

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, with some new features appearing within the coming weeks. This is the largest revamp of Gmail since 2011. You may recognize some of these new features that were trialed in **Inbox for Gmail**. This new suite of features promises better security, easier to use and less information overload. No existing features will be cut in the design.

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 at first. At some point in the future, Google will switch all users to the new design.

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 in the top right of the message and immediately choosing an action, for instance to snooze a message from a dropdown list of dates or to RSVP to a meeting invite.

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.

Self-Destructing Emails: This function gives you the ability to open attachments directly from your inbox, inline reminders to follow-up, and smart replies on the desktop.

Take action on emails right from your inbox: When you hover over an email without clicking into it, you will now see icons to archive, delete or mark as read without ever reading the email.

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. Oddly enough, the snooze feature is only available from the inbox. There’s no way to get to it when you’re actually reading an email. Google uses its AI smarts to figure out that a message is probably important to you and resurfaces it to remind you to follow up or reply.

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.

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.

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.

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.