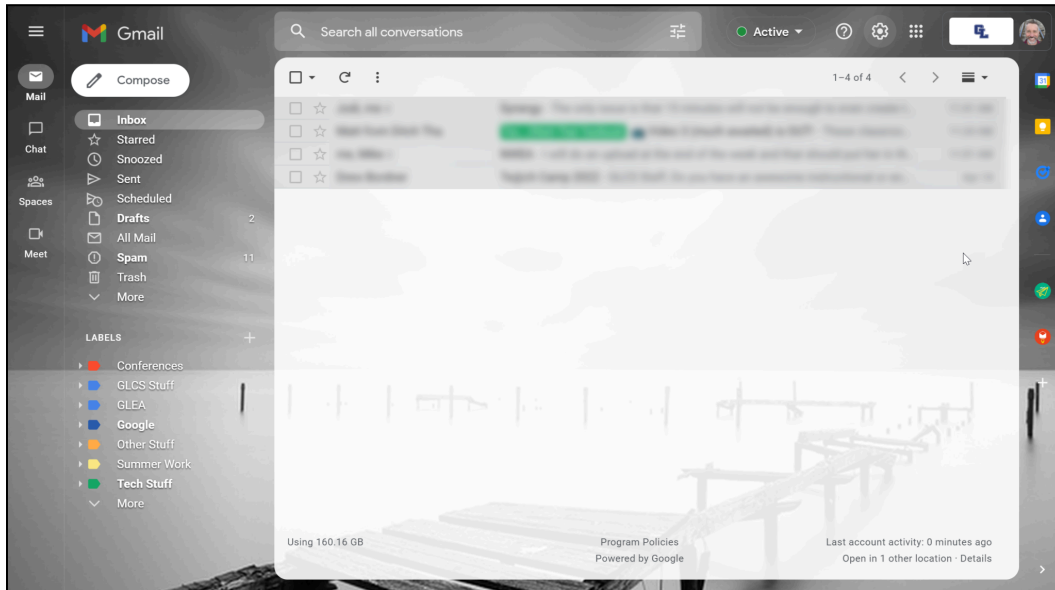


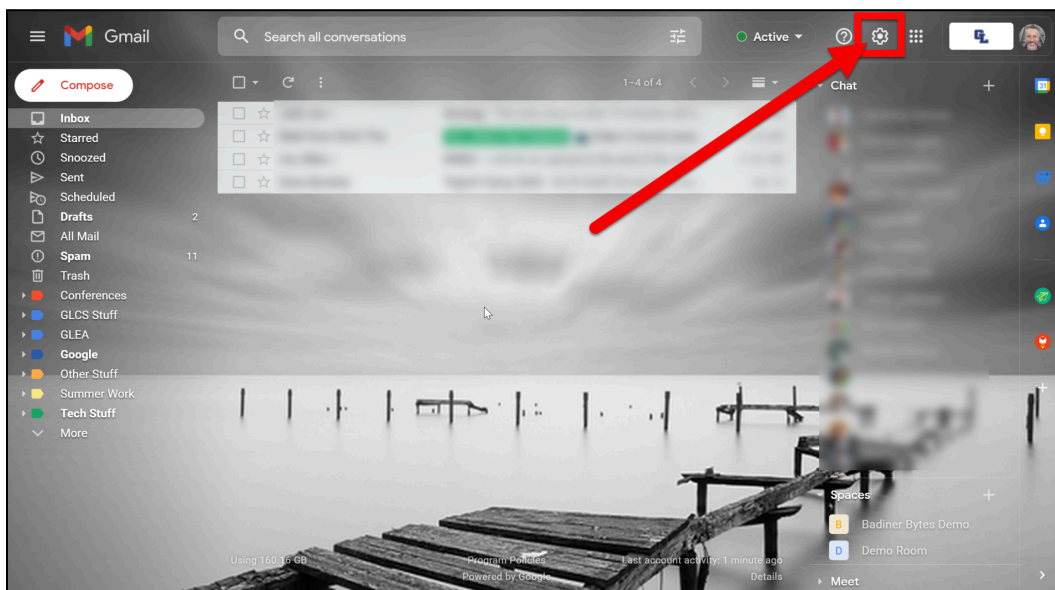
# New Gmail Layout

Google is at it again. They have updated the Gmail layout. If you are not seeing this update, it might be because (like me) you had your **“Chat”** position set to **“Right side of the inbox”**. Follow the steps below to see the new layout. You can (for now) always go back to the old layout. I am not sure when Google will force the new layout as default.

