Work faster and collaborate better with powerful email features.
Create and send emails, reply to threaded email conversations, and organize your inbox.

1. **Click** to create new emails.

   - **Change font styles**
   - **Choose text alignment**
   - **Add attachments**
   - **Add links**
   - **Insert files from Drive**
   - **Insert images**

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

   - **Expand all emails in the conversation**
   - **Open conversation in a new window**

3. **Organize your inbox.**

   - **Archive email**
   - **Delete email**
   - **Advanced search and filters**
   - **Add labels**
   - **Add selected emails to task list**
   - **Change settings**
   - **Select email**
   - **Star or mark as important**
   - **Unread emails**