Gmail for Beginners

These are the options along the left side of your Gmail Inbox:

Email

Electronic mail

Formal & structured
- Share detailed information
- Make official announcements
- Schedule messages to send later
- Get responses when it's convenient for recipients (asynchronous communication)

Chat

Direct message

Informal & fast
- Send text messages to one or more people
- Have fast-moving, text-based conversations
- Create informal or temporary chat groups
- Get quick answers to time-sensitive questions
- Express your thoughts using emoji 😊

Spaces

Team project areas

Collaborative & dynamic
- Share documents related to your project and edit them from the chat stream
- Assign and track shared tasks to help your team get things done
- Add or remove teammates as needed
- Create topical or group chat spaces

Meet

Video conferencing

Immediate & expressive
- Have video and audio conversations that are more nuanced than text
- Meet face-to-face with remote teammates
- Share your screen or give presentation
- Hold live question & answer sessions

ANATOMY OF YOUR INBOX

1	Open or close sidebar	**6**	Settings	
2	Compose a new email	**7**	Inbox (email), chat, spaces (group chats), and Meet videos	
3	Search all emails (use ⬍ icon for advanced search options & to create filters	**8**	Main menu (includes your inbox, starred emails, spam, trash, labels, etc.	
4	Status as it appears to others in your contact list	**9**	Your inbox: where mail arrives and lives until sorted	
5	Support	**10**	Add-ons: Calendar, Google Keep, Tasks, Contacts, etc	

Create & Send Email

1. Open Gmail.
Open a new tab and type in the URL box mail.google.com, use the link on the start page, or find your "waffle" and choose the Gmail icon.

