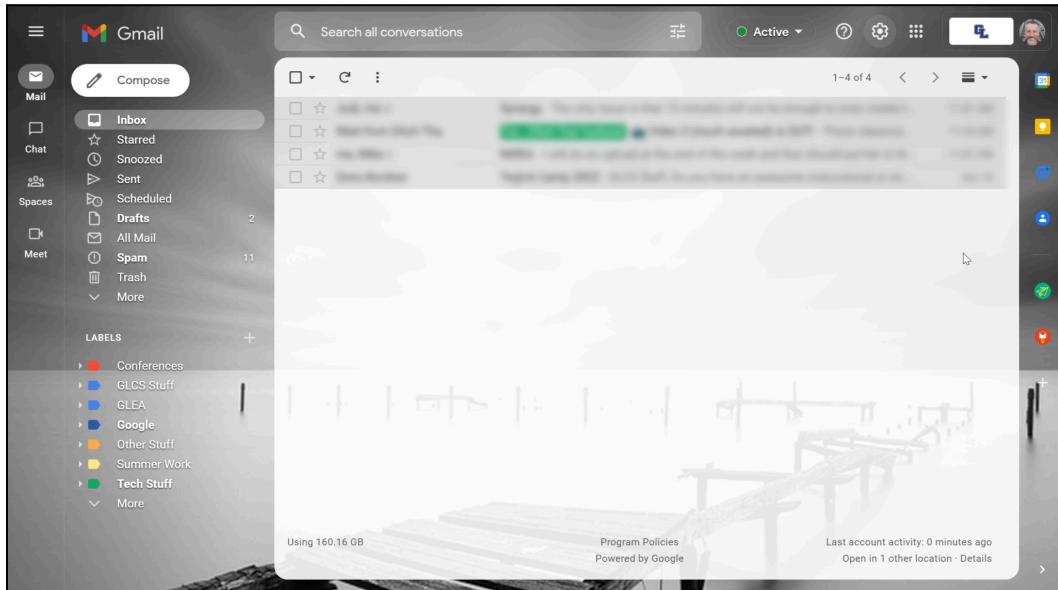


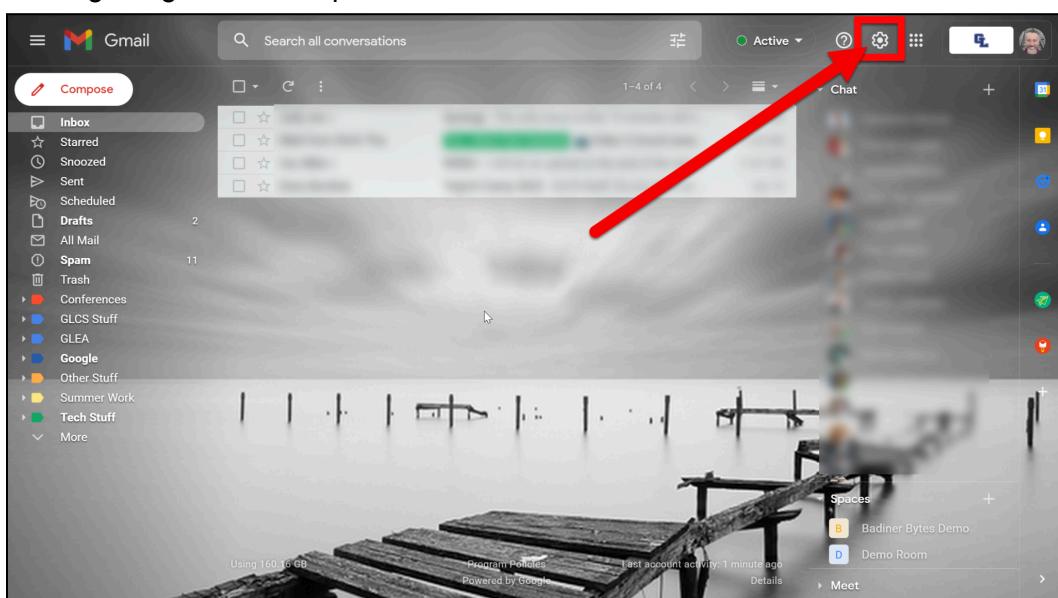
New Gmail Layout

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.



