

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**

New Label [X]

Please enter a new label name:

My New Label|

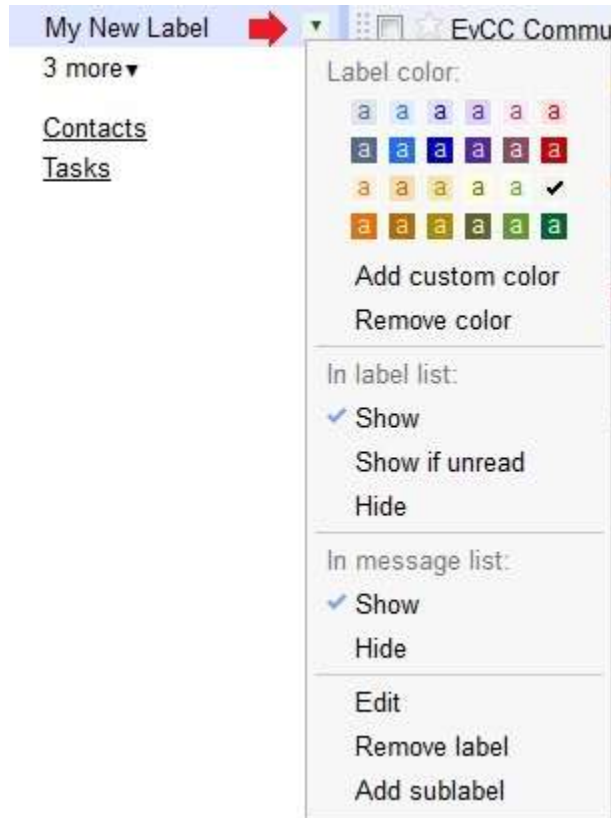
Nest label under:

[Dropdown Menu]

Create Cancel

- 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.



- 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