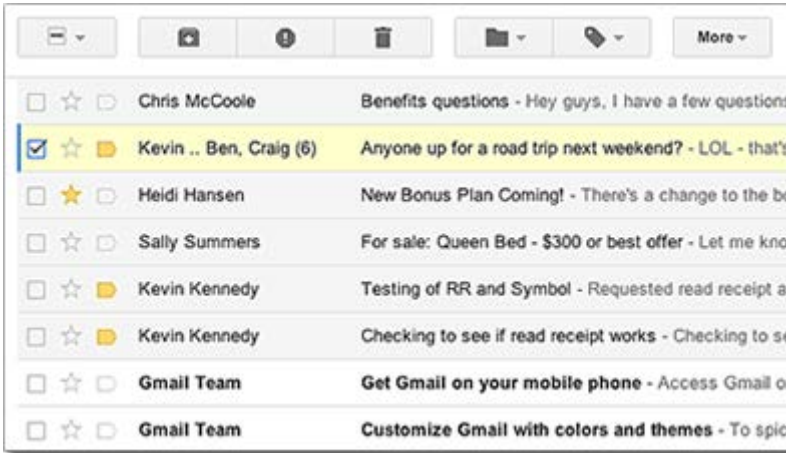


Gmail's new inbox not only looks sleeker, but is easier to scan, navigate, and customize. Additionally it works best when using **Google Chrome** as your browser. If you don't have Google Chrome please contact the IT Help Desk and we can assist in the installation.

What's new at a glance...

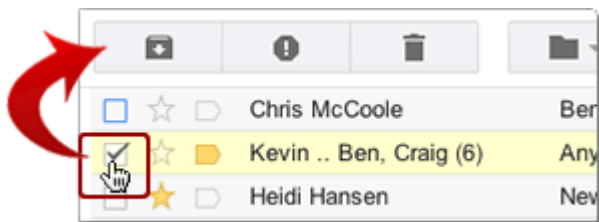
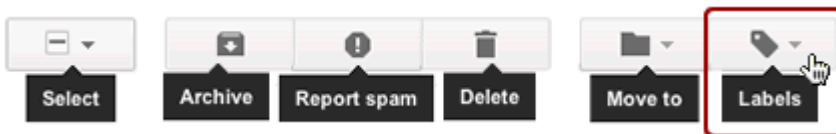


- A sleeker, more focused inbox
- New toolbar icons and gear menu
- Density options for adjusting whitespace
- New locations for inbox category options

A closer look at changes...

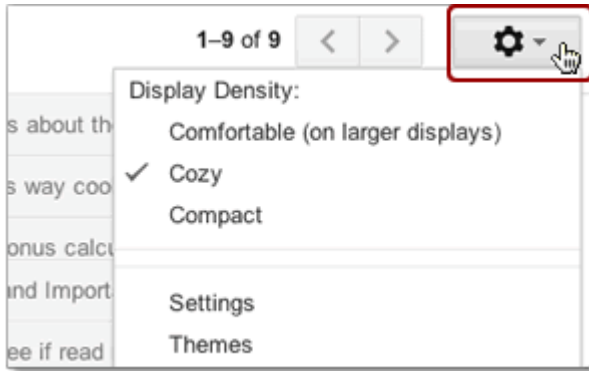
Toolbar actions are now icons

Actions for refreshing your inbox, archiving a message, assigning labels, and so on, are now icons. If you're not sure what an icon does, point at it to see a pop-up description.



Select a message to see actions

To see toolbar actions such as as Archive, Spam, Delete, and Labels, you must now select a message. When no message is selected, these actions go away.




New gear menu, Density settings

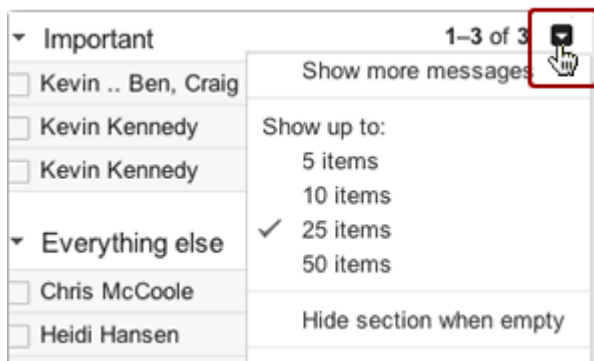
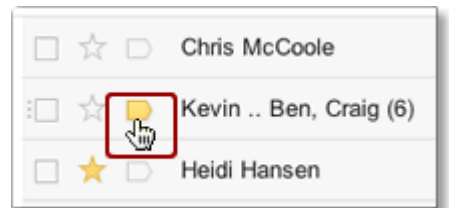
There's a new gear icon at the top-right of your message list for accessing your Gmail **Settings**, changing your **theme**, and getting **help**.

You can also choose a Display Density setting—**Comfortable**, **Cozy**, or **Compact**—to adjust spacing between messages (for example, to see more messages listed in your inbox at once).

Mark messages as important

You now just click the message's **importance** marker  (to the right of its star). If a message is no longer important, click the marker again.

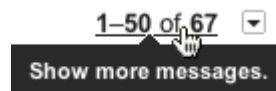
Note that this marker appears only if **Importance markers** are enabled in your Gmail Settings.



Options for inbox categories

If your inbox categorizes messages as Important, Unread, or Starred (which you can set up in your Gmail Settings), options for customizing these categories have moved. You now see them by clicking a small down arrow at the far *right* of the Inbox.

To list older messages in a category, click the message range.



New Keyboard shortcut in message lists

You can now use the **up** and **down arrow keys** to move through your message list. The current message is marked by a **blue bar**.

To open the current message, just press Return.

