





Differences at a glance





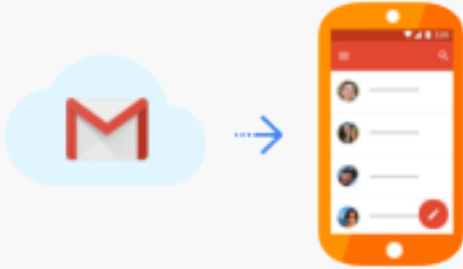
Now that you've switched from Microsoft® Outlook® to Google Apps, here are some tips to begin using Gmail as your new mail program.

Feature	 In Outlook...	 In Gmail...
View messages	Emails appear individually Each email reply appears as a separate message in your inbox.	Emails grouped into conversations Gmail groups all email replies with the original message, creating a single conversation or thread*. <i>*You can change settings at any time to make replies appear as individual messages instead.</i>
Organize	Folders Store and categorize emails in folders.	Labels (Folders with a twist) Apply multiple labels to a message, then later find the message by looking in any of its labels.
Clean your inbox	Delete emails	<ul style="list-style-type: none"> • Delete emails • Archive—Archiving removes emails from your inbox to keep it clutter-free. But, the emails stay in your account so you can find them later.
Mark important emails	Flags Mark important emails with a flag.	Stars and importance markers <ul style="list-style-type: none"> • Star—Click ☆ next to an email to so you can easily find it later. In the left menu, click Starred to list all your starred emails. • Importance marker—Click 🚩 to mark it as important and train Gmail to prioritize certain types of emails.
Create to-do lists	<ul style="list-style-type: none"> • Add independent tasks. • Create tasks or to-do lists from emails. • Tasks with dates also appear in Outlook Calendar. 	<ul style="list-style-type: none"> • Add independent tasks. • Add email messages your task lists. • Tasks with dates also appear in Google Calendar.



Access your emails...

You can access your emails from any computer, smartphone, or tablet.

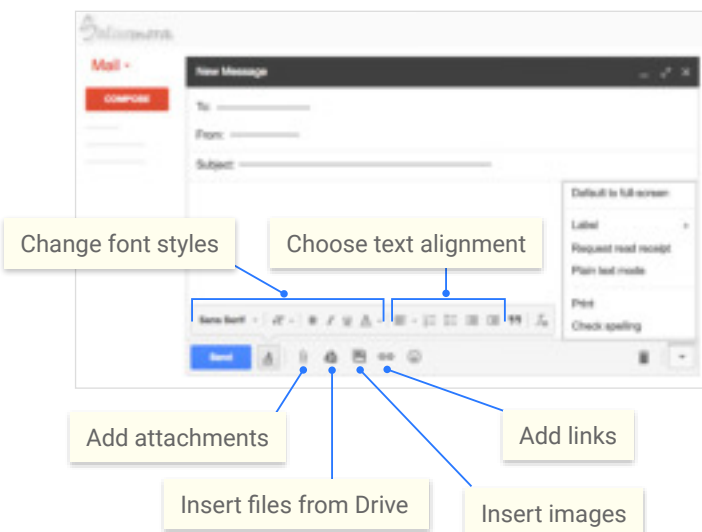
	 In Outlook...	 In Gmail...
...from a computer	Access Outlook from the computer where it's installed.	Access Gmail from any computer with Internet access. 
...from the web	Access Outlook at www.outlook.com or outlook.office365.com .	Access Gmail through web browsers on any device at mail.google.com . 
...from your mobile devices	Install and open the Outlook app.	Install and open the Gmail app. 



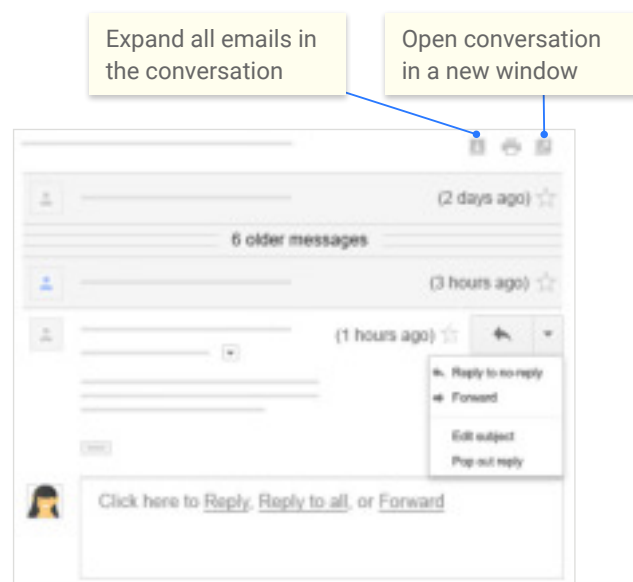
Work with emails

Your most important Microsoft Outlook features exist in Gmail, too!

