Get started with Gmail

What can you do with Gmail?

With Gmail, your email is stored safely in the cloud. This means you can get to them from any computer or device with a web browser. You can also quickly organize and find important email, as well as read and draft email without an internet connection.

What you need:

A G Suite account. Don't have one? Sign up.

10 minutes

**Switching from a different mail program?**

Learn more from these guides: Switching to Gmail from Microsoft Outlook® or Switching to Gmail from IBM Notes®.

Note: If your G Suite administrator hasn't already migrated your old mail for you, you may want to import your old mail before starting this tutorial.

Open Gmail:

- Go to mail.google.com from any web browser.
- Install the Gmail app for Android.
- Install the Gmail app for Apple® iPhone® or iPad®.
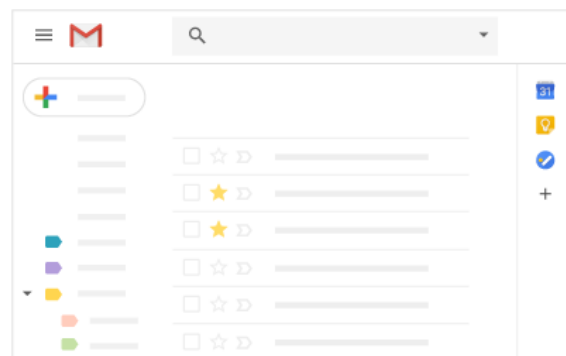
1 Create and send email

Learn the basics of creating, sending, viewing, and replying to email.

In this section, you learn how to:

1.1 Create and send email

① Open Gmail.

② On the left, click [Compose].

③ (Optional) To change your window size, in the upper corner, click Maximize ↗ or Exit full screen ↙ .

④ Add recipients and a subject.

⑤ Enter your message.

Email you start writing but don't send are automatically saved in **Drafts** on the left.

⑥ (Optional) Add attachments, such as Drive files or photos.

⑦ Click [Send].
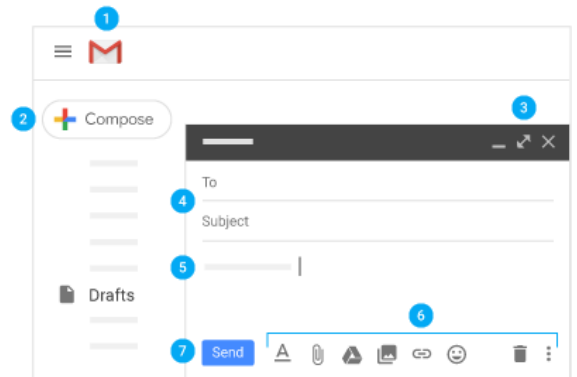
Tip: To cancel sending an email, at the bottom of the window, click **Undo**. This option appears briefly, but you can change how long it lasts. See Undo sending your mail.

—	Minimize
↗	Maximize
✕	Exit the screen
Shift + ↗	Pop-out and resize
↙	Exit full screen

1.2 See new email

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

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

If you prefer to separate your existing email from future email, you can turn off conversation view.
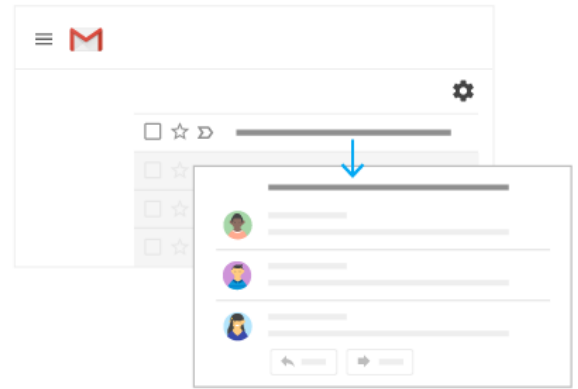
Turn off conversation view:

1. In the top right, click Settings ⚙ > **Settings**.

2. In the **General** tab, scroll to **Conversation View** and select **Conversation view off**.

3. At the bottom, click Save Changes .

Tip: To get more space for your email, you can close the left panel by clicking Menu ☰ .

