# NEW GMAIL INTERFACE

On April 25, 2018 Gmail launched a new modern look and offers a bunch of new features. You can begin using these new updates immediately. This is the largest revamp of Gmail since 2011. This new suite of features promises better security, easier to use and less information overload. No existing features will be cut in the design. Both versions of Gmail are available, but Google says the classic version will go away this Fall, so you might as well get used to the new version now.

To use the new updates in Gmail, go to the Settings cog wheel in the top right corner of your inbox and select **"Try the new Gmail"**. If you want to switch back later, you can go to the same place and select **"Go back to classic Gmail"**. You will be able to switch back and forth until the new version becomes mandatory, reportedly sometime after July. It is anticipated it will take 12 weeks to convert everyone to the new format.

Google **Contacts** are now found by selecting the 9 boxes at the top left and choosing **Contacts**. It is now possible to have your Gmail on one tab and your contacts in another tab so you can go back and forth easily.

Video: https://www.youtube.com/watch?v=87uaKQR97XU

## Some of the new features are:

**New sidebar:** Gmail now has a new consistent sidebar with its built-in **Google Calendar, Tasks and Keep** integration. It comes populated with a clever Google Calendar widget that gives you a view of a single day's events and lets you add new events right from your inbox. **Google Keep** is for note taking and **Google Tasks** allows you to drag and drop emails into the sidebar to create new tasks.

**Hover Actions**: Hover actions allow users to take quick actions by hovering the mouse cursor over icons at right of the message and immediately choosing an action, for instance to snooze a message from a dropdown list of dates. You can also archive, delete or mark a message as read or unread.

**Attachment Chips**: Attachments to emails are now visible in the inbox as icons below the message, making them accessible without having to open the email itself.

**Snooze emails:** Gmail now lets you "snooze" emails from your inbox without any third-party tools. When you try to snooze an email, Gmail gives you the option to resurface it later today, tomorrow, this weekend, next week, someday or pick date and time. If you're a fan of a clean inbox, that's a good way to keep your inbox empty and still rest assured that an important email that you want to take care of later will pop back

up into your queue. To look at an email that has been snoozed, go to the left column and select the clock icon. It will come back into your inbox on the date you chose.

**Smart Replies:** Smart replies are now available. Google is now also using these same AI smarts to bring to the web its smart replies feature, which you are probably familiar with from the Gmail mobile apps. The feature suggests three short responses to emails. Once the user has selected a response, they can send it immediately or edit it. This feature needs to be enabled in **Settings**. To select the smart compose, you hit the tab key.

**Confidential Mode:** When you write an email, you can select for how long the recipient will be able to read the email. Recipients will not be able to forward, copy and paste, download or print the content. You can't stop anybody from taking a picture of the screen of course, but what's maybe more important here is that if anybody ever hacked the recipient's account, that email with your confidential information will be long gone. For added security, you can also add a second-factor authentication here, where the recipient will have to receive an SMS message with a Google-generated passcode to read the email. The confidential mode causes emails to self-destruct, meaning whoever you send it to can only read it for a certain period of time. To send an email in confidential mode, you select the "Plus Button", then at the very bottom of the blank email you select the lock/clock icon.

**High Priority Notifications:** This feature will only notify you of a new email if Google deems it to be really, really important, and unsubscribe suggestions, which nudges you to unsubscribe when it looks like you stopped reading messages from a given newsletter (low open rates are the bane of newsletter publishers, after all, so they'll be okay if you leave).

**New Phishing Warnings**: Gmail will now flag potential phishing emails — spoof emails designed to steal personal details or credentials from individuals — with these big banners at the top of emails, colored red, yellow or grey depending on the risk.

**Nudging**: Nudges will bump important emails older than two days back up to the top of your inbox, judging what's important based on analysis by machine-learning models. It will also flag emails you've sent asking someone a direct question if they haven't replied within three days. Nudges are turned off and on in your **Settings**.

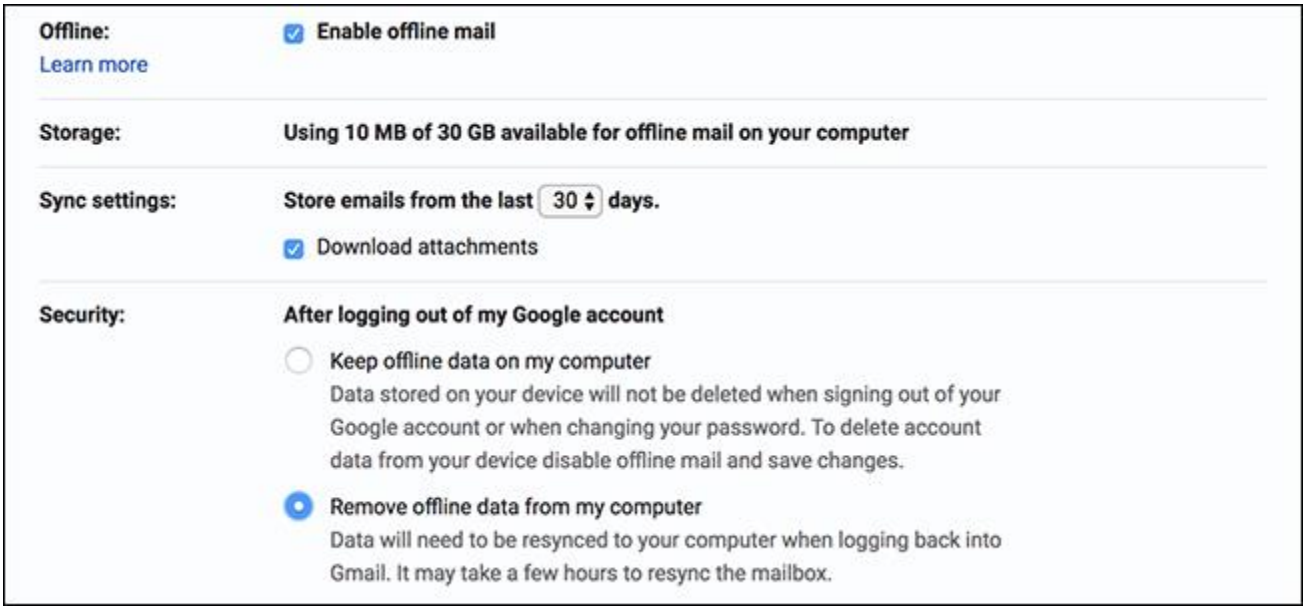
**Assistive Unsubscribe**: This feature will offer a one-click option that will unsubscribe users from mailing lists whose messages they don't read on a regular basis — helping to cut the quantity of unwanted mail.

**Undo Send:**

This cannot be disabled in the new Gmail, but you can change the cancellation period in Settings.

## Offline Support Lets you work Without an Internet Connection:

I don't recommend enabling this unless you know you will be using your Gmail offline.




Try as you might, you can't always be online, which is why the new Gmail offers offline support. As of this writing it only works in Google Chrome, but it's better than nothing. Head to Gmail's Settings, then the Offline tab, as shown above. Check "Enable Offline Mail" and you're done.

## See Important Notifications Only:

Notifications can be useful, but seeing one for every email you get is overkill. Gmail now allows you to see notifications only for emails that are important. You'll find the toggle for this in the settings of both the desktop and the mobile application. If you like to be notified when you receive an email, turn the setting on in your **Settings**. You could do this before, but it was complicated . It's good to see a simpler method offered.