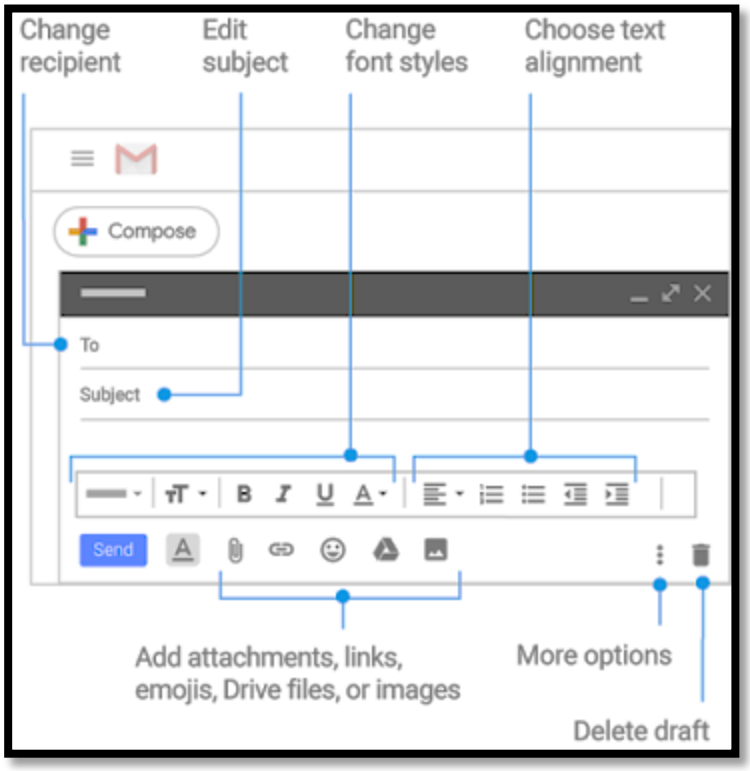
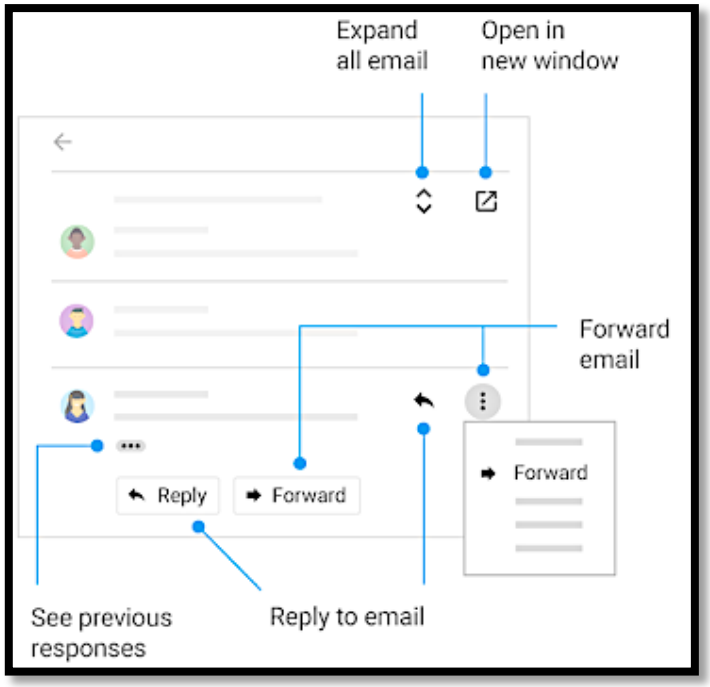
Gmail cheat sheet (https://support.google.com/a/users/answer/9283036)

