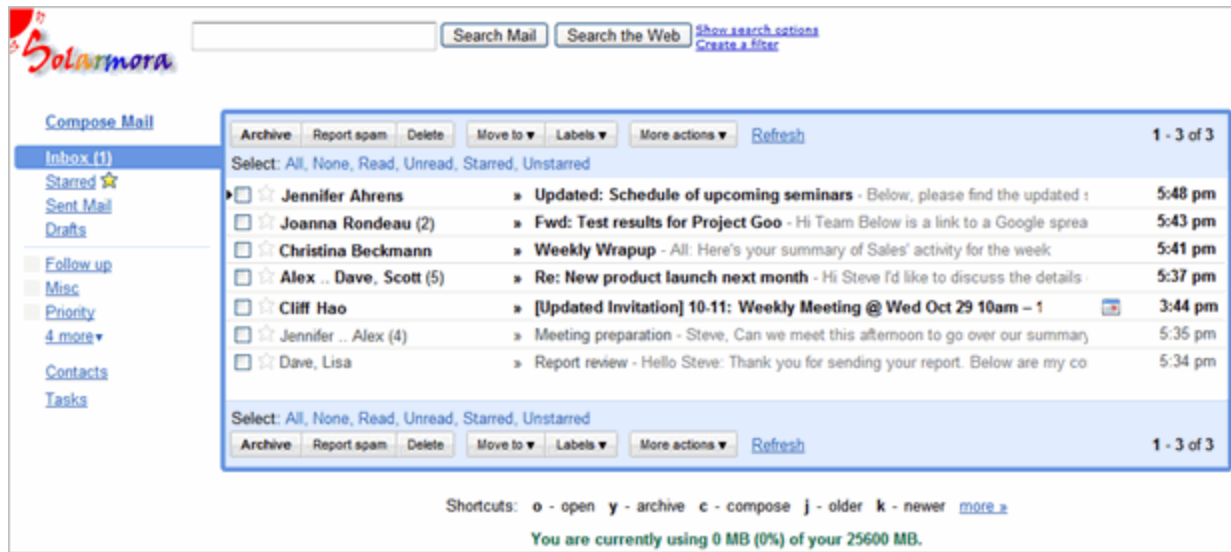# Gmail Basics:

Sending, replying, attachments, and printing messages

Your inbox

Log in to Gmail. You'll see a list of any messages you've received in your Inbox. Here's an example:

Unread messages are in **bold**. To open a message, simply click it in your message list.

About conversations

By default, replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox**:
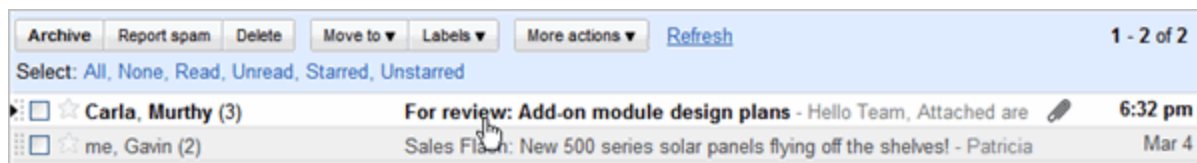
Note that the number of messages in a conversation appears to the right of senders' names.

Here's what an opened conversation looks like:
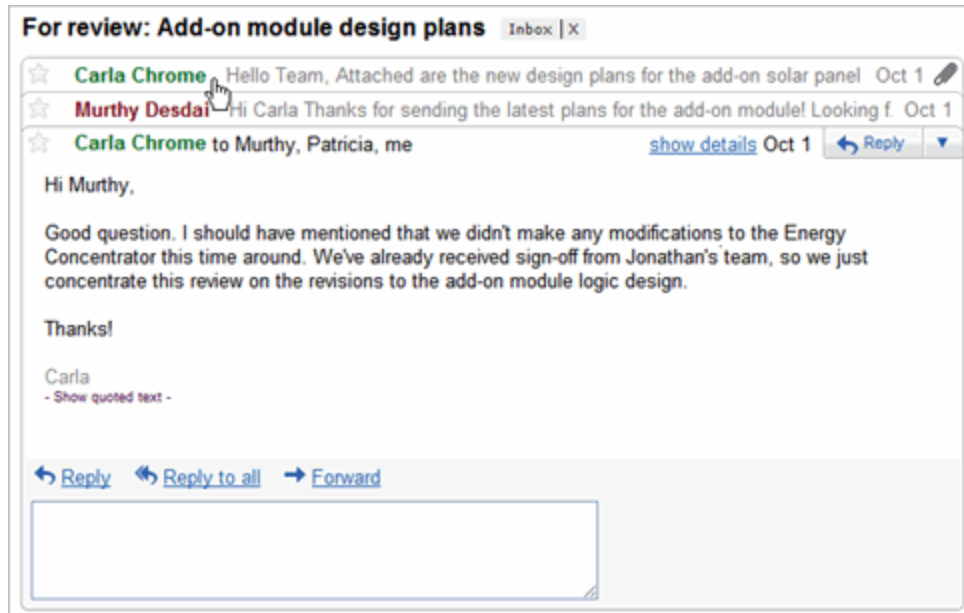
Note: You can control whether messages are grouped into conversations: Click **Settings** in the upper-right corner of your Gmail window and, on the **General** tab, scroll down to **Conversation View**.