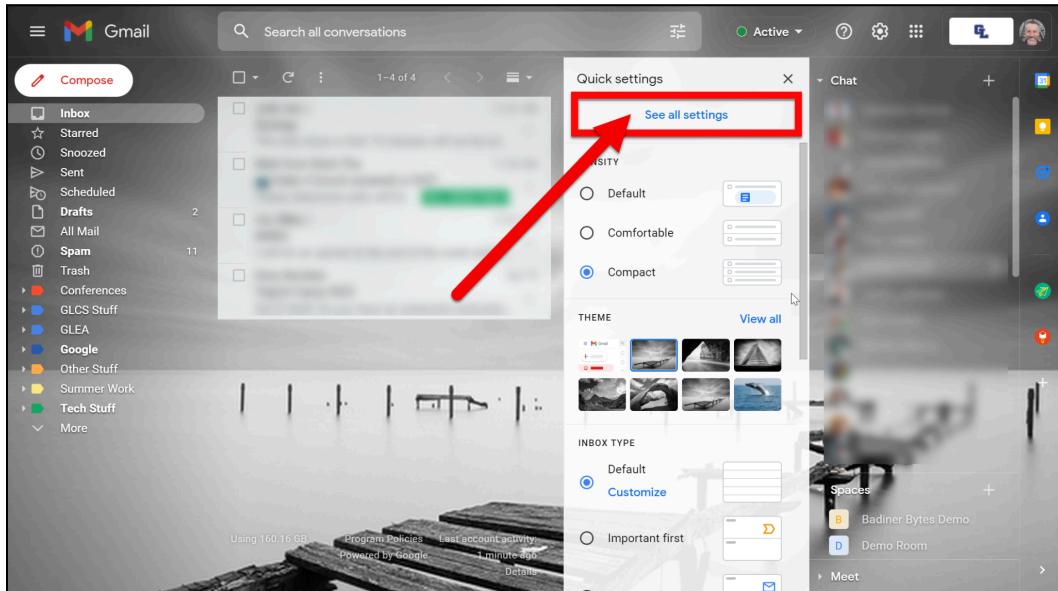
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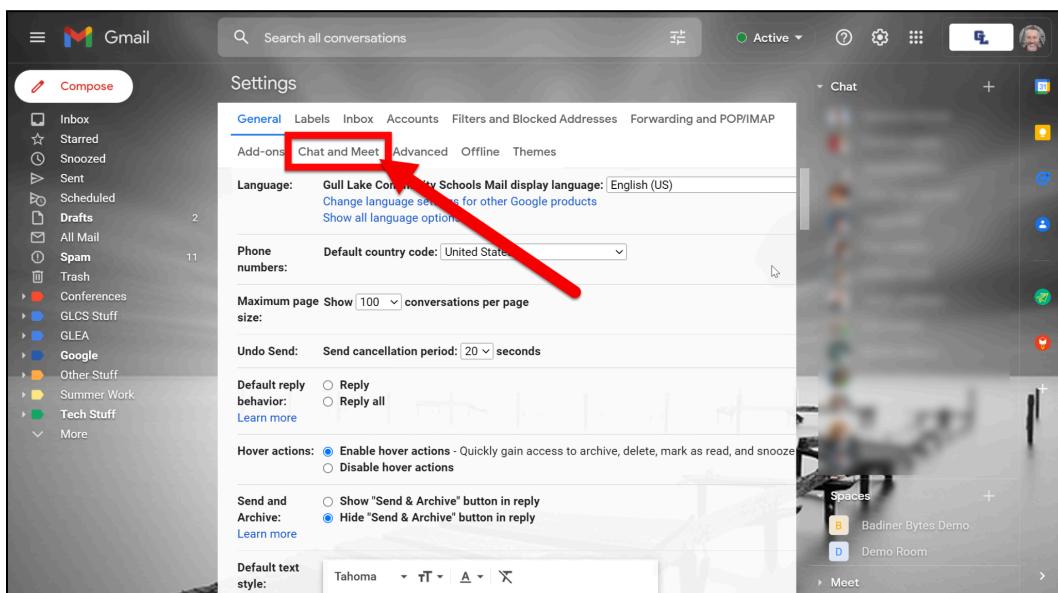
Google Goodies Created By:

