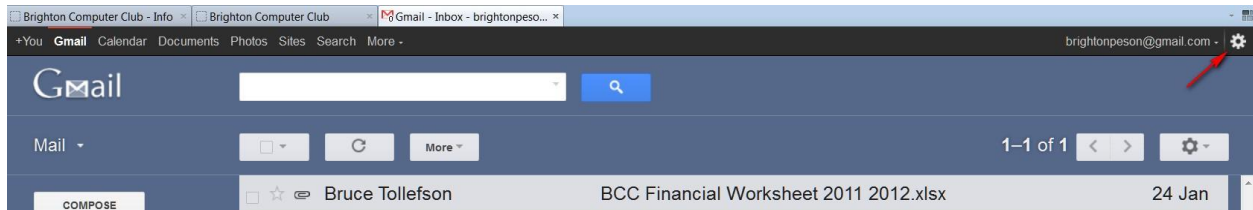
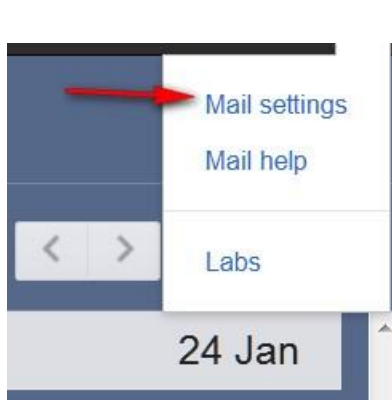


How to Make Labels in Gmail

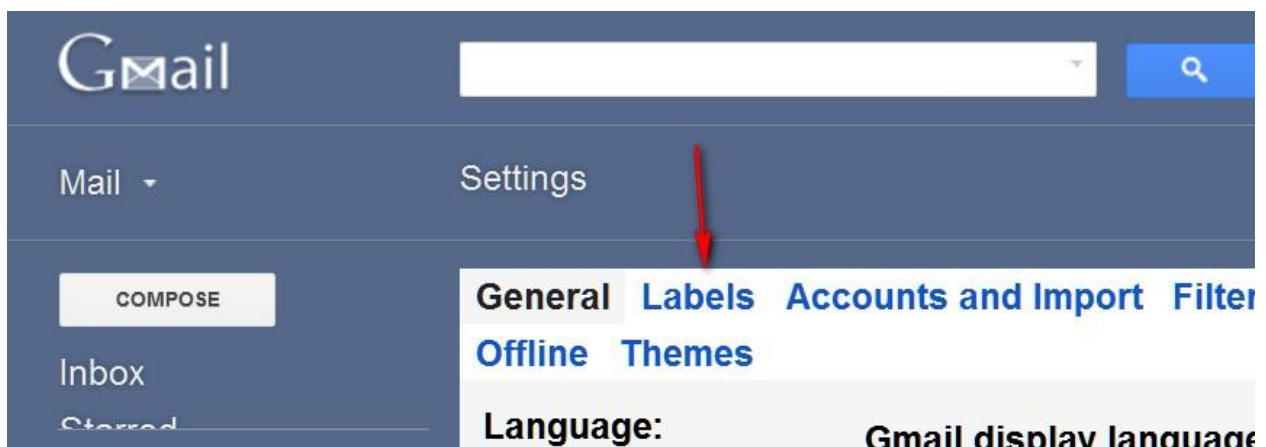
Gmail uses labels not folders. It works by putting a label you choose and assigning it to an email you choose.



