



## Gmail

Not only is Gmail an efficient email tool, instant messaging is integrated into the mail browser window, so you can see when your contacts are online and connect with them in real-time. Your IM conversations can be saved and searched within Gmail, just like your email conversations.

Google Calendar features are also built right in. When someone else sends you a calendar event invitation, Gmail displays a summary of your agenda for the day so you can reply to the invitation in a single click. When you receive a regular email message that mentions an event, Gmail understands that the message might contain something that belongs on your calendar and helps you quickly add the event to your agenda.

Powerful virus and spam filtering, POP capabilities, free forwarding and mobile access make Gmail a complete mail solution for organizations.

## Quick facts

- **Custom email addresses** -- Your accounts use your own domain name, like `jsmith@example.com`.
- **Ample mail storage** -- All users get at least 5.979050 gigabytes of storage. Google Apps Premier Edition users get 25 gigabytes.
- **Powerful mail search tools** -- With Gmail, the power of Google search is available for your inbox. Find saved messages instantly, even if you don't keep your mail organized.
- **Integrated contact list** -- Gmail helps you keep track of your contacts by automatically remembering people that you've corresponded with.
- **Integrated instant messaging** -- See who's online and instant message with them in real-time, right within the mail browser window. Chat conversations are saved and searchable, just like email conversations.
- **Integrated calendar features** -- Gmail recognizes meeting requests and invitations, and helps you RSVP without ever leaving your inbox.
- **Virus, spam and phishing protection** -- Gmail uses powerful technology to effectively block viruses, filter spam, and alert you when you receive phishing messages. These features help provide a safer email experience.
- **IMAP, POP and mail forwarding** -- Download messages from Gmail to applications like Outlook and Eudora, or POP messages from another email address into your Gmail inbox. With IMAP, any actions (marking as read, replying, archiving) you take using your desktop client or mobile device will propagate immediately and automatically to Gmail. Email forwarding gives you more flexibility by letting you check your mail from another email account.
- **Mobile access** -- Install the Gmail mobile application onto your BlackBerry® smartphone for fast access to your mail account when you're on-the-go. Just browse to <http://m.google.com/a> from your BlackBerry® smartphone to download the application.

If you don't have a BlackBerry® smartphone, you can access a streamlined version of the Gmail web interface from your phone, built especially for mobile devices.

- **99.9% uptime guarantee for Google Apps Premier Edition users** -- With Google Apps Premier Edition, Gmail is guaranteed to be available at least 99.9% of the time, ensuring that users have access when they need it.\*
- **Supported browsers** -- Microsoft Internet Explorer, Mozilla Firefox, Safari, Opera, Mozilla, Netscape and others.
- **Supported languages** -- US and UK English, simplified and traditional Chinese, Arabic, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Polish, Brazilian Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Tagalog, Thai, Turkish, Ukrainian, and Vietnamese.

## Screenshots



[Inbox features](#)



[Conversation view](#)



[Advanced search](#)



[Integrated chat](#)

Once you open your g-mail account, there are training videos available to help you understand how to use the Gmail System.