





# Differences at a glance




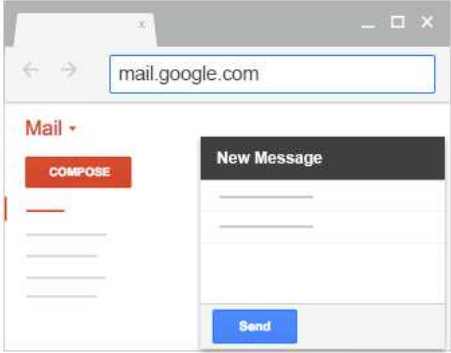
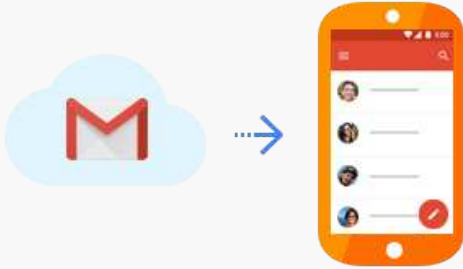
Now that you've switched from Microsoft® Outlook® to Google Apps, here are some tips to begin using Gmail as your new mail program.

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



# Access your emails...

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

	 <b>In Outlook...</b>	 <b>In Gmail...</b>
<p><b>...from a computer</b></p>	<p>Access Outlook from the computer where it's installed.</p>	<p>Access Gmail from any computer with Internet access.</p> 
<p><b>...from the web</b></p>	<p>Access Outlook at <a href="http://www.outlook.com">www.outlook.com</a> or <a href="http://outlook.office365.com">outlook.office365.com</a>.</p>	<p>Access Gmail through web browsers on any device at <a href="http://mail.google.com">mail.google.com</a>.</p> 
<p><b>...from your mobile devices</b></p>	<p>Install and open the Outlook app.</p>	<p>Install and open the Gmail app.</p> 

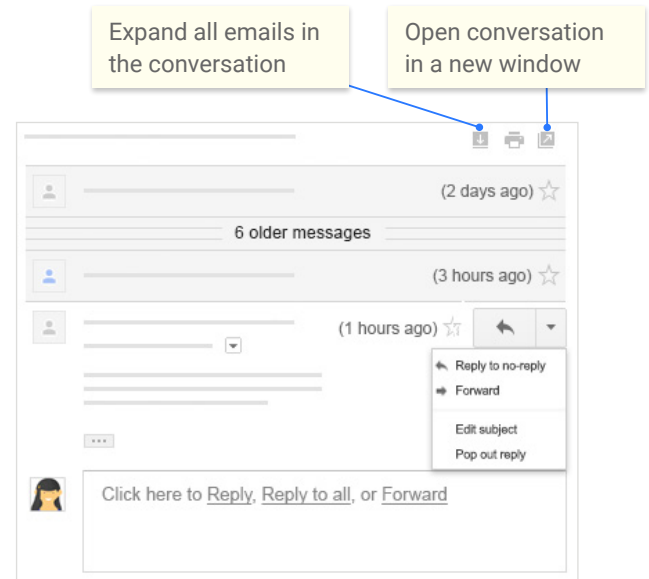
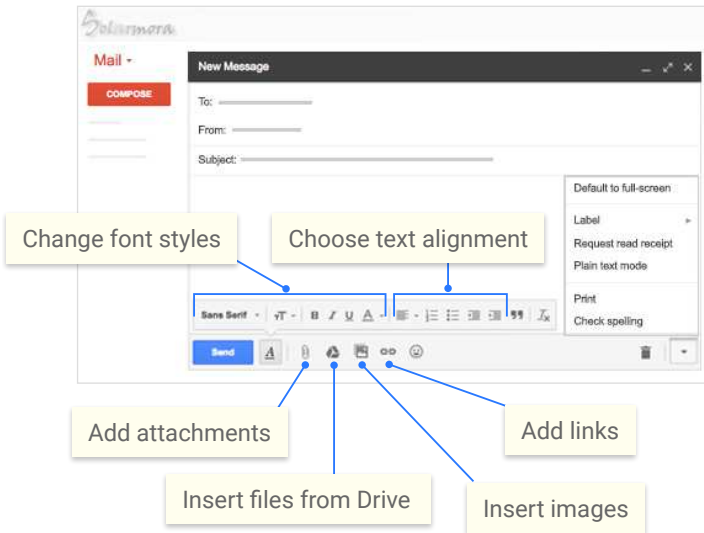


