

# Ten tips about Gmail

Gmail today is the same easy-to-access, easy-to-use product that we first created four years ago as a faster, cleaner, more intuitive approach to email. But we've also improved Gmail in many ways, large and small, since it first launched. While there are hundreds of things that make Gmail a superior emailing experience, here are ten things you may or may not know:

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1. Move old email to your Gmail account. Sometimes you may have email in an old or different email account that you want to move over. This is easy to do. Simply go to Settings > Accounts > Get mail from other accounts and Gmail will take you through the process
  2. Reply by chat. If you receive an email and notice that the sender is online (by seeing the little green dot next to his or her name in the conversation), you can click the button "reply by chat". What's particularly convenient about this is that the chat will be archived as part of the email thread to which you replied
  3. Use emoticons in your email. Smiley icons have become very popular in instant messaging but we think they work really well in emails too. We've added a whole range of icons for you to brighten up your messages with and get across in pictures what words can't describe. No longer will you have to settle for a ;) when you can have a 😊. Maybe you just want to brighten up your email by using fun icons like 🐼. And of course, when the news is bad, 🐼 transcends all words
  4. Better Gmail for your mobile. We recently announced some improvements to accessing Gmail from your mobile device which will make it faster and smoother to get your email on the move. Gmail for mobile 2.0 is designed to be more reliable in low signal areas and provides basic offline support for phones like the Nokia N95, Sony Ericsson W910i, and BlackBerry Curve. You can also now log into multiple accounts (including both Gmail and Google Apps email accounts) at the same time and we're supporting over 35 languages. To download Gmail for mobile version 2.0, just go to [m.google.com/mail](http://m.google.com/mail) in your mobile browser
  5. Protect your Gmail account. Your email account can contain a lot of personal information, from bank alerts to love letters. We understand how important your Gmail accounts are to you, so we've added a new layer of information and control. It's really easy to forget to sign out of Gmail so at the bottom of your inbox, you'll see information about the time of the last activity on your account and whether it's still open in another location. By clicking on the 'Details' link you can verify that you and only you have accessed your account
  6. A picture says a thousand words. Add a picture to your email so that when you email someone they can see what face you want to present to the world. You can also control who sees it in case you only want people you chat with most to view your latest picture
  7. Use keyboard shortcuts to save time. For example use 'c' as a shortcut to compose an email and 'e' to archive a message. Similarly the 'archive and next' shortcut prevents you from having to click to return to your inbox. Just go to your settings and click 'Keyboard shortcuts on' to enable these features
  8. Use the 'mute' function if an email thread is just becoming too long. If the conversation that's happening is no longer relevant to you, you can 'mute' it to keep new emails out of your inbox. Don't worry, though, you don't risk missing something important - if your address appears in the 'to' or 'cc' field it will come back to your inbox, ready for your attention
  9. Coloured labels. Sometimes you want to make emails in your inbox stand out. Or you may just want a more sophisticated, colourful filing system. You can now colour-code your labels to differentiate different types of messages and make them easy to find
  10. Pick your language: Gmail now supports around 50 different languages so people from all over the world can stay in touch in their native tongue. You can now also switch quickly and easily between any language. There's also full support now for the right-to-left languages like Arabic and Hebrew in both Gmail and chat
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