



Add Preview Pane

To Add Preview Pane: Click Settings Icon > Choose Settings > Click the Advanced Tab > Check: Enable Preview Pane > A new icon will appear on menu bar.

		Display de	ensity	
		Configure	inbox	
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(General Labels Inbox Accounts Filters and Blocked Addresses POP/IMAP Download Add-ons Cha Advanced	Offline Th	iemes Keył	poard Shortcuts
C E	Custom keyboard shortcuts Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions.	,	 Enable 	O Disable
(I	Preview Pane Enable the ability to toggle on/off the ability to view your messages side by side with the message list.		• Enable	O Disable
	Auto-advance Show the next conversation instead of your inbox after you delete, archive, snooze, or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.		C Enable	 Disable
(() ()	Canned Responses (Templates) Create a templated response by saving common messages using a button in compose toolbar. Also automatically send templated responses using filters.		C Enable	• Disable
1 /	Yuutiple Inboxes Add extra lists of emails in your inbox to see even more important emails at once. The new lists of threads can be labels, your starred nessages, drafts or any search you want, configurable under Settings.		C Enable	• Disable
F	Right-side chat Nove the chat box to the right side of the inbox.		O Enable	• Disable
. l	Jnread message icon		Enable	 Disable

General Settings

The General Settings area offers many fine tuning adjustments to your main email interface.

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Settings	⊟ - \$
General Labels Inbox Accounts	Filters and Blocked Addresses POP/IMAP Download Add-ons Chat Advanced Offline Themes Keyboard Shortcuts
Language:	Brunswick School Department Mail display language: English (US) Change language settings for other Google products Image: Enable input tools - Use various text input tools to type in the language of your choice - Edit tools - Learn more Right-to-left editing support off Right-to-left editing support on Right-to-left editing support on
Phone numbers:	Default country code: United States
Maximum page size:	Show 50 \$ conversations per page
Undo Send:	Send cancellation period: 30 \$ seconds
Default reply behavior: Learn more	Reply Reply all
Images:	 Always display external images - Learn more Ask before displaying external images
Smart Compose: (predictive writing suggestions appear as you compose an email)	Writing suggestions on Writing suggestions off Feedback on Smart Compose suggestions
Smart Compose personalization: (Smart Compose is personalized to your writing style)	 Personalization on Personalization off
Default text style: (Use the 'Remove formatting' button on the toolbar to reset the default text style)	Georgia · न · A · X This is what your body text will look like.
Conversation View: (sets whether emails of the same topic are grouped together)	Conversation view on Conversation view off
Nudges: Learn more	 Suggest emails to reply to - Emails you might have forgotten to respond to will appear at the top of your inbox Suggest emails to follow up on - Sent emails you might need to follow up on will appear at the top of your inbox
Hover actions:	 Enable hover actions - Quickly gain access to archive, delete, mark as read, and snooze controls on hover. Disable hover actions
Send and Archive: Learn more	 Show "Send & Archive" button in reply Hide "Send & Archive" button in reply
Smart Reply: (Show suggested replies when available.)	 Smart Reply on Smart Reply off
Preview Pane:	Mark a conversation as read: After 3 seconds 🖨
Desktop notifications: (allows Brunswick School Department Mail to display popup notifications on your desktop when new email messages arrive) Learn more	 New mail notifications on - Notify me when any new message arrives in my inbox or primary tab Important mail notifications on - Notify me only when an important message arrives in my inbox Mail notifications off
Stars:	Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image. Presets: 1 star 4 stars all stars In use: ★ Not in use: ★ ★

Keyboard shortcuts: Learn more	 Keyboard shortcuts off Keyboard shortcuts on
Button labels: Learn more	O Icons ○ Text
My picture: Learn more	Change picture S Visible to everyone Visible only to people I can chat with If you have a Google Profile picture then it is always visible to everyone.
Create contacts for auto-complete:	When I send a message to a new person, add them to Other Contacts so that I can auto-complete to them next time I'll add contacts myself
Signature: (appended at the end of all outgoing messages) Learn more	 No signature Sans Serif ▼ 〒▼ B I U A ▼ ∞
Personal level indicators:	 No indicators Show indicators - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>) by messages sent only to me.
Snippets:	 Show snippets - Show snippets of the message (like Google web search!). No snippets - Show subject only.

Vacation responder: (sends an automated reply to incoming messages. If a contact sends you several most once every 4 days) Learn more Vacation First day Subject	on responder off () () () () () () () () () () () () ()
Messag	e: Sans Serif ▼ 〒▼ B I U A ▼ ∞ ■ E ▼ 注 注 這 運 ララ ▼ ▼ «Plain Text Only send a response to people in my Contacts Only send a response to people in Brunswick School Department
	Save Changes Cancel

Using 2.7 GB

Program Policies Powered by Google Last account activity: 1 hour ago Details