1. Click Compose to create a new email message

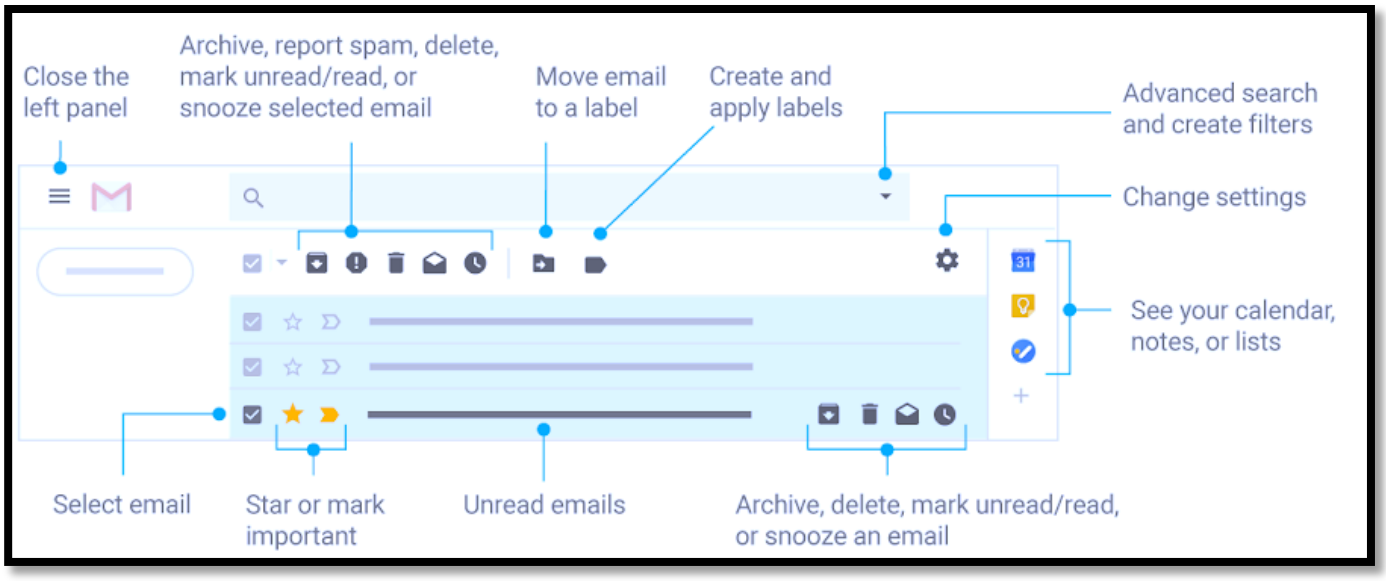


