



### 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 exit 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 Drafts pane, see how below.") If you decide to discard your message instead of sending it at a later time, click the draft you're editing.



### Reply to a message

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

# Google Mail User Guide

**Yicheng Fang**



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