

# ORGANIZE YOUR GMAIL USING LABELS

## Create labels to organize Gmail

Labels work like folders, but you can add multiple labels to a message. To save a message you must archive it. If you archive an email without a label, it will go to “**All Mail**”. In the new Gmail format, messages can also be **Snoozed** for a period of time.

**IT IS IMPORTANT TO NOTE THAT YOU ONLY HAVE ONE COPY OF EACH EMAIL. IF YOU DELETE IT IN ONE PLACE, IT WILL DELETE IN EVERYWHERE ON YOUR COMPUTER. NEVER GO TO ALL MAIL AND DELETE EVERYTHING. YOU CAN DELETE LABELS WITHOUT DELETING THE EMAIL.**

## Adding Labels

Open a message.

At the top, click **Labels**.

Click the box next to each label you want to add, or type a new label. Select **Apply**.

**Tip:** To add a label to multiple messages, select those messages in your inbox, then click Label . Only you can see the labels that are added to your messages.

## Move a message to another label:

Select the message.

At the top, click **Label**.

Uncheck the current label, then select a new one.

Click **Apply**.

## Edit or Delete a Label

On the left side of the page, hover your cursor over your label's name.

Click the 3 dots.

Click **Edit**.

Edit your label as desired.

You can also show, hide and remove a label as well as change the color.

## **Labels aren't showing up:**

Your labels show up depending on whether **conversation view** is on or off.

If conversation view is off: Labels will only show on individual messages you labeled. If someone replies to that message, the label won't show up on the reply.

If conversation view is on: When you label an entire conversation, the label will only show on existing messages, not new ones.

## **Archiving (Saving) Gmail Messages:**

If you want to clean up your inbox without deleting your emails, you can archive them. Your emails are moved to a label called "All Mail" unless you have **Labeled** them. Emails can also be **Snoozed**.

**When you archive a message:** The message will come back to your inbox when someone replies to it.

Messages can be archived from the inbox by placing a check mark in the box next to the email and selecting **Archive** from the top. You can archive multiple emails from the inbox by putting check marks in the boxes next to the emails and selecting **Archive**.

## **Find or Move Messages You Archived**

Messages you archived aren't deleted and you can find them any time. If they were archived to a **Label**, go to that label to find your email. If they were not labeled, you will find them in **All Mail**. You can move archived messages back to your **Inbox** by opening the message or by putting a check mark in front of it and then select **Move to Inbox**.

## **Create rules to filter your emails**

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

## **Use a particular message to create a filter**

Check the checkbox next to the email you want.

Click **More**.

Click **Filter messages like these**.

Enter your filter criteria.

Click **Create filter**.

## Edit or delete filters

At the top right, click **Settings** .

Click **Settings**.

Click **Filters and Blocked Addresses**.

Find the filter you'd like to change.

Click **Edit or Delete** to remove the filter. If you're editing the filter, click Continue when you're done editing.

Click **Update filter** or **OK**.

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