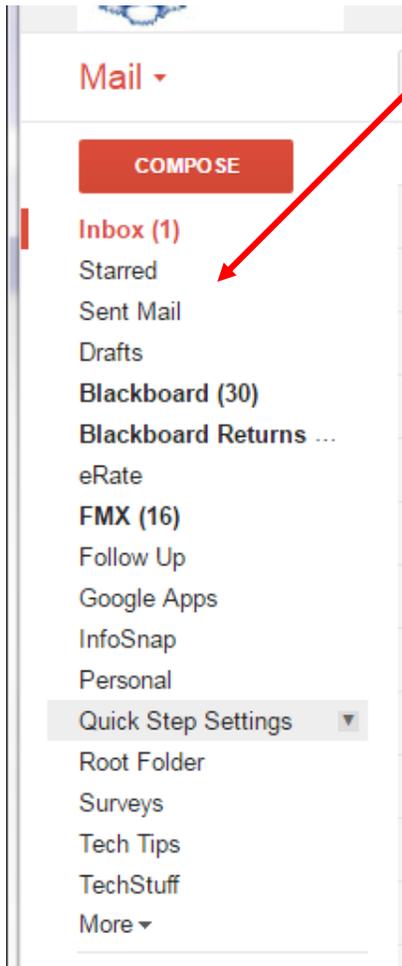


## Gmail Labels (folders)



**Labels** in Gmail are like Folders in Outlook.

One difference is that email can have multiple Labels, making things easier to locate.

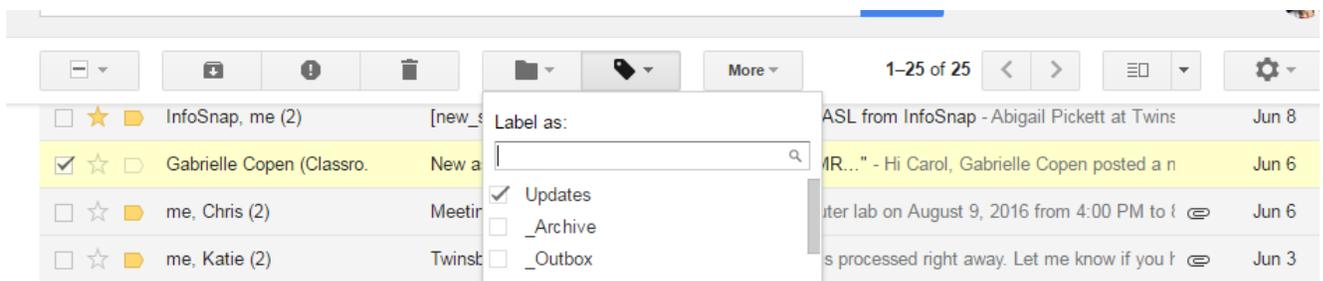
To see all your labels, you will need to hover over the last one you see, and then click More to see all of them.

You may have a lot of labels if you had a lot of folders.

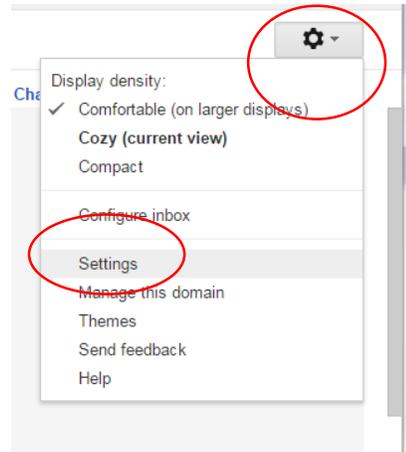
There are settings on the labels that you can customize. Labels can always show, always hide, or show if unread – that is what moves them to the top section of labels!

You can right click on a label to see the settings, or you can look at your settings (see page 2).

To add a label to an email, simply put a check next to the email, click Label icon and add the label.



To manage settings for all your labels at the same time, go to your settings. Click the gear in the top right corner and choose Settings.



Click the Labels tab.

System labels are at the top, Categories are next, then your personal labels are last.

Choose Show, Hide, or Show if Unread for each label.

