


SET UP LABELS AND FILTERS IN GMAIL

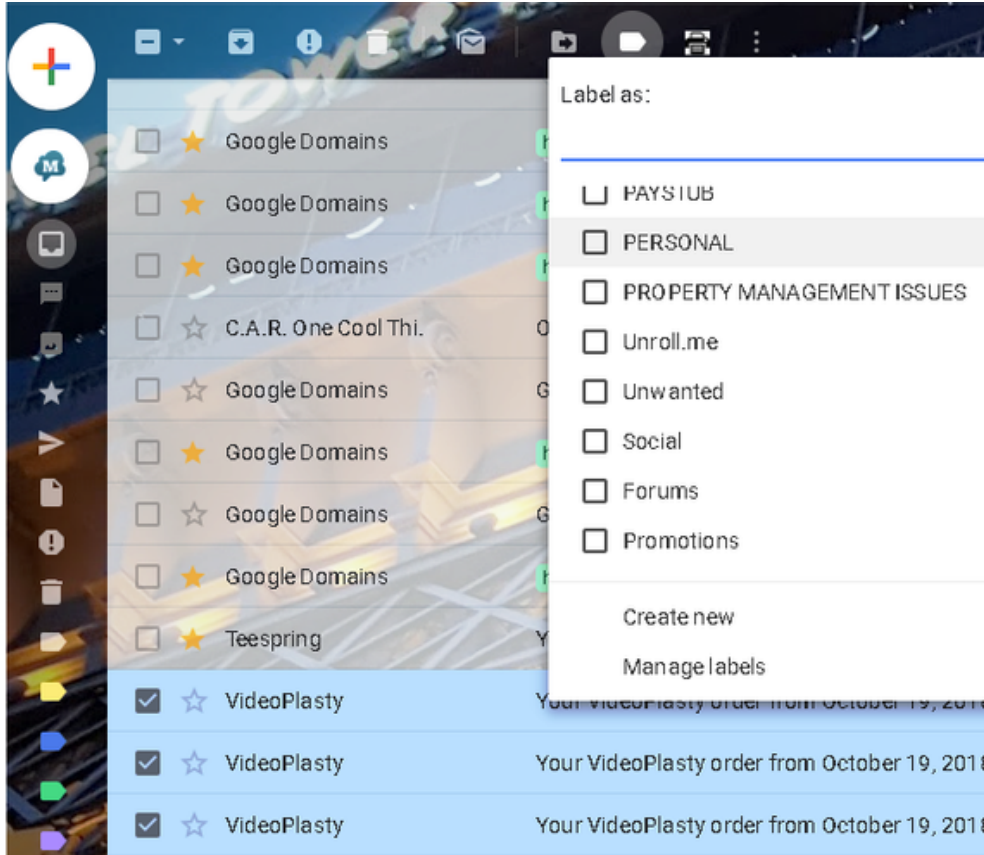




Set up labels
and filters to
help you be
more efficient
with your
inbox

LABEL MESSAGES IN YOUR INBOX

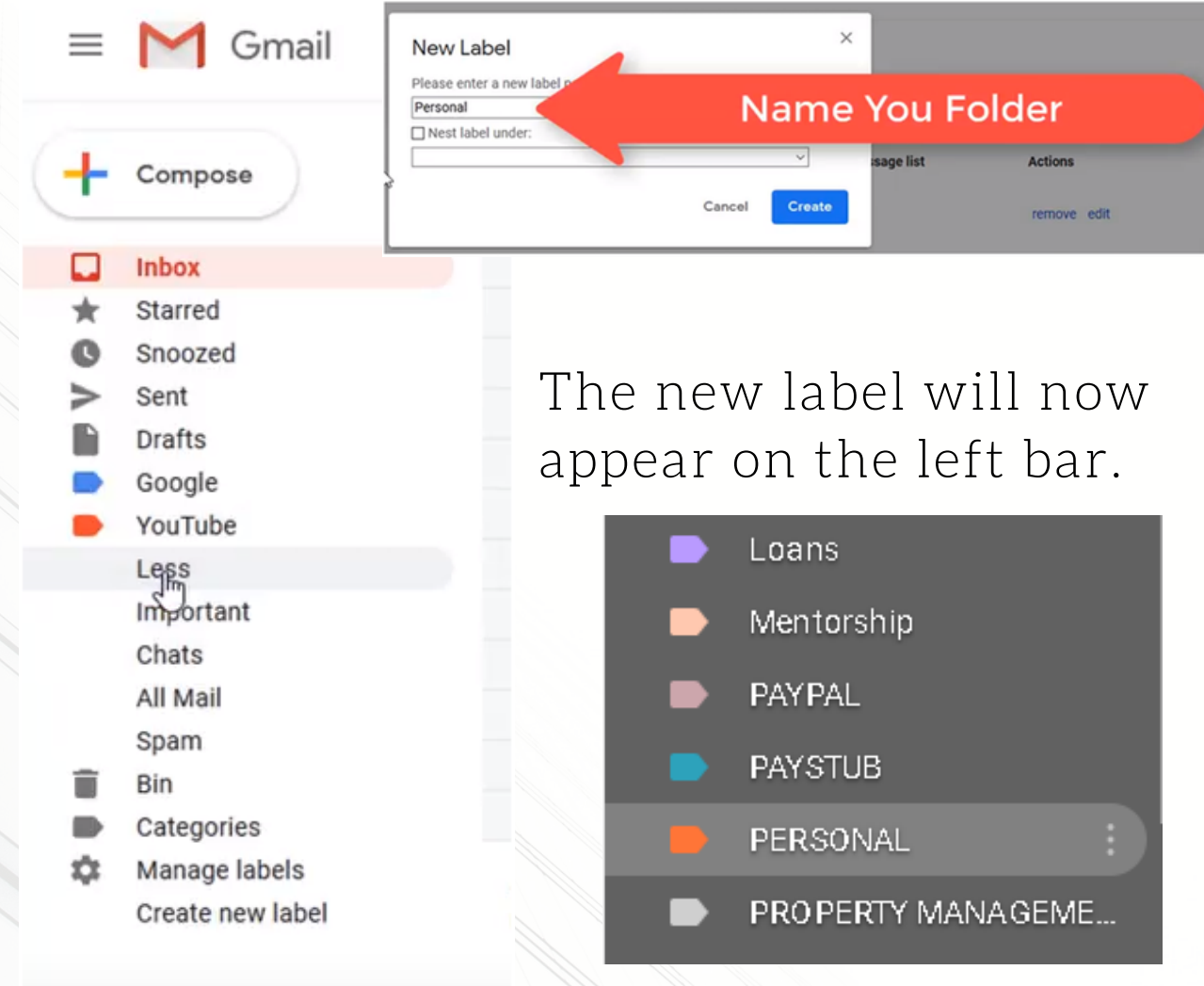
1. On your computer, go to Gmail.
2. Select the messages.
3. At the top, click Label. 



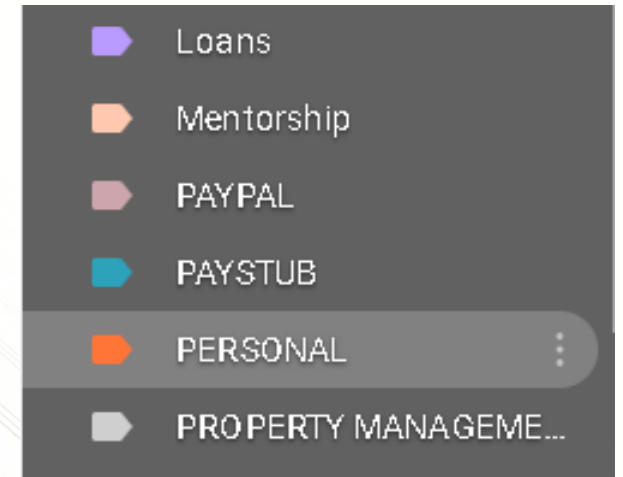
4. Choose & check the label or labels
5. Click on Apply
6. Create new label if needed

