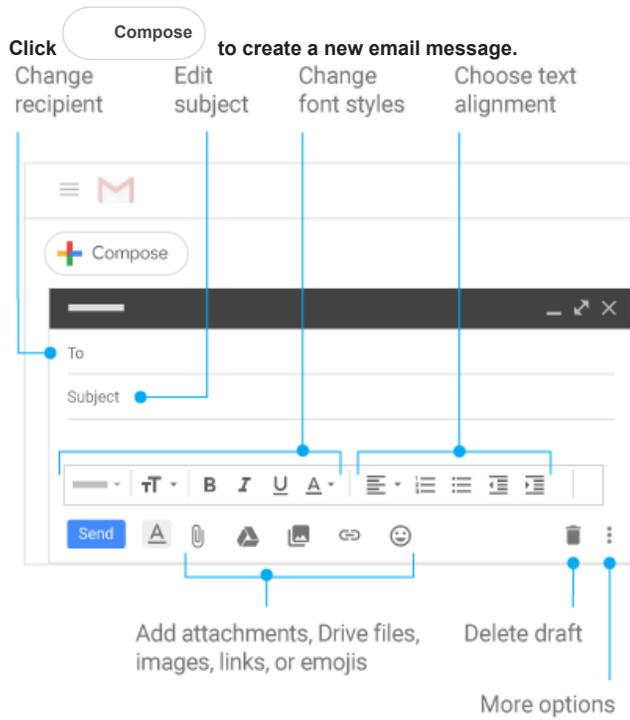# G Suite Learning Center

English

Gmail Cheat Sheet

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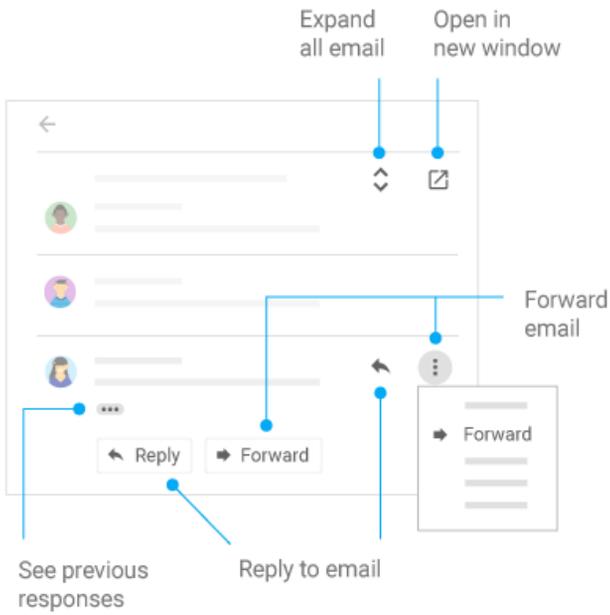
Create and send email, reply to threaded email conversations, and organize your inbox.

1

Click Compose **to create a new email message.**

Change recipient   Edit subject   Change font styles   Choose text alignment

Add attachments, Drive files, images, links, or emojis

Delete draft

More options

2

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

Organize your inbox.

Note: For tips on applying common filters, see Gmail filter ideas.