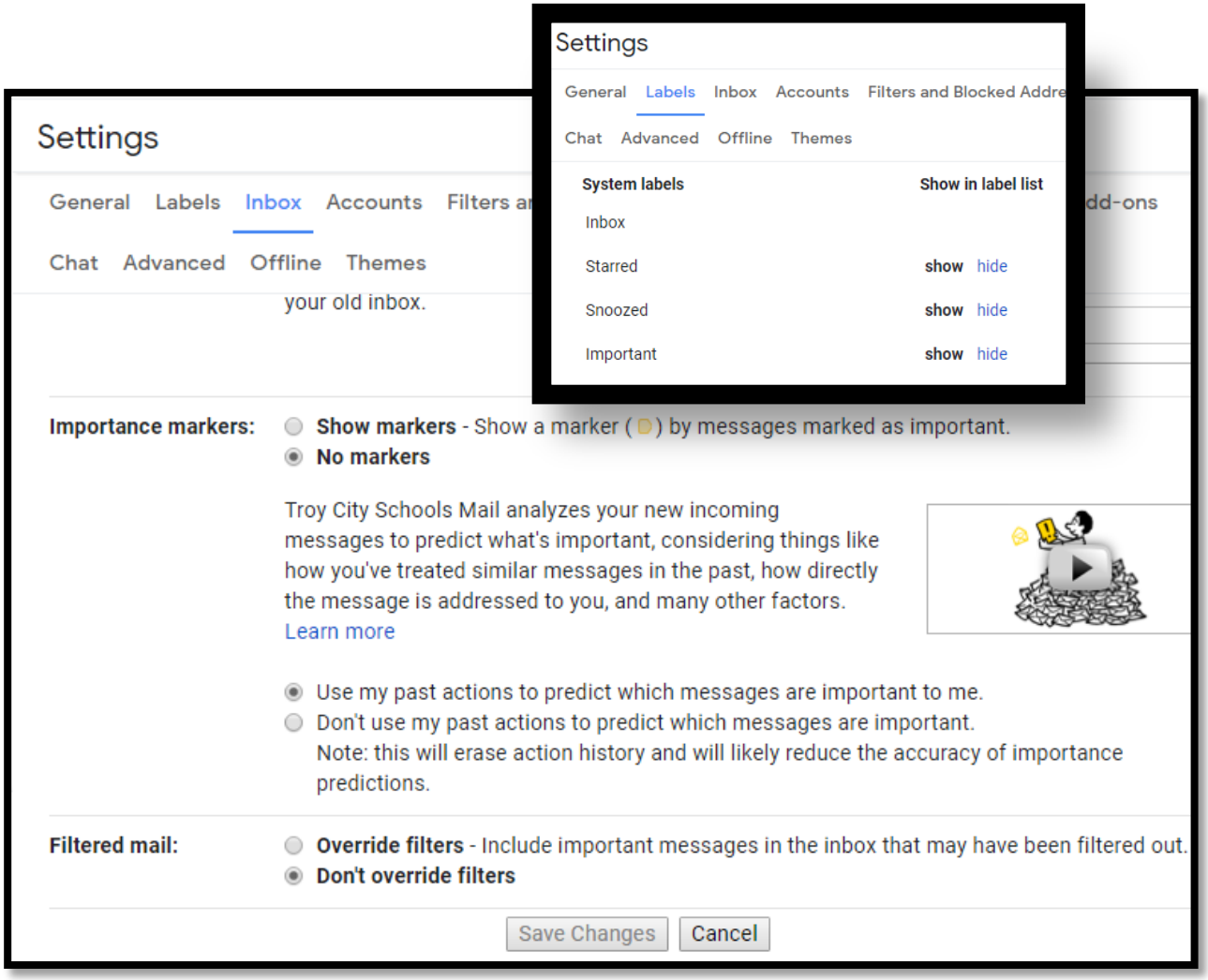
2. Click a message in your inbox to read it and send a reply.

