Navigating Gmail

Conversations

Gmail groups all replies with their original message, creating a single conversation or thread. In Gmail, replies to emails (and replies to those replies) are displayed in one place, in order, making it easier to understand the context of a message -- or to follow the **conversation**.

When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other. We call this Conversation View. In Conversation View, each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.

To see all the messages in a conversation, just click the "Expand all" button.

A conversation will break off into a new thread if the subject line of the conversation is changed, or if the conversation reaches over 100 messages.

If you'd like, you can change this setting so that replies aren't threaded into conversations, but appear as individual messages in your inbox. To do so, go to the **General** tab of your Gmail Settings, and select the radio button next to 'Conversation view off'.

What is 'All Mail'?

All Mail is your archive, a storage place for all the mail you've ever sent or received, but have not deleted.

You can see a list of archived messages by clicking **All Mail**. If the **All Mail** link is not visible by default in your inbox, click on the **More** dropdown menu under your Labels list to visualize it. Archived messages are also available by searching, and under any assigned labels.

To archive mail:
1. Select the message(s) you'd like to archive by checking the box(es) next to the sender's name.
2. Click **Archive** at the top of your inbox.

You also can archive mail after you open it -- just click **Archive** along the top of the message.

Archive Mail

Archiving lets you tidy up your inbox by moving messages from your inbox into your All Mail label, so you don't have to delete anything. It's like moving something into a filing cabinet for safekeeping, rather than putting it in the trash can.

Any message you've archived can be found by clicking the "All Mail" label on the left side of your Gmail page. You can also find a message you've archived by clicking on any other labels you've applied to it, or by searching for it.

When someone responds to a message you've archived, the conversation containing that message will reappear in your inbox.

To archive messages:
1. In your inbox, select the message by checking the box next to the sender's name.
2. Click the **Archive** button in the toolbar above your message list.
   (If you have a message open, you can also archive it by clicking the **Archive** button above the message.

To move an archived message back to your inbox, follow these steps:
1. Click **All Mail**. (If you don't see **All Mail** along the left side of your Gmail page, click the **More** drop-down menu at the bottom of your labels list.)
2. Check the box next to the sender's name.
3. Click the **Move to Inbox** button.

Archiving vs. Deleting

If you're positive you won't need a message again, use the **Delete** button to send it to Trash.* 🗑

Deleting unimportant mail is a great way to free up some of your storage. If it's possible that you'll need a message or conversation in the future, we recommend archiving.

Archiving mail moves messages out of your inbox and into your "All Mail" label for safekeeping-- you won't be bothered with extra messages cluttering your inbox, but you'll still be able to find a message if you need it six years from now!

*Deleted messages and conversations are permanently removed from Gmail 30 days after you send them to Trash.

Deleting Messages

You can either delete an entire conversation thread or one specific message from a conversation.

To delete an entire conversation thread:
1. Open the message (or select the checkbox next to it).
2. Click the **Delete** button.

To delete a single message from a conversation thread:
1. Open the conversation and find the message.
2. Click the down arrow next to Reply, at the top right of the message pane.
3. Click **Delete this message**.

Doing this will move the conversation thread or message to your Trash, which can be found on the left side of your Gmail page. (If you don't see Trash along the left side of your Gmail page, click the **More** drop-down menu at the bottom of your label list.)

If you'd like to permanently delete something yourself:
1. Click your **Trash** label.
2. Check the box next to the message you'd like to permanently delete.
3. Click the **Delete forever** button.

How do I get something out of Trash?
You can retrieve something from Trash by clicking **Trash**, selecting the message in question, and clicking **Inbox** in the 'Move to' drop-down menu. Items that are permanently deleted can't be retrieved.

Marking Messages 'read' or 'unread'

Here's how to mark your messages 'read' or 'unread':
1. Sign in to Gmail.
2. Check the box next to the message you'd like to mark as 'read' or 'unread.'
3. Select 'Mark as read' or 'Mark as unread' from the 'More actions' drop-down menu.

About Gmail Search

You can use Gmail search the same way you would use Google Search, by entering a word (or multiple words) that appears anywhere within the message you want to locate. If you're looking for a message that contains the word *shopping*, simply type *shopping* in the search field and click the search button. Your results will be displayed with your search terms highlighted in yellow.

Gmail doesn't recognize special search characters like square brackets, parentheses, currency symbols, the ampersand, the pound sign, and asterisks. It also doesn't recognize partial or similar matches, so a search for *travel* will find *travel*, but not *travels*, *traveler*, or *travle*.

