

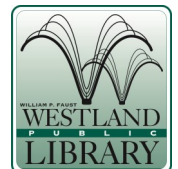
Understanding the Gmail Inbox (Internet Explorer)

The screenshot shows the Gmail interface in Internet Explorer. The browser's address bar displays the URL <https://mail.google.com/mail>. The Gmail header includes the Google logo, a search bar, and navigation links for Maps, Play, YouTube, News, and Gmail. The main interface features a left sidebar with navigation options like 'COMPOSE', 'Inbox (1)', 'Starred', 'Important', 'Sent Mail', 'Drafts', and 'Circles'. The main content area shows an email list with columns for checkboxes, stars, and sender/subject information. The right side of the interface displays the details of the selected email, including the sender's name, subject, and content.

Key components and their functions are highlighted with callouts:

- Browser controls & menus:** Located at the top left of the browser window.
- Search box:** Located at the top center of the Gmail interface.
- Refresh—click here to check for new mail:** Located at the top center, below the search box.
- Your account—click to view your profile or sign out:** Located at the top right of the Gmail interface.
- Select:** Located at the top left, below the browser controls.
- Links to more Google services:** Located at the top left, below the search box.
- Actions:** Located at the top center, below the refresh button.
- Inbox tabs:** Located at the top center, below the actions.
- Settings:** Located at the top right, below the account link.
- Chat/Hangouts interface—click to change your chat availability/settings:** Located at the bottom left, below the sidebar.
- Your email—click on any sender name or subject to open that discussion; unread messages will appear in bold:** Located at the bottom center, below the email list.
- Labels—current label is highlighted here; emails display in the list at right:** Located at the bottom left, below the sidebar.
- Click Compose to write a new email:** Located at the bottom left, below the sidebar.

Email can be a powerful tool of communication, to keep in touch with friends and family or conduct business online. Learning how to navigate your Inbox will help you make the most of your Gmail account.



Anatomy of a Gmail Message (Internet Explorer)

The screenshot shows a Gmail message interface in Internet Explorer. The browser address bar displays 'https://mail.google.com/'. The Gmail header includes navigation links like 'Back', 'Archive', 'Report Spam', 'Move to', 'Label', and 'More Actions'. The message list shows a conversation with 'Katie Dover-Taylor' and 'B. E. Ginnerslab'. The selected message details include 'From: B. E. Ginnerslab', 'Sent: Wednesday, September 18, 2013 1:54 PM', and 'Subject: Hello!'. A 'Reply' button is visible next to the message. The right sidebar contains a 'People widget' for 'Katie Dover-Taylor' and an advertisement for 'TD AMERITRADE'. The bottom of the page shows a 'Click here to Reply or Forward' link.

Annotations:

- Move to**, **Label**, **More Actions**: Callouts pointing to the top navigation bar.
- Back**, **Archive**, **Report Spam**: Callouts pointing to the top navigation bar.
- Previous/Next message**: Callout pointing to the navigation arrows.
- Delete message**: Callout pointing to the trash icon.
- Expand all messages**, **Print**, **Open in new window**: Callouts pointing to the action icons.
- Subject**: Callout pointing to the subject line 'Hello!'.
- Message & Replies– Gmail's conversation view groups your email together by subject**: A large callout box on the left side.
- Reply**: Callout pointing to the reply icon.
- Message options**: Callout pointing to the dropdown menu icon.
- Quick Reply/Forward– click here to draft a reply or forward this message**: Callout pointing to the 'Click here to Reply or Forward' link.
- People widget**: Callout pointing to the contact information for Katie Dover-Taylor.

