



Send a message

At the bottom of the message window, click **Send**. A message appears at the top of the mail window, confirming that your message was sent.

Your message has been sent.

Tip: When you edit the message, a draft is automatically saved to your Drafts folder. (While composing your message, Gmail updates drafts automatically and notifies you by saying "Save draft" to the draft icon, see icon below.) If you decide to discard your message instead of sending it at a later time, click the draft icon to delete it.



Reply to a message

You can reply to just the sender or to all recipients of a message.

Google Mail User Guide

Michael Rajnik



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Table of Contents Google Mail User Guide

1. Understanding the eBook Google Mail User Guide
 - The Rise of Digital Reading Google Mail User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Google Mail User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Google Mail User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Google Mail User Guide
 - Personalized Recommendations

- Google Mail User Guide User Reviews and Ratings
- Google Mail User Guide and Bestseller Lists
- 5. Accessing Google Mail User Guide Free and Paid eBooks
 - Google Mail User Guide Public Domain eBooks
 - Google Mail User Guide eBook Subscription Services
 - Google Mail User Guide Budget-Friendly Options
- 6. Navigating Google Mail User Guide eBook Formats
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- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Google Mail User Guide
 - Highlighting and Note-Taking Google Mail User Guide
 - Interactive Elements Google Mail User Guide
- 8. Staying Engaged with Google Mail User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Google Mail User Guide
- 9. Balancing eBooks and Physical Books Google Mail User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Google Mail User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Google Mail User Guide
 - Setting Reading Goals Google Mail User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Google Mail User Guide
 - Fact-Checking eBook Content of Google Mail User Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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