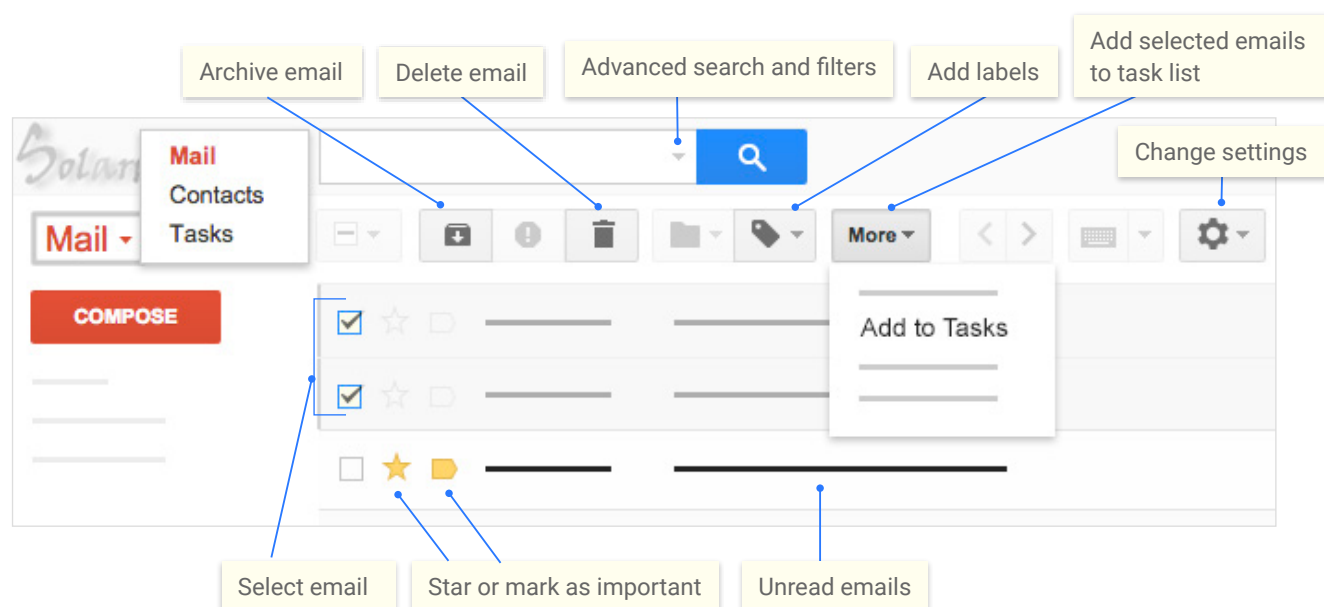
- 1 Click **COMPOSE** to create new emails.



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



- 3 Organize your inbox.



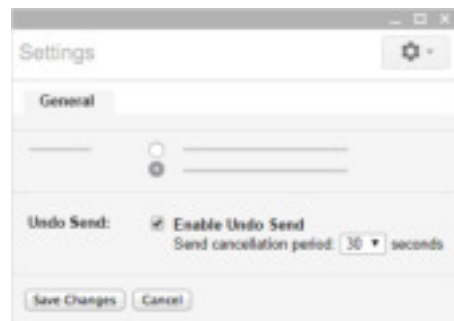


Do more with Gmail

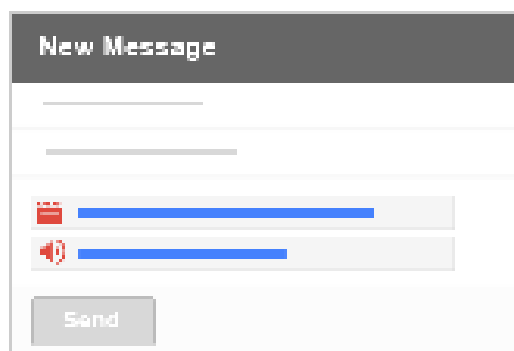
- 1 Read and draft emails when you don't have Internet access! They'll automatically send when you're back online. [Learn more](#)



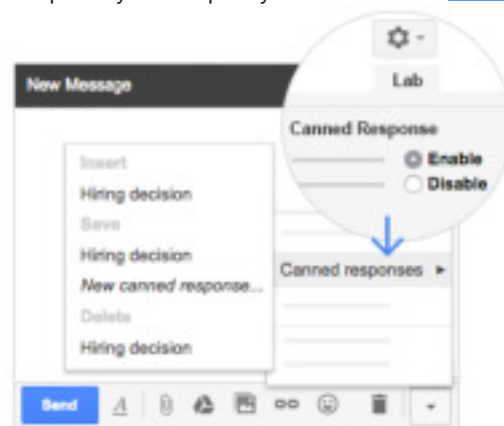
- 2 Make a typo in your email? Forget to add a recipient? Change your mind about sending a message? Take back a message you just sent by enabling the **Undo Send** feature. [Learn more](#)



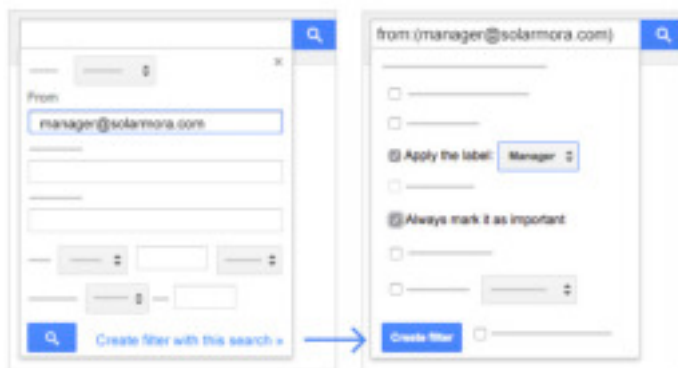
- 3 Want to send really large attachments? Insert Drive files up to 30 GB (or 30 TB with a storage plan). [Learn more](#)



- 4 Responding to the same types of emails all the time? Enable the Canned responses lab, then save a response so you can re-send it any time with just a few clicks. For example, create email templates you can quickly fill out and send! [Learn more](#)



- 5 Auto-organize your inbox with filters. [Learn more](#)



- 6 Automate responses to common types of messages by combining filters and canned responses. [Learn more](#)

