



Gmail Tip #49: Moving the Chat Quick Contacts Box

Here's another simple tip. By default, the integrated Chat "Quick Contacts" block displays above the "Labels" block on the left of the Gmail screen. If you seldom use Chat, you may want the location of the two blocks reversed. You can position the "Quick Contacts" block to display either above or below the "Labels" block by clicking on the "Settings" link at the top right of the Gmail screen and clicking the > "Chat" tab. Look for the "Quick Contacts location" setting and select the position from the dropdown menu. Be sure to click the "Save Changes" button!

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1. Gmail Tips

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