



## Bates Gmail (Conversations Off): Sending, replying, attachments, and printing

### Your Inbox

Sign in to Bates Gmail Account (<http://email.bates.edu>).

You'll see a list of any messages you've received in your Inbox.

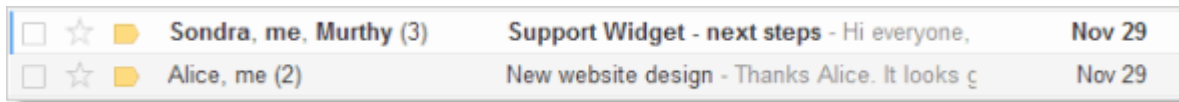
Here's an example:

The screenshot shows a Gmail inbox interface. On the left, there's a sidebar with navigation options: Mail (with a dropdown arrow), Compose, and folders like Inbox (4), Starred, Important, Sent Mail, Drafts (7), Development, Financial, and Junk E-mail. Below the folders is a Chat section with a search bar and a contact named Cassy Smith. The main area displays a list of emails. The first email is from the Google+ team with the subject 'Getting started on Google+'. The second email is from Sondra, me, Murthy (3) with a 'Pending' status and 'Support Team' label. The third email is from Alice Abernathy with the subject 'New website design'. The fourth email is from Mary Dorma with the subject 'PM priorities document'. The fifth email is from Murthy Desdai with the subject 'Questions about the Solar confer'. The sixth email is from nadminis, Cassandra (2) with the subject 'Account proposal'. The seventh email is from Benito Cacciato (2) with a 'Draft' status and the subject 'important mail'. The eighth email is from Murthy Desdai with a 'Support Team' label and the subject 'Project DX2 action ite'. The ninth email is from Cassandra, Mail (3) with the subject 'Helen's Chrome OS info'. The tenth email is from the Gmail Team with the subject 'Get through your email faster with G'. At the bottom of the inbox, there's a status bar showing '0% full', 'Using 0 MB of your 25600 MB', copyright information for 2011 Google, and a 'Powered by Google' logo.

Unread messages are in **bold**. To open a message, simply click it in your message list.

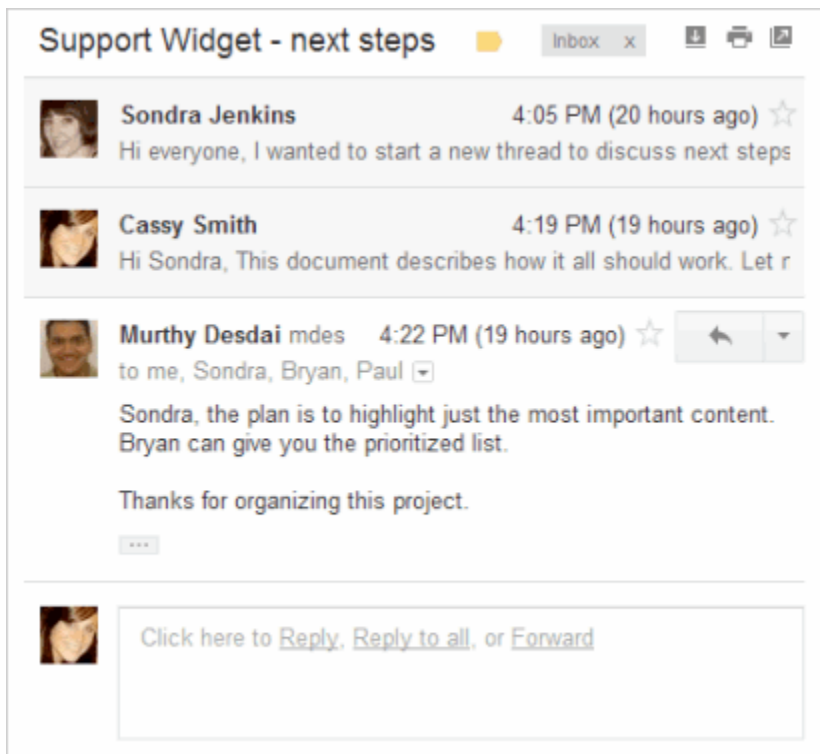
## About conversations:

By default, replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox**:



*Note:* The number of messages in a conversation appears to the right of senders' names.

Here's what an opened conversation looks like:

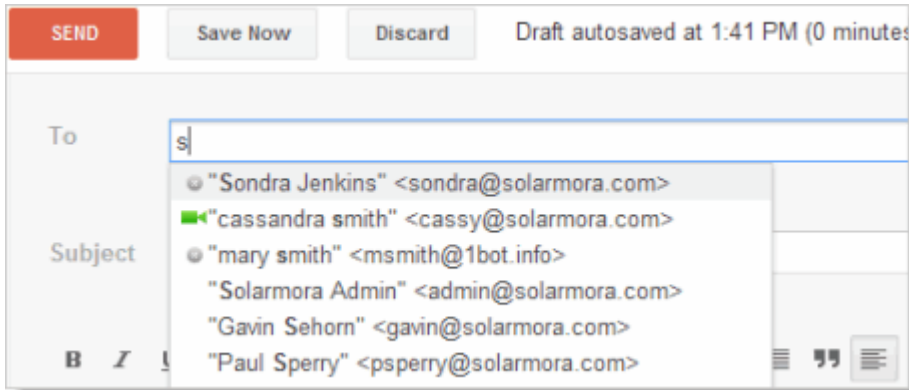


*Note:* You can control whether messages are grouped into conversations: Click the **Gear icon** and then **Settings** in the upper-right corner of your Inbox and, on the **General** tab, scroll to **Conversation View**.

