Google™

Gmail Overview

As part of its mission to organize the world's information and make it universally accessible, Google announced a preview release and limited test of a new email product called Gmail in April, 2004. Gmail is a search-based webmail service that helps users organize, access and make better use of the information in their email. Gmail is still in a limited test as we work on improving the service before making it more widely available.

This short guide should help you learn about the key features and benefits, and what to expect when using Gmail.

Gmail Benefits

Search. Because it's built on Google search technology, Gmail enables users to search their email to find exactly what they want, when they want it.

Storage. People should be able to store and search for messages instead of deleting or losing them. That's why Gmail comes with more than 2,600 megabytes of free storage.

Speed. Gmail makes the email experience faster and more efficient by reducing the need to spend time filing and putting messages into folders, and by organizing individual messages into meaningful "conversations" so users can quickly understand the context of an email exchange.

Things You'll Find in Gmail

Conversation View. Each message is grouped with all its replies, and is displayed as a "conversation." This enables you to easily follow who said what and when, without having to piece together the individual messages in a thread.

Powerful search. Gmail features built-in Google search technology, and as with Google's keyword-based web search, Gmail returns fast, accurate results. As long as you archive instead of delete, you'll be able to find any message you've ever sent or received.

Spam filtering. You can quickly remove spam messages from your inbox by checking a box next to each one, and then pressing the 'Report Spam' button. Reporting spam sends valuable data to the Gmail team working on spam blocking. If you, or we, should happen to inadvertently mark a good message as spam, click on the 'Not Spam' button at the top of the message. That returns it to your Inbox.

Contextual ads and related information. Gmail users see several text ads next to their messages. These ads are shown in the same way that you see ads alongside Google search results or, through the Google AdSense program, on content pages across the web. There may also be a few links to relevant sites and new stories from Google's extensive web index. You can find out more by clicking on 'About these links' in the area where ads and related information are shown.

Getting Started

Signing up is easy. You provide a first and last name, and your desired username and password (both must be 6 or more characters).

Required information for Google account

First name: _____

Last name: _____

Desired Login Name: _____ @gmail.com
Examples: JSmith, John.Smith

[check availability!]

Password: _____
Minimum of 6 characters in length.

Re-enter password: _____

You also need to choose a security question, and agree to the Gmail Terms of Use. We also strongly encourage users to provide a secondary email address.

Get started with Gmail

Secret Question: [Choose a question ... ▼]
If you forget your password we will ask for the answer to your secret question.

Answer: _____

Secondary email: *(optional)* _____
Although this field is optional, we strongly encourage you to add one to your account. Learn more

Agreement:
Gmail Agreement

In order to use Gmail you must read, understand and agree
to Gmail Agreement. This agreement contains important terms
and conditions that may affect your legal rights and

By registering for the Gmail service, I represent and warrant that I (or, if I am under 18, my legal guardian) understand and agree to the Gmail Terms of Use above. View the Terms of Use, Program Policy and Privacy Policy.
You must accept the Terms of Use to create a Gmail account

[I have read and agree to the Terms of Use. Create my account.]

That's it. Your Gmail account is now ready for you.

Gmail Inbox

Your Gmail inbox looks like this.

Archive Archived conversations are searchable and easily accessible in 'All Mail'

Labels Identify conversations with one or more labels instead of filing them in folders

Search Mail/Search Web Quickly access the information in your email and on the web

Create a filter Set filters for messages to bypass the inbox or be automatically labeled or trashed

Contacts Access your contacts list

Settings Change settings, such as your reply-to address

Help Access help information or the Gmail support team

googler@gmail.com | Settings | Help | Sign out

Gmail BETA

Compose Mail

Archive | Report Spam | More Actions ... | Refresh   1 - 16 of 16

Select: All, Read, Unread, Starred, Unstarred, None

Inbox (4)
Starred
Sent Mail
Drafts
All Mail
Spam
Trash

Contacts

▼ Labels
friends (1)
Jessica's birth...
misc
personal
work
                Edit labels