- **If Conversation View is off**, new messages won't be grouped into conversations, and any existing conversations are ungrouped into separate messages.

- **If Conversation View is on**, you can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.
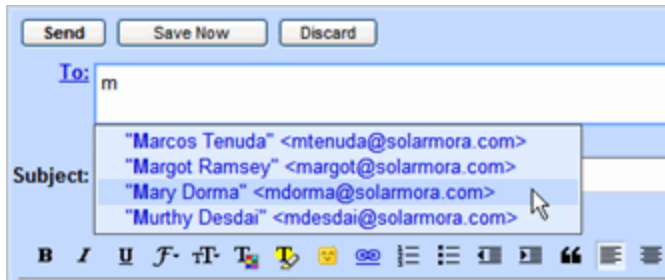

Compose a message

1. In the pane on the left, click **Compose Mail**.

2. In the **To** field, type the first few letters of recipient's name to look up the address in your corporate directory.
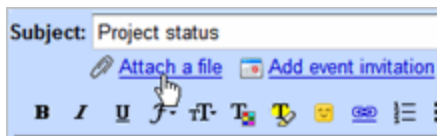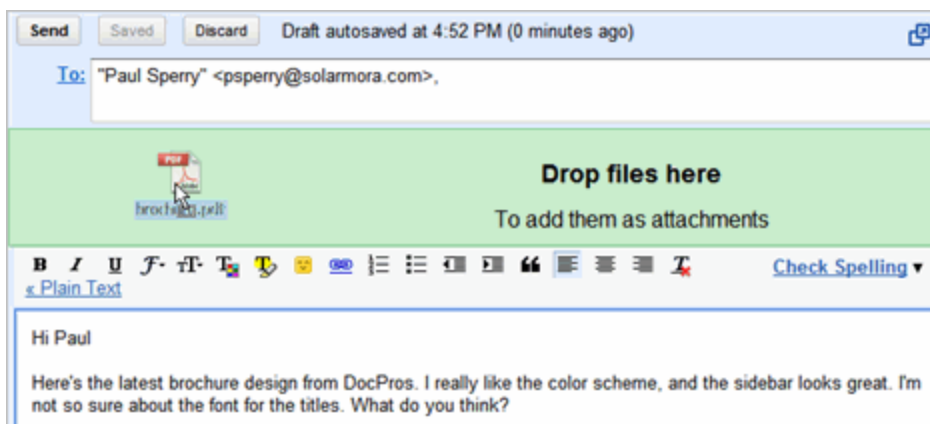

3. Enter a subject and the message text.

Add an attachment

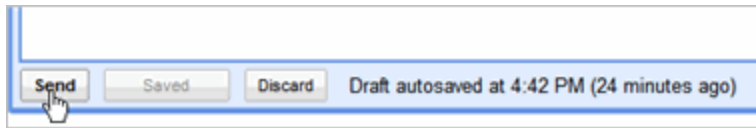When composing a message, click **Attach a file**, and then browse to the file on your computer:

Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:

Send a message

At the top or bottom on the message window, click **Send**.

(Or, if you change your mind, click **Discard**.)

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.
2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).
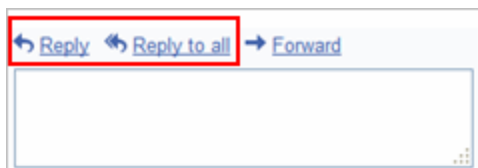
3. Optionally, add other email addresses to which to send the reply.
4. Enter your reply in the message field.
5. At the top or bottom of the message, click **Send**.

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To forward a message or single message in a conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.
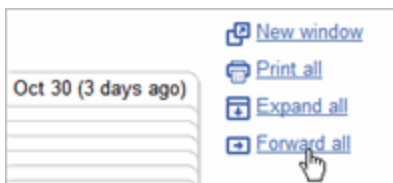**2.** At the bottom of the message, click **Forward**.

3. Enter the email addresses to which to forward the message, and add any notes in the message field.

Note: If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click **Send**.

To forward an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Forward all**.

3. At the bottom or top of the message, click **Send**.

Note: The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.
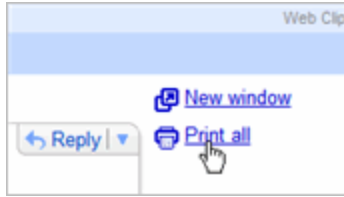

Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation:

1. Open the message or conversation.
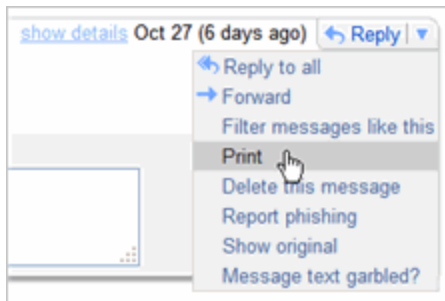**2.** At the upper right of the message, click **Print all**.

A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

To print a single message in a conversation:

1. Open the conversation and select the message you want to print.
2. Click the **down arrow** to the right of **Reply**, and then click **Print**.

A printer-friendly version of the message appears.

3. Use your web browser's **Print** options to print the message.