

Google Workspace

Google Docs

- [Download PDF](#)
- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/google-workspace/docs/google-search.html>

Use Google Docs to draft emails

From your computer, you can use Google Docs to write an email draft and quickly preview it in Gmail.

Work with email drafts on Google Docs

1. On your computer, open a Google Doc.
2. At the top left, click **Insert** and then **Building blocks** and then **Email draft**.
 - You can also type "@email" in the doc and press Enter.
3. To add recipients in the "To" field, type "@" and search your contacts, or type out email addresses.
4. You can add a subject line, write text in the email body, and format your draft.

Preview and send your email draft in Gmail

1. At the top left of the email draft, click **Preview in Gmail**.
2. In the pop-up Gmail window, you can make additional changes to your email.
3. When you are ready, click **Send**.
 - **Important:** The email draft will be sent from the account you are logged into.

Use the @ menu

1. On your computer, open a document in Google Docs.
 2. Type "@".
 3. Select from the list of suggestions.
- **Tip:** To narrow your suggestions, you can type letters, numbers, or symbols after the "@". For example, to insert an email draft into your doc, type **@email** and press Enter.

See also:

- [Use Google Docs to draft emails - Google Docs Editors Help](#)
- [Add items with the @ menu - Google Docs Editors Help](#)

Practice Exercise

- Using Google Docs, compose an email to a friend or family member about your plans for the upcoming holiday break.

Social Links

- [WhatsApp Channel](#)
- [Web](#)
- [Youtube](#)
- [Facebook](#)
- [Twitter](#)