

PRINTABLE GUIDE

Understand common email buttons

Email buttons differ between services. Read labels or hover descriptions before acting, and practise with an unimportant message. Synchronised changes may affect your other devices.

Any email service; Gmail examples | 2 min read | 5 steps

Before you start

- ☐ An email account
- ☐ A harmless practice message

1. Find Compose and Reply

Compose or New message starts a new email. Reply answers the sender of an existing message; Reply all may address several people. Before sending, review the recipient list, especially on a group conversation.

- ☐ Done this step

2. Check Forward and Attach

Forward creates a message containing existing content for another recipient. Remove anything private you do not intend to share. Attach, often a paperclip, adds a file; check the file and let its upload complete before sending.

- ☐ Done this step

3. Distinguish Archive from Delete

Archive generally removes a message from Inbox while retaining it in the account. Delete sends it to Trash or Bin for the provider's retention period. In Gmail, archived messages remain in All Mail; permanently deleting is different.

- ☐ Done this step

4. Use folders and unread controls

Move to changes the message's folder or label location. Mark unread helps remind you to return to a message; it does not make the sender believe you never read it. Look carefully at the destination before moving important mail.

☐ Done this step

5. Report unwanted messages

Report spam or Report phishing helps the service identify abuse. Use it for suspicious or unwanted mail, rather than interacting with links in that mail. A genuine message mistakenly in Spam can be moved back after independent verification.

☐ Done this step

Try it for yourself

Identify Archive, Delete and Reply on a harmless message without sending it.

☐ I tried the task.

My notes

Is Archive a separate backup copy?

No. It usually changes organisation within the same account. Keep an independent copy or backup when a message must be preserved.

Official help and the online guide

Gmail toolbar controls - <https://support.google.com/mail/answer/2473038>

Send and cancel Gmail messages - <https://support.google.com/mail/answer/2819488?hl=en>

Read online: <https://plaintech-guides.pages.dev/guides/email-button-reference/>