



Getting Started

When you have logged into your Gmail account, you will need to become familiar with the navigation links and Gmail terminology (labels and conversations).

Labels - Labels are the same as folders, but with additional advantages.
See [Self Help Guide- Using Labels](#)

Conversation - Replies are grouped with the original message. This creates a single **conversation**. Replies to replies are displayed in one place in order. This makes it easier to understand the context of a message or to follow the **conversation**. Each new message is stacked on top of the ones that arrived before it, so that the newest message is always the one you see first.

Compose

This opens a new message.

Inbox

This is where all new messages are stored, until deleted, moved or archived. The number in brackets indicates how many unread messages you have.

Starred

Shows you only messages you've marked with a star. A star can mean whatever you like.

Sent Mail

Shows messages you have sent.

Drafts

Stores messages you have started and saved.

All Mail

Stores the content from your inbox, Starred, Chats, Sent, Drafts and all of your archived messages.

Bin

Holds your deleted messages for 30 days.

Navigation links/ labels

