

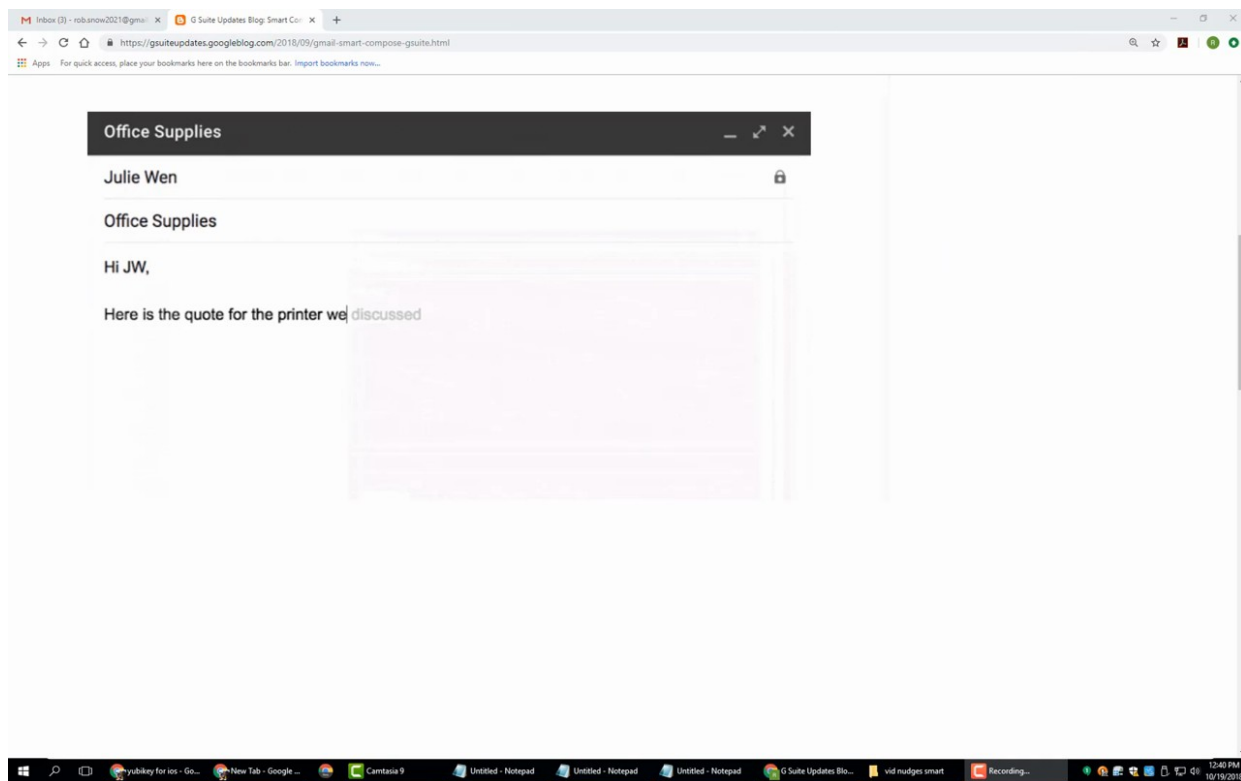
Gmail Smart Compose, Nudges and Smart reply

Step-by-step guide based on the Wolf Creek training video

Before you begin: Use your Wolf Creek Google account and confirm you are working in the correct class, drive, message, or channel.