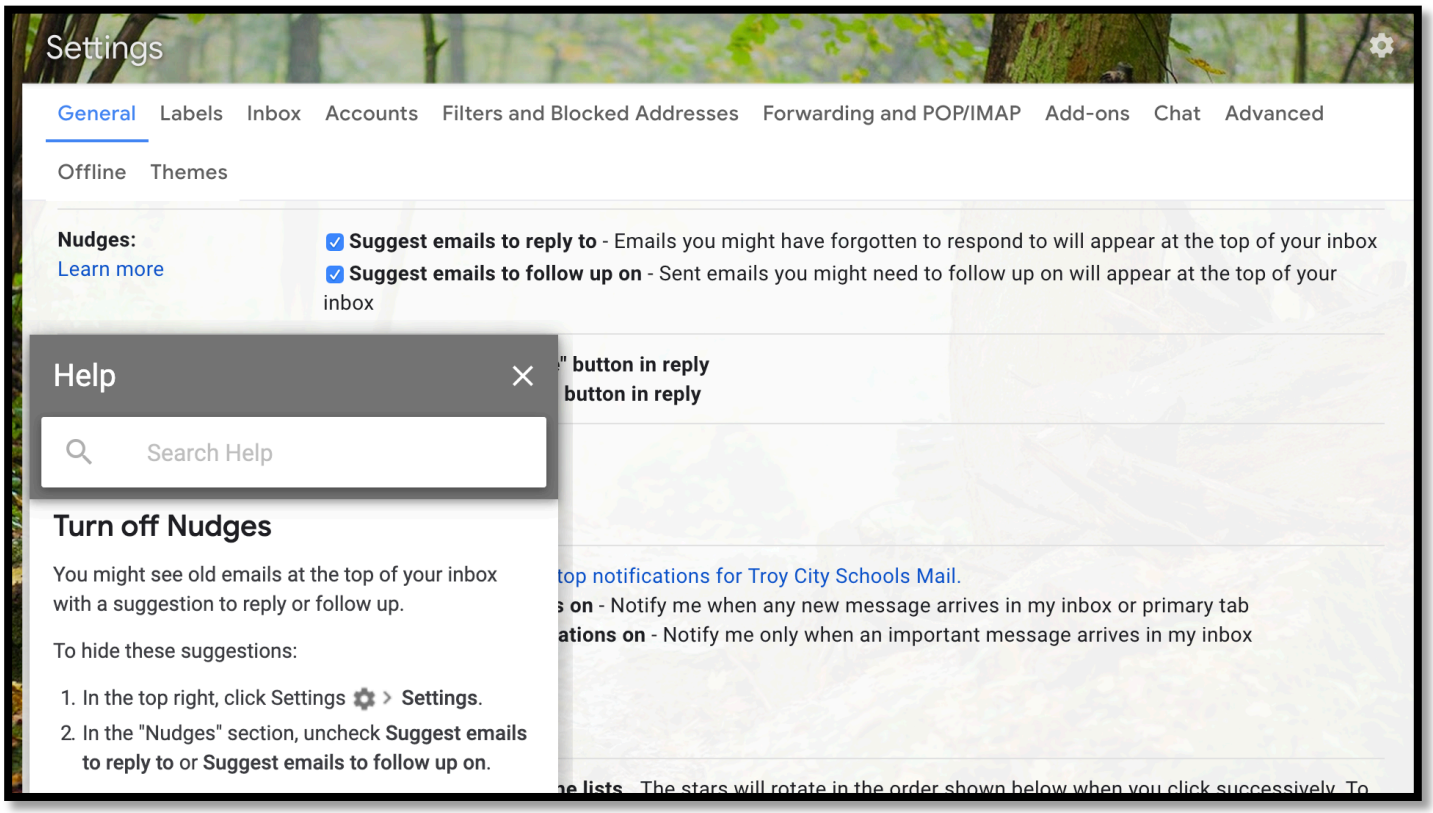


3. Organize your inbox.

Labels are what Outlook called folders.




Settings
General Labels Inbox Accounts Filters and Blocked Addre
Chat Advanced Offline Themes
System labels
Show in label list
Inbox
Starred show hide
Snoozed show hide
Important show hide
Settings
General Labels Inbox Accounts Filters ar
dd-ons
Chat Advanced Offline Themes
your old inbox.
Importance markers:
Show markers - Show a marker ( ) by messages marked as important.
No markers
Troy City Schools Mail analyzes your new incoming messages to predict what's important, considering things like how you've treated similar messages in the past, how directly the message is addressed to you, and many other factors.
Learn more
Use my past actions to predict which messages are important to me.
Don't use my past actions to predict which messages are important.
Note: this will erase action history and will likely reduce the accuracy of importance predictions.
Filtered mail:
Override filters - Include important messages in the inbox that may have been filtered out.
Don't override filters
Save Changes
Cancel


Settings
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced
Offline Themes
Nudges:
Learn more
Suggest emails to reply to - Emails you might have forgotten to respond to will appear at the top of your inbox
Suggest emails to follow up on - Sent emails you might need to follow up on will appear at the top of your inbox
button in reply
button in reply
top notifications for Troy City Schools Mail.
on - Notify me when any new message arrives in my inbox or primary tab
ations on - Notify me only when an important message arrives in my inbox
Help
Search Help
Turn off Nudges
You might see old emails at the top of your inbox with a suggestion to reply or follow up.
To hide these suggestions:
1. In the top right, click Settings > Settings.
2. In the "Nudges" section, uncheck Suggest emails to reply to or Suggest emails to follow up on.