Create a new label

1. On Gmail left hand side bar click on More.
2. Click on Create new label at the bottom.
3. Name the label or folder

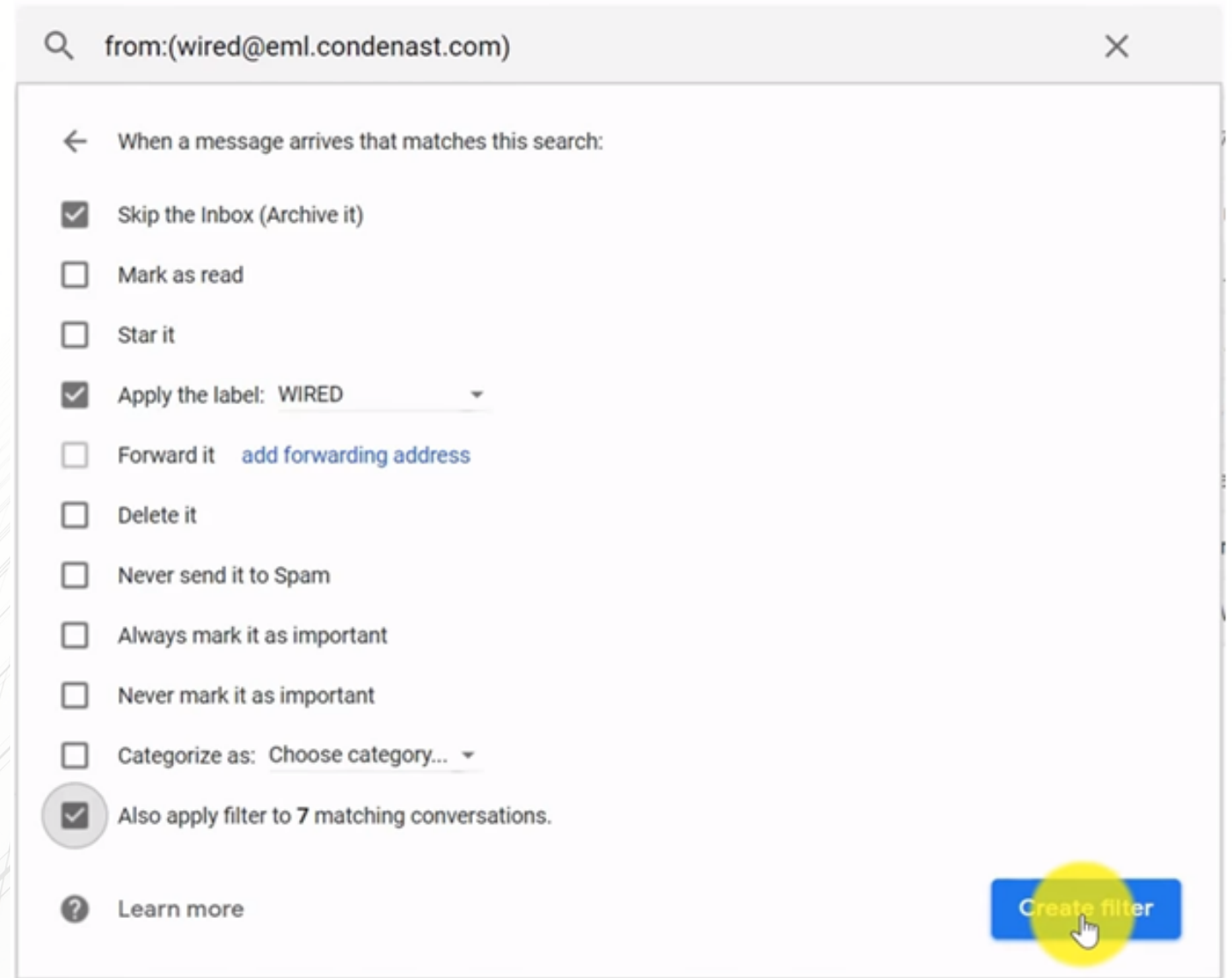


The new label will now appear on the left bar.



CREATE A FILTER SO THAT WHEN AN EMAIL FROM A SPECIFIC CONTACT ARRIVES, IT AUTOMATICALLY GOES INTO A SPECIFIC LABEL OR FOLDER

1. Type the email or contact to filter.
2. Click Search
3. Check Skip the Inbox if you do not want to see those email in the inbox but rather move to the label directly
4. Check Apply the Label: (name of label)
5. Check Also Apply filter to matching conversations
6. Click on Create Filter



EDIT LABELS

Edit label

1. On Gmail left hand side bar click on More.
2. Click on the label to edit
3. Click on 3 dots next to label name
4. Click on Label color to assign a color
5. Click on Show or hide as desired.
6. Click on Edit to rename and change location

