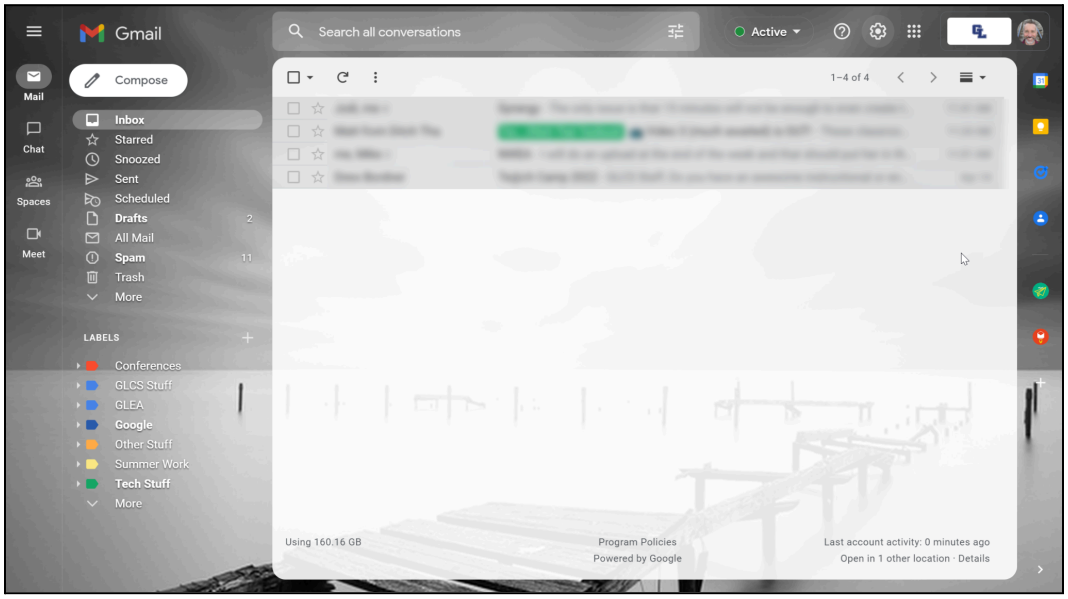
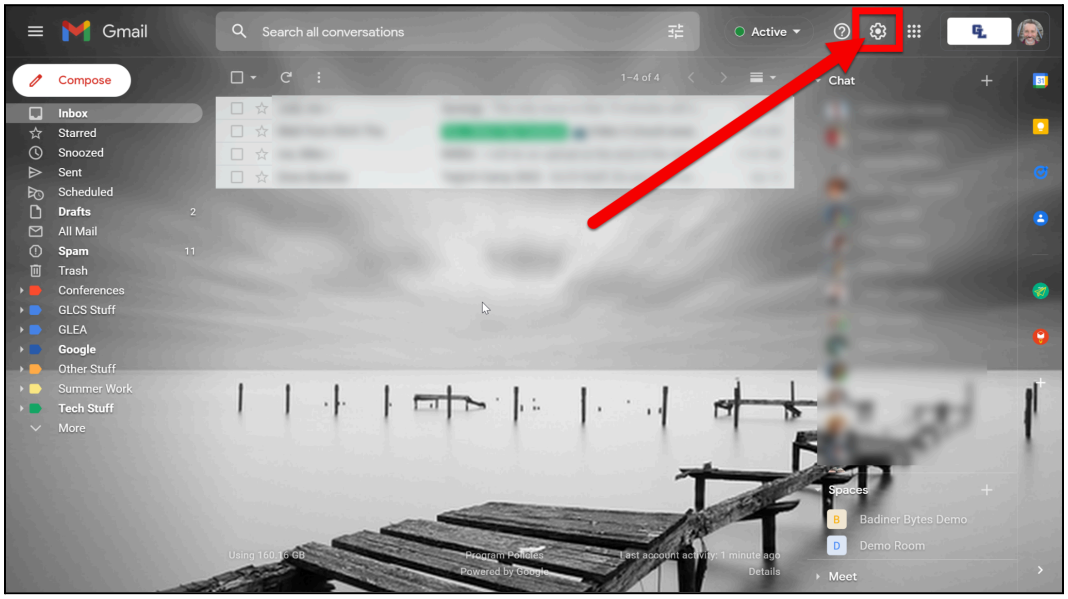
New Gmail Layout

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.

