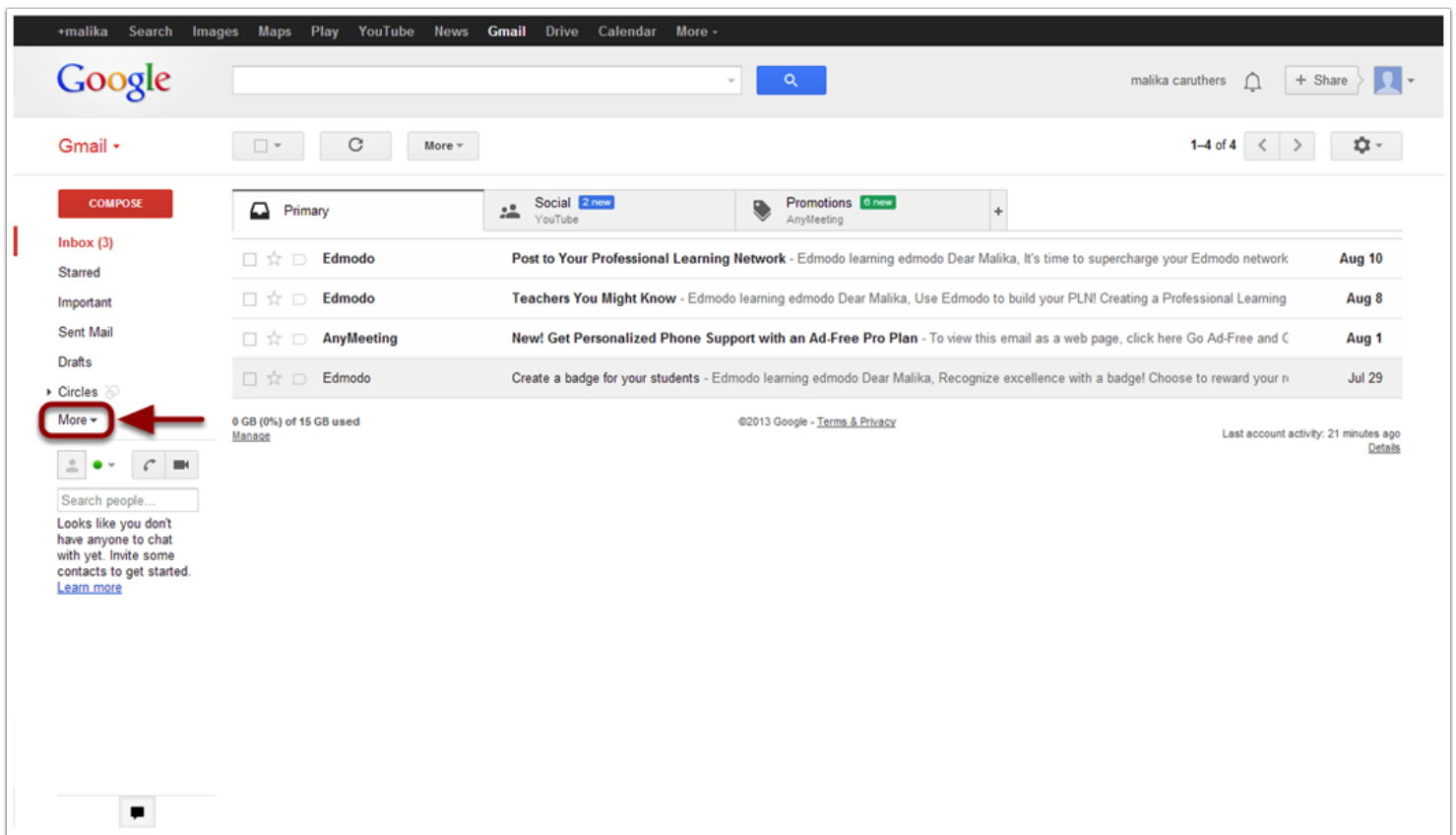


## Folders

Actually, Gmail doesn't use folders. To help you organize your mail more effectively, Gmail uses labels instead. Labels help you organize your messages into categories -- work, to do, read later, any category you want. Labels do all the work that folders do, but with an added bonus: you can add more than one to a message.

