

Gmail App – User Guide: Plans & Preferences

Plans Overview

- **Free Plan:** Basic features, limited usage, trial period applies.
- **Paid Plans:** Unlock advanced features, higher limits, and priority support. (See pricing page for details.)

How to Set User Preferences

1. **Keywords:**
 - Add words or phrases to filter and prioritize emails.
 - Example: “urgent”, “invoice”, “meeting”.
2. **Alerts:**
 - `alert_urgent`: Enable to get alerts for urgent emails.
 - `alert_complaint`: Enable to get alerts for complaint-related emails.
 - `alert_sales`: Enable to get alerts for sales-related emails.
3. **Hide Preferences Prompt:**
 - Enable to stop seeing the preferences setup prompt.
4. **Plan Tier:**
 - Automatically set based on your subscription (e.g., “free”, “pro”, “business”).
5. **Trial Period:**
 - Trial starts on account creation and ends after the specified period.
 - After the trial, upgrade to a paid plan to continue using premium features.
6. **Connected Accounts:**
 - `connected_google_account_email`: Shows your linked Google account.
 - `connected_outlook_account_email`: Shows your linked Outlook account.
7. **Subscription Details:**
 - `stripe_customer_id`, `stripe_subscription_id`: Used for billing (auto-managed).
 - `subscription_status`: Shows if your subscription is active, canceled, or past due.
 - `current_period_end`: Date your current billing period ends.

How to Change Preferences

- Go to the dashboard.
- Open “Preferences” or “Settings”.
- Update your desired fields and save.

For more details, visit the Pricing or About page on our website.