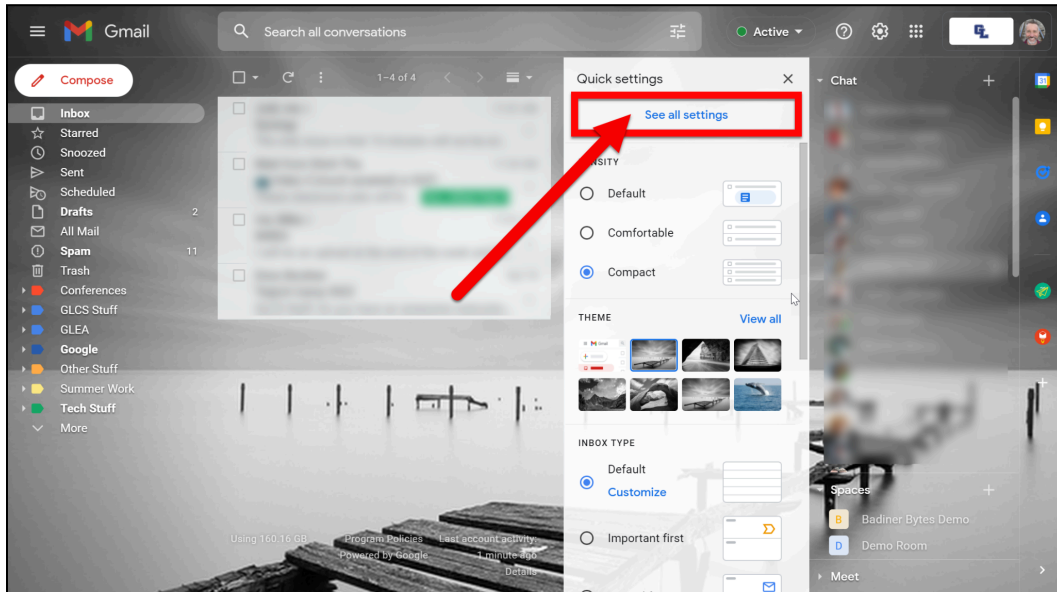


## Enable New Layout:

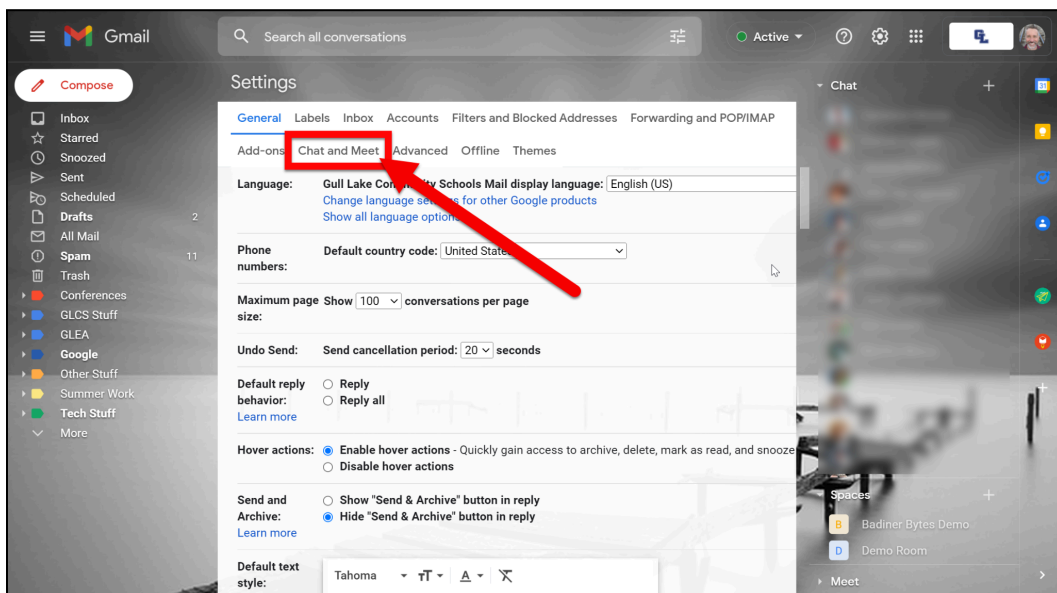
1. If your Gmail does not look like the image above, you are on the old layout. Start by clicking the gear in the top left.



