

ORGANIZE YOUR GMAIL USING LABELS

Adding labels to your emails helps identify important emails and puts them in the proper file (Label) when they are saved for future reference. To save a message, you archive it. If you archive an email and it does not have a label, it will go to "All Mail"

Adding Labels

Open a message.

At the top, click **Label** .

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

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.

Create, Edit & Delete Labels

On the left, click **More**.

Click **Create new label**.

Name your label.

Click **Create**.

Edit a Label

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

Click the Down arrow ▾ .

Click **Edit**.

Make changes to your label.

Click **Save**.

Delete a Label and Adding Color to your Label

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

Click the Down arrow ▾ .

Click **Remove label** or select a color for your label.

Note: Your labels might not show up on replies or new messages, depending on whether conversation view is on or off.

If conversation view is off: Labels will only show up on the 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 add a label to an entire conversation, the label will only show up 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.

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

Open the message or check the box to the left of it. To archive multiple emails, check the box next to all emails you want to archive.

Near the top of the page, click 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**.

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.