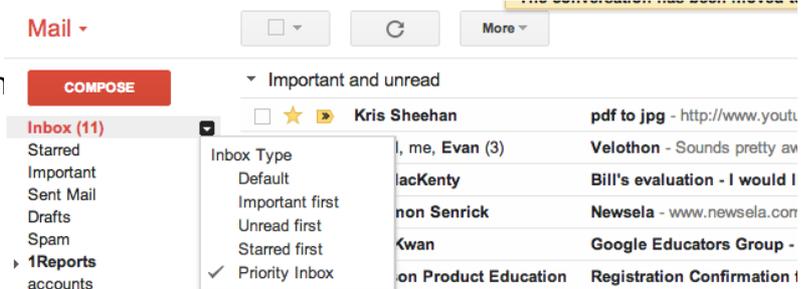# Tech Tips: Organizing Your GMail

Priority InBox

This will organize your InBox into three sections, Important and Unread, Starred, Everything Else.
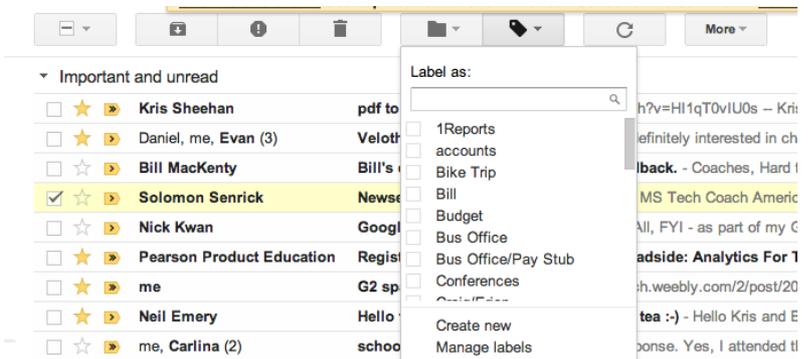
1. Move your mouse over your inbox and click on the drop down arrow on the right
2. Choose Priority Mail

Labels (GMail does not use Folders)

Labels help you organize your messages into categories that suit your needs and work for you.

- only you see your labels
- you can add more than one label to a message
- you can color code your labels

Create A New Label

You can create a new label for a message in your inbox by selecting the box next to

the message, clicking the **Label** 🏷 button above your message list, and clicking **Create new**.

Apply a Label

- When viewing your Inbox, select the checkbox next to those messages, click the **Labels**
  🏷 button, and click the label you want. (Or check the boxes next to several labels and
  click **Apply**.)
- When viewing a message, click the **Labels** button to add a label to the message. You can
  also click and drag a label from the left side, and drop it on the message.
- When writing a new message, click ▾ More options in the bottom right corner of the
  compose window, click **Label**, and then select one of your labels.

Searching

You can do a basic word or phrase search using the search box or do a more specific search by clicking the drop down arrow ▾ at the right of the search box.

over

Filters

Allows you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your mail

1. Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.
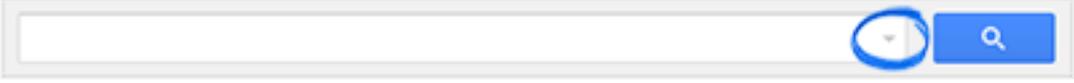
2.
3. Enter your search criteria. If you want to check that your search worked correctly, click the search button.
4. Click **Create filter with this search** at the bottom of the search window. If you need to verify the search results, you can click the **x** to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered.
5. Choose the action(s) you want the filter to take.
6. To keep organized, many people like to have incoming messages automatically labeled and removed from their inbox until they can look at them later at a more convenient time. If you want to do this, make sure to select **Skip the Inbox (Archive it)** and **Apply the label:** when you create your filter.
7. Click the **Create filter** button.

Try creating a filter to automatically label Craigs "Principal News". Try to do the same for Terry's "Message from the Director".

Things to keep in mind:
- labeling a message will not take the message out of InBox, you need to Archive the message after labeling it.

Much of this information was taken directly from the Google Support website for GMail, Organize with Labels and Filters
https://support.google.com/mail/topic/3394658?hl=en&ref_topic=3394656