## Work with emails

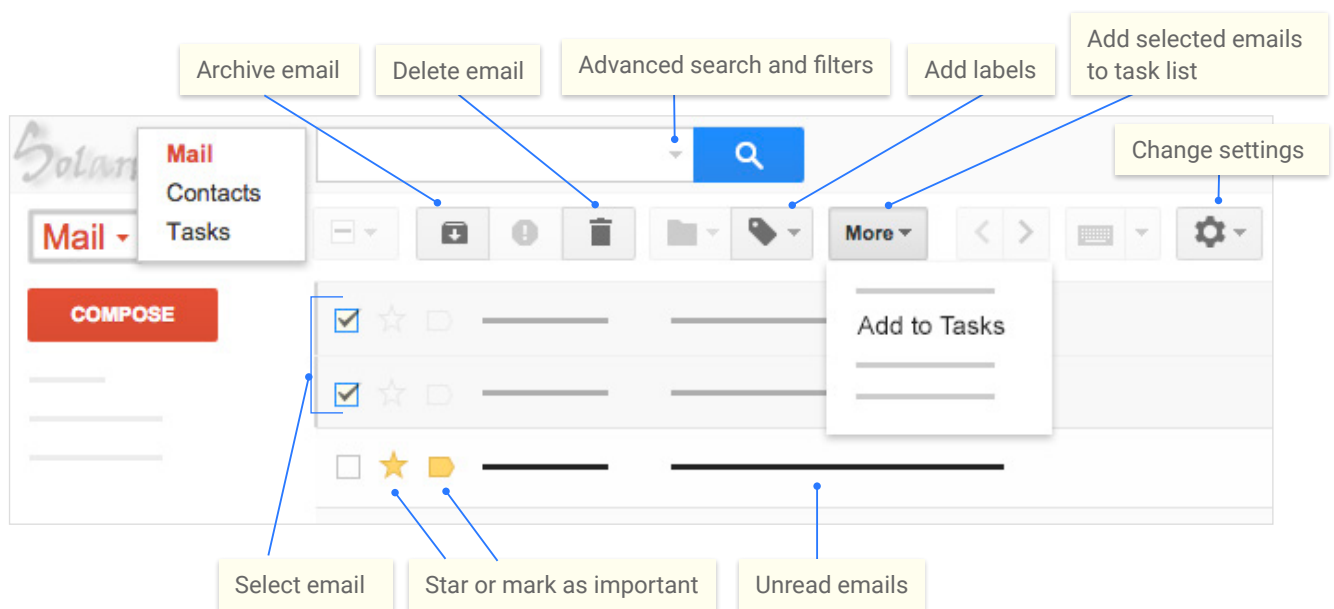
Your most important Microsoft Outlook features exist in Gmail, too!

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.



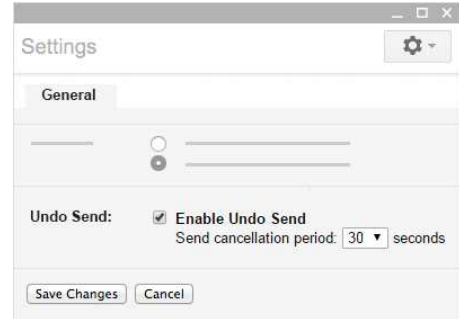


# Do more with Gmail

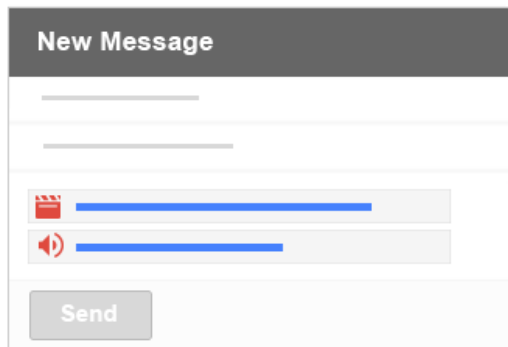
- 1 Read and draft emails when you don't have Internet access! They'll automatically send when you're back online. [Learn more](#)



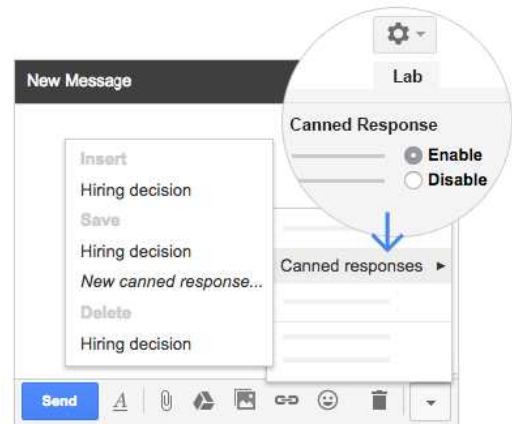
- 2 Make a typo in your email? Forget to add a recipient? Change your mind about sending a message? Take back a message you just sent by enabling the **Undo Send** feature. [Learn more](#)



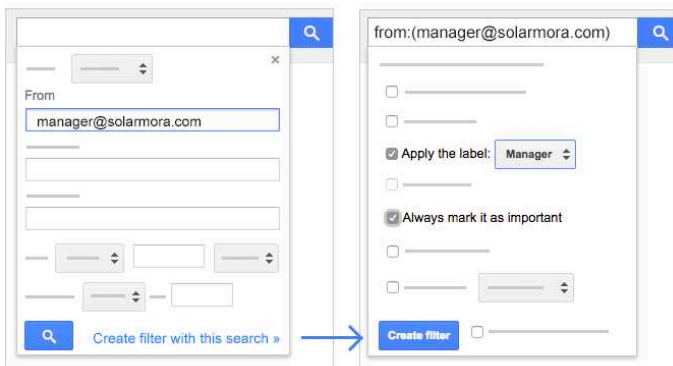
- 3 Want to send really large attachments? Insert Drive files up to 30 GB (or 30 TB with a storage plan). [Learn more](#)



- 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](#)

