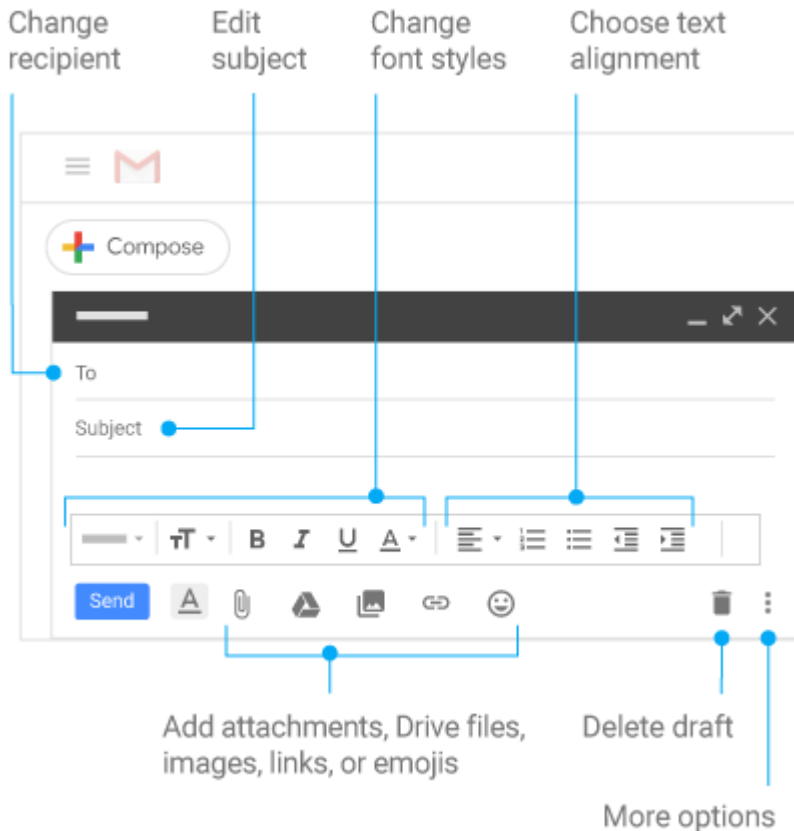


Gmail Cheat Sheet

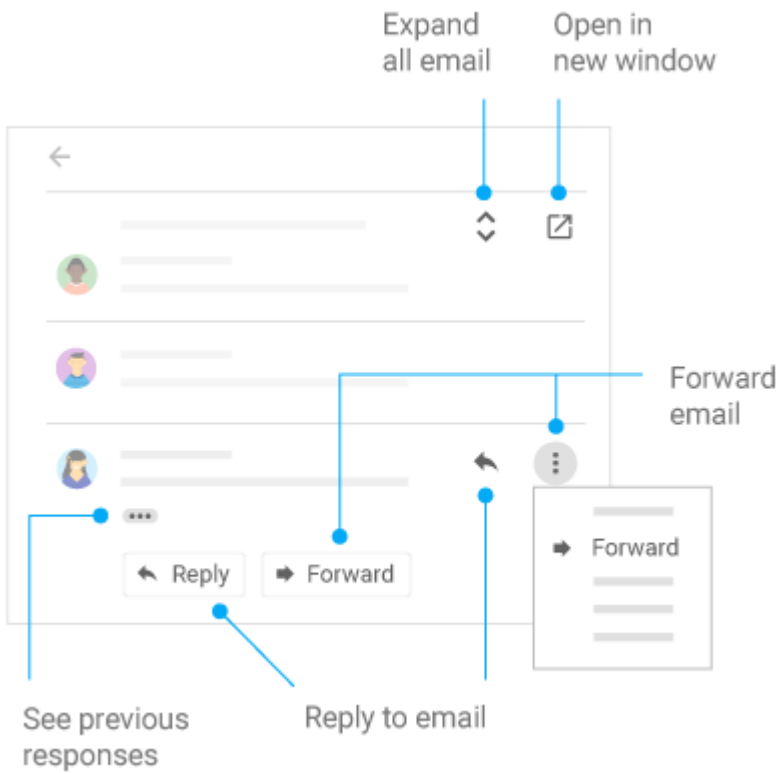
Work faster and collaborate better with powerful email features.

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

1 Click  to create a new email message.



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



3 Organize your inbox.

Note: For tips on applying common filters, see [Gmail filter ideas](#).

