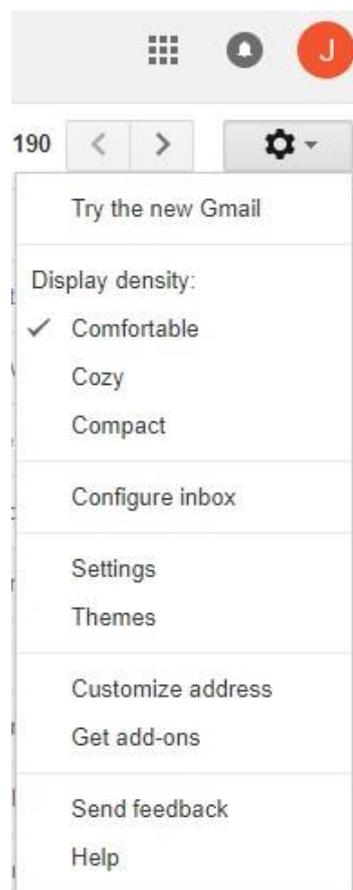


# How To Install The New Version Of Gmail

Google released a new version of Gmail in April 2018. The new version fixed some existing problems and gives the user a better experience. Follow these steps to load the new version in Chrome (or another browser).

1. Use your existing procedure to sign-in to Gmail.
2. Left click the mouse on the “Gear” as shown in the picture below.

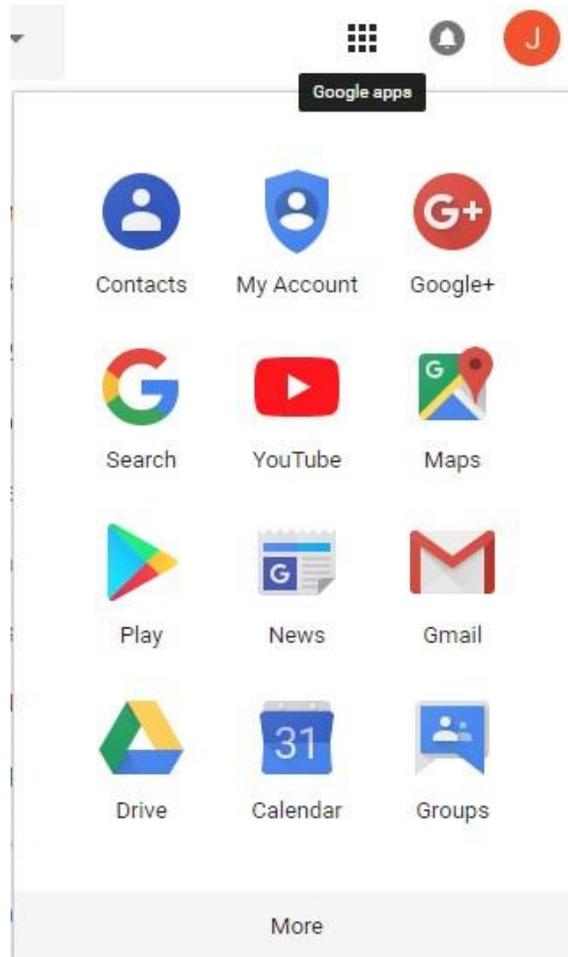


3. Just below the “Gear”, left click on “Try the new Gmail”.
4. After loading, left click on the “Next” button on the “Welcome” screen.
5. On the “Choose a view” screen, make sure the “Default” button is highlighted and then left click the “OK” button.
6. If you are not happy with the new version you can repeat the procedure and after clicking on the “Gear” click on “Go back to classic Gmail”.
7. See the next page to locate your “Contacts List”.

# I made the Gmail change but now I can't find my "Contact List"!

**How to find your Contact List after installing the new Gmail version:**

- 1. Go to your Gmail Inbox (the new version).**
- 2. Left click on "Google apps", the nine tiny squares in the top right corner (see image below).**



- 3. If you don't see the "Contacts" icon in the list, left click on the word "More" at the bottom of the drop down list.**
- 4. Since you will often use the Contact list, you can move the icon to the top left of the drop down list. Find the Contacts icon, left click over it and hold down the mouse button. Move the mouse up the menu to the top left corner and release the mouse button. You may need to move the icon several times to get it into the desired location. Before you leave the drop down list, search the list for other icons you would like to move to the top of the list. If the menu freezes, press the Escape key (ESC).**