## **Gmail Labels (folders)**



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

		More ▼ 1–25 of 25 < > Ξ□ ▼	<b>Q</b> -
🗌 🚖 📄 InfoSnap, me (2)	[new_: Label as:	ASL from InfoSnap - Abigail Pickett at Twins	Jun 8
Gabrielle Copen (Classro.	New a	IR" - Hi Carol, Gabrielle Copen posted a n	Jun 6
🗌 📩 📄 me, Chris (2)	Meetir Updates	iter lab on August 9, 2016 from 4:00 PM to {	Jun 6
🗌 📡 📄 me, Katie (2)	Twinsk Outbox	s processed right away. Let me know if you ł 🕥	Jun 3
	DI LI I		

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.



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. Settings **Ö** -Display density: General Labels nbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Cha ⁄ Comfortable (on larger displays) Show in label list System label Cozy (current view) Compact Inbox show hide Starred Configure inbox Important show hide Settings Chats Manage this domain show hide Themes Sent Mail show hide Send feedback Drafts show hide show if unread Help All Mail show hide Spam show hide show if unread Trash show hide Categories Show in label list Show in message list Categories show hide Social show hide show hide Promotions show hide show hide Updates show hide show hide Forums show hide show hide Labels Show in label list v Show in message list v Actions Create new label \_Archive show hide show if unread show hide remove edit 0 conversations \_Outbox show hide show if unread show hide remove edit 0 conversations Blackboard show hide show if unread show hide remove edit 30 conversation 1 

Click the Labels tab.