Work faster and collaborate better with powerful email features.
Create and send email, reply to threaded email conversations, and organize your inbox.

1. **Click COMPOSE** to create a new email message.
   - Change recipient
   - Edit subject
   - Change font styles
   - Choose text alignment
   - To
   - Subject
   - Add attachments
   - Insert images
   - Add links
   - Insert files from Drive
   - More options

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
   - See previous responses

3. **Organize your inbox.**
   - Archive email
   - Delete email
   - Add selected emails to task list
   - Add labels
   - Advanced search
   - Create filters
   - Change settings
   - Select email
   - Star or mark as important
   - Unread emails