

# WHAT IS IN YOUR G-MAIL....



- **Mail**

1. Compose Mail

- to, cc, bcc
- Attach a file
- Add An event
- Format bar (hyper link)
- Save now, draft

2. Inbox

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

3. Contacts

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

4. Task List

5. Search, Add or Invite

- Search for contact
- Chat

## 6. Settings

- Signature
- Vacation
- Filter
- Web clips
- Labs
- Themes

## 7. Sign-out

- Importance
- Details

- **Calendar**

1. Views

2. Create Event

3. My Calendars

4. Other Calendars

5. Settings (calendars → share)

- **Documents**

1. The positives

2. Upload

3. Share

4. Templates

- **Reader**

1. Add a subscription
2. Trends
3. Sharing Settings
4. Recommended Items

- **More**

1. Desktop
2. Alerts
3. Pack

GOOGLE ON...