

# WHAT IS IN YOUR G-MAIL...



- **Mail**

1. Compose Mail

- to, cc, bcc
- Attach a file
- Insert an Invitation
- Format bar (hyper link)
- Save now, draft

2. Inbox

- Conversations
- Starred
- Sent mail (forward)
- Label
- Folders (move to)

3. Contacts

- New Contact
- Groups
- Composing an e-mail from you contact list

6. Settings

- Signature
- Vacation
- Themes & Labs

7. Sign-out

- Importance
- Details