1.3   Reply to email

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

② To reply to an email within a thread, click Reply ↰ .

③ To forward a single email or the last email in a thread, click ➡ **Forward** .

④ To forward an email within a thread, click More ⋮ > **Forward**.

⑤ To see previous email in a thread, click Show trimmed content ⋯ .

⑥ To forward an entire conversation, at the top, click More ⋮ > **Forward all**.

⑦ To use a Smart Reply, at the bottom of the email, click a suggested reply. You can then edit the email before sending it.

Tip: You might see existing email at the top of your inbox with a suggestion to reply or follow up. To hide these suggestions, click Settings ⚙ > Settings, go to **Nudges** and uncheck the boxes.
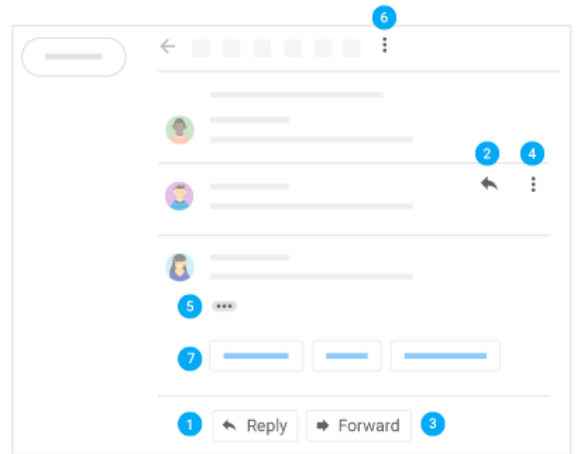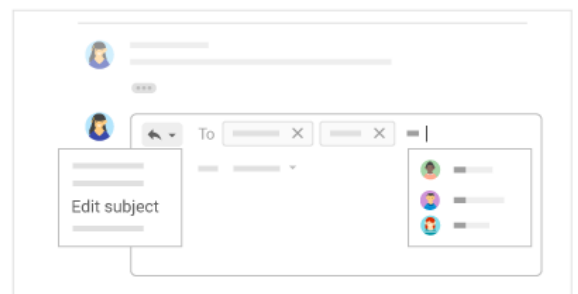

1.4   Change recipients

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 ✕ .

Change an email subject:

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

2. Type a new subject.

1.5   Save and print attachments

When someone sends you an attachment, such as a photo or document, you see a preview of the attachment in the email.

- **See a full-screen view and print:** Click the attachment to open a full-screen view. To print, click Print 🖨 .

- **Download an image or save it to Drive:** Point to the preview and click Download ⬇ or Save to Drive ◭ .

Learn more about Gmail attachments.
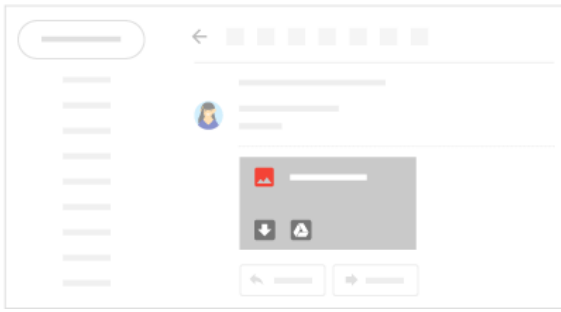
## 1.6   Email without an internet connection

Chrome Browser only

Use Gmail offline to read, respond to, and search your Gmail messages when you aren't connected to the internet. Any email you write, archive, label, or delete while you're offline will be sent or moved when you're back online.

When you enable Gmail offline on a device, your messages sync with the browser's storage on the computer you're using. Enable Gmail offline on each device for which you want offline access.

Enable Gmail offline:

1. In the top right, click Settings ⚙ > **Settings**.

2. Go to the **Offline** tab and check the **Enable offline mail** box.

3. (Optional) Next to **Sync settings**, choose how many days of email you want to store offline.

4. Next to **Security**, choose whether to keep or remove offline data on your device.
   If you don't see this option, it might be set by your G Suite administrator.

