Gmail Basics:

Sending, replying, attachments, and printing messages

Your inbox

Log in to Gmail. You'll see a list of any messages you've received in your Inbox. Here's an example:

Compose Mail	Archive Report spam Delete Move to v Labels v More actions v Refresh	1 - 3 of
Inbox (1)	Select: All, None, Read, Unread, Starred, Unstarred	
Starred 😭	Schedule of upcoming seminars - Below, please find the updated :	5:48 p
Drafts	E 🗊 Joanna Rondeau (2) Fwd: Test results for Project Goo - Hi Team Below is a link to a Google sprea	5:43 p
E allan un	Keekly Wrapup - All: Here's your summary of Sales' activity for the week	5:41 p
Misc	🗐 🖄 Alex Dave, Scott (5) 🔹 Re: New product launch next month - Hi Steve I'd like to discuss the details -	5:37 p
Priority	Cliff Hao > [Updated Invitation] 10-11: Weekly Meeting @ Wed Oct 29 10am - 1	3:44 p
4 more • Contacts Tasks	Set in the set of t	5:35 p
	Dave, Lisa » Report review - Hello Steve: Thank you for sending your report. Below are my co	5:34 (
	Select: All, None, Read, Unread, Starred, Unstarred	
	Archive Report spam Delete Move to V Labels V More actions V Refresh	1 - 3 of

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**:

Archive	Report spam	Delete	Move to v	Labels v	More actions v	Refresh	1 - 2 of 2
Select: Al	I, None, Read	, Unread,	Starred, Un	starred			
🖲 🖄 Ca	arla, Murthy ((3)	1	For review	: Add-on modu	e design plans - Hello Team, Attached are	dia 2 pm
🎚 🗖 🖄 m	e, Gavin (2)		:	Sales Flach	New 500 series	solar panels flying off the shelves! - Patricia	Mar 4

Note that the number of messages in a conversation appears to the right of senders' names.

Here's what an opened conversation looks like:

For review: Add-on module design plans Inb	ox X
Carla Chrome Bello Team, Attached are the new d	design plans for the add-on solar panel 🛛 Oct 1 🖉
Murthy Desdai ^O Hi Carla Thanks for sending the late	est plans for the add-on module! Looking f. Oct 1
Carla Chrome to Murthy, Patricia, me	show details Oct 1 Seeby
Hi Murthy,	
Good question. I should have mentioned that we didn't m Concentrator this time around. We've already received sig concentrate this review on the revisions to the add-on mo Thanks!	ake any modifications to the Energy gn-off from Jonathan's team, so we just odule logic design.
- Show quoted text -	
Septy Septy to all → Forward	

Note: You can control whether messages are grouped into conversations: Click **Settings** in the upper-right corner of your Gmail window and, on the **General** tab, scroll down to **Conversation View**.

- If Conversation View is off, new messages won't be grouped into conversations, and any existing conversations are ungrouped into separate messages.
- If Conversation View is on, you can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

Compose a message

1. In the pane on the left, click **Compose Mail**.



2. In the **To** field, type the first few letters of recipient's name to look up the address in your corporate directory.

Send Save Now Discard			
<u>To:</u>	m		
Subject:	"Marcos Tenuda" <mtenuda@solarmora.com> "Margot Ramsey" <margot@solarmora.com> "Mary Dorma" <mdorma@solarmora.com> "Murthy Desdai" <mdesdai@solarmora.com></mdesdai@solarmora.com></mdorma@solarmora.com></margot@solarmora.com></mtenuda@solarmora.com>		
в /	빌 <i>f</i> · ff· T ₂ T ₂ 🤨 🥶 注 듣 대 피 🕊	E E	

3. Enter a subject and the message text.

Add an attachment

When composing a message, click Attach a file, and then browse to the file on your computer:



Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:



Send a message

At the top or bottom on the message window, click **Send**.

Send	Saved	Discard	Draft autosaved at 4:42 PM (24 minutes ago)

(Or, if you change your mind, click **Discard**.)

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.

2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).

• Reply	M Reply to all	→ Forward	
			:

- 3. Optionally, add other email addresses to which to send the reply.
- 4. Enter your reply in the message field.
- 5. At the top or bottom of the message, click **Send**.

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To forward a message or single message in a conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.

2. At the bottom of the message, click **Forward**.

• Reply	Reply to all	→ Forward	
		40	

3. Enter the email addresses to which to forward the message, and add any notes in the message field.

Note: If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click **Send**.

To forward an entire conversation:

1. Open the conversation.

2. At the right of the conversation view, click Forward all.

Oct 30 (3 days ago)	
---------------------	--

3. At the bottom or top of the message, click **Send**.

Note: The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation:

- 1. Open the message or conversation.
- 2. At the upper right of the message, click **Print all**.

	Web Clip
← Reply ▼	Pint all Pint all

A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

To print a single message in a conversation:

- 1. Open the conversation and select the message you want to print.
- 2. Click the down arrow to the right of Reply, and then click Print.



A printer-friendly version of the message appears.

3. Use your web browser's **Print** options to print the message.