If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box, and entering your criteria in the appropriate fields (or use our advanced operators).
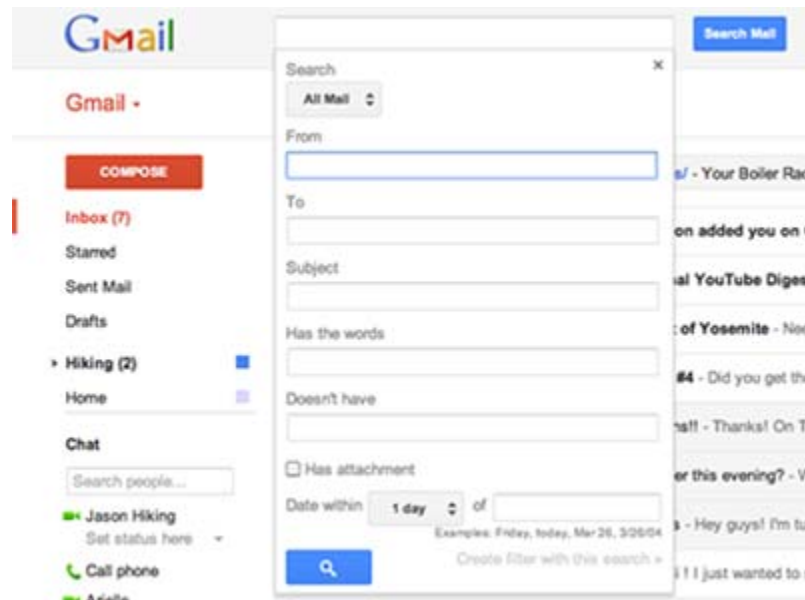
Removing Spam

To remove spam from your inbox:
1. Select the message you'd like to report.
2. Click the **spam** button in the toolbar above your message list.
   (If you have the message open, you can also report it as spam by using the same button.)

To remove spam forever:
1. Click the **Spam** link along the left side of any Gmail page. (If you don't see **Spam** along the left side of your Gmail page, click the **More** drop-down menu at the bottom of your labels list.)
2. Select the messages you'd like to delete and click **Delete forever**.
3. Or delete everything by clicking **Delete all spam messages now**.

The more spam you mark, the better our system will get at weeding out those annoying messages. If you or we mark a good message as spam, select the message and click **Not Spam** at the top of the message. If you marked it as spam, you can also immediately click **Undo** afterwards to recover the message.

Changing Your Settings

To change your preferences in Gmail, just click **the gear icon** ⚙
at the top of any Gmail page. From there, select **Mail settings** and navigate to one of the
appropriate tabs:

- On the **General** tab, you can change your language preferences, select display pictures
  for you and your contacts, or set up a vacation response. This tab is also where you'll
  find general display and navigation settings for your inbox.

- For 'Custom from:' options, setting up Mail Fetcher, upgrading your storage, or changing
  your Google Account Settings (including your Gmail password and security question),
  select the **Accounts and Import** tab.

- Managing labels and filters is easy with the **Labels** and **Filters** tabs.

Signing Out

To end your Gmail session, click your account photo or email address in the top right corner,
and select **Sign out**.

We encourage you to log out of Gmail after each session to protect the security of your email
information. Logging out of Gmail is especially important if you check your email on a public
computer.

If you've forgotten to sign out of another computer, you can sign out of your other session by
going to the bottom of your Gmail, clicking **Details**, then **Sign out all other sessions**.

"Display Density" Settings

Gmail automatically adjusts the amount or "density" of information on a page when you adjust
your browser window or when you use different sized screens (when you view your Gmail
account on a small computer monitor versus a large one, for example). The "Display Density"
setting affects how much space you see between labels, around inbox sections, and between
individual messages in your inbox.

If you prefer a denser view no matter what size your monitor, then you can set a limit on your
default density. This setting reflects the lowest density--the most space--permitted for your
account. If you make your browser window smaller or move to a smaller screen, Gmail will still
automatically resize to a higher density so that you can navigate your inbox with ease, but it will
never be less dense than you requested.

Here's how it works:

	Comfortable	Cozy	Compact
Small screen	Hiking Fun Hike To Do Chromeb How are things goi Up for a concert F Dinner this evening	Hiking Fun Hike To Do Chromeb How are things goi Up for a concert F Dinner this evening	Hiking Fun Hike To Do Chromeb How are things goi Up for a concert F Dinner this evening
Medium screen	Hiking Fun Hike To Do Chromeb How are things goi	Hiking Fun Hike To Do Chromeb How are things goi	Hiking Fun Hike To Do Chromeb How are things goi Up for a concert F Dinner this evening
Big screen	Hiking Fun Hike To Do Chromeb How are things goi	Hiking Fun Hike To Do Chromeb How are things goi	Hiking Fun Hike To Do Chromeb How are things goi Up for a concert F Dinner this evening

To adjust this limit, just follow these steps:
1. Click the **gear icon** at the top corner of your inbox.
2. Choose from Comfortable (least dense), Cozy, and Compact (densest).

If you don't see an immediate change, it's because your browser is currently smaller than permissible with the selected density. In this case you'll see that the setting is annotated with "on larger screens." We also annotate the density that Gmail is currently using with "current view."

Changing this setting doesn't affect any other Google products you use.
(browser: A browser is an application you can use to access the Internet and visit websites. Google Chrome, Internet Explorer, Firefox, and Safari are all examples of browsers.)