Jeremy Badiner

2. Click on “**See all settings**”.

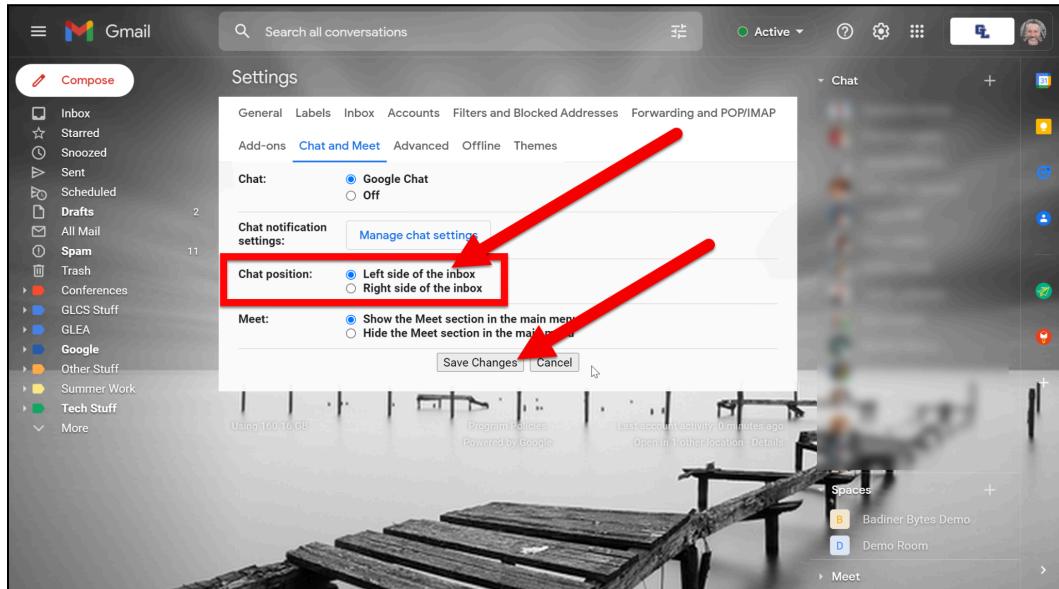


3. Click on “**Chat and Meet**”.



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



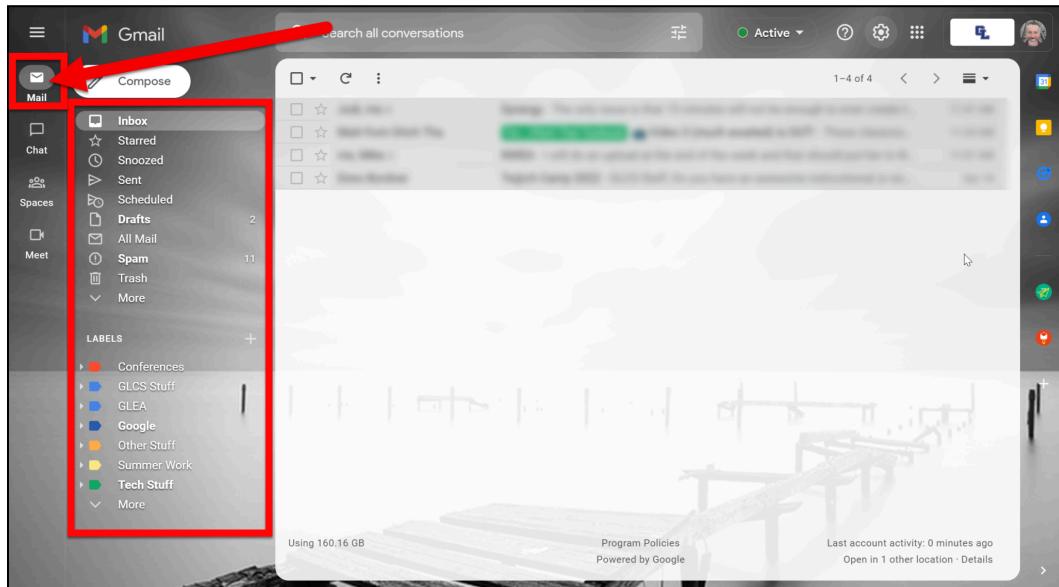