5. Click **Save Changes**.

Note: If you don't see the **Offline** option, it might not be enabled for your organization. See your G Suite admin.
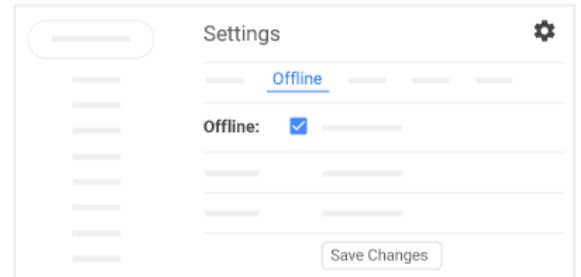
1.7   Turn your vacation responder on or off

1. In Gmail in the top right, click Settings ⚙ > **Settings**.

2. Scroll down to **Vacation responder** and select **Vacation responder on** or **Vacation responder off**.

3. If you turned on the vacation responder, enter the dates you're away and add a message. Then, select who should get a response.

4. At the bottom, click Save Changes .
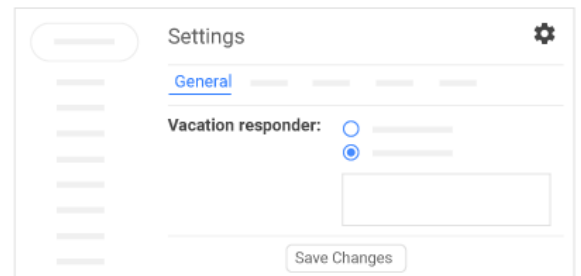
2   Organize your inbox

Manage email with labels and filters and move email out of your inbox.

In this section, you learn how to:

2.1   Switch to labels from folders

In other email programs, you might have stored email in folders. In Gmail, you use labels to categorize your email. Labels are like folders, but with a twist—you can apply several labels to an email, then later find the email by clicking any of its labels from the left panel.

You can also:

- Open a label in the left sidebar to see all email with that label.
- Nest labels within labels.
- Search for all email with a label.
- Set up your inbox as you prefer:
    - See labels on email in your inbox to quickly identify different types of email.
    - Auto-archive email to route it away from your inbox, as you did with rules and folders.
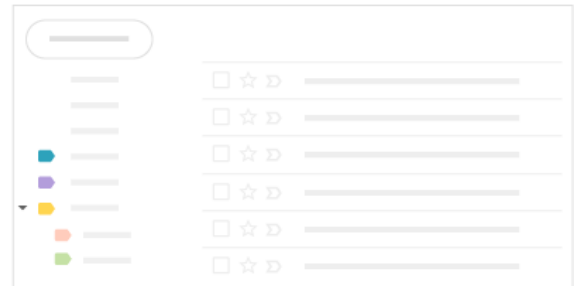
2.2   Create labels

1. **Create a label:**

    1. In the top right, click Settings ⚙ and select **Settings**.
    2. Click the **Labels** tab.
    3. Scroll to the Labels section and click **Create new label**.
    4. Enter the label name and click Create .

        You can also create nested labels, which are like subfolders.

2. **Create a label from an email:**

    1. From an email, click Labels ▬ > **Create new**.
    2. Enter the label name and click Create .
    3. (Optional) Click **Nest label under** and choose an existing label to place it under.

        The new label automatically applies to your email.
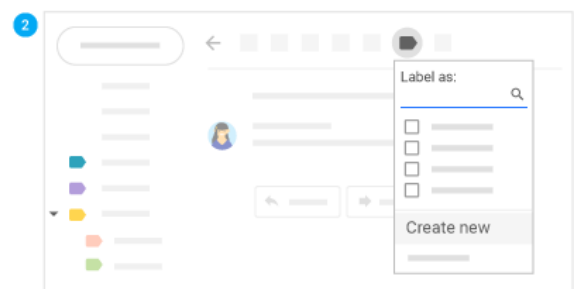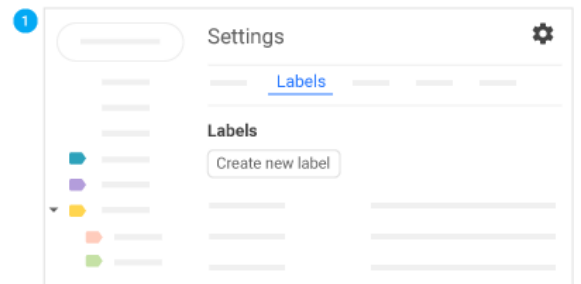
2.3   Apply labels