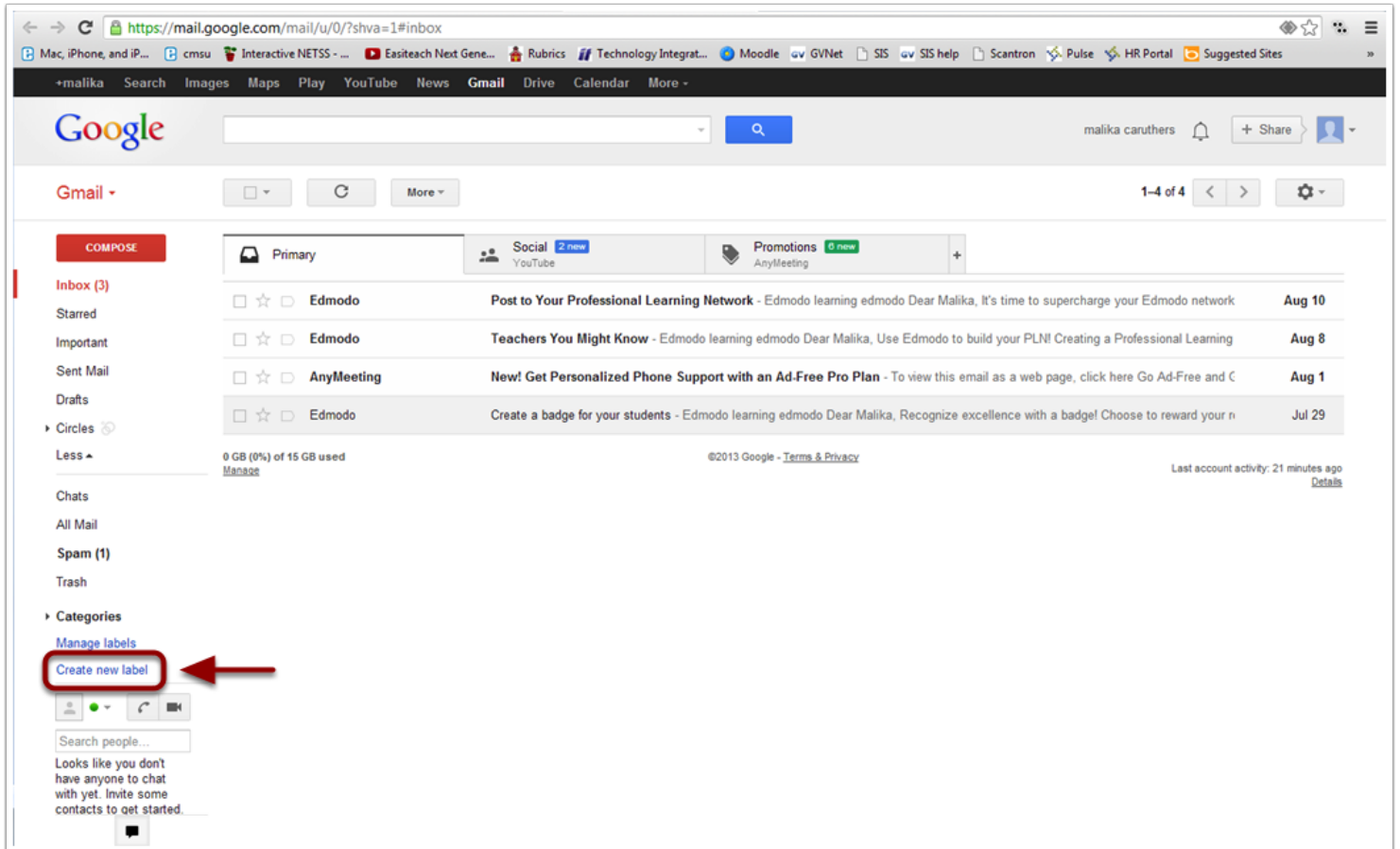
## Create a label

1. On the left side of the page, click **More** at the bottom of your labels list. (If you don't see "More," grab the gray dividing line with your cursor and drag it down to show more labels.)



