Navigating Hofstra Gmail main screen.
1. **Inbox**: This is the location of all your incoming email.
2. Archive, Report Spam, and Delete buttons
3. **Archive Button**: Archives selected message and is stored in the All Mail folder. It will also be available under any labels you may have applied to the message.

4. **Report Spam**: Reports selected message to the Gmail Team and moves message to your Spam folder.

5. **Delete**: Moves selected message to your Trash folder. After a message is in your Trash folder for 30 days, Gmail will permanently delete it from your account.
6. Default Email Labels
7. **Quick Contacts**
8. Labels

Hofstra Gmail main screen
This ends the tutorial on how to navigate the Gmail main screen!