How do I use Gmail Offline to manage my email while traveling?

Tell Me

If you're traveling and need to work with your email while unable to connect to the Internet, you can use Gmail Offline:

1. Log into your Gmail account, while connected to the Internet
2. Click the gear icon in the top right and go to Settings
3. Click on the Offline tab along the top
4. Click Install Gmail Offline
5. A new tab should be opened with a window to add this feature to Chrome. Click ADD TO CHROME in the top right
6. Click Add
7. A new tab will open, displaying the Apps you have for Chrome (Gmail, Google Search, Gmail Offline, etc)
8. Click **Gmail Offline**

9. Click **Allow offline mail** and click **Continue**

10. You’ve now completed the installation and setup. The Gmail Offline app will look different than your actual Gmail account but you will be able to create messages without an Internet connection. When you are connected to the Internet, any saved messages will be sent at that time

**Info**

In the future, if you want to access Gmail Offline, you will need to log into your Gmail account and go to your **settings**. Click on the **Offline** tab and click **Launch Gmail Offline**.

**Warning**

Gmail Offline only works in a Chrome browser.

**Related FAQs**

- Is there a limit (quota) on the number of Gmail messages I can send?
- **Email Alias**
- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?