# Gmail Labels (folders)

## 2. Click Create new label.



The screenshot shows the Gmail web interface. In the left-hand navigation pane, under the 'Categories' section, the 'Manage labels' link is expanded. The 'Create new label' button is highlighted with a red rectangular box, and a red arrow points to it from the right. The main inbox area displays four email entries from 'Edmodo' and 'AnyMeeting'.

COMPOSE

Inbox (3)

Starred

Important

Sent Mail

Drafts

Circles

Less

0 GB (0%) of 15 GB used

Manage

Chats

All Mail

Spam (1)

Trash

Categories

Manage labels

Create new label

Primary

Social 2 new

Promotions 6 new

Edmodo

Post to Your Professional Learning Network - Edmodo learning edmodo Dear Malika, It's time to supercharge your Edmodo network Aug 10

Edmodo

Teachers You Might Know - Edmodo learning edmodo Dear Malika, Use Edmodo to build your PLN! Creating a Professional Learning Aug 8

AnyMeeting

New! Get Personalized Phone Support with an Ad-Free Pro Plan - To view this email as a web page, click here Go Ad-Free and C Aug 1

Edmodo

Create a badge for your students - Edmodo learning edmodo Dear Malika, Recognize excellence with a badge! Choose to reward your n Jul 29

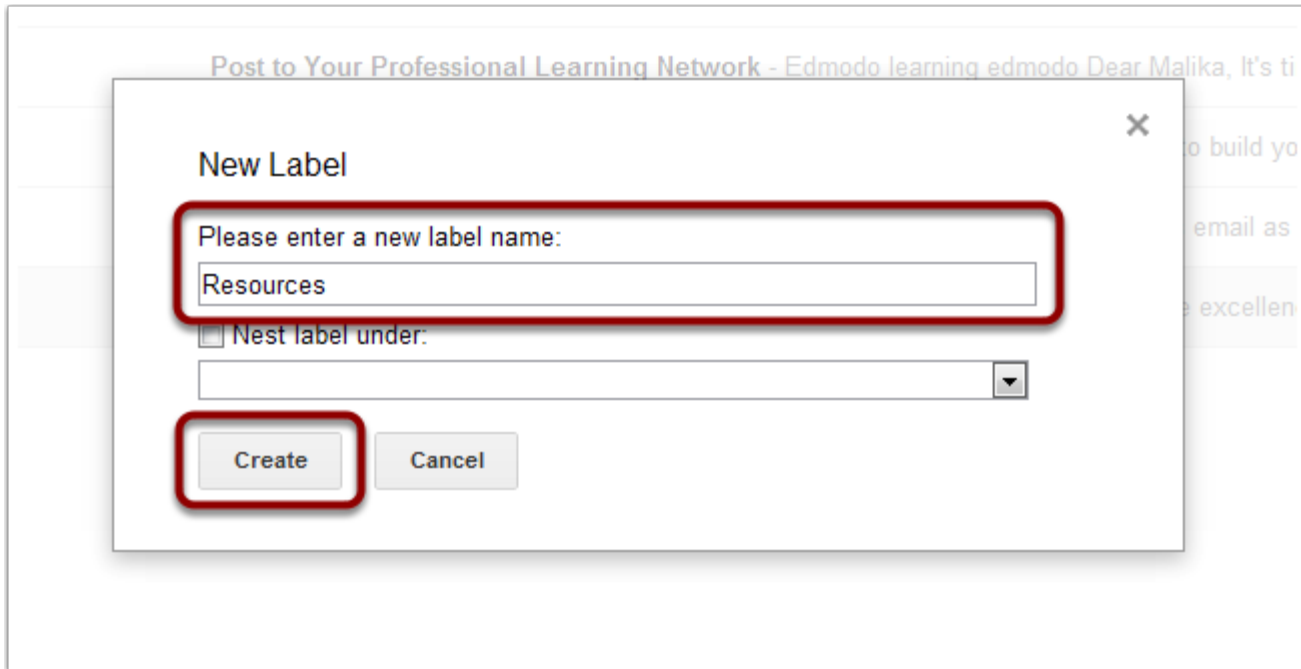
©2013 Google - Terms & Privacy

Last account activity: 21 minutes ago

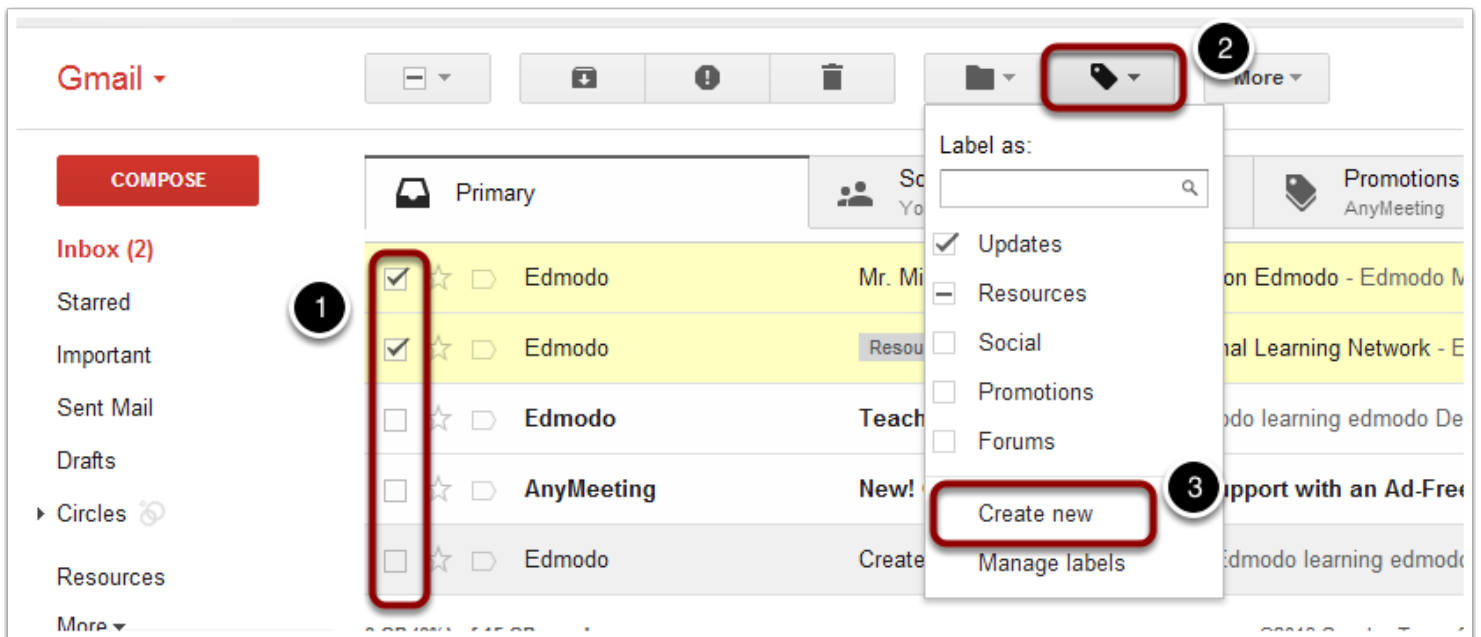
Details

## Gmail Labels (folders)

3. Type the name of your new label and click **Create**.



\*\* You can also create a new label for a message in your Inbox by selecting the box next to the message, clicking the **Label** button above your message list, and then clicking **Create new**.

