Understanding the Gmail Inbox (Internet Explorer)

Search box

Refresh– click here to check for new mail

Your account— click to view your profile or sign out

Browser controls & menus

Select

Links to more Google services

Actions

Inbox tabs

Settings

Chat/Hangouts interface– click to change your chat availability/settings

Your email– click on any sender name or subject to open that discussion; unread messages will appear in bold

Labels—current label is highlighted here; emails display in the list at right

Click *Compose* to write a new email

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.

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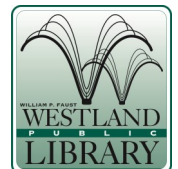
Anatomy of a Gmail Message (Internet Explorer)