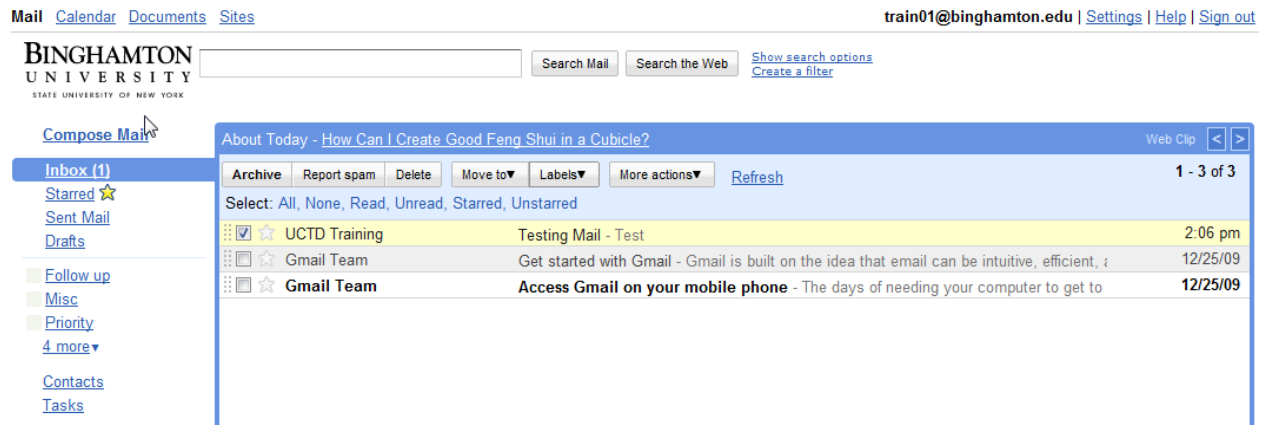
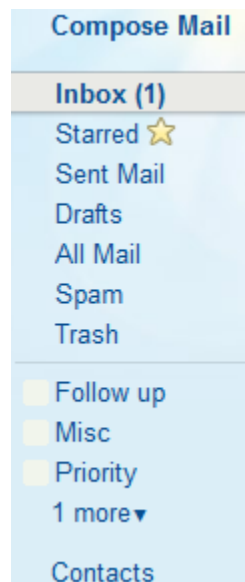


# Bmail

**Bmail:** (Binghamton University branded Gmail) – Offers 7.3GB of storage, built-in IM, voice and video chat, mobile access, spam and virus protection, IMAP, POP and Google powered email search.



## Bmail Sidebar:



**Compose Mail** - opens a new message.

**Inbox** - shows your conversations (the number in parentheses indicates how many unread conversations you have).

**Starred** - shows you only messages you've marked with a star. (Use stars to mean whatever you'd like).

**Sent Mail** - shows messages you've sent. (Note: When you delete messages from your Sent Mail view, Google removes the conversation from every view -Inbox, All Mail, etc. The entire conversation is moved to Trash.)

**Drafts** - houses messages you've started and saved to work on later.

**Customized labels** - show labels you've created (e.g. "Work Group" or "Projects")

**All Mail** - shows you *almost* all of your mail; you'll see content from your Inbox, Starred, Chats, Sent, Drafts, and all your archived messages; you won't see Spam or Trash.

**Spam** - is where we send the messages we think are suspicious.

**Trash** - is where messages you delete end up; you can empty (permanently delete) the trash whenever you feel like it. (Note: Google will automatically empty messages in your Trash after 30 days.)

**Contacts** - lists the email addresses of people you've corresponded with; you can add more details as you see fit.