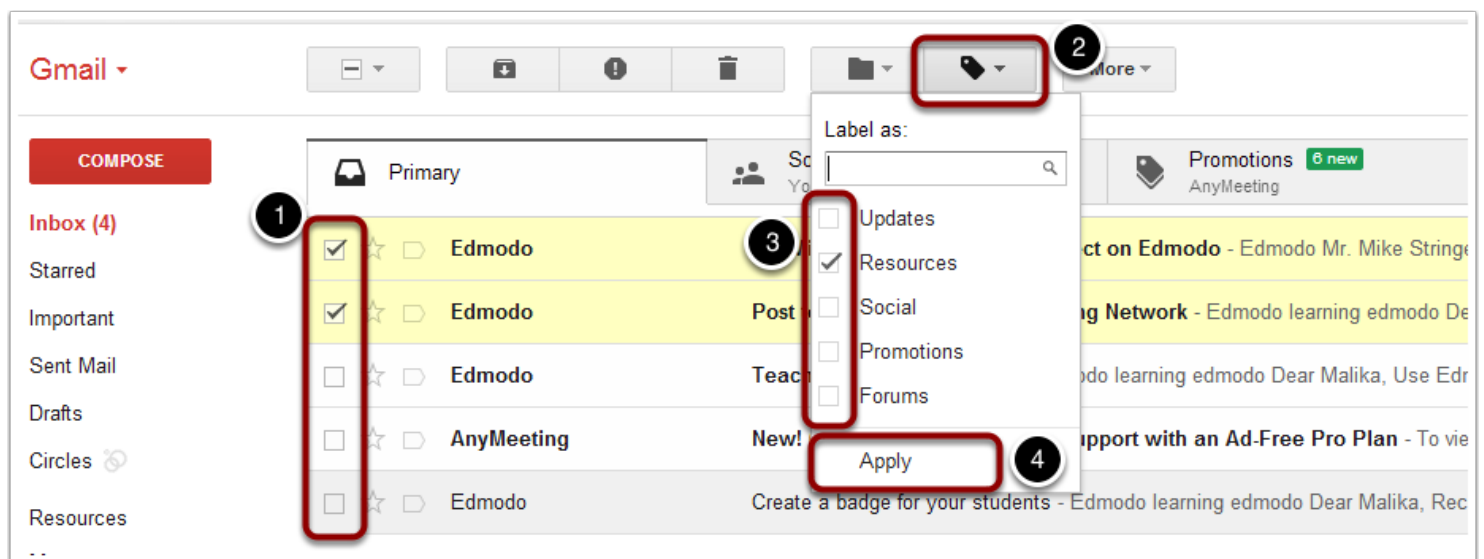


## Apply your label

You can add a label to your messages in several ways:

### WHEN VIEWING YOUR INBOX

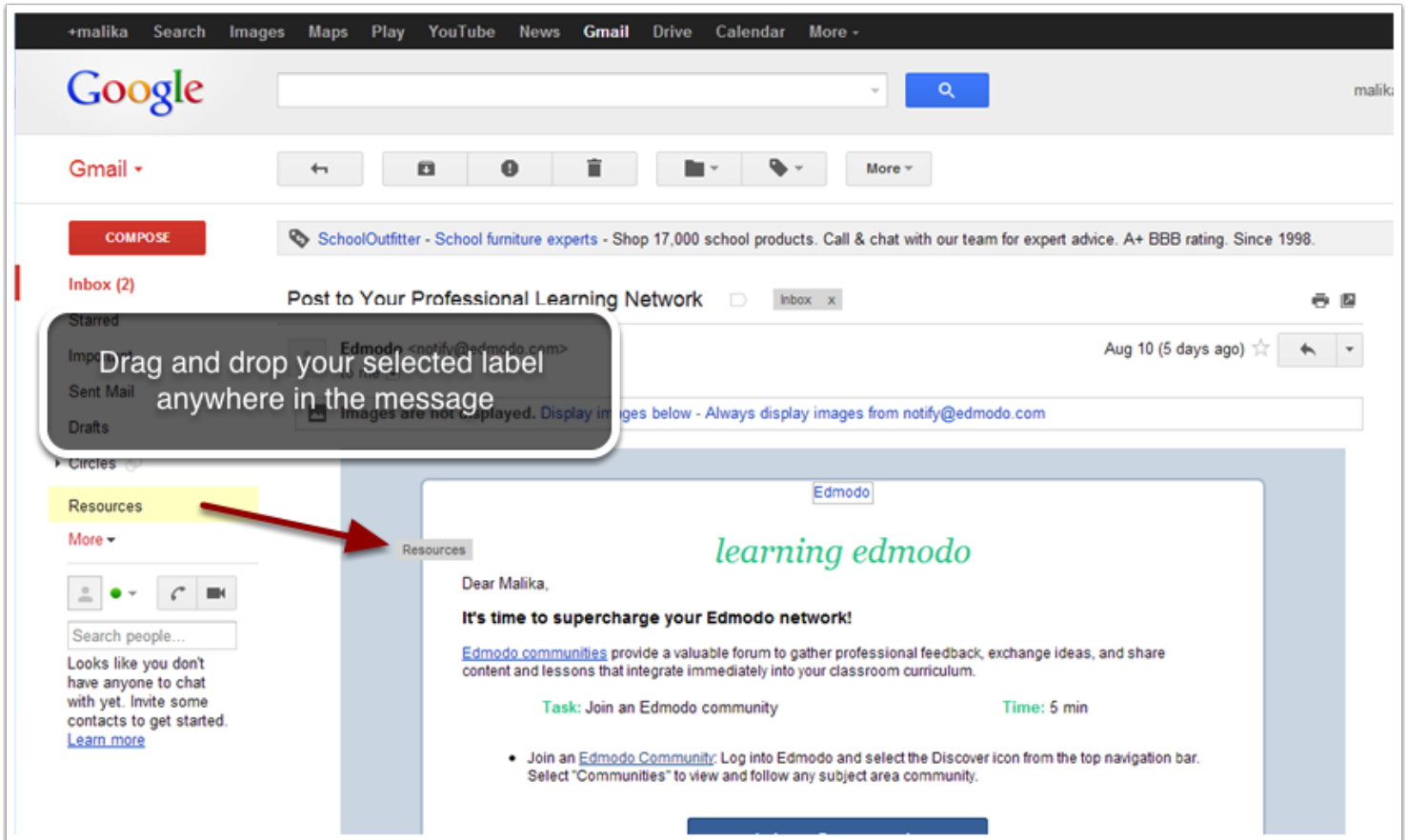
1. select the checkbox next to those messages
2. click the **Labels** button
3. click the label you want (or check the boxes next to several labels)
4. click **Apply**



