



G Suite™

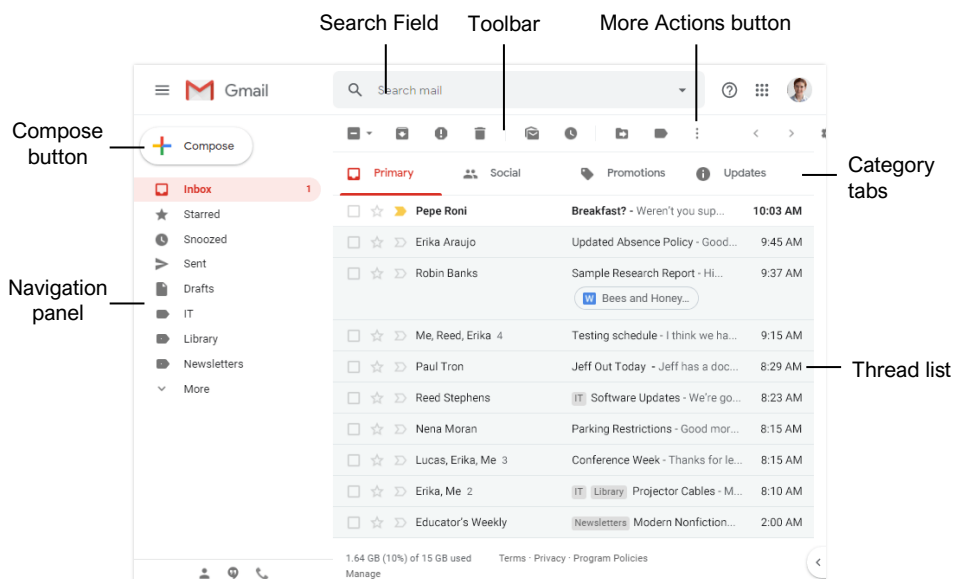
Gmail

Quick Reference Guide



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The Gmail Inbox



Keyboard Shortcuts

General

- Compose new email **c**
- Compose in a new tab **d**
- Search mail **/**
- Open More Actions menu **⋮**
- Open Move To menu **v**
- Open Label As menu **l**
- Keyboard shortcut help **?**

Navigation

- Go to Inbox **g** then **i**
- Go to Starred **g** then **s**
- Go to Sent **g** then **t**
- Go to Drafts **g** then **d**
- Go to All Mail **g** then **a**
- Go to next page **g** then **n**
- Go to previous page **g** then **p**
- Back to thread list **u**
- Go to next inbox section **`**
- Go to previous inbox section **~**

Selection

- Move selector newer (up) **k**
- Move selector older (down) **j**
- Select a conversation **x**
- Select all conversations *** then a**
- Deselect all conversations *** then n**
- Select read conversations *** then r**
- Select unread conversations *** then u**
- Select starred conversations *** then s**

Actions

- Open conversation **o** or **Enter**
- Reply **r**
- Reply all **a**
- Reply in a new window **Shift + r**
- Reply All in a new window **Shift + a**
- Forward **f**
- Archive **e**
- Delete **#**
- Mute conversation **m**
- Report spam **!**
- Toggle star **s**
- Mark as read **Shift + i**
- Mark as unread **Shift + u**
- Mark as important **+ or =**

View Your Email

Open an Email: Click an email in the inbox.

Return to the Inbox: While viewing an email, click the **Back to Inbox** button on the toolbar.

Open an Email in a Separate Window: Click an email in the inbox to open it, then click the **In new window** button.

Toggle Read Status: While hovering your mouse over an email in the inbox, click the **Mark as Read** or **Mark as Unread** button. Or, select emails by checking their checkboxes, then click the **Mark as Read** or **Mark as Unread** button on the toolbar.

Change Inbox View: Click the list arrow next to the Inbox label in the Navigation panel, then select another view from the menu.

- **Default** sorts emails into categories, then displays them in chronological order.
- **Important First** will display emails that Gmail thinks are important at the top of the inbox.
- **Unread First** will display unread emails at the top of the inbox.
- **Starred First** will show starred emails at the top of the inbox.
- **Priority Inbox** will show unread and important emails first, then starred emails, then the rest of your emails.

Print an Email: Click an email in the inbox to open it, then click the **Print** button.

View Email Categories: While using the Default inbox view, click a category tab at the top of the inbox.

- Primary** displays emails sent directly to you and other conversations you have with other people.
- Social** displays notifications for messages on social networks.
- Promotions** displays marketing emails.
- Updates** displays automatically generated update emails, such as bills, receipts, and shipping notifications.
- Forums** displays messages from discussion boards and mailing lists.


Enable or Disable Category Tabs: Click the **Settings** button in the inbox, select **Configure Inbox**, then check and uncheck check boxes for the categories you want to add or remove.

Search for Help: Click the **Support** button at the top of the screen. In the Help window, you can search for a topic, view select popular topics, or browse through all the available articles.




Click the [topic links](#) for free lessons!


Compose and Send Email

Compose a New Email: Click the **Compose**  button at the top of the left pane. Enter the email addresses for your recipients in the **To** field. Enter a subject in the **Subject** field. Write a message in the main text field, and then click **Send**.

Add Cc and Bcc Recipients: While composing an email, click the **Cc** or **Bcc** link in the **To** field. Add recipients' email addresses to the **Cc** or **Bcc** fields.


- Use **Cc** (carbon copy) to send a copy of the email to someone who may be interested in it but is not a primary recipient.
- Use **Bcc** (blind carbon copy) to send a copy to someone without other recipients knowing, or to send a copy out to many people while keeping everyone's email address private.


Reply to an Email: While viewing the email you want to reply to, click the  **Reply** button below the message. Enter a message, then click **Send**.


