send immediately or edit first.

It’s not AI chat — it’s lightweight, predictive text based on the email’s content.

★ Why Smart Reply is useful

Because it lets you:

- clear your inbox faster
- keep conversations flowing
- reply politely without typing
- avoid long typing sessions on a small screen
- handle admin emails on the move

For many of your members, this is a confidence booster — they can reply quickly without worrying about wording.

★ Smart Reply vs Smart Compose

Your slide mentions both, so here’s the clean distinction:

✓ Smart Reply

Shows **three suggested replies** at the bottom of an email. Tap → send.

✓ Smart Compose

Suggests **inline text** as you type (greyed-out phrases). Swipe or tap → accept.

Smart Reply = whole replies Smart Compose = predictive typing

★ How to turn Smart Reply on/off (Android)

1. Open **Gmail**
2. Tap the **hamburger menu**
3. Scroll → **Settings**
4. Choose your account
5. Toggle **Smart Reply** and **Smart Compose**

Most people leave both on.

★ Club-friendly explanation

Smart Reply gives you three one-tap answers based on the email you've received. It's perfect for quick, polite replies without typing.