

The Inbox

Click here when you want to exit

Start a new email

New Email

Un-finished email

Folders similar to those in a filing cabinet

The Inbox

Search your emails

E-mails from social media

E-mails from social media

Advertisements

Gmail

Search mail



Compose

Inbox

- Starred
- Snoozed
- Sent
- Drafts 1
- More

Primary

Social

Promotions

Your Primary tab is empty.
Personal messages and messages that don't appear in other tabs will be shown here.
To add or remove tabs click [inbox settings](#).

0.03 GB (0%) of 15 GB used
Manage

[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 12 minutes ago
[Details](#)

No recent chats
[Start a new one](#)



Composing a New Email

To:
E-mail
address of
the person
you're
sending
the email
to

Subject: a
few words
about the
email.

Type your message
here

Cc =
Carbon
copy
(Sending a
copy to
another
person)

Bcc=
Blind
Carbon
copy
(Sending
an email
to another
person
who is
hidden
from the
rest of the
group)



To | Cc Bcc

Subject

Send



Attach file:
this is where
you click if
you want to
send a
picture.

After typing
your email
click send.
If your not
finished click
save or
discard

To discard
of email,
click on
the trash
can icon