







Switching to Gmail from Outlook

Differences at a glance

Now that you've switched from Microsoft® Outlook® to G Suite, here are some tips to begin using Gmail as your new mail program. You'll find many similar features, such as formatting and read receipts, and additional benefits when you use Gmail.

Get Gmail: mail.google.com [Android app](#) | [iOS app](#)

Feature	 In Outlook Based on Office 2013	 In Gmail
View messages	Messages appear individually You see each email reply as a separate message in your inbox.	Email grouped into conversations After you reply to an email, all messages are grouped together, 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 email in folders.	<ul style="list-style-type: none"> • Labels (folders with a twist)—Apply multiple labels to a message. Later, find the message by looking in any of its labels. • Priority Inbox—Sort and prioritize your email into different categories.
Clean your inbox	Delete email	<ul style="list-style-type: none"> • Delete email • Archive—Move email from your inbox to keep it clutter-free, but keep the messages in your account so you can find them later.
Mark important email	<ul style="list-style-type: none"> • Flag—Mark important email with a flag. • High importance—Mark an urgent email as High importance. 	<ul style="list-style-type: none"> • Star—Click Star  next to an important email. In the left menu, click Starred to easily find all of them later. • Importance marker—Click Important  to mark it as important and train Gmail to prioritize this type of message.
Create to-do lists	<ul style="list-style-type: none"> • Add independent tasks. • Create tasks or to-do lists from email. • Tasks with dates also appear in Outlook Calendar. 	<ul style="list-style-type: none"> • Add independent tasks. • Add email messages to your task lists. • Tasks with dates also appear in Google Calendar.
Find email	Basic search, or filter by location.	Basic search, or filter by: <ul style="list-style-type: none"> • Location • Sender • Subject • Words • Attachments • Size • Date
Filter email	Create a rule to: <ul style="list-style-type: none"> • Send email to a folder. • Archive, delete, or mark email as important. • Automatically forward your email. 	Create a rule to: <ul style="list-style-type: none"> • Send email to a label. • Archive, delete, or star email. • Automatically forward your mail.

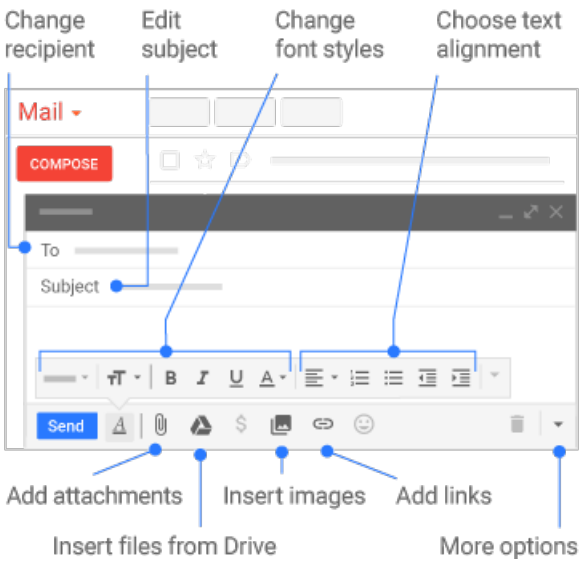


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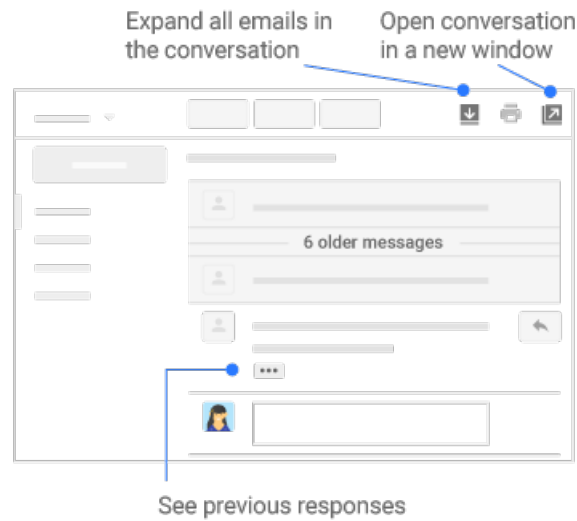
Work with email

Your most important Outlook features exist in Gmail, too.