2. Click on **“See all settings”**.

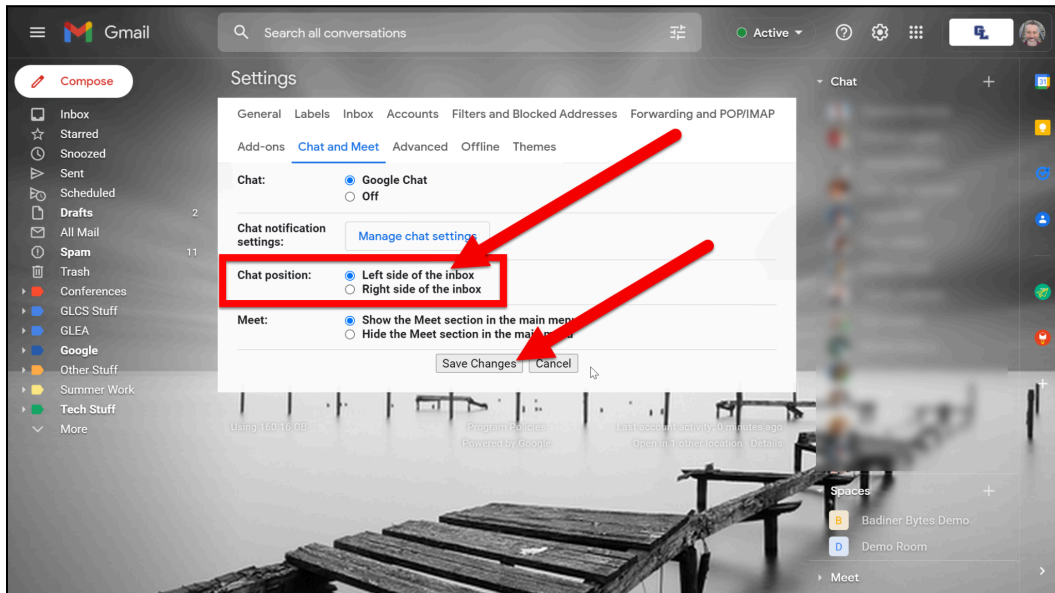


3. Click on **“Chat and Meet”**.



4. In the **“Chat position”** option select **“Left side of inbox”** and click **“Save changes”** at the bottom.



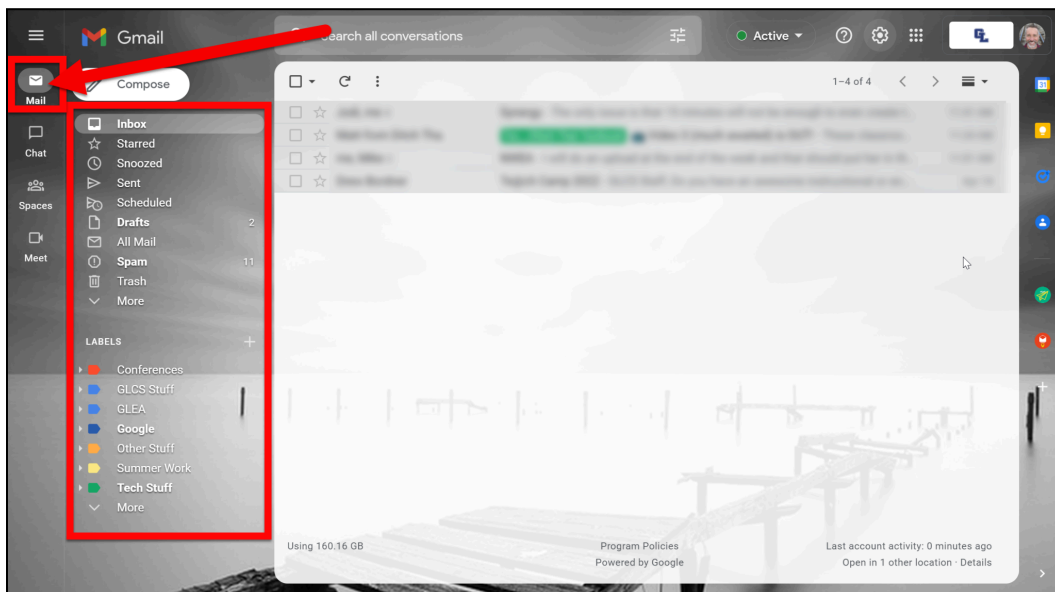