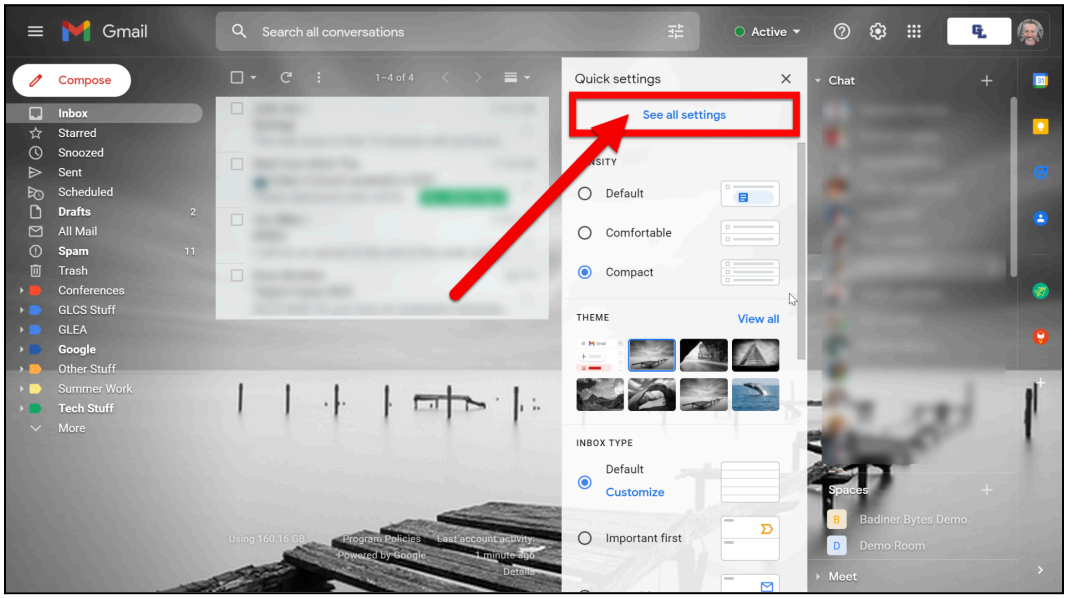


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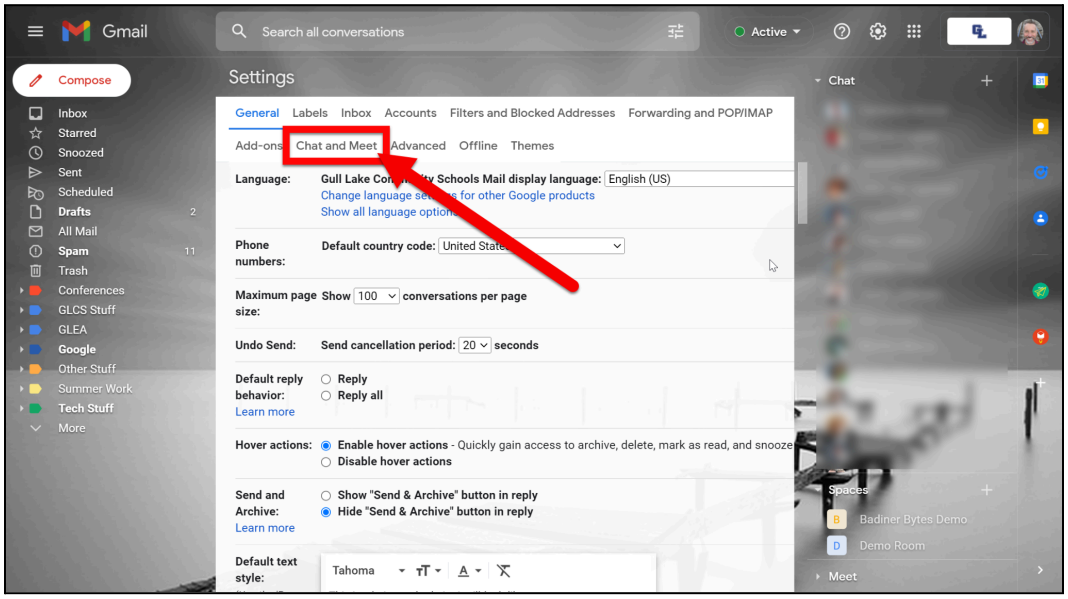
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2. Click on "***See all settings***".