- **If Conversation View is off**, new messages won't be grouped into conversations, and any existing conversations are ungrouped into separate messages.
- **If Conversation View is on**, you can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

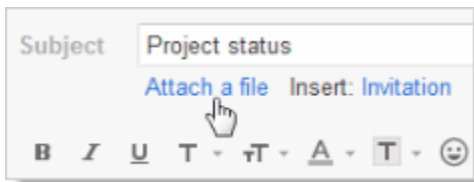
## Compose a message:

1. In the pane on the left, click **COMPOSE**. ([Shortcut Key](#): Press C or Shift+C to open in a new window).
2. In the **To** field, type the first letter or letters of a recipient's name to look up the address in the colleges directory.
3. Enter a subject and the message text.

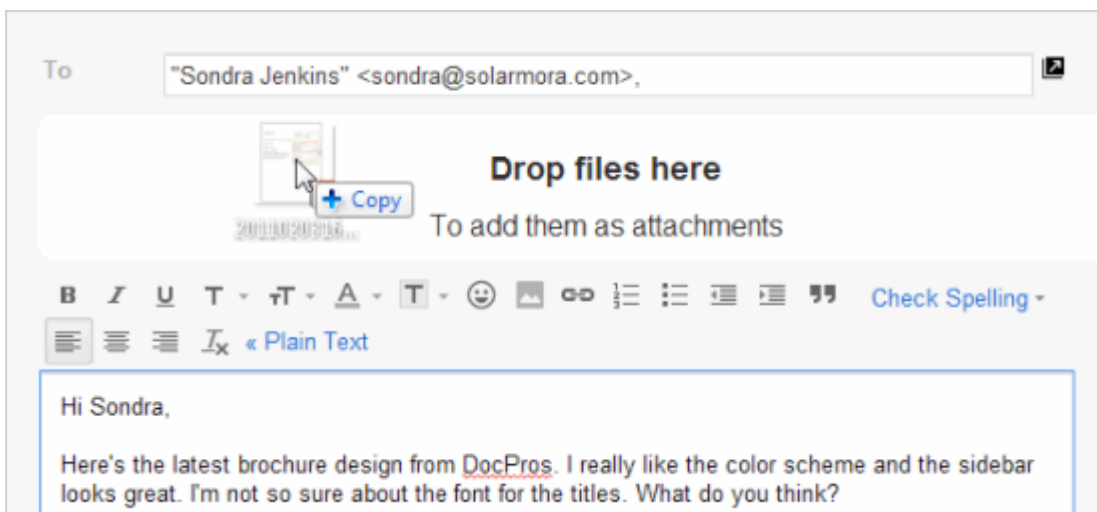


## Add an attachment:

When composing a message, click **Attach a file**, and then browse to the file on your computer:

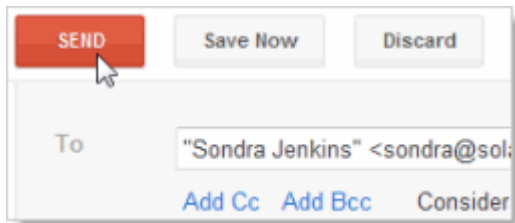


Or just drag a file from your Desktop to your message. You'll see the "Drop files here" box:



## Send a message:

At the top of the message window, click **SEND**. ([Shortcut Key](#): Press Tab+Enter).

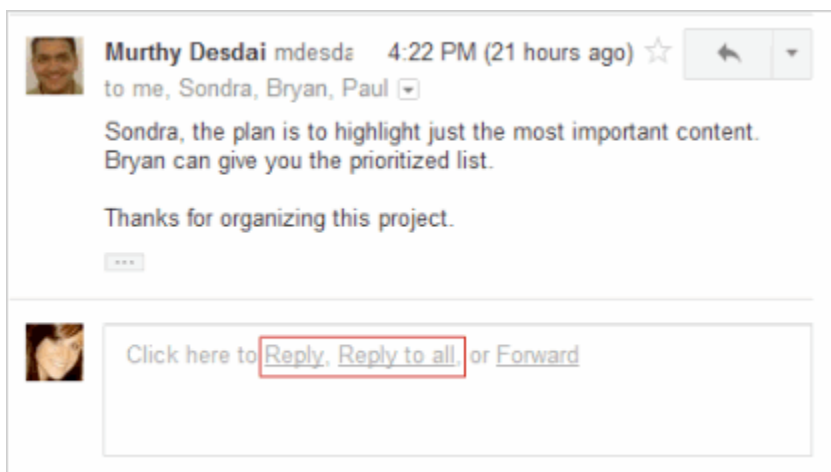


A message appears at the top of the Mail window, confirming that your message was sent.

[Tip](#): if you change your mind, click **Discard**. Use **Save Now** to save a draft to finish later.

## Reply to a Message:

1. Open the message.
2. At the bottom of the message, click **Reply** ([Shortcut Key](#): Press R or Shift+R to open in a new window) or **Reply to all** ([Shortcut Key](#): Press A or Shift+A to open in a new window). The **Reply to all** option won't appear if the email was only sent to you.



3. Optionally, add other email addresses to which to send the reply.
4. Enter your reply in the message field.
5. At the top or bottom of the message, click **Send** ([Shortcut Key](#): Press Tab+Enter).

## Forward a Message:

1. Open the message.
2. At the bottom of the message, click **Forward**. (**Shortcut Key:** Press F or Shift+F to open in a new window).



3. Enter the email addresses to which to forward the message, and add any notes in the message field.
4. At the bottom or top of the message, click **Send** (**Shortcut Key:** Press Tab+Enter).

## Print a Message:

1. Open the message.
2. At the upper right of the message, click the **Print all** icon.



*A printer-friendly version of the message appears.*

3. Use your web browser's **Print** options to print the message.