Work faster and collaborate better with powerful email features.
Create and send emails, reply to threaded email conversations, and organize your inbox.

1. Click **COMPOSE** to create new emails.

   - Change font styles
   - Choose text alignment
   - Add attachments
   - Add links
   - Insert files from Drive
   - Insert images

2. Click a message in your inbox to read it and send a reply.

   - Expand all emails in the conversation
   - Open conversation in a new window

3. Organize your inbox.

   - Archive email
   - Delete email
   - Advanced search and filters
   - Add labels
   - Add selected emails to task list
   - Change settings
   - Select email
   - Star or mark as important
   - Unread emails

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