3. Click on "***Chat and Meet***".

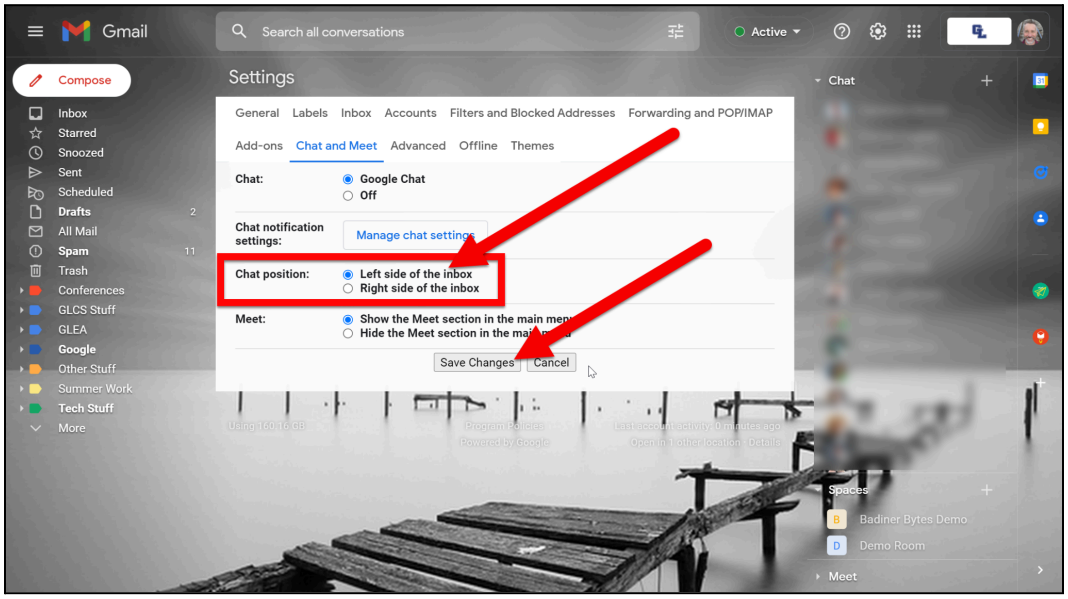


4. In the "***Chat position***" option select "***Left side of inbox***" and click "***Save changes***" at the bottom.

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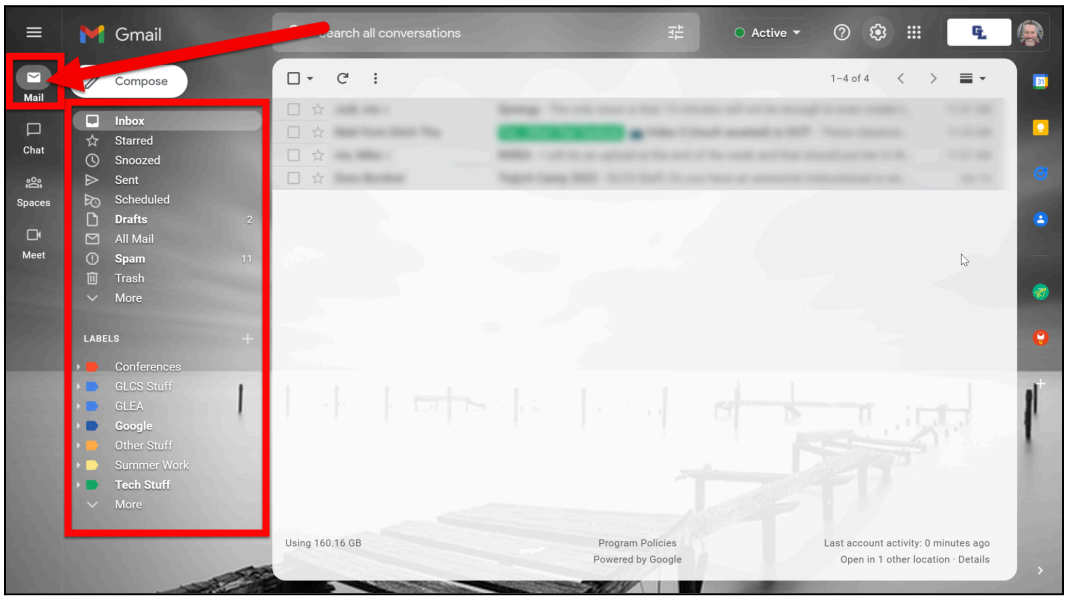