1. **Apply labels to email:**

    1. In your inbox, check the boxes next to the email you want to apply a label to.

2. Click Labels 🏷️.

3. Check the boxes next to the labels you want to add and click **Apply**.

② **Add a color to a label:**

1. In the left panel, point to a label and click More ⋮ .

2. Point to **Label color** and choose a color. Or, click **Add custom color**.

    The change instantly applies to all email with that label.

3. (Optional) To remove a label color, point to **Label color** and click **Remove color**.

4. (Optional) To see all email with a particular label, in the left panel, click the label's name.

③ **Move email from your inbox to a label:**

Move email out of your inbox to labels the same way you did with folders.

1. In your inbox, check the boxes next to the email you want to move into a label.

2. Click Move to 📁 .

3. Click the label you want to move your email to.
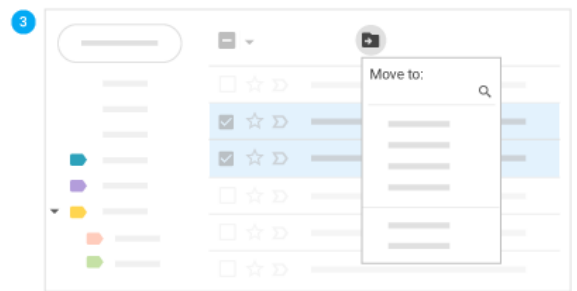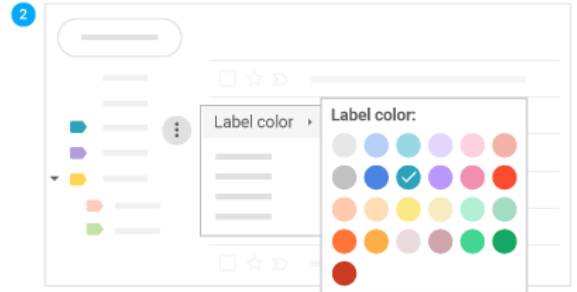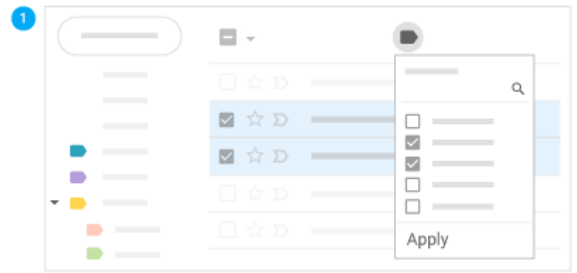
2.4   Add filters

Manage your incoming email automatically with Gmail's filters.

1. In the Gmail search box, click the Down arrow ▾ .

2. Enter your search criteria, then click **Create filter**.

3. Check the **Apply the label** box and choose a label to automatically sort incoming email fitting your search criteria.

4. (Optional) If you'd like email fitting your search criteria to be automatically moved out of your inbox, but want to be able to access them later, check **Skip the Inbox (Archive it)**.
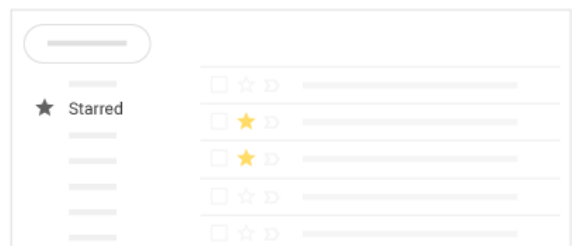
5. Click **Create filter** .

For tips on applying common filters, see Gmail filter ideas.
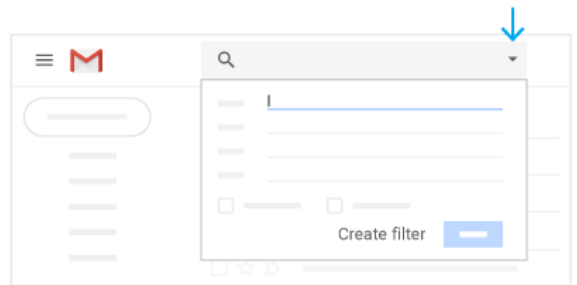
2.5   Star important email

Want to flag an important email? Click Star ☆ next to an email in your inbox or an email within a conversation.