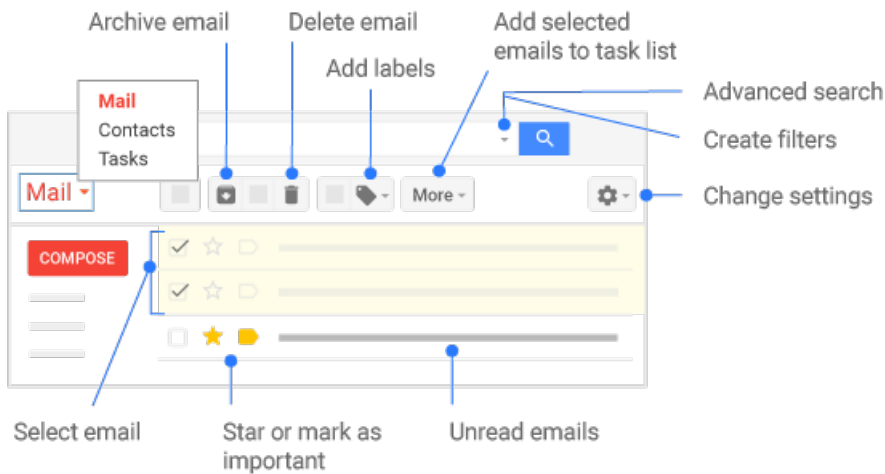
1 Click **COMPOSE** to create a new email message.



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



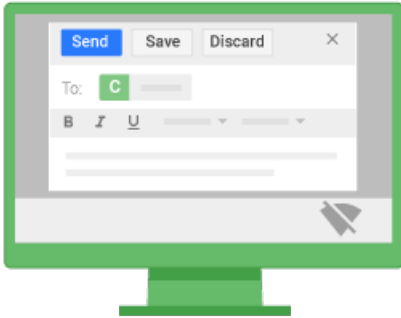
3 Organize your inbox.



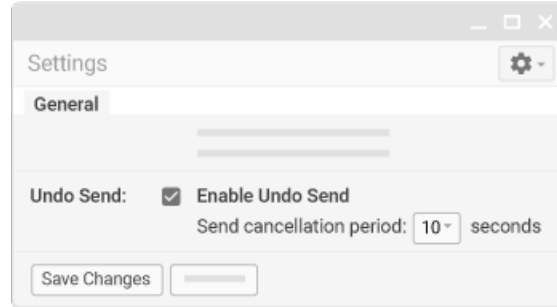
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Do more with Gmail

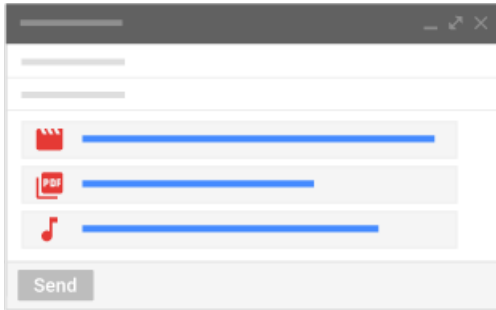
1 Read and draft email when you don't have Internet access. [Learn more](#)



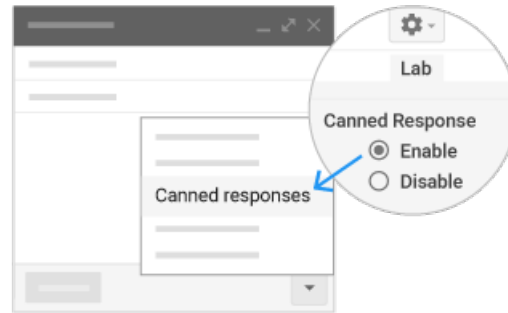
2 Take back a message you just sent. [Learn more](#)



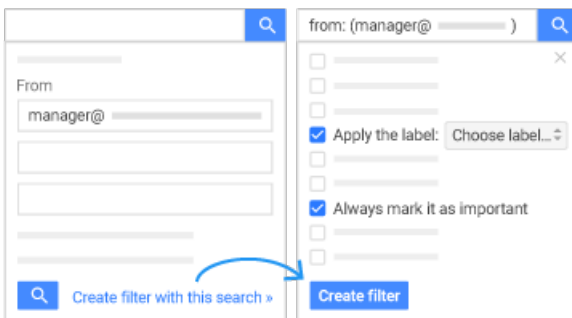
3 Send large email attachments by inserting files stored in Google Drive. [Learn more](#)



4 Create templates for common email messages. [Learn more](#)



5 Auto-organize your inbox with filters, such as by flagging VIP emails or archiving notifications. [Learn more](#)



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

