

# More about e-mail

## Contacts

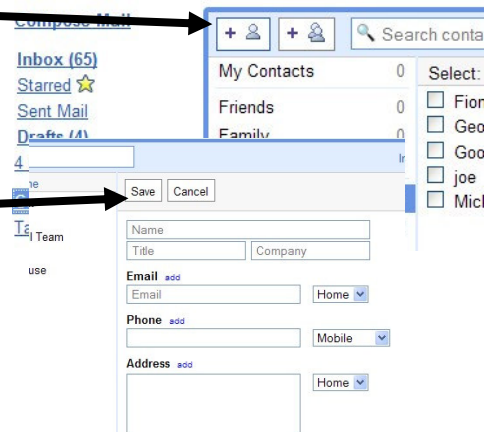
People you send or reply to will be added automatically to your list of Contacts.

To see all your Contacts click [Contacts](#) on the menu at the left of the page.

To add a new Contact, click the [New Contact](#) button

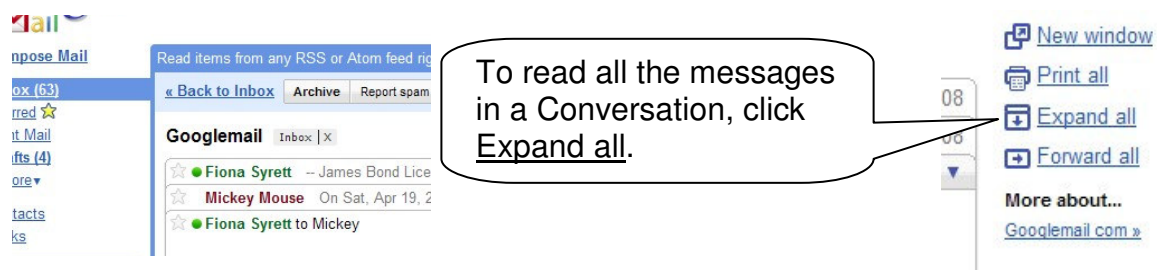
Type the person's name and e-mail address, plus whatever other information you want, and upload a picture if you like.

Click [Save](#).



## Organising Messages

Google Mail automatically groups related messages into 'conversations'. When you open a message, all related messages are stacked neatly at the top, like a pack of cards. You can click on any of these to read previous messages in the same conversation. This is called [Conversation view](#).



When you have finished reading them, click [Collapse all](#) to stack them again.

## Deleting Messages

To delete a message or a conversation, check the box to the left of it and click the [Delete](#) Button.

