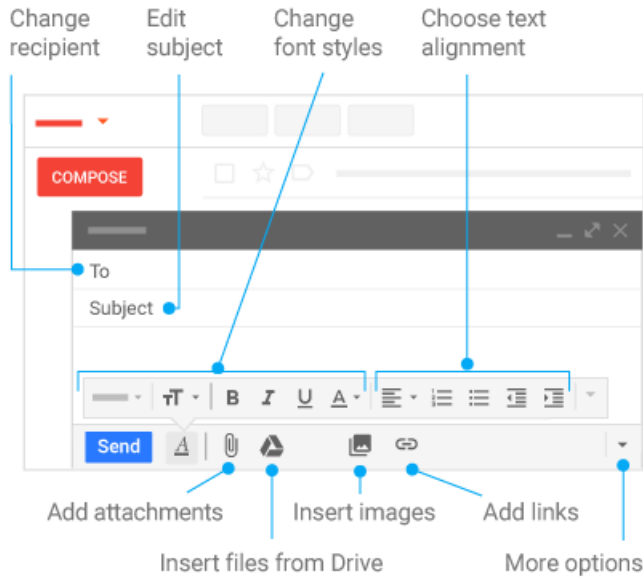


# Gmail Cheat Sheet

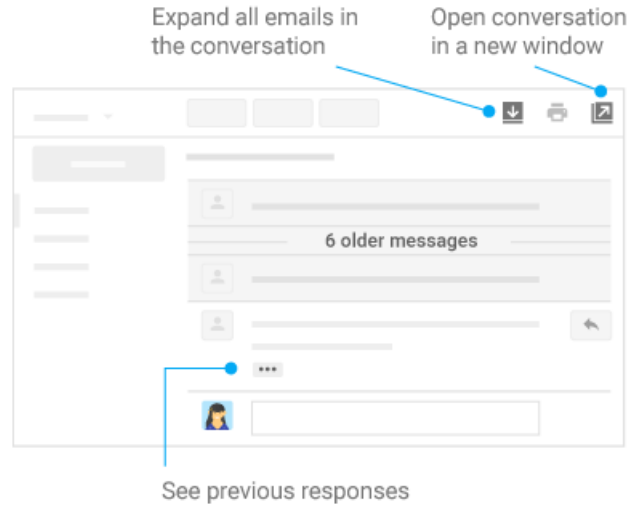
Work faster and collaborate better with powerful email features.

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.**