Nathan Woodward	**Birthday dinner** - Hey, it was nice to meet you at Jessica's birthday awhile back. Wha...			Sep 13
Elizabeth Astley	**Pics** - Hey, I just got a new digital camera for my birthday. So now I have all these pictu...			Sep 13
me, Diana (2)	friends The Pistons are going to lose - What do you have to do if you lose? On Mon, 10 ...			May 18
Peter, me (3)	friends Presidential Elections - Waffles? Yum, you're making me hungry will all this politi...			May 11
Peter, Paige, me (4)	Jessica's birthday Jessica's birthday dinner - Hey, Ana- I'm headed out to Tahiti for a week. ...			May 11
Paige, me (3)	Good Camera - You can borrow mine and try it. I already bought it. --Original Message--...			May 10
Paige, Peter, me (4)	which snowboard to buy - You guys have way cooler lives than me. Even your emails ar...			May 10
Peter, me (4)	Jessica's birthday jessica's birthday dinner - 7pm. We're going for Chinese at that vegetaria...			May 10
Susan Haldis	Bruce Springsteen concert? - Did you know the Boss is coming to town? Interested in g...			May 10
Kim, me (3)	World's Biggest Lava Lamp - That sounds awesome. It sounds like it was both as tall A...			May 10
Paige Stevens	**sony v1** - Hi, Did you get the link for the camera I wanted to buy? I can't decide bewtee...			**May 10**
Nathan Woodward	Fishing - Hi guys, Mark and I have arranged the fishing trip for the guys for Monday, Ma...			May 10
Diana, Kim, me (5)	Rolling Stones - or maybe london? let me know your travel plans and if you need a hotel...			Apr 27
Dave, me (4)	friends Brian and Jeannie's wedding - You got your invitation? I've been friends with Jeann...			Apr 26
Peter Astley	friends **Trip to Africa** - Hey, so do you still want to go? It's going to be so expensive! I d...			Apr 26
Gmail Team	Gmail is different. Here's what you need to know. - First off, welcome. And thanks for ag...			Apr 26

Select: All, Read, Unread, Starred, Unstarred, None

Archive | Report Spam | More Actions ...   1 - 16 of 16

Now you can use Gmail in more **languages**! Learn more
You are currently using 0 MB (0%) of your 2225 MB.
Gmail view: **standard** | basic HTML Learn more

Terms of Use - Privacy Policy - Program Policies - Google Home
©2005 Google

Spam Email that has been marked as spam

All Mail The holding place for all the messages you've sent or received, but not deleted

Stars Identify important messages by starring them

Each line in your inbox corresponds to a conversation instead of a single message. When new messages arrive, the conversation moves to the top of your inbox. Click on a conversation in your inbox to open it in Conversation View.

Conversation View

In Conversation View, you'll see messages displayed like this, with new messages at the bottom of the screen. Messages you've already read are stacked neatly at the top of the screen, so you can concentrate on the new ones. Conversation View makes it easy to follow an entire email exchange back and forth, including your sent replies.

Open in new window Opens conversation in a new browser window

Expand all Expands the stacked messages in this conversation

Sponsored Links Contextual ads you may see alongside your Gmail messages

Related Pages Relevant sites from Google's extensive web index

In Conversation View, use the in-place quick-reply to type your response to any particular message.

Contacts List

Store addresses, phone numbers and notes for all your contacts, and search for a contact as easily as you would a message. You can also click on a contact to view more information and all your conversations with that person.

In Gmail, whenever you send a message, the addresses in the to:, cc:, and bcc: fields are automatically added to the Contacts list. You can also import your contacts from other email programs, including Yahoo! Mail, Microsoft Outlook, Hotmail and others.

Compose Address a message to multiple recipients by checking them and pressing 'Compose'.

Search Contacts Search by a person's first and/or last name or by prefixes (part of the name).
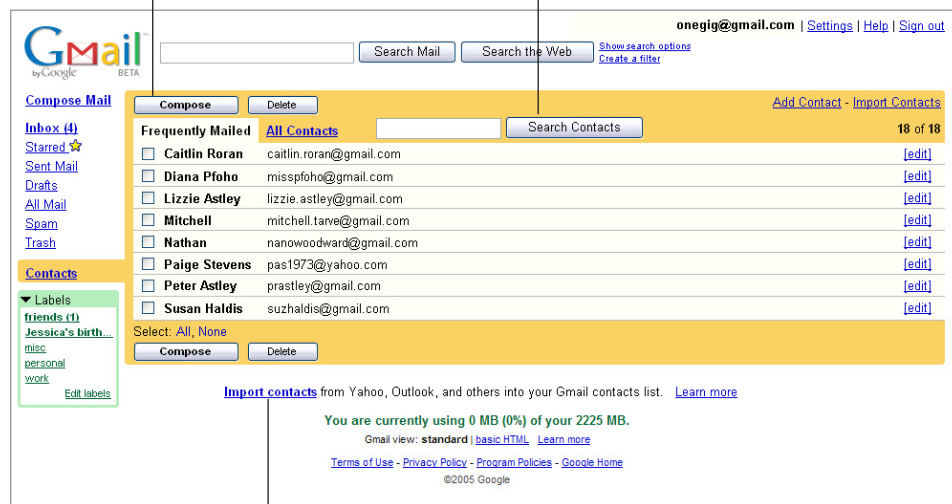
Import Contacts Copy all your contacts from Yahoo! Mail, Outlook, Hotmail, and others into Gmail

