Gmail Cheat Sheet

mail.google.com
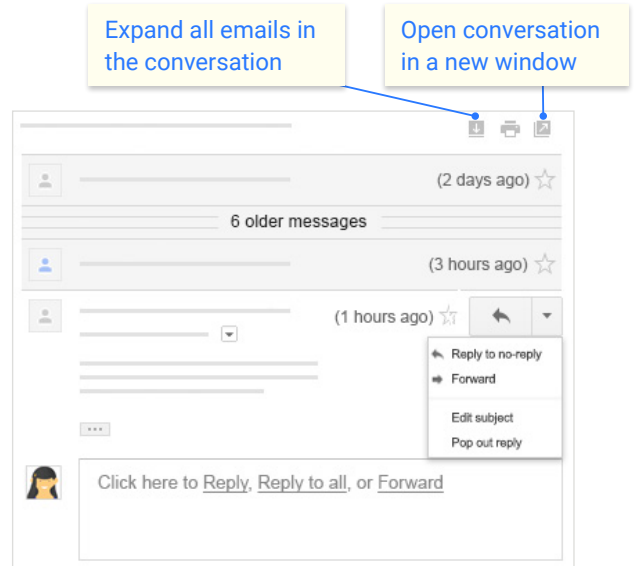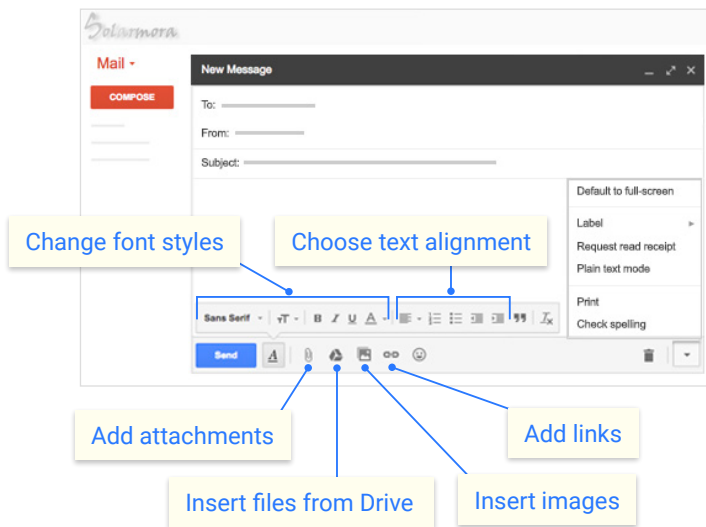
Work faster and collaborate better with powerful email features.

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

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

Change font styles

Choose text alignment

Default to full-screen
Label
Request read receipt
Plain text mode
Print
Check spelling

Add attachments

Insert files from Drive

Insert images

Add links

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

(2 days ago)

6 older messages

(3 hours ago)

(1 hours ago)

Reply to no-reply
Forward
Edit subject
Pop out reply

Click here to Reply, Reply to all, or Forward

3 Organize your inbox.

Archive email

Delete email

Advanced search and filters

Add labels

Add selected emails to task list

Change settings

Mail
Contacts
Tasks

Mail ▾

COMPOSE

More ▾

Add to Tasks

Select email

Star or mark as important

Unread emails