# Gmail Labels (folders)

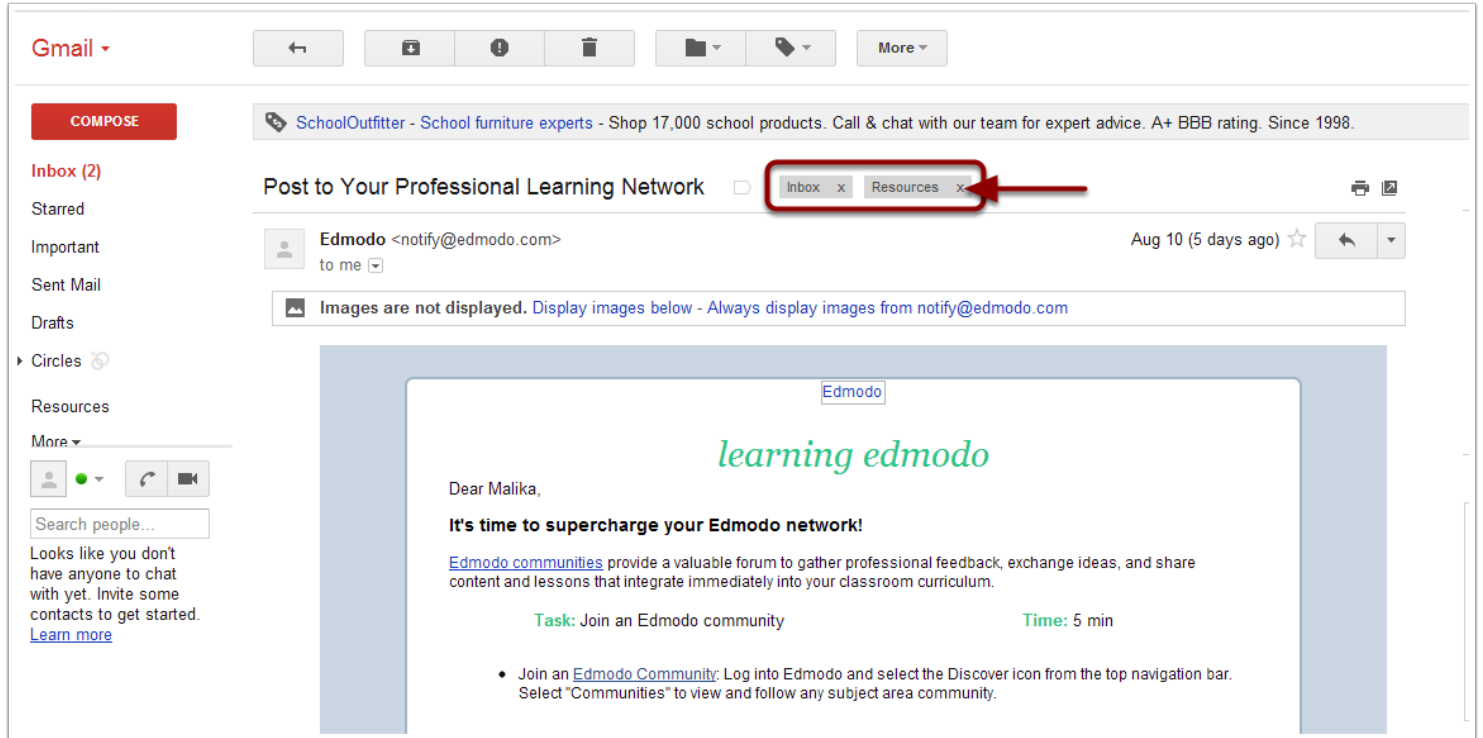
## WHEN VIEWING YOUR MESSAGE

Follow steps 2 - 4 as you would from your inbox or you can click and drag a label from the left side, and drop it on the message.



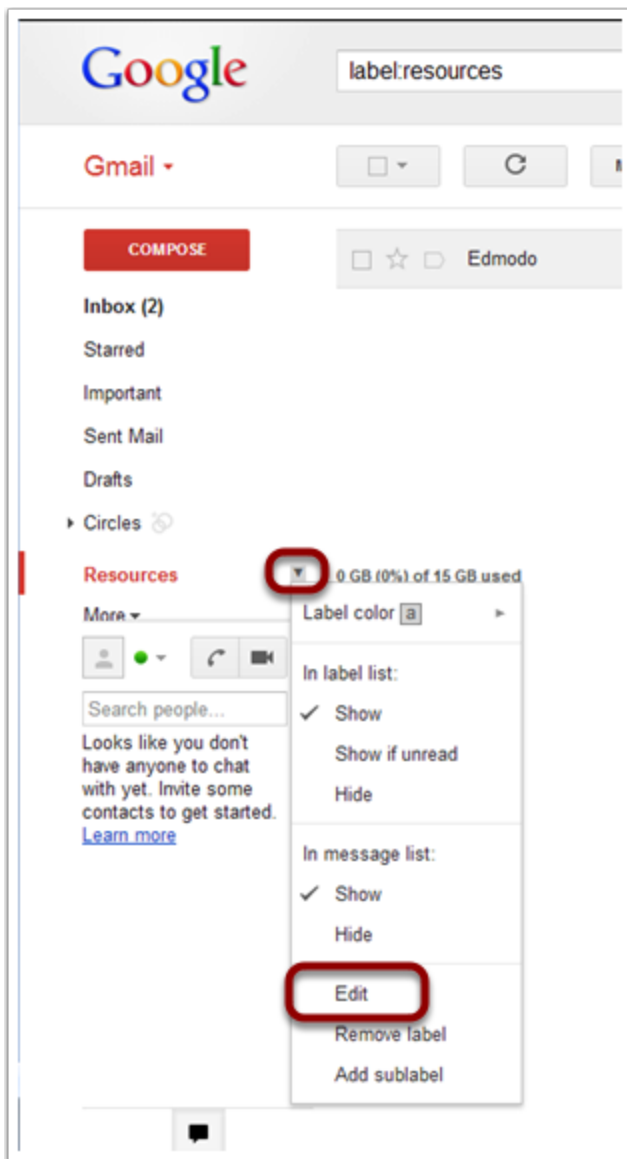
# Gmail Labels (folders)

All of the labels you have added to a message will be listed at the top of each message. You can remove a label from a message by clicking the x in the label you want to remove.



## Editing labels

To edit a label, click the square to the right of a label in your Labels list. Choose **Edit** from the drop down menu to rename your label. Choose from the listed options to personalize your labels (color, hide, create sublabel or remove).



**You are now ready to create and edit labels to better manage your messages in Gmail!**