

Get started with 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.

The infographic is centered around the Gmail logo. It is divided into four quadrants, each representing a different communication channel. Each quadrant has a header, a sub-header, a descriptive sentence, and a bulleted list of features. The channels are: Email (red), Chat (orange), Spaces (blue), and Meet (teal).

Channel	Sub-Header	Description	Features
Email	Electronic mail	Formal & structured	<ul style="list-style-type: none">Share detailed informationMake official announcementsSchedule messages to send laterGet responses when it's convenient for recipients (asynchronous communication)
Chat	Direct message	Informal & fast	<ul style="list-style-type: none">Send text messages to one or more peopleHave fast-moving, text-based conversationsCreate informal or temporary chat groupsGet quick answers to time-sensitive questionsExpress your thoughts using emoji 😊
Spaces	Team project areas	Collaborative & dynamic	<ul style="list-style-type: none">Share documents related to your project and edit them from the chat streamAssign and track shared tasks to help your team get things doneAdd or remove teammates as needed
Meet	Video conferencing	Immediate & expressive	<ul style="list-style-type: none">Have video and audio conversations that are more nuanced than textMeet face-to-face with remote teammatesShare your screen or give presentationHold live question & answer sessions

For more Gmail help and training resources, visit the Google Workspace Learning Center.

g.co/cloud/learn-new-gmail