5. When you reload the inbox it will show the new Layout.

Navigating Menu:

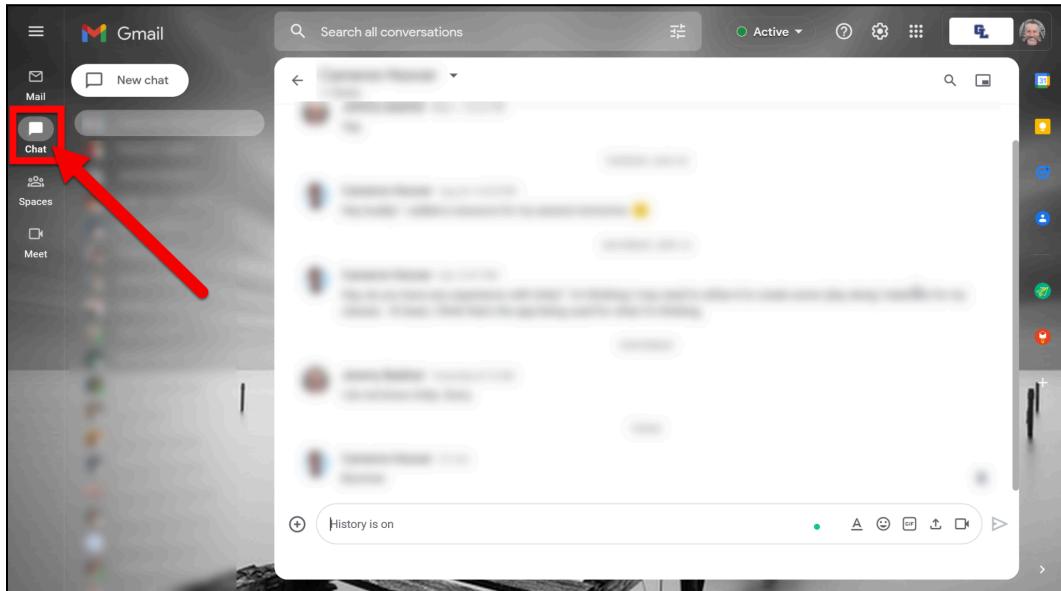
All the Google communication tools are now in your Gmail Inbox (like they are on the Mobile Versions on Android and iOS. You can view:

