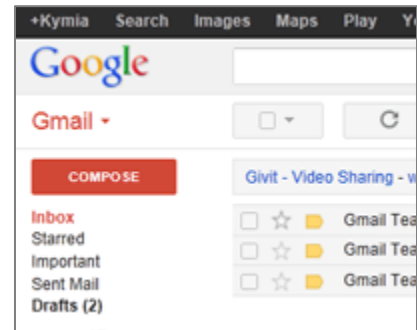


02 Gmail Introduction

What is Gmail?

Gmail (also called **Google Mail**) is a free email service provided by Google. In many ways, Gmail is like any other email service: You can **send and receive emails**, **block spam**, create an **address book**, and perform other basic email tasks. But it also has some more unique features that help to make it one of the most popular email services on the Web.



In this lesson, we'll talk about some of the **features** and **advantages** of Gmail, and also give an overview of the **Gmail window**.

Google Accounts

Creating a **Google Account** will be needed to access **Gmail** because this email service is one of the many services offered by Google to registered users. Signing up for a Google Account is free and easy, and naming your new **Gmail address** will be a part of the sign-up process. This means whenever you're signed in to Gmail, you are automatically signed in to your Google Account. You'll be able to easily access other Google services like **Google Docs**, **Calendar**, **YouTube**, and more. Creating a Google Account also means that you'll be a part of **Google+**, Google's social networking service.

Of course, you don't have to use any of these features—you may prefer just to focus on email for now. However, if you'd like more information, you can check out our [Google Account](#) tutorial, where we talk about some of the **different services** that Google offers, as well as how to change your **privacy settings**.

Gmail features

Gmail offers a lot of useful **features** to make your email experience as smooth as possible, including:

- **Spam filtering:** Spam is another name for junk email. Gmail uses advanced technologies to keep spam out of your inbox. Most spam is automatically sent to a **separate spam folder**, and after 30 days it is deleted.

Conversation View: An email "**conversation**" occurs any time you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail **groups** these emails together by default, which helps to keep your inbox more organized.

Gmail features continued:

- **Built-in chat:** Instead of sending an email, you can send someone an **instant message** or use the **voice** and **video chat** feature (if your computer has a microphone and/or webcam).
- **Call Phone:** This feature is similar to voice chat, except it allows you to dial an actual phone number to call **any phone in the world**. It's **free** to make a call to anywhere in the U.S. or Canada, and you can make calls to other countries at relatively low rates.

Get to know the Gmail interface

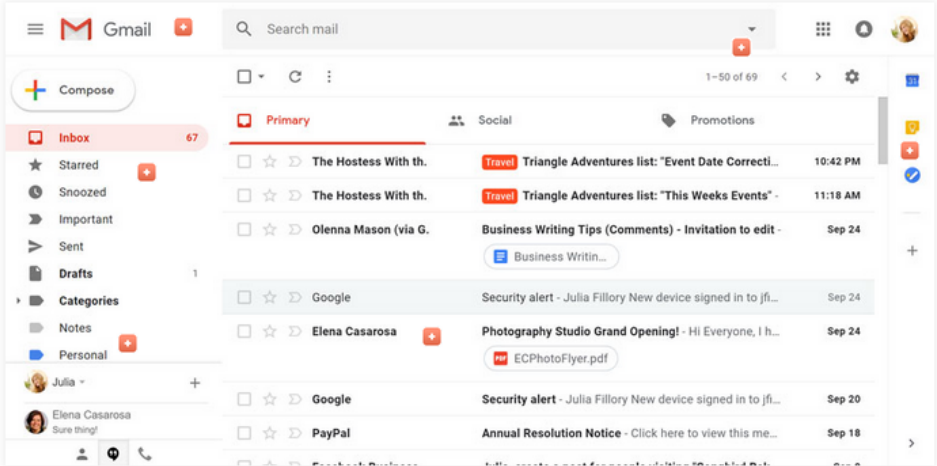
When you're working with Gmail, you'll mostly be using the main **Gmail interface**. This window contains your **inbox**, and it allows you to navigate to your **contacts**, **Mail settings**, and more. Also, if you use other Google services such as **YouTube** or **Calendar**, you'll be able to access them from the top of the Gmail window.

- ▶ Go to Interactive: [Gmail Interface](#) to learn about the different parts of the Gmail Interface. Scroll down the webpage until you get to the interactive graphic:

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Click the buttons in the interactive below to learn about the different parts of the Gmail interface.



The screenshot displays the Gmail web interface. At the top, there is a search bar and navigation icons. The left sidebar shows the 'Compose' button and a list of folders: 'Inbox' (67), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts' (1), 'Categories' (Notes, Personal), and 'Julia'. The main area shows the 'Primary' tab with a list of emails, including travel alerts, business writing tips, and security alerts. The right sidebar contains additional navigation options like 'Social' and 'Promotions'.