

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.



$2\,{\rm Click}$ 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 da	iys ago) 六
	6 older mess	ages			
1		(3 hours ago) $\sum_{i=1}^{n}$			
	() T	(1 hours ago	121	*	-
			Reply to no-reply Forward		
	***		Edit subject Pop out reply		
R	Click here to Reply, Reply to	all, or Forwa	rd		

3 Organize your inbox.

Add selected emails Advanced search and filters Delete email Archive email Add labels to task list Change settings Mail a Contacts Tasks Mail More п COMPOSE \checkmark Add to Tasks \checkmark Star or mark as important Select email Unread emails