STEP 1 Open Gmail settings

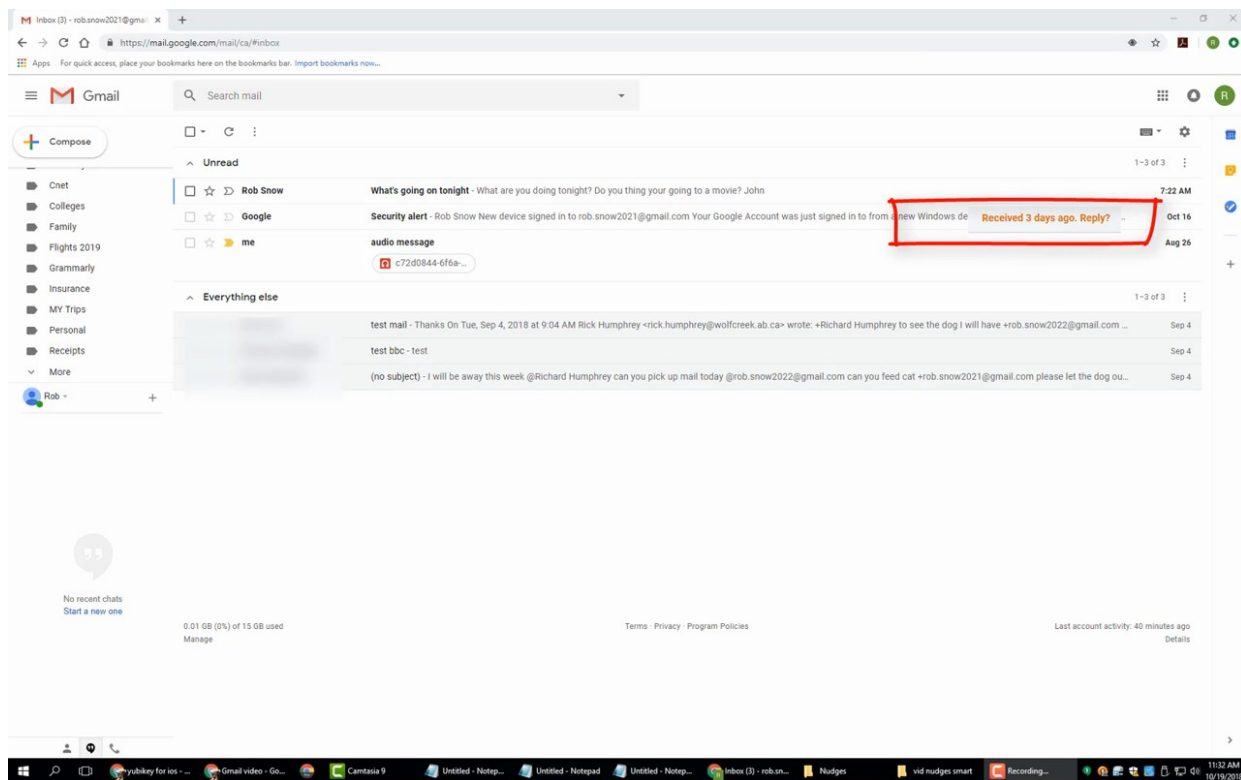
In Gmail, select Settings and open See all settings.



Open Gmail settings.

STEP 2 Turn on Smart Compose

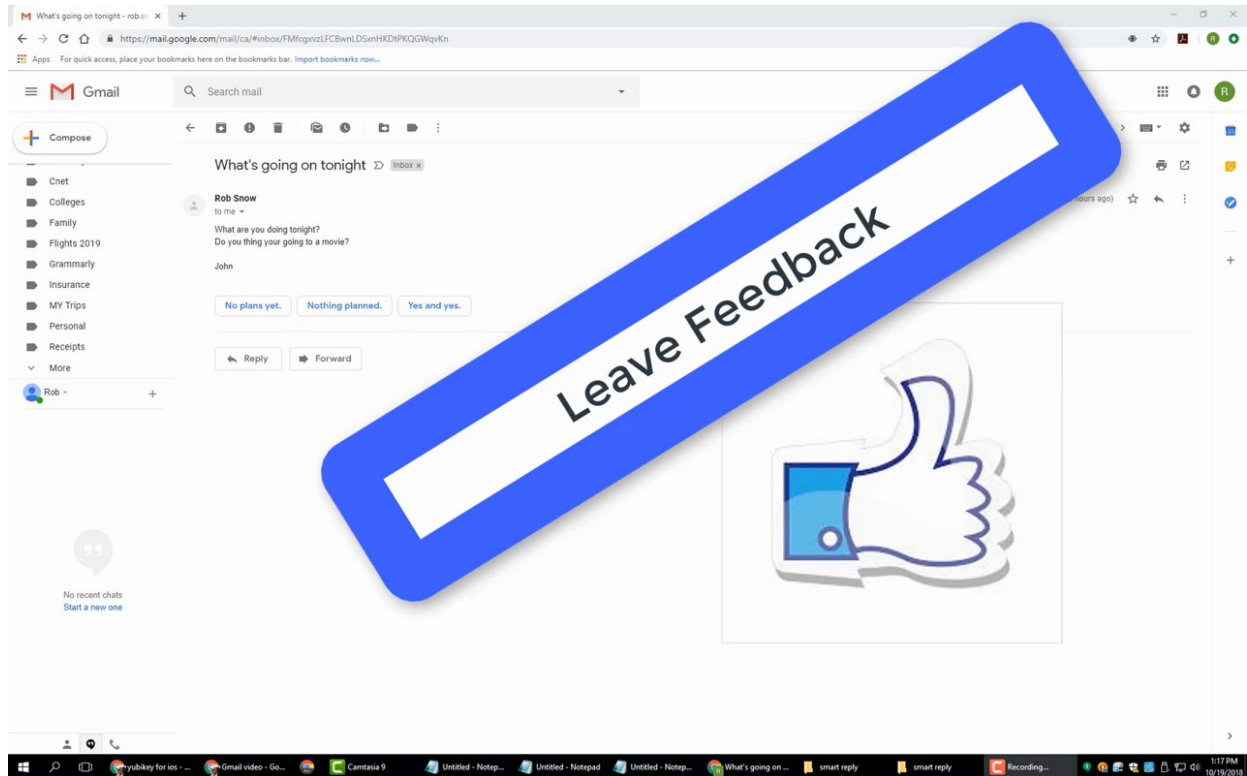
In the General tab, enable Smart Compose and personalization if available.



