Work faster and collaborate better with powerful email features. Create and send email, reply to threaded email conversations, and organize your inbox.

1. Click **COMPOSE** to create new email.

   - **Change font styles**
   - **Choose text alignment**
   - **Add attachments**
   - **Insert files from Drive**
   - **Add links**
   - **Insert images**

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

   - **Expand all emails in the conversation**
   - **Open conversation in a new window**

3. Organize your inbox.

   - **Archive email**
   - **Delete email**
   - **Advanced search and filters**
   - **Add labels**
   - **Add selected emails to task list**

   - **Select email**
   - **Star or mark as important**
   - **Unread emails**