

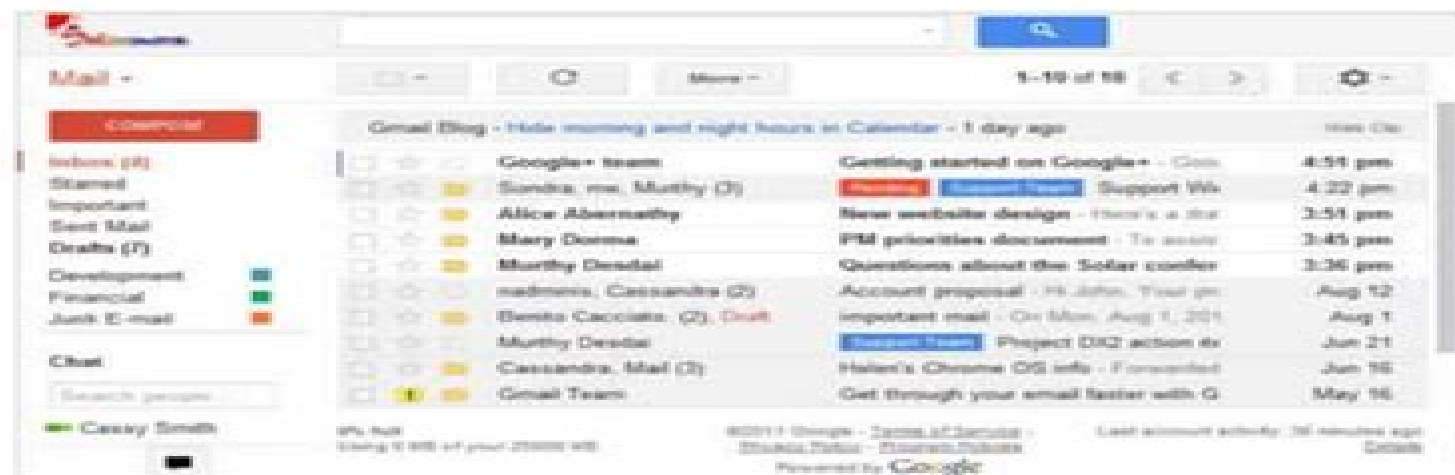


Gmail: Sending, replying, attachments, and printing

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:



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:



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

Google Mail User Guide

Padhraic Smyth

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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