**The Gmail Inbox**

- **Search Field**
- **Toolbar**
- **More Actions button**
- **Category tabs**
- **Thread list**
- **Compose button**
- **Navigation panel**

**Keyboard Shortcuts**

**General**
- Compose new email: Ctrl + c
- Compose in a new tab: Ctrl + t
- Search mail: Ctrl + /
- Open More Actions menu: Ctrl + m
- Open Move To menu: Ctrl + v
- Open Label As menu: Ctrl + l
- Keyboard shortcut help: ?

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

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

**Actions**
- Open conversation: Ctrl + o or Enter
- Reply: Ctrl + r
- Reply all: Ctrl + a
- Reply in a new window: Shift + r
- Reply All in a new window: Shift + a
- Forward: Shift + f
- Archive: Ctrl + e
- Delete: Ctrl + 
- Mute conversation: Ctrl + m
- Report spam: Ctrl + l
- Toggle star: Ctrl + s
- Mark as read: Shift + i
- Mark as unread: Shift + u
- Mark as important: + or –
### 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, 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 to accompany the forward if you would like, 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 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 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, 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.

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 Mark As Important or Mark As Not Important.

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

View Important Emails: Click the ★ Important category link in the left pane, 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.

Empty the Trash: While viewing the trash, click the Empty Trash button on the toolbar, and select Inbox.

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 check boxes, 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 Enable 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 end 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.