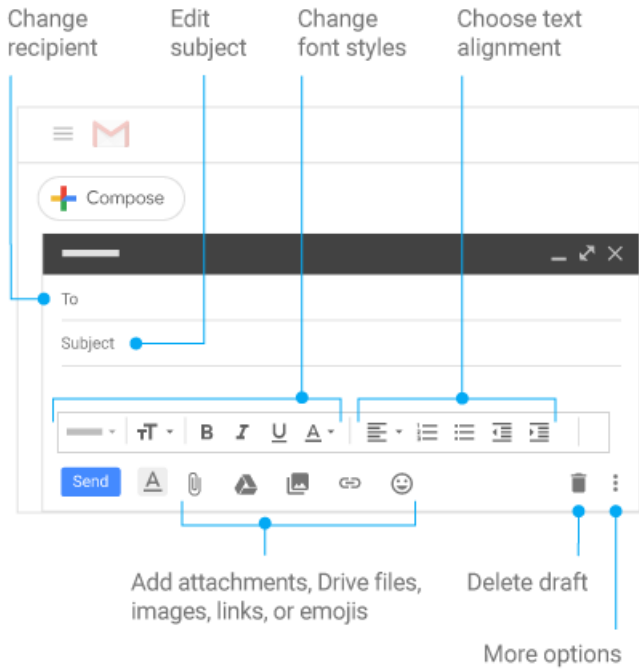


# Gmail Cheat Sheet

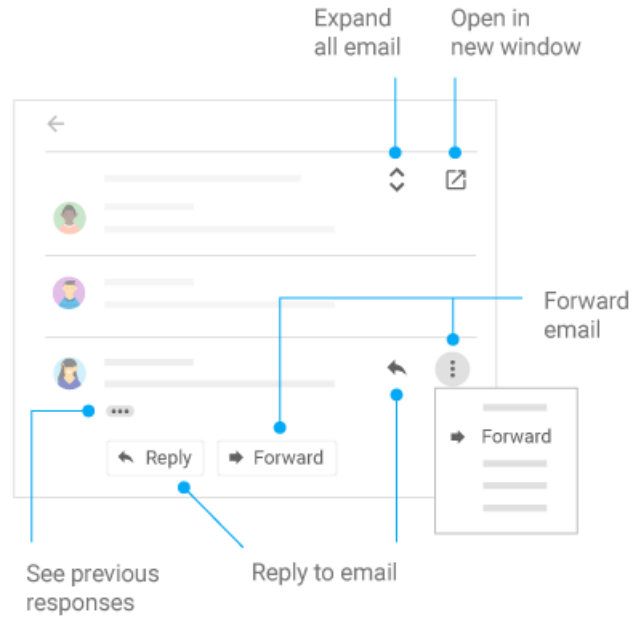
Work faster and collaborate better with powerful email features.

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

## 1 Click **Compose** to create a new email message.



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



## 3 Organize your inbox.