5. When you reload the inbox it will show the new Layout.

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.*

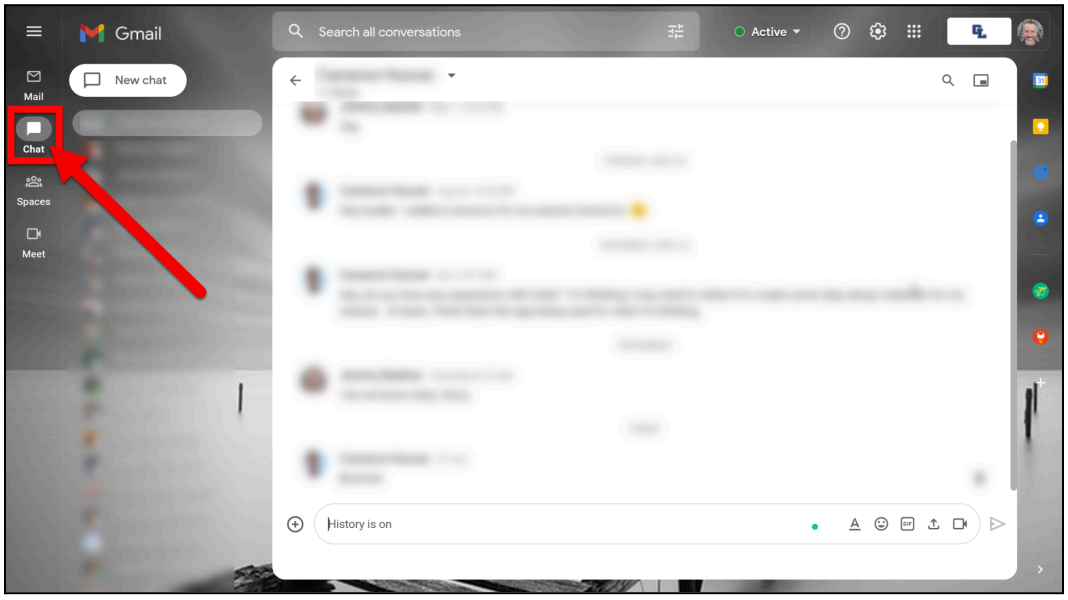


- **Chat:** *View messaging*

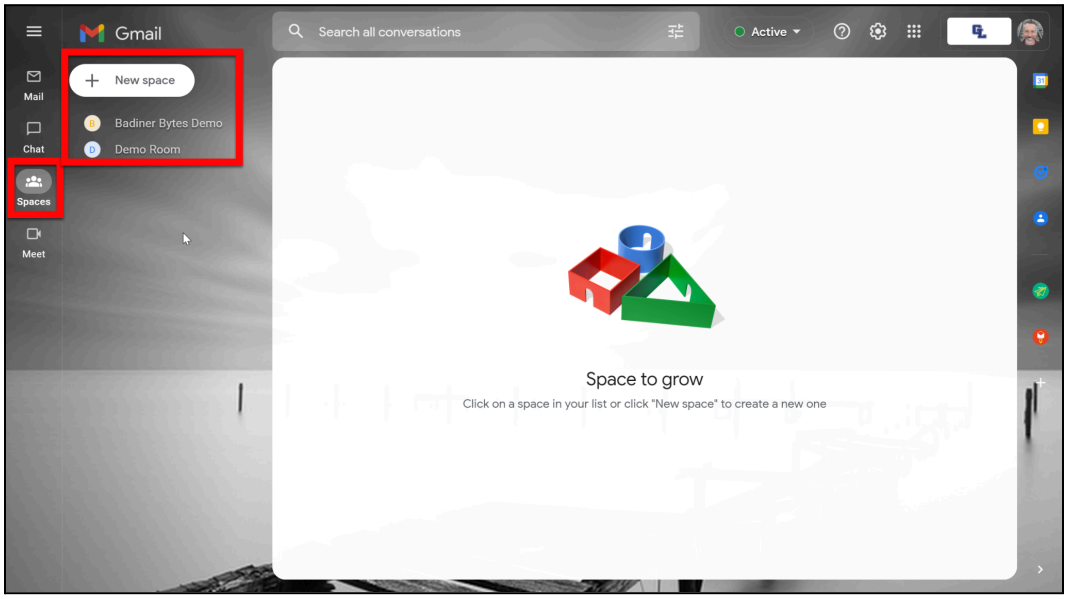
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- **Spaces:** *See the groups that you are a part of withing Chat*

