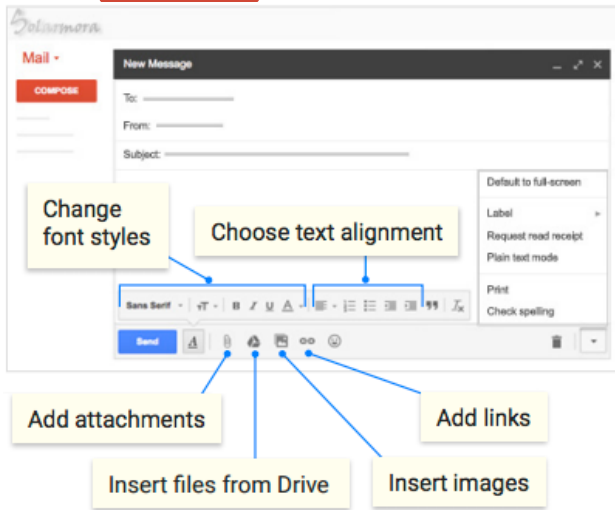


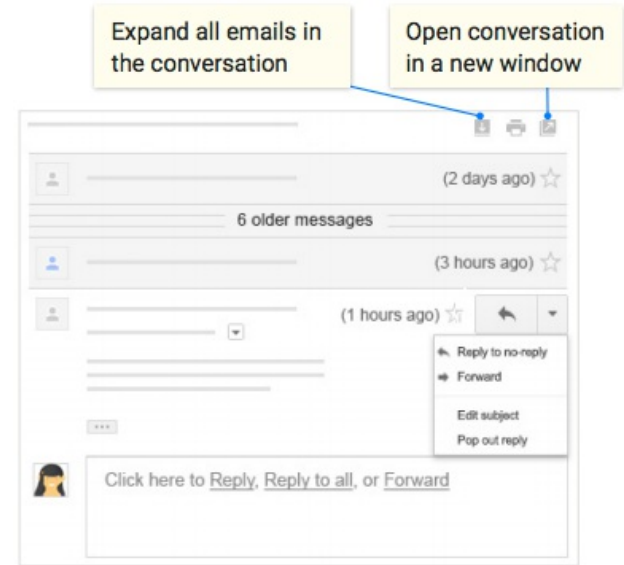
# Gmail Cheat Sheet

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 new email.



## 2 Click a message in your inbox to read it and send a reply.



## 3 Organize your inbox.

