



## 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 1,000 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*

**Password:**   
*Minimum of 6 characters in length. Create password that is memorable and unique to make your account more secure. [Learn More](#)*

**Re-enter password:**

You 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**

**Security Question:**    
*If you forget your password we will ask for the answer to your security question. [Learn More](#)*

**Answer:**

**Secondary email:** *(optional)*   
*Although this field is optional, we strongly encourage you to add one to your account. [Learn More](#)*

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**

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

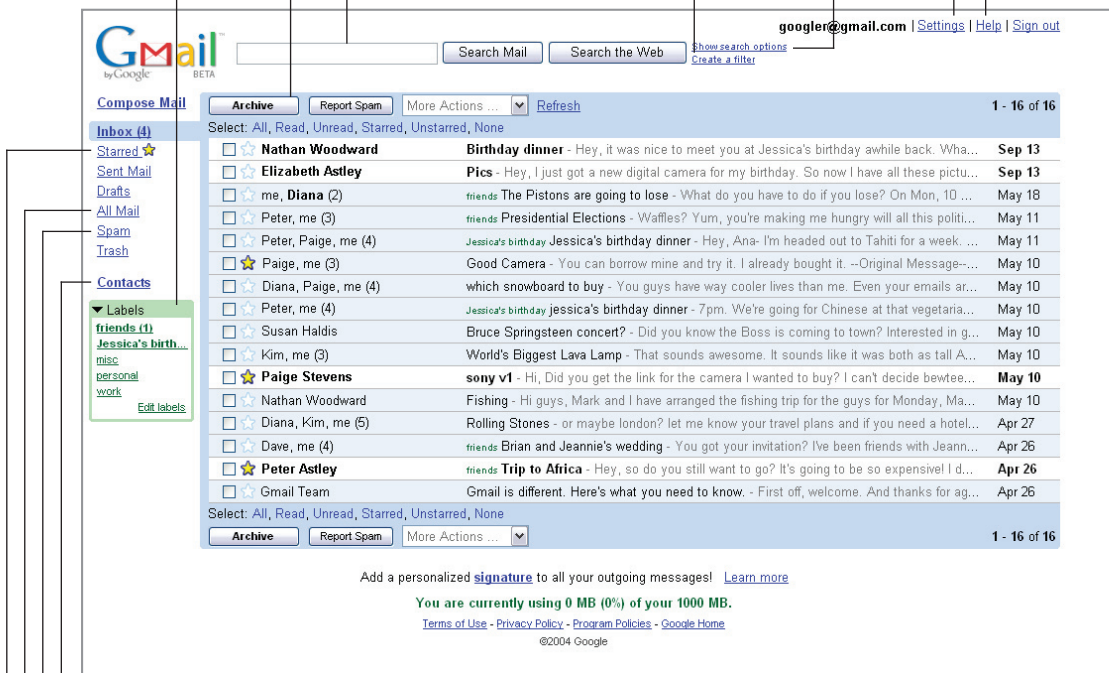
**Search Mail/Search Web** Quickly access the information in your email and on the web

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

**Search options** Create a more specific search

**Settings** Change settings, such as password, and set up auto-forwarding

**Help** Access help information or contact us



**Contacts** Access your contacts list

**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 the back and forth of an entire email exchange, 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 and news from Google's extensive web index

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

## 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.

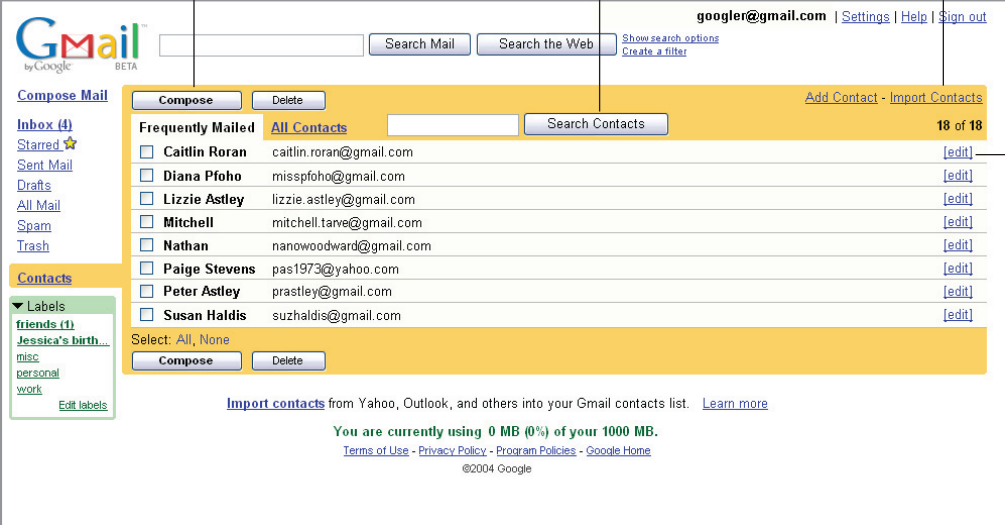
In Gmail, whenever you send a message, the addresses in the to:, cc:, and bcc: fields are automatically added to the Contacts list. You can also import your contacts from other email programs, including Yahoo! Mail, Microsoft Outlook, Hotmail and others.

**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). You can also search by domain or username, such as '@gmail.com'.

**Import Contacts** Copy all your contacts from Yahoo! Mail, Outlook, Hotmail, and others to Gmail in just a few clicks.

**Edit** Add or change information for your contacts, including phone numbers and notes



The screenshot shows the Gmail interface with the following elements:

- Header:** Gmail logo, user email (googler@gmail.com), and navigation links (Settings, Help, Sign out).
- Compose Mail:** Compose and Delete buttons.
- Navigation:** Links for Compose, Delete, Add Contact, and Import Contacts.
- Search:** Search Mail, Search the Web, and Search Contacts buttons.
- Contacts List:** A table with columns for name, email, and an edit link. The list includes: Caitlin Roran (caitlin.roran@gmail.com), Diana Pfoho (misspfoho@gmail.com), Lizzie Astley (lizzie.astley@gmail.com), Mitchell (mitchell.tarve@gmail.com), Nathan (nanowoodward@gmail.com), Paige Stevens (pas1973@yahoo.com), Peter Astley (prastley@gmail.com), and Susan Haldis (suzhaldis@gmail.com).
- Labels:** A sidebar on the left showing labels like friends (1), Jessica's birth, misc, personal, and work.
- Footer:** Storage usage (0 MB of 1000 MB) and copyright information (©2004 Google).

You can easily keep in touch with all your contacts using Gmail's auto-complete feature, which suggests names from your Contacts list based on the letters you type and fills in these addresses as you're typing.

## 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.

The screenshot shows the Gmail Help Center interface. At the top left is the Gmail logo with 'by Google' and 'BETA' text. To its right is the title 'Help Center'. Below the logo are links for 'Gmail Help' and 'Contact Us'. A 'Want more?' box suggests viewing the 'getting started' section. A 'Close Help Window' link is also present. The main content area features a 'Search Knowledge Base' section with a search input field and a 'Search' button. Below this is a 'Browse Questions' section titled 'Today's Top 5 Questions' with a list of links. The page is organized into several columns of links under various category headers: 'Gmail Basics', 'About Gmail', 'Managing Mail', 'Troubleshooting', 'Notifier', 'Privacy Issues', 'Glossary', and 'Feature Requests'. Each category has a 'more...' link. At the bottom, there is a copyright notice: '©2004 Google - Gmail Home - Terms of Use - Privacy Policy - Program Policies - Google Home'.