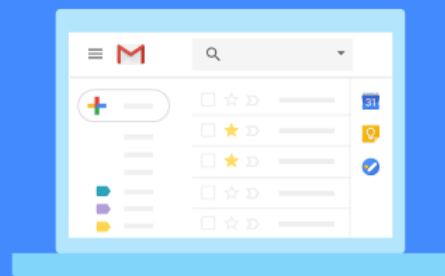
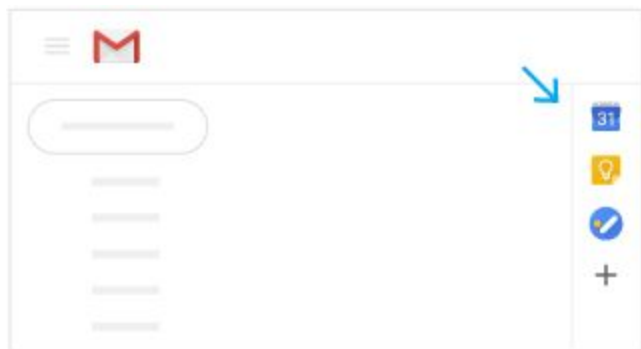


Top 6 things to know about Gmail



1 New sidebar—Open Calendar, Keep, or Tasks in Gmail.

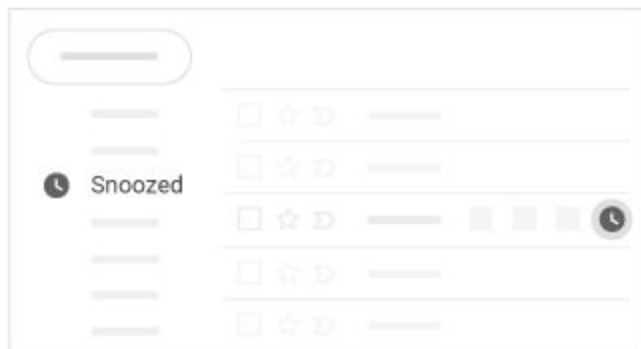
See your schedule, take notes, and create to-do lists, all without leaving Gmail.



2 Snooze—Remind yourself to follow up on important email.

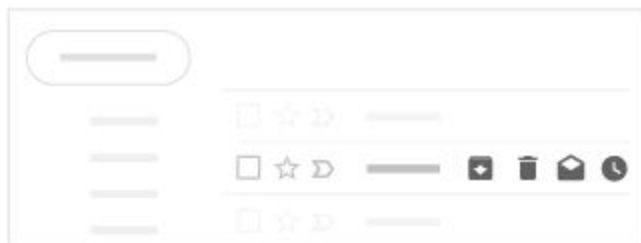
Snooze email until exactly when you need it. The email moves out of your inbox and opens again at a time you choose.

[Learn more](#)



3 Take action on email from your inbox.

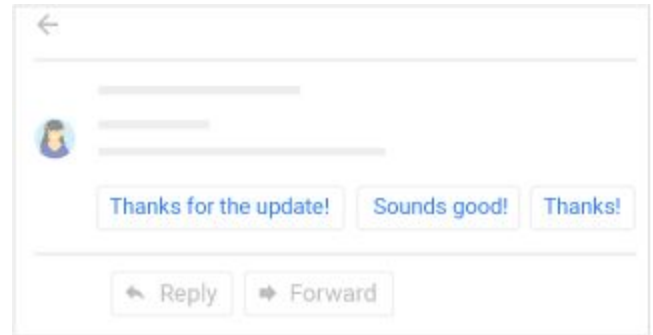
Quickly archive, delete, mark as unread or read, and snooze email from your inbox. Point to messages in your inbox and choose an option.






4 Smart Reply—Get a head start on your reply.

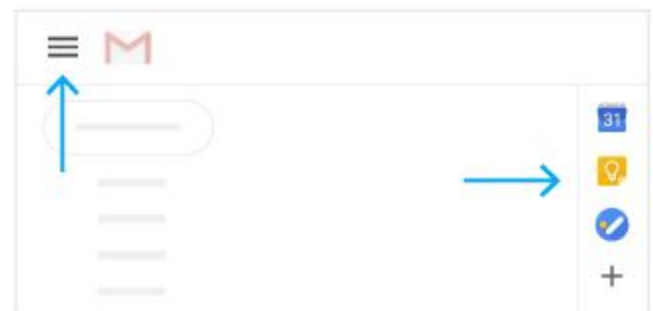
Gmail's Smart Reply might suggest responses based on the email you receive. To save time, select a response (edit it if you want), and send your reply.

[Learn more](#)



5 Open and close sidebars—Create more room for your email.

Open and close the left (click Menu ☰) and right (click the product , , ) sidebars to get more room for your inbox.



6 +mentions—Add recipients to an email with a plus sign.

When you're writing an email, if you mention someone with a plus (+) or at (@) sign, Gmail automatically adds them to your email as a recipient.