5. When you reload the inbox it will show the new Layout.

## Navigating Menu:

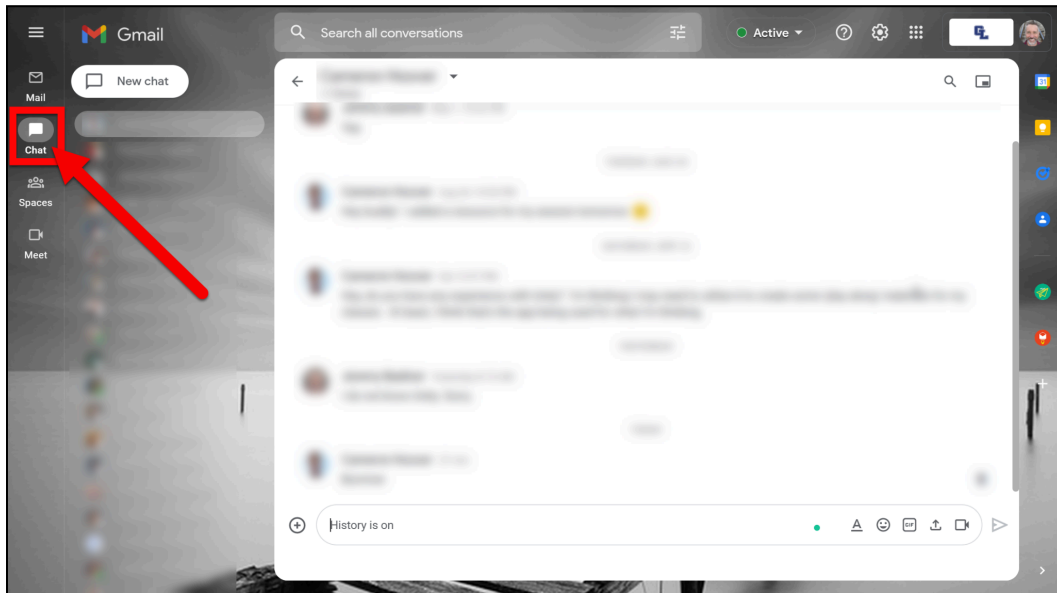
All the Google communication tools are now in your Gmail Inbox (like they are on the Mobile Versions on Android and iOS). You can view:

- **Mail:** See your inbox and Labels.