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

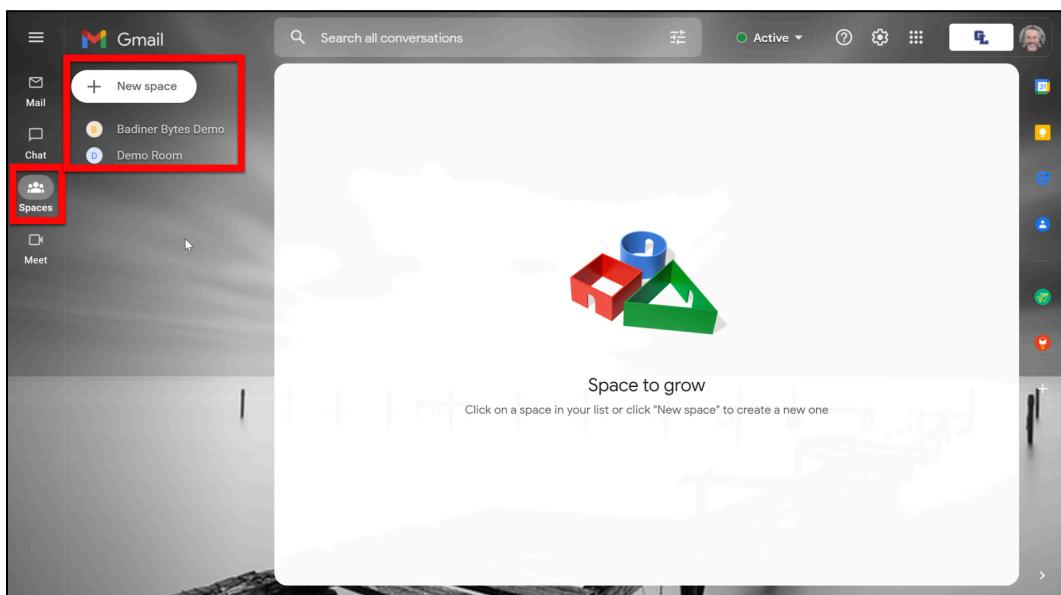


- **Chat:** View messaging



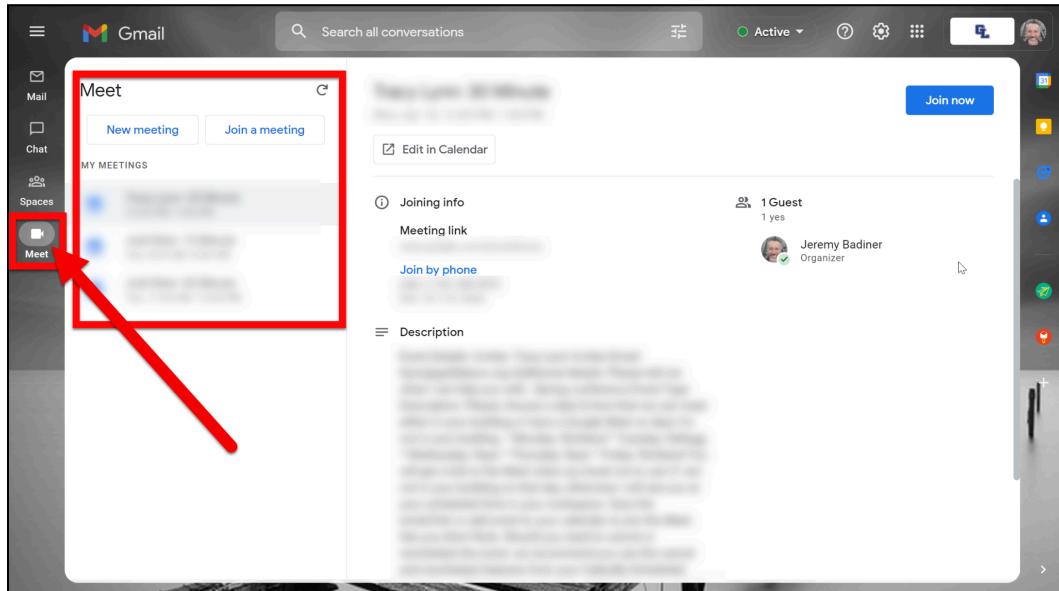


- **Spaces:** See the groups that you are a part of within Chat



- **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*”.

