

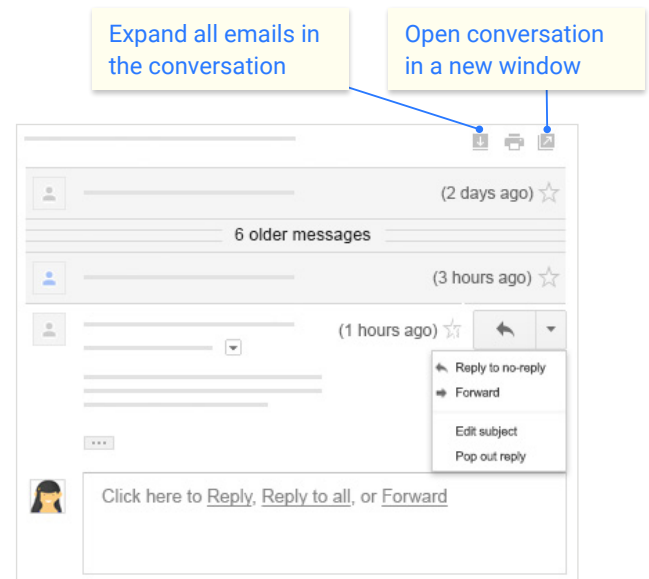
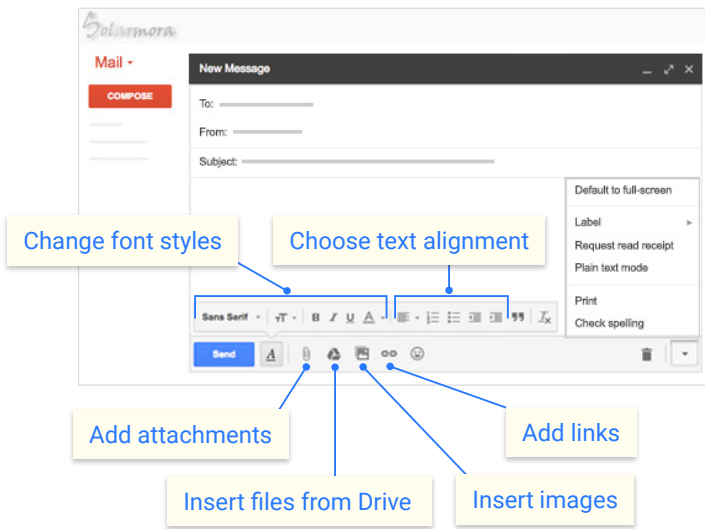
# Gmail Cheat Sheet

## 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.

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



3 Organize your inbox.

