

To Gmail from Outlook

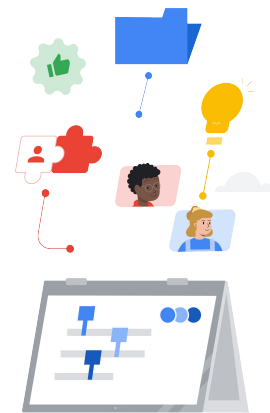
Know the features to make the switch seamless.

Feature	Outlook	Gmail
Provide organization method (Outlook- folder system, Gmail- labels)	✓	✓
Assign mail to more than one label	-	✓
Out of office replies	✓	✓
Extensive Customizability	-	✓
Provide ways to automatically manage incoming email (Rules in Outlook, Filters in Gmail)	✓	✓
Ability to encrypt mail	✓	✓
Third Party App Integration (web conferencing, notes, grammar, etc.)	✓	✓
Advanced Spam Detection	✓	✓
Additional storage with premium licenses	✓	✓
Advanced Search and Speed of Search	-	✓

Efficiency Tip

Gmail allows users to assign more than one label for those messages that don't fit into one category.





Gmail Resources

Find courses, handouts, websites, and videos about Gmail below. You'll be using Gmail like a pro in no time.



For Teachers

- [Google for Education Teacher Center](#): Website for lesson ideas, support, and more.
- [Optimize Your Gmail Inbox](#): Learn how to further optimize your inbox.
- [Gmail Training and Help](#): Site with available training and support.
- [Google for Education YouTube Channel](#): Video playlist showing new Workspace features.
- [Google Workspace Productivity Tips](#): Learn how to use Workspace to become even more productive.
- [Switching to Gmail from Outlook: Guide](#): Helpful guide to assist in switching from Outlook.
- [Make Gmail Look Like Outlook](#): Learn how to custom your Gmail when moving from Outlook.
- [Email in Google Classroom](#): Learn how to send/receive emails in Classroom.



For IT Administrators

- [Gmail Workspace Admin Help](#): Support site for Gmail.
- [Workspace Admin 'Ask the Community'](#): Community forum for Workspace administrators.
- [Google Workspace Status Dashboard](#): Real-time status on all Google's Workspace applications.
- [Google Workspace Updates Blog \(Gmail\)](#): Keep up with all the new Gmail features.
- [Google for Education Setup Guide](#): Setup guide for domains new to Workspace.
- [Advanced Gmail Security Settings for Admins](#): Learn about advanced features available for Gmail.
- [Google Contacts Information](#): Support pages for creating, organizing, and managing contacts.
- [Google Groups Information](#): Support pages for creating, organizing, and managing Google Groups.
- [Google Contacts Information](#): Support pages for creating, organizing, and managing contacts.



Go Further

- [Gmail Advanced Smart Features](#): Learn about various features for Gmail.
- [Google for Education Educator Certifications](#): Earn teacher certifications using Google Workspace.
- [Professional Google Workspace Administrator Certification](#): Earn admin certifications managing Google Workspace.
- [Works with Gmail Advanced Apps](#): Browse through apps to extend Gmail's functionality.
- [Building Your Own Gmail Add ons with Google Apps Script](#): Learn how to build your own Gmail add ons.
- [Do More With Your Inbox Google Blog](#): Blog post to learn about various apps available to Gmail.
- [Google Workspace Training](#): Courses for using Google Workspace.
- [Online Safety for Families](#): Google for Education privacy and security site for families and guardians.



Use Gmail's 'schedule send' to schedule emails to go out hours or days later.

Partner Logo

Google for Education

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