Gmail Cheat Sheet

mail.google.com

Work faster and collaborate better with powerful email features.

Create and send emails, reply to threaded email conversations, and organize your inbox.

Click COMPOSE to create new emails.		Click a message in your inbox to read it and send a reply.		
Mail • New Message colenose To:	_ * *	Expand all emails in the conversation	Open conversation in a new window	
Choose text alignment	efault to full-screen	6 older message	(2 days ago) 났	
Add attachments Add li Insert files from Drive Insert imag	nks	Click here to Reply, Reply to all,	hours ago) Transformed Transfo	

Organize your inbox.

	Archive	email Delete	email Adv	anced search and f	filters	Add labels	Add selected emails to task list
Solan Mail •	Mail Contacts Tasks		1 0 1	· Q	More 🔻	< >	Change settings
COMPOS	E			-	Add to	Tasks	
					-	_	
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	Selec	ct email Sta	r or mark as im	portant Unrea	d emails		