


Google Mail (Gmail)

Work faster and collaborate better with powerful email features.

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




Write an email

1. On your computer, go to [Gmail](#).
2. In the top left, click **Compose** .
3. In the "To" field, add recipients. If you want, you can also add recipients in the "Cc" and "Bcc" fields.
4. Add a subject.
5. Write your message.
6. At the bottom of the page, click **Send**.


Tip: To add individual recipients and groups of contacts you created with labels to your email, click **To**.

Format your email


1. On your computer, open [Gmail](#).
2. Click **Compose**.
3. At the bottom of the message, click Formatting options .

Change your default text style

You can create a text style that will be applied to all new emails you write.

1. On your computer, open [Gmail](#).
2. In the top right, click Settings  > **See all settings**.
3. Scroll down to the "Default text style" section.
4. Change the text in the box to be the style you want for your emails.
5. At the bottom of the page, click **Save Changes**.


Reply to messages

1. On your computer, go to [Gmail](#).
2. Open the message.
3. Below the message, click **Reply** or **Reply to all**.
4. Click **Send**. If you click **Send** + , the conversation will also be archived, or removed from your inbox until someone else replies. [Learn more about archiving](#).

Respond with Smart Reply suggestions

You can see Smart Reply suggestions based on the email you received. To quickly start your reply, click a phrase. You can edit your reply before sending.


To turn Smart Reply on or off:

1. On your computer, go to [Gmail](#).
2. In the top right, click Settings  > **See all settings**.
3. Next to "Smart Reply," choose to turn **Smart Reply on or off**.


Turn off Nudges

You might see old emails at the top of your inbox with a suggestion to reply or follow up.

To hide these suggestions:

1. In the top right, click Settings  > **See all settings.**
2. In the "Nudges" section, uncheck **Suggest emails to reply to** or **Suggest emails to follow up on.**

Make "Reply all" your default setting

1. On your computer, go to [Gmail](#).
2. In the top right, click Settings  > **See all settings.**
3. In the "Default reply behavior" section, select **Reply all.**

You can still choose to reply to just one person, but "Reply to all" will be the first option.