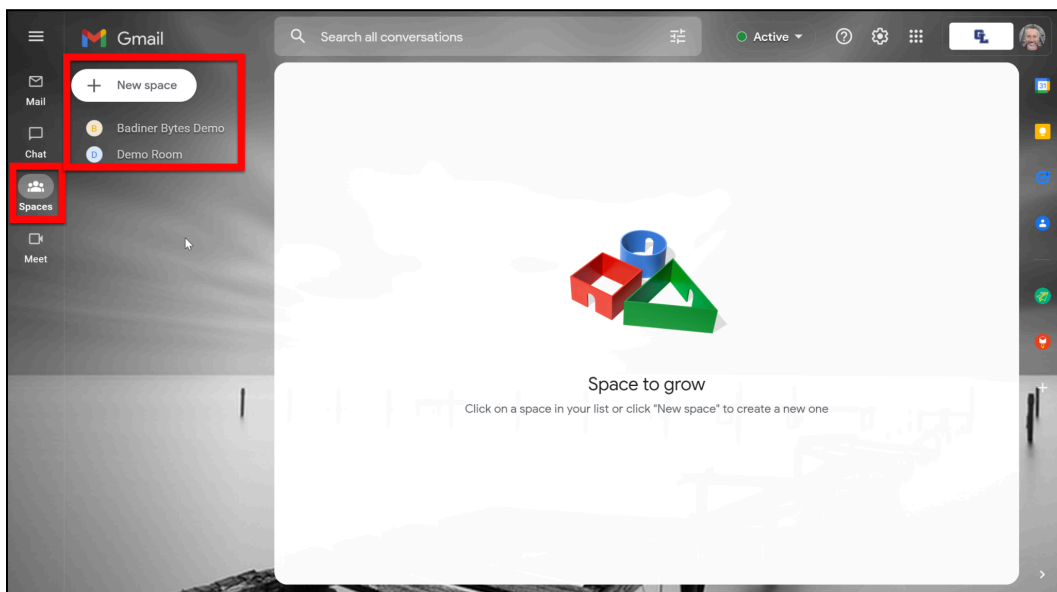


- **Chat:** View messaging



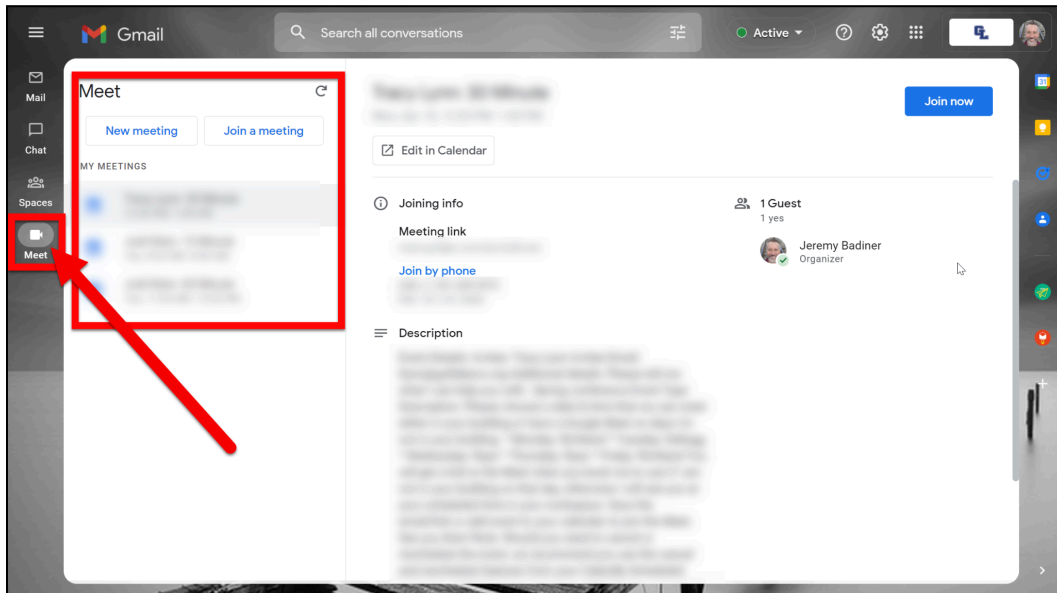


- **Spaces:** See the groups that you are a part of withing Chat



- **Meet:** See, Join, or Create your Meet video calls





**Head over to your Gmail inbox and explore the new layout.**

**Note:** You can always go back to the old layout by clicking on the gear in the top right and choosing “*Go back to the original Gmail view*”.