Turn on Smart Compose.

STEP 3 Review Nudges and Smart Reply

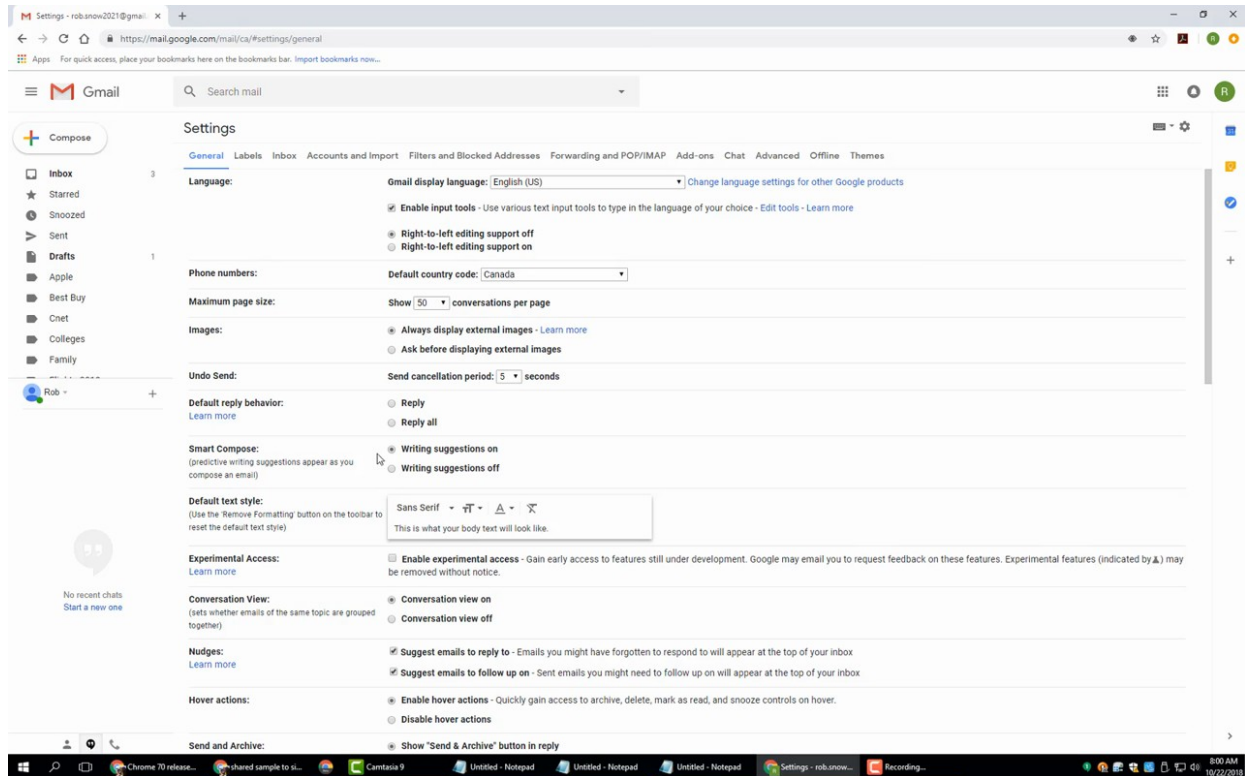
Choose the Smart Reply and Nudge options you want Gmail to use.



Review Nudges and Smart Reply.

STEP 4 Save and use the features

Save changes, then use suggested text and replies while composing email.



Save and use the features.

Finished

Review the final screen to confirm the task completed as expected.