

## Gmail - Sending messages

Here's a guide to what you'll need to do in order to send a message in Gmail:

### The essentials

- Click the **Compose Mail** link on any Gmail screen (it's on the left, under the Gmail logo).
- Enter your recipient's email address. You can type the address in the 'To:' field, or find the address in your [Contacts list](#).
- Enter a subject for your message in the 'Subject:' field.
- Write your message! Just click in the large field and type away.
- When you're done composing, click the **Send** button (located just above the 'To:' field). You'll see a confirmation at the top of the window that your message was sent.

### Extras

- You can change the [formatting, font, and color](#) of your message text using the tools located above the compose window. You can also [attach files](#).
- We suggest using the *carbon copy* feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **Add Cc**. The *blind carbon copy* field (click **Add Bcc** to display) lets you [hide recipients' addresses and names](#) from one another.
- When you begin to type an address in the 'To:', 'Cc:', or 'Bcc:' fields, Gmail will [suggest complete addresses](#) from your Contacts list.
- As you compose a message, we'll automatically [save drafts](#) every few minutes so you can leave your message and come back to it later before sending it out. You can also click the **Save Now** button at any time to save what you've written.

Gmail doesn't offer a way for you to receive confirmation when your messages are read.

### Replying to messages

Click **Reply** to reply only to the message sender, or **Reply All** to reply to everyone who received the message. To reply to a message in the middle of a conversation, click on the **Reply** link at the bottom of the message's card.

### Forwarding messages

To forward an individual message:

1. Open the appropriate conversation and select the message to forward.
2. Click **Forward** from the bottom of the message card.
3. Enter the email address(es) to which the email should be forwarded, and add any notes in the message field. If the message has attachments, you can choose not to forward them by deselecting the checkbox next to the filename below the **Subject** field.
4. Click **Send**.

## To forward an entire conversation:

1. Open the appropriate conversation.
2. Click **Forward all** from the right side of the Conversation View.

Forwarding an entire conversation will add all messages from a conversation into a single message. Each message will be clearly marked, and will be listed in order from oldest to most recent.

## Adding attachments

To attach a file to a message you're composing, follow these steps:

1. Click **Attach a file** under the subject field.
2. Browse through your files and click the name of the file you'd like to attach.
3. Click **Open**.

If you'd like to remove a file you've attached to a message and are using the [advanced attachment features](#), uncheck the box next to the file. If you're using the basic attachment features, click **Remove**.

To attach another file, click **Attach another file**.

Keep in mind that you can't send [executable files](#) or messages larger than [25 MB](#).