

## Gmail - Getting Started Guide

Brand new to Gmail? No problem. Here's a quick run-through of what you'll need to get comfortable.

First, you may want to take a minute to familiarize yourself with the navigation links:

**Compose Mail** opens a new message. If you're feeling shaky, you can read more to brush up on [sending messages](#).

**Inbox** shows your conversations (the number in parentheses indicates how many unread conversations you have).

**Starred** shows you only messages you've marked with a star (use stars to mean whatever you'd like).

**Chats** lists your archived [Chat](#) conversations.

**Sent Mail** shows messages you've sent.

**Drafts** houses messages you've started and saved to work on later.

**Customized labels** show labels you've created (e.g. 'Coupons' or 'Travel')

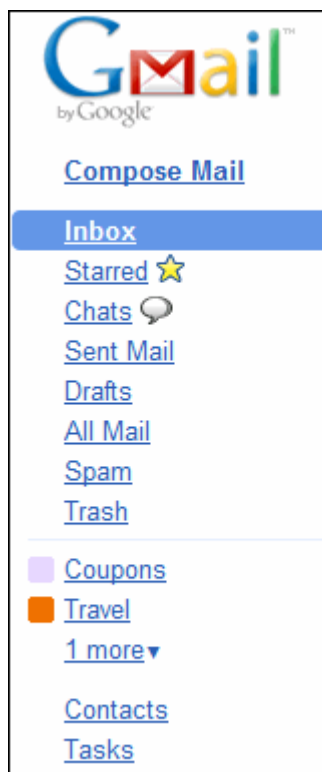
**All Mail** shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

**Spam** is where we send the messages we think are suspicious.

**Trash** is where messages you delete end up; you can empty the trash whenever you feel like it.

**Contacts** lists the email addresses of people you've corresponded with; you can add more details as you see fit.

**Tasks** lets you enter and track to-do lists.



One other thing that might help get you feeling comfortable: Gmail threads related messages into conversations. This means if you send a message to your mom and she hits 'reply,' you'll receive her message, threaded to the original message you sent her. If she replies again, the same conversation will bold; in other words, you won't see two separate places to click in your inbox. All these messages will be kept in one place.