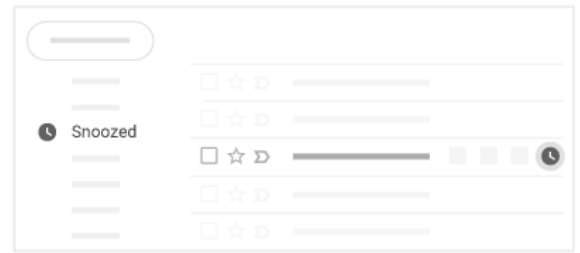To see all your starred email, in the left sidebar, click **Starred**.

2.6 Snooze email

Postpone email to a future date or time that's more convenient for you.

1. Point to an email.

2. On the right, click Snooze 🕐 .

3. Under **Snooze until**, choose a time.

   The email automatically snoozes and moves out of your inbox.

4. (Optional) To see all snoozed email, click **Snoozed** in the left sidebar.

2.7 Archive or delete email

Archived email move out of your inbox but stay under **All mail**, so that you can find them later. Deleted email move to the **Trash** and get permanently deleted after 30 days.

To archive or delete email, select one or more email. At the top, click Archive 🗃 or Delete 🗑 . Or, you can point to a single email and click Archive 🗃 or Delete 🗑 .
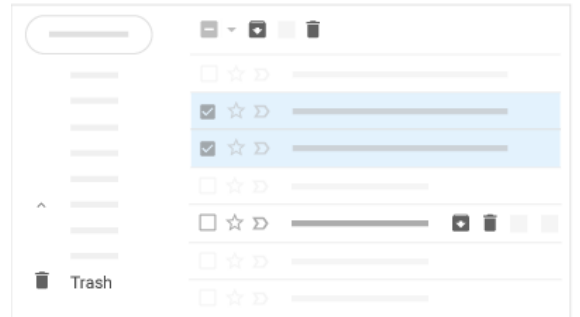
3   Find email

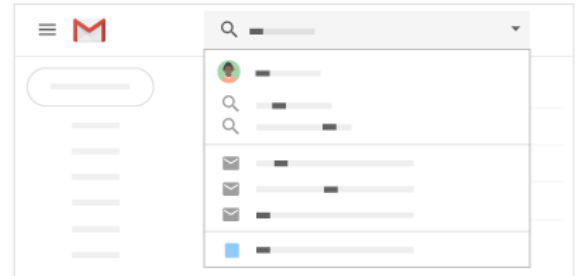Search your inbox to find the email you need.

In this section, you learn how to:

3.1   Search your inbox

To search for keywords, type the word you're looking for into the search box. Gmail suggests search terms as you type. Click a suggestion or click Search 🔍 .
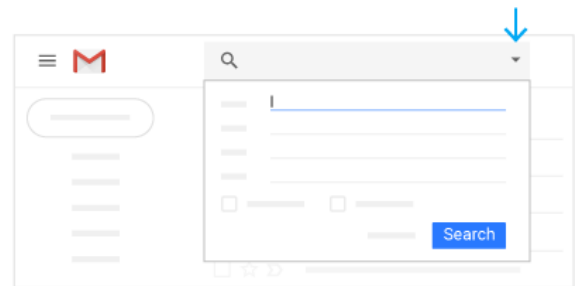

3.2   Narrow your search

To narrow your search, at the right of the Gmail search box, click the Down arrow ▾ .

Add specific search criteria. For example, you can find an email from **Alice** that has an **attachment** within a particular time frame.

To learn more about advanced searches, see search operators in Gmail.

4   Create signatures

Automatically add a professional email signature to email you send.

In this section, you learn how to:

4.1   Create a signature

Your signature can include your name, title, and contact information.

1. Click Settings ⚙ and select **Settings**.

2. On the **General** tab, scroll down to the **Signature** section and create your signature.

3. (Optional) Use the format bar to add text colors, styles, links, or a picture.