Reply All to an Email: While viewing the email you want to reply to, click the  **Reply All** button below the message. Enter a message, then click **Send**.


Forward an Email: While viewing the email you want to forward, click the  **Forward** button below the message. Enter a message to accompany the forward if you would like, then click **Send**.


Expand the New Message Window: While composing an email, click the **Full-screen**  button. Click the **Exit Full-screen**  button to go back to the small New Message window.

Format Message Text: Expand the New Message window to full-screen, or click the **Formatting Options**  button. Select the text you want to format, then use the options on the Formatting Options toolbar to format the text.

Attach a File: While composing an email, click the **Attach files**  button, then select a file from your computer and click **Open**.


Attach a File from Google Drive: While composing an email, click the **Insert Files using Drive**  button, then select a file from your Google Drive. Choose whether to send a link to the file, or to attach the file itself, then click **Insert**.

Insert a Link: While composing an email, click the **Insert Link**  button. Set the text to display as the link, if necessary, then choose whether to insert a link to a web address or email address. Enter the link's address, then click **OK**.


Schedule an Email: After composing an email, click the **Send** button list arrow and select **Schedule send** . Select a suggested date and time; or click **Pick date & time**, select a custom date and time, then click **Schedule Send**.


Organize Your Inbox

Create a Label: Click **More** at the bottom of the Navigation panel to expand its options, then click **Create new label** . Give the label a name, then click **Create**.


Apply a Label to an Email: Select an email, click the **Labels**  button on the toolbar, check the check boxes for the labels you want to apply, then click **Apply**.


View a Label's Email: Click a label in the Navigation panel to view all the email with that label applied.


Hide a Label: Hover your mouse over a label in the left pane, click the **More Options**  button, and, under the **In label list** heading, select **Hide**.



Show a Hidden Label: Click **More** at the bottom of the left pane to expand its options, then click **Manage labels** . Click **Show** next to a label you want to show.


Search for an Email: Click in the **Search** field at the top of the screen, type a word or phrase, then press **Enter**.



Refine a Search: After beginning a search, click the **Show search options**  button in the search field. Enter additional search criteria in the available fields, then click **Search**.


Create a Filter: Click the **Show search options**  button in the search field, set up the search criteria you want to base the filter on, and then click **Create Filter**. Set up what actions you want to apply to filtered emails, then click **Create Filter**.

Manage Filters: Click the **Settings**  button in the inbox, then select **Settings**. Click the **Filters and Blocked Addresses** tab, then click a filter's **Edit** button to edit it or a filter's **Delete** button to remove it.



Star an Email: Click the empty **Star**  icon on an email in the inbox; or, select multiple emails by checking their check boxes, then click the **More Actions**  button on the toolbar and select **Add star**.



View Starred Emails: Click the **Starred**  category link in the Navigation panel, or enter the search term "is:starred" in the **Search** field.


Toggle Email Importance: Click an email's **Importance marker**  to toggle its importance. Or, select multiple emails by checking their check boxes, then click the **More Actions**  button on the toolbar and select either **Mark As Important** or **Mark As Not Important**.


View Important Emails: Click the **Important**  category link in the Navigation panel, or enter the search term "is:important" in the **Search** field.

Organize Your Inbox


Archive an Email: Hover your mouse over an email in the inbox and click the **Archive**  button; or select emails by checking their checkboxes, then click the **Archive**  button on the toolbar.

Delete an Email: Hover your mouse over an email in the inbox and click the **Delete**  button; or, select emails by checking their checkboxes, then click the **Delete**  button on the toolbar.



View the Trash: Click **More** at the bottom of the Navigation panel to expand its options, then click **Trash** .

Restore a Deleted Email: While viewing the trash, select an email, click the **Move To**  button on the toolbar, and select **Inbox**.


Empty the Trash: While viewing the trash, click the **Empty Trash now** link at the top of the thread list.

Mute an Email Conversation: Open an email or select it by checking its checkbox, then click the **More Actions**  button on the toolbar and select **Mute**.

View a Muted Conversation: Click the **All Mail** category in the left pane, then look for conversations marked with a **Muted** label; or, enter the search term "is:muted" in the **Search** field.

Snooze an Email: Hover your mouse over an email in the inbox and click the **Snooze**  button, or select emails by checking their checkboxes, then click the **Snooze**  button on the toolbar. From the menu, select how long you want to snooze the email for.

Customize Email Settings

View and Modify Settings: From the inbox, click the **Settings**  button, then select **Settings**.

Enable Desktop Notifications: From the **General** tab of the Settings screen, scroll down to the **Desktop Notifications** category. Click the **Click here to enable desktop notifications for Gmail** link. Click **Allow** in the browser popup. Select a notification setting, then click the **Save Changes** button.

Add a Signature: From the **General** tab of the Settings screen, scroll down to the **Signature** category. Click the **Signature** option button to enable a signature, then enter a signature in the text field. Click the **Save Changes** button.

Add a Vacation Response: From the **General** tab of the Settings screen, scroll down to the **Vacation Responder** category. Click the **Vacation Responder on** option, then enter a start date. If you have an end date, check the **Last day** check box and enter an end date. Enter a subject line and message body for the response email, then click the **Save Changes** button.

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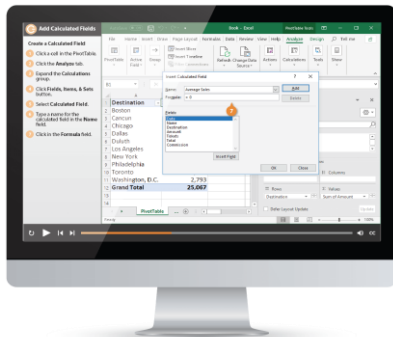
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