Google Apps - Creating Labels

Easily organize your inbox and emails using Labels. This tutorial will explain how to create labels and manage them.

Getting Started

- Once logged into your email account, on the left, click the **More** drop down button and then click **Create New Label** as shown on the figure to the left.

- Next enter the **Name** of the label wanted in the **Text Box**

- Once the label is created, it will be added to the labels on the left side screen. The label may be in the **More** drop down menu. If you wish to always see the label, you can drag and drop the label into the shown list.
• Labels can also be color coded to make viewing emails easier to differentiate by click **Expand Menu** to the right of the label’s name.

  ![Label color selection](image)

  - **Add custom color**
  - **Remove color**

  **In label list:**
  - **Show**
  - **Show if unread**
  - **Hide**

  **In message list:**
  - **Show**
  - **Hide**

  **Edit:**
  - **Remove label**
  - **Add sublabel**

• The label is now **Finished**! You can drag and drop emails into the label OR you can select multiple emails and click **Move To** (At the top of the inbox) and select the appropriate label.

• If you want Gmail to automatically label your emails, see: **Google Apps - Creating Filters**