4. At the bottom, click Save Changes .

To create multiple signatures, see Create multiple signatures using canned responses.
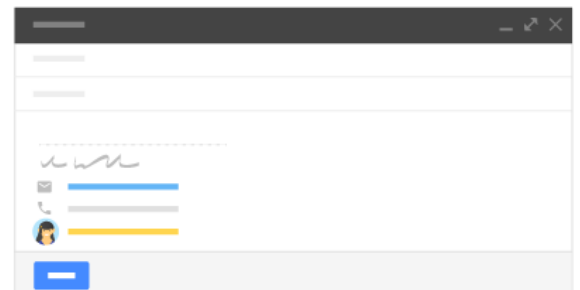
5 Access your calendar, notes, and tasks

See your schedule, reply to invitations, and keep track of your to-do lists without leaving Gmail.

Note: If you don't see the Calendar, Keep, and Tasks icons on the right, they might not be enabled for your organization. Talk to your G Suite admin.

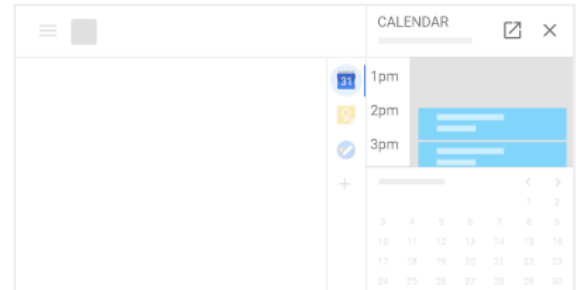In this section, you learn how to:

5.1 Open your Google Calendar and events

- **Open Calendar:** On the right, click Calendar 📅.

  Your daily events and a mini monthly calendar appear.

- **See event details:** Click an event to open it and see details.

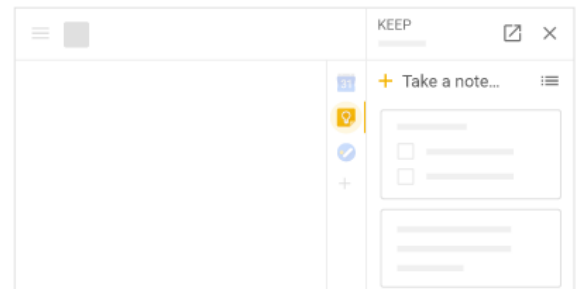- **Reply to an event:** Open an event. At the bottom, next to **Going?**, click a reply.

To do more with Calendar, see Get started with Calendar.

5.2 Open notes in Google Keep

- **Open Keep:** On the right, click Keep 💡.
- **Add a note or list:** Click + **Take a note** or New list ☰.
- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see Get started with Keep.

5.3 Open your to-do lists in Google Tasks

- **Open Tasks:** On the right, click Tasks ✓.

  The current list appears at the top, with any tasks below it.

- **Add a new list:** Click the Down arrow ▾ > **Create a new list**.

- **Change lists:** Click the Down arrow ▾ and select a list.

- **Add a new task:** Click + **Add a task**. To add a new task from an email, drag the email into a task list.

- **Edit or delete a task:** Point to a task and click Edit ✏. From the Edit window, click Delete 🗑 to delete a task.

To do more with Tasks, see Keep track of tasks.
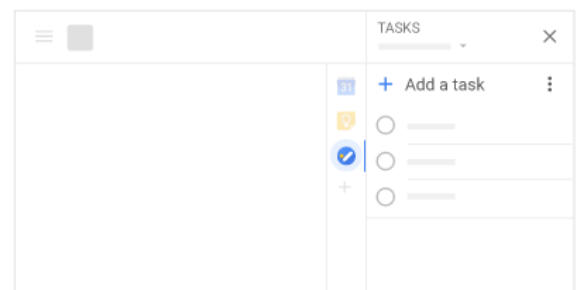
5.4 Get add-ons

Customize Gmail with add-ons.

1. On the right, click Add-ons ✛ . A list of add-ons opens in the G Suite Marketplace.
2. Click an add-on.
3. Click Install.