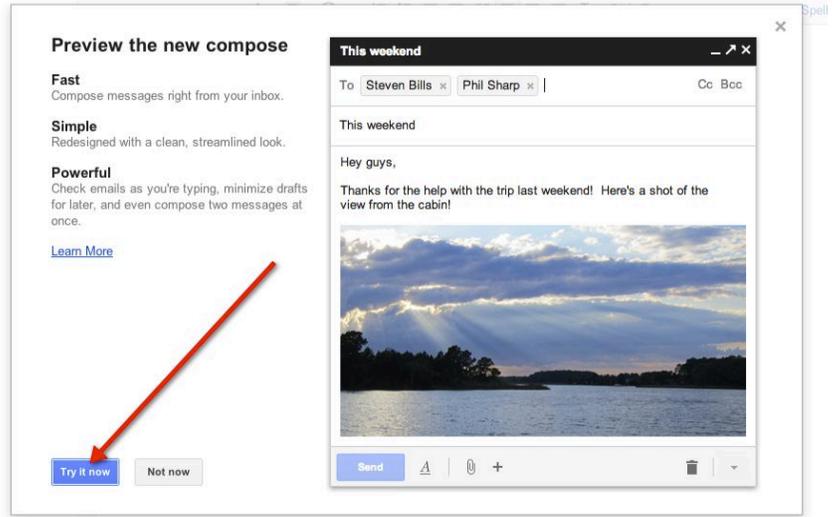




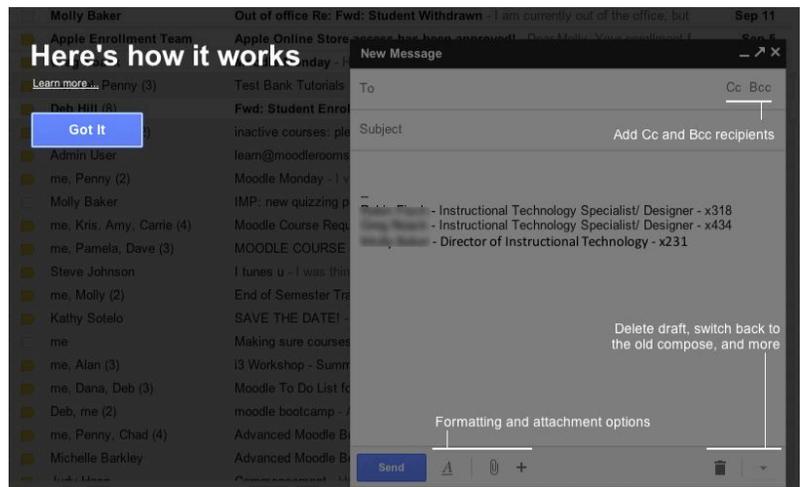
we are **it** New Gmail Compose Window

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.

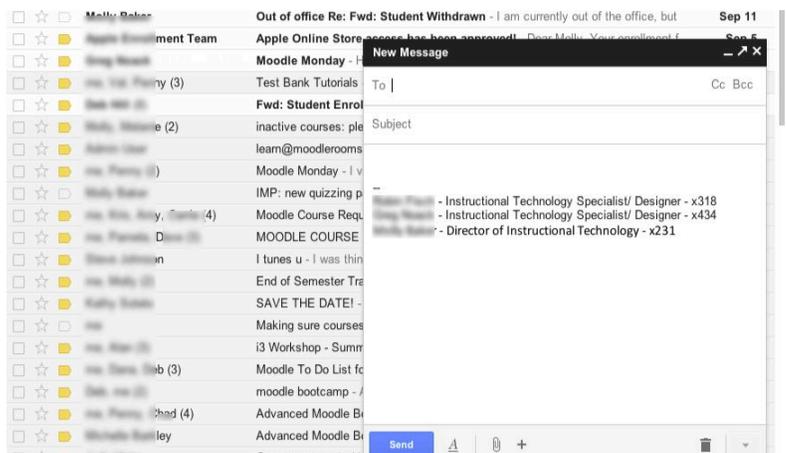
When your account receives the upgrade you will be prompted by the window shown at right. Click **Try it now** to switch to the new compose format.



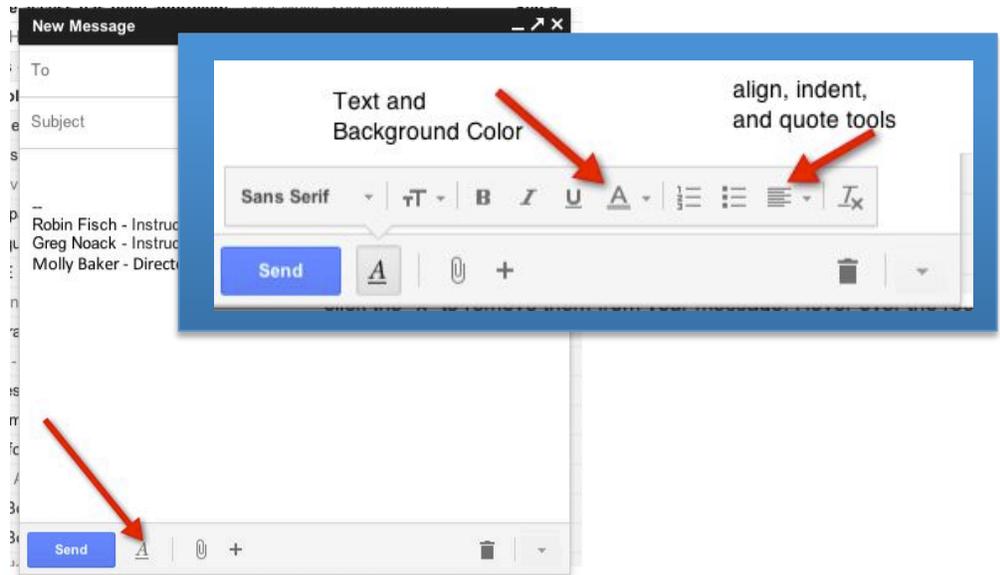
You will be shown a simple guide explaining how to use the new window. Notice that formatting tools are now at the bottom of the window. CC and BCC options only appear when you click in the **TO** box. Click **Got it** to proceed.



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.



Clicking on the underlined A 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**.

