

New Gmail Compose Window

Google has updated the user interface to their Gmail App to include minimal and streamlined compose and reply windows. These new windows make it easier to reply to messages and reference another message.

When your account receives the upgrade you will be prompted by the window shown at right. Click **Try it now** to switch to the new compose format.

Fast Compose messages right from your inbox.	To Steven Bills × Phil Sharp ×	Cc Bcc
tedesigned with a clean, streamlined look.	This weekend	
Yowerful heck emails as you're typing, minimize drafts r later, and even compose two messages at nce.	Hey guys, Thanks for the help with the trip last weekend! Here's a shot of view from the cabin!	the
eam More	and the second s	
	Service	
Tor it now Not now	Send A 0 +	

You will be shown a simple guide explaining how to use the new window. Notice that formatting tools are now at the bottom of the window. CC and BCC options only appear when you click in the **TO** box. Click **Got it** to proceed.

Now when you click the **COMPOSE** button in Gmail a window will pop up at the bottom right of your window. As before, complete the required fields for sending a message. Email address auto-fill continues to work and attachments can be added by clicking the paper clip icon or by dragging and dropping files into the message box. Click the + icon to insert photos or links.



	Melly Deker	Out of office Re: Fwd: Student Withdrawn - I am currently out of the office, but		Sep 1
	ment Team	Apple Online Store	access has been approved. Dear Melly, Your enrollment f	Son
	Errog Reach	Moodle Monday - H	New Message	-^
	ny (3)	Test Bank Tutorials	То	Cc Bcc
	Della 160 (1)	Fwd: Student Enrol		
	e (2)	inactive courses: ple	Subject	
	Admin liter	learn@moodlerooms	Instructional Technology Specialist/ Designer - x318 Instructional Technology Specialist/ Designer - x434 Oirector of Instructional Technology - x231	
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Clicking on the underlined <u>A</u> will open the formatting toolbar. To see text and background colors (previously called highlight color), click on the A with a bar underneath. To see alignment and indentation tools, click on the align left button.



If you would like to revert to the old Compose window, click on the window tab arrow on the bottom right; then choose **Switch back to old compose**.



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