



Using Labels

Labels instead of folders

Gmail uses the term labels instead of folders. Labels are similar to folders, but you can store conversations/messages against more than one label. When you create a label, you can view all the conversations/messages with that label by searching, or by clicking the label name along the left side of your Gmail page.

Creating a Label

1. Click the **Labels** button, then click **Manage labels**. The **Settings** options will be displayed.
2. Click the **Create new label** button and enter a new label name into the **New label** box, then click **Create**. The new label will be added to the labels listed on the left of your screen.
3. Click **Inbox** to return to your messages.



To apply a Label to a message

1. Click the tick box next to the message you wish to label.



2. Click the **Labels** button and choose the appropriate label name from the list of labels displayed. The message will now be categorized under the new label name.
3. You can now remove the message from your **inbox** by clicking **Archive**. The message will be stored under it's associated label.

To edit or remove a label

1. Click the down arrow to the left of the label. A list of options will be displayed.
2. Click **Remove label** to remove a label or **Edit** to rename a label.