



Gmail: Sending, replying, attachments, and printing

Welcome to Gmail. This document will give you a quick overview of how Gmail works with you to make your life easier. Let's get started!

Your Inbox

When you sign in to Gmail, you'll see a list of any messages you've received in your inbox. Here's an example:

The screenshot shows the Gmail inbox interface. On the left, there's a sidebar with navigation links: 'Inbox (8)', 'Starred', 'Important', 'Sent Mail', 'Drafts (7)', 'Development', 'Financial', and 'Junk E-mail'. Below these is a 'Chat' section with a search bar and a contact list showing 'Cecily Smith'. The main area displays a list of emails. The first email is from 'Google+ team' with the subject 'Getting started on Google+'. The second email is from 'Sandra, me, Murthy (2)' with the subject 'Support Widget - next steps'. The third email is from 'Alice, me (2)' with the subject 'New website design - Thanks Alice & Sandra!'. The fourth email is from 'Murthy Desai' with the subject 'Questions about the Solar confer'. The fifth email is from 'madness, Cassandra (2)' with the subject 'Account proposal - Hi John, Your pr'. The sixth email is from 'Sandra Cacciatore (2), Draft' with the subject 'important email - On Mon, Aug 1, 201'. The seventh email is from 'Murthy Desai' with the subject 'Project D&D action it'. The eighth email is from 'Cassandra, Mail (2)' with the subject 'Helen's Chrome OS info - Forwarded'. The ninth email is from 'Gmail Team' with the subject 'Get through your email faster with G'. The bottom status bar shows '9% full' and 'Using 11 MB of your 250 MB quota'.

Unread messages are in **bold**. To open a message, simply click it in your message list.

About conversations

By default, replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your inbox:

The screenshot shows a conversation thread in the Gmail inbox. The first email is from 'Sandra, me, Murthy (2)' with the subject 'Support Widget - next steps - Hi everyone,' and the timestamp 'Nov 29'. The second email is from 'Alice, me (2)' with the subject 'New website design - Thanks Alice & Sandra!' and the timestamp 'Nov 29'.

Note: The number of messages in a conversation appears to the right of sender's names.

Google Mail User Guide

Lingjun Ying



Google Mail User Guide:

Google Workspace User Guide Balaji Iyer, Abhi Jeevaganambi, 2022-03-21 Explore the suite of apps that enhance productivity and promote efficient collaboration in your business Key Features Set up your own project in Google Workspace and improve your ability to interact with different services Understand how a combination of options can help businesses audit their data to be highly secure Deploy Google Workspace configure users and migrate data using Google Workspace Book Description Google Workspace has evolved from individual Google services to a suite of apps that improve productivity and promote efficient collaboration in an enterprise organization This book takes you through the evolution of Google Workspace features included in each Workspace edition and various core services such as Cloud Identity Gmail and Calendar You ll explore the functionality of each configuration which will help you make informed decisions for your organization Later chapters will show you how to implement security configurations that are available at different layers of Workspace and also how Workspace meets essential enterprise compliance needs You ll gain a high level overview of the core services available in Google Workspace including Google Apps Script AppSheet and Google Cloud Platform Finally you ll explore the different tools Google offers when you re adopting Google Cloud and migrating your data from legacy mail servers or on premises applications over to cloud servers By the end of this Google Workspace book you ll be able to successfully deploy Google Workspace configure users and migrate data thereby helping with cloud adoption What you will learn Manage and configure users in your organization s Workspace account Protect email messages from phishing attacks Explore how to restrict or allow certain Marketplace apps for your users Manage all endpoints connecting to Google Workspace Understand the differences between Marketplace apps and add ons that access Drive data Manage devices to keep your organization s data secure Migrate to Google Workspace from existing enterprise collaboration tools Who this book is for This book is for admins as well as home users business users and power users looking to improve their efficiency while using Google Workspace Basic knowledge of using Google Workspace services is assumed **PrestaShop 1.6 User Guide** PrestaShop, 2014-07-18 Enjoy 100% of the features of your PrestaShop store Google Pixel 9 User Guide FRANK E. COOPER, STRUGGLING TO MASTER YOUR NEW PIXEL OR JUST WANT TO UNLOCK EVERYTHING IT CAN DO This friendly step by step guide takes you from unboxing to expert level skills so you spend less time guessing and more time enjoying breathtaking photos smooth performance and smart AI features that genuinely make life easier Google Pixel 9 User Guide Step by Step Setup Communication Entertainment Gaming Camera Secrets AI Tools and Pro Tips explains the Pixel 9 family in simple everyday language No jargon No fluff Just clear instructions practical tips and real world examples that show you exactly what to tap and why it matters Who is this book for New owners who want a painless setup everyday users who want to do more with less effort and power users who love hidden features pro settings and time saving workflows You ll go from Where is that setting to I ve got this What makes this guide different and better Complete but easy to follow Short lessons plain English

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is a guide to the tips shortcuts and workarounds that will make you acquainted to iPhone especially the camera usage like a professional photographer in no time even if you haven't used iPhone before This book will help you accomplish every essential and needful feature you need on your iPhones

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