













USING GMAIL OFFLINE

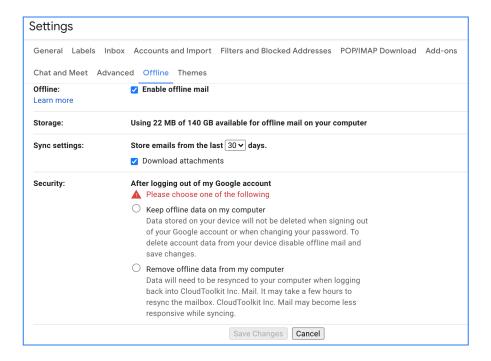
Read, respond to, and search your Gmail messages even when you aren't connected to the internet.

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Turn on Gmail offline

Important: You can only use Gmail offline in a Chrome browser, not using Incognito mode.

- 1. On your computer, go to your Gmail settings.
- 2. Select the Offline tab.
- Check the box to Enable offline mail.
- 4. Select your **Sync settings** and **Security** preferences.
- 5. Scroll to the bottom of the page and click **Save changes.**



















Bookmark Gmail to use offline

Bookmark your inbox to make accessing your email offline easier.

- 1. In Chrome, open your **Gmail** inbox.
- 2. To the right of the address bar, click **Star** *.

Use Gmail offline

To use Gmail when you are not connected to the internet, click the Chrome bookmark you created for Gmail.

When you send emails offline, your email goes into a new "Outbox" folder and gets sent as soon as you are back online.

Uninstall Gmail offline

Step 1: Remove your offline data

- 1. Open Google Chrome.
- 2. In the top right corner, click **More** > **Settings**.
- 3. At the bottom, click Advanced.
- 4. Under Privacy and security, click Content settings > Cookies.
- 5. Click See all cookies and site data > Remove all.

Step 2: Turn off Gmail offline

- 1. Go to Gmail offline settings (see "Turn on Gmail offline" section above).
- 2. Uncheck "Enable offline mail."
- 3. Scroll to the bottom of the page and click Save changes.

