





Get started with the new integrated Gmail

Quickly choose the right communication channel for any task—and stay in control across everything that demands your attention—all from within Gmail.

Email  **Chat** 

Rooms  **Meet** 

Email
Electronic mail

- Formal & structured
- Share detailed information
- Make official announcements
- Schedule messages to send later
- Get responses when it's convenient for recipients (asynchronous communication)

Chat
Direct messages

- Informal & fast
- Send text messages to one or more people
- Have fast-moving, text-based conversations
- Create informal or temporary chat groups
- Get quick answers to time-sensitive questions
- Express your thoughts using emoji 😊

Rooms
Workspaces for teams

- Collaborative & dynamic
- Create a space to collaborate on projects and keep your team in sync
- Share documents related to your project and edit them from the chat stream
- Assign and track shared tasks to help your team get things done
- Add or remove teammates as needed

Meet
Video conferencing

- Immediate & expressive
- Have video and audio conversations that are more nuanced than text
- Meet face-to-face with remote teammates
- Share your screen or give presentations
- Hold live question & answer sessions

For more Gmail help and training resources, visit the G Suite Learning Center.

g.co/cloud/learn-new-gmail