Additional Gmail Features

Email portability. Gmail offers free POP3 access and automatic forwarding, which allows you to access your mail the way you want to. You can download your messages to read offline, use Outlook or your Blackberry or any POP-enabled device, or forward new messages to an email account you specify. You can even export your contacts and switch to other email services without having to worry about losing access to your messages or contacts information.

Customizable "From:" addresses. You can customize the address on outgoing messages to display any other address you own, such as @yourcustomdomain.com or @yourschool.edu.

Free mobile access. You can access your Gmail account from any web-enabled mobile phone or device with a data plan. Just point your phone's web browser to **http://m.gmail.com**. Google does not charge for this feature, but some wireless plans still may, so we recommend that users check with their wireless provider.
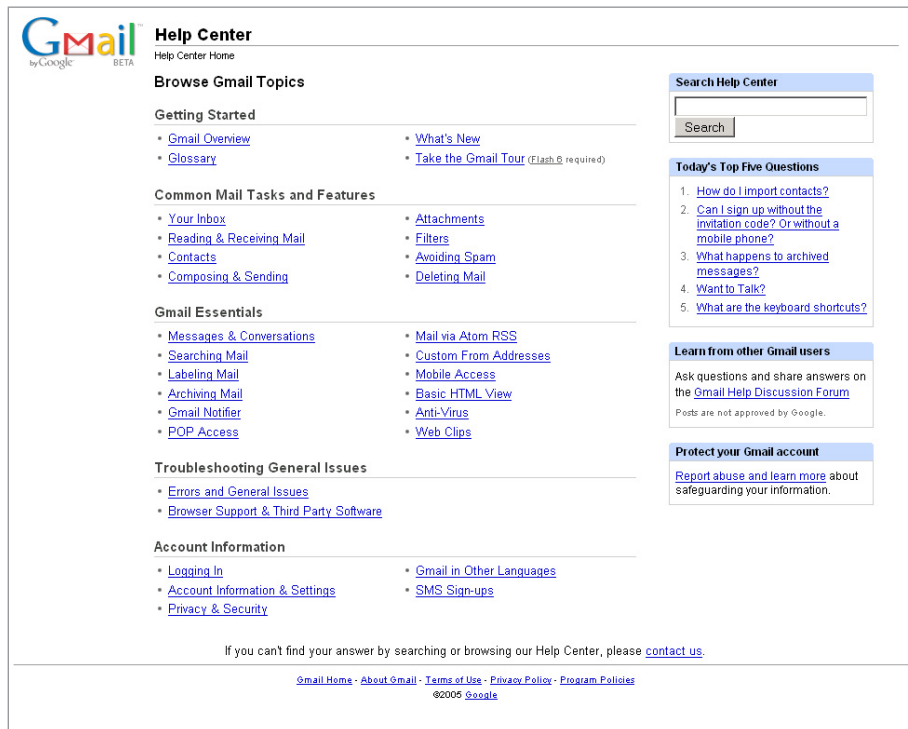
38 language interfaces. Gmail is available in US and UK English, simplified and traditional Chinese, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Tagalog, Thai, Turkish, Ukrainian, and Vietnamese.

Gmail and Privacy

Google takes privacy very seriously. Like other email programs that scan messages for spam and viruses, Gmail scans messages via an automated process. No humans ever read Gmail content to target ads or related information. Google does not and will never rent, sell or share information that personally identifies you for marketing purposes without your express permission. No email content or other personally identifiable information is provided to advertisers. Read the Gmail Privacy Policy for more information: http://gmail.google.com/gmail/help/privacy.html

For More Help

Visit the Help Center, where you can get tips on how to search, set up filters and automatic forwarding, import your contacts, and lots more.

Thank you again for your interest in Gmail. If you have questions, please contact:

Eileen Rodriguez
Consumer PR Manager
(650) 253-4235
eileen@google.com

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