

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.
3. 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**.

Settings

GeneralLabelsInboxAccounts and ImportFilters and Blocked AddressesPOP/IMAP DownloadAdd-ons

Chat and MeetAdvancedOfflineThemes

Offline:

☒ Enable offline mail

[Learn more](#)

Storage:

Using 22 MB of 140 GB available for offline mail on your computer

Sync settings:

Store emails from the last

30

 days.

☒ Download attachments

Security:

After logging out of my Google account

⚠ Please choose one of the following

☐ Keep offline data on my computer

Data stored on your device will not be deleted when signing out of your Google account or when changing your password. To delete account data from your device disable offline mail and save changes.

☐ Remove offline data from my computer

Data will need to be resynced to your computer when logging back into CloudToolkit Inc. Mail. It may take a few hours to resync the mailbox. CloudToolkit Inc. Mail may become less responsive while syncing.

Save Changes

Cancel

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**.