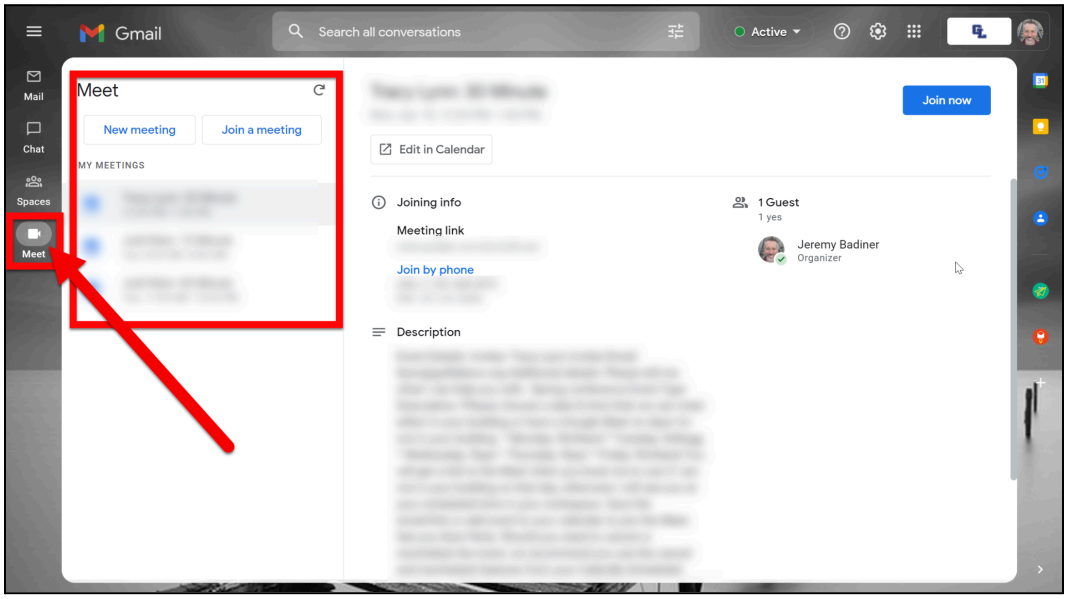


- **Meet:** *See, Join, or Create your Meet video calls*

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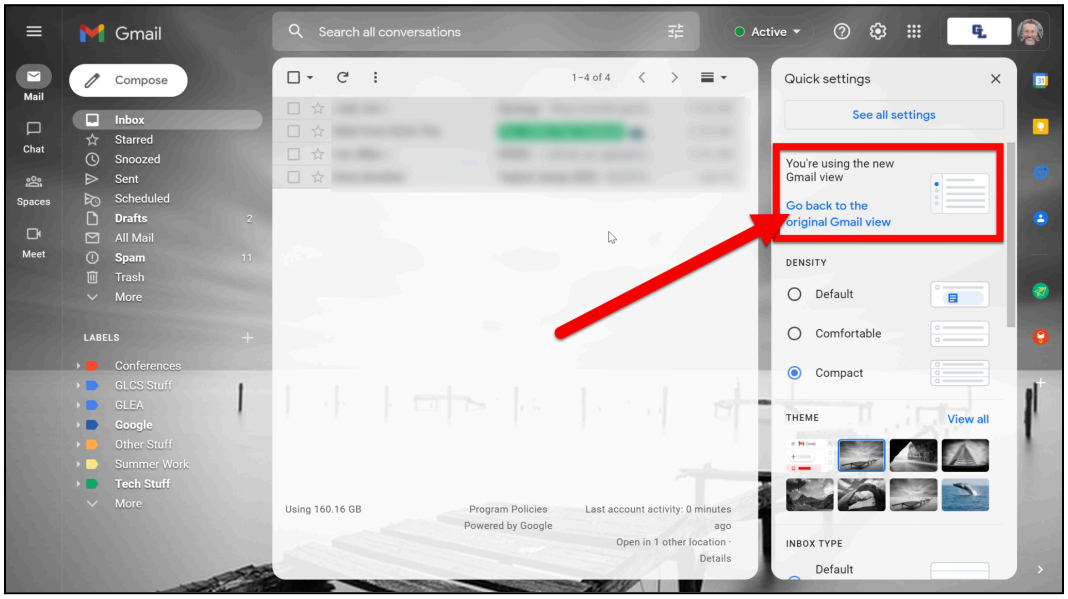
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Head over to your Gmail inbox and explore the new layout.

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***".



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