2. On the left, click ✎ Compose.
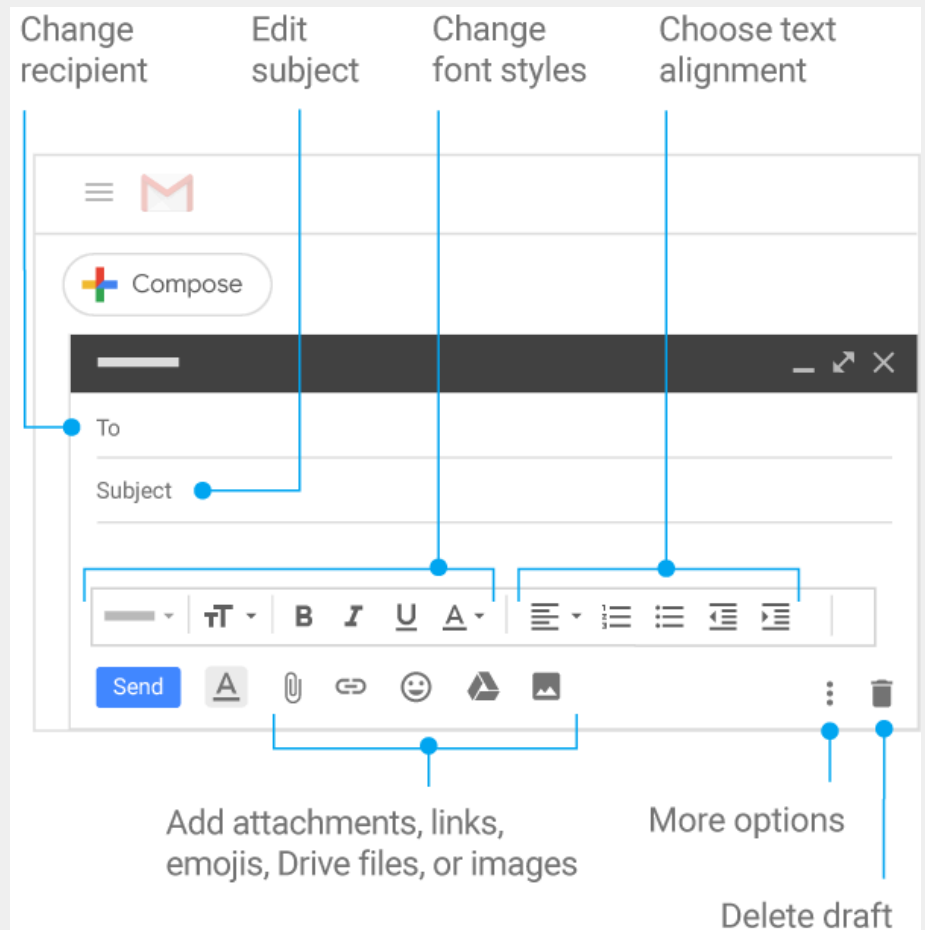
3. Add recipients and a subject.

4. Enter your message. An email you start writing but don't send is automatically saved in Drafts on the left.

5. Click Send.
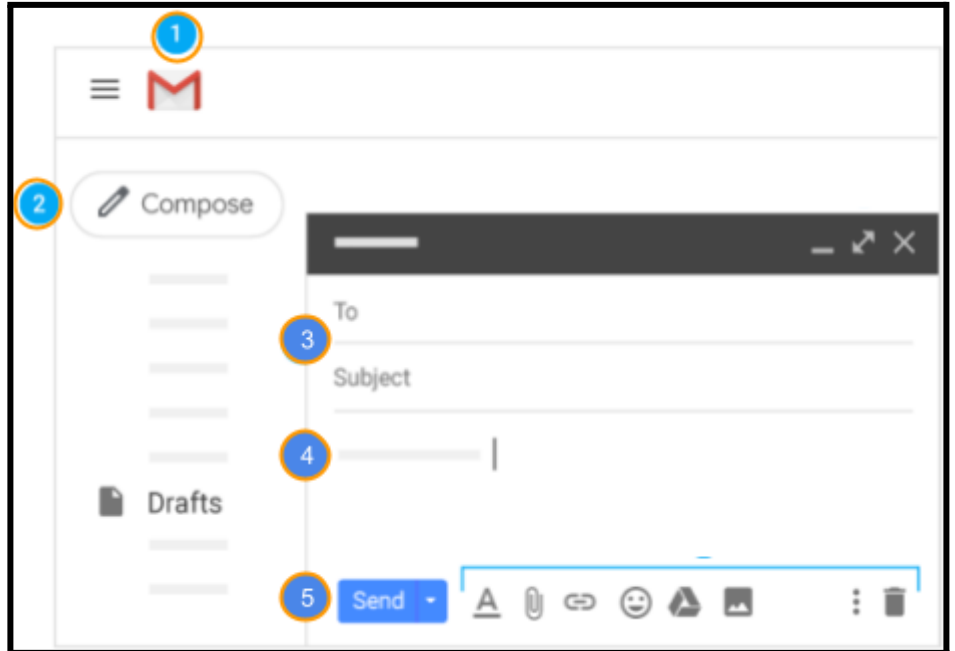
Tech Tip: Keep your *subject* short and sweet; do not write more than a few words!

OVERVIEW OF COMPOSITION BOX/OPTIONS:

Change recipient
Edit subject
Change font styles
Choose text alignment

Add attachments, links, emojis, Drive files, or images

More options

Delete draft

See New Email

Unread emails are bold. To open an email, click it.

By default, **replies to an email are grouped into conversations**. Keeping all emails together in a thread makes it easier to keep track of them and saves space in your inbox.
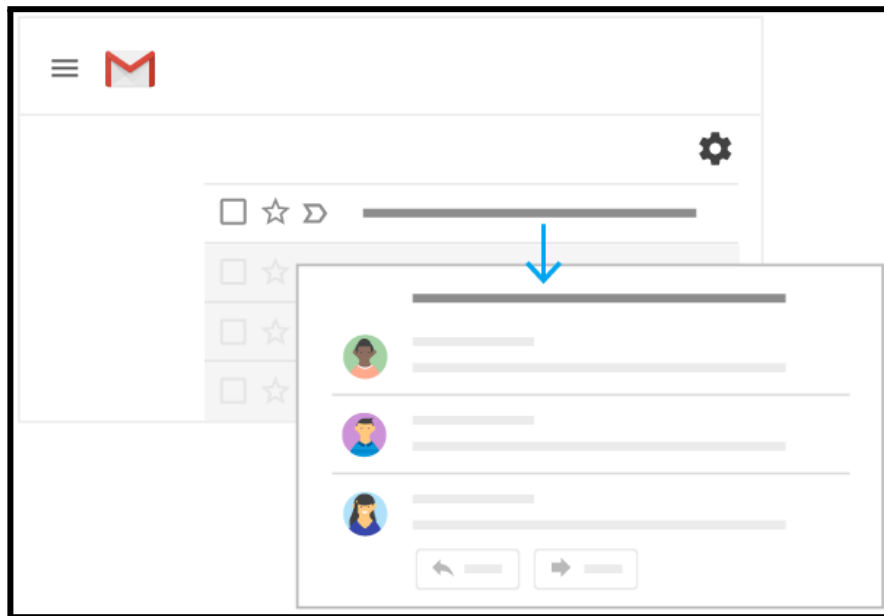
Reply to Email

1. To **reply to a single email or the last email** in a thread, click ← Reply

2. To **forward a single email or the last email** in a thread, click ➡ Forward

3. To forward an email within a thread, click More ⋮ > Forward.

4. To see the previous email in a thread, click **Show trimmed content** ••• .

5. To **forward an entire conversation**, at the top, click More ⋮ > Forward all.

Tech Tip: If an email has multiple recipients, you may see the "**Reply all**" button. If you hit this then every other recipient will see your email response.

← Reply all

← Reply
← Reply to all
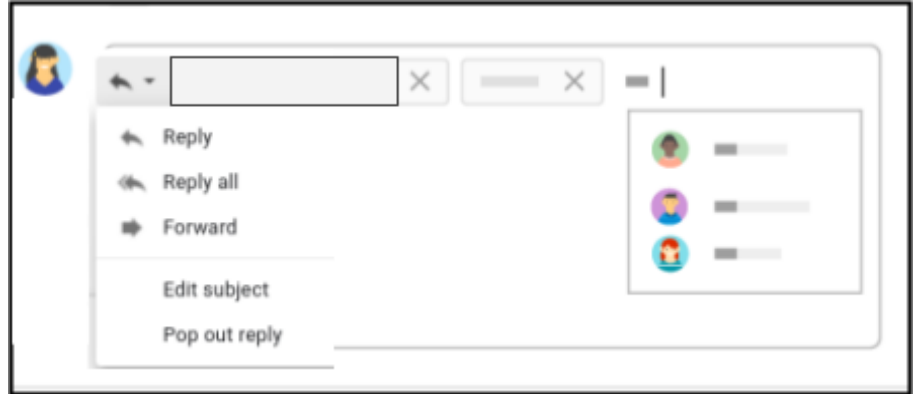➡ Forward

① ← Reply   ➡ Forward ②
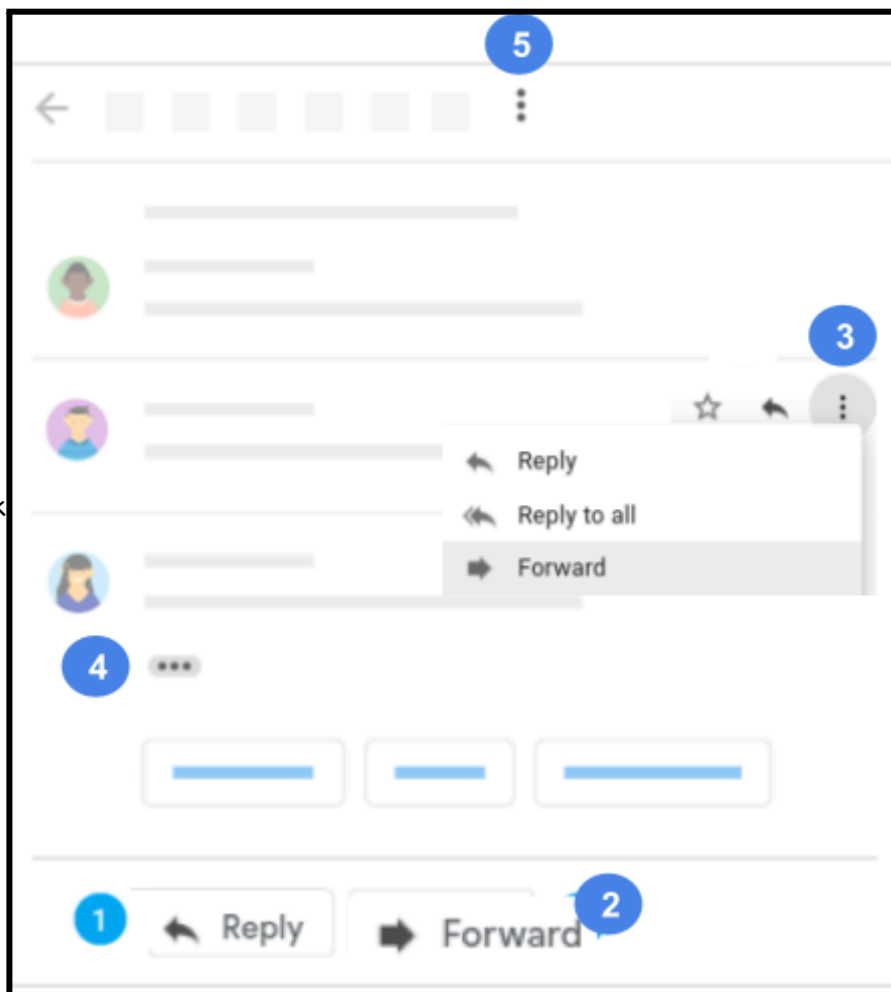
Change Recipients or Subjects

Add and remove recipients:

1. From an open email, click a recipient's address.
2. To add more recipients, type their email addresses.
3. To remove recipients, next to their email address, click Remove X.
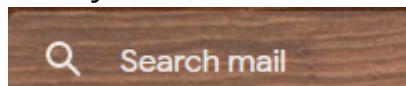
Edit an email subject:

1. Next to Type of response ↰ , click the Down arrow ▾ ❯ Edit subject.

2. Enter a new subject.

Find Emails

Search Inbox	At the top, in the search box, enter your search criteria. When you search a person's email address, the results also show emails that include their alias. To limit the search to only the original email, enclose the search criteria in double-quotes. For example: "from:john.doe@gmail.com". When you search "from: email", the results also return Drive files shared by that email address. Press enter
Narrow your search	To narrow your search, at the right of the Gmail search box, click the Down arrow ▼. Add specific search criteria such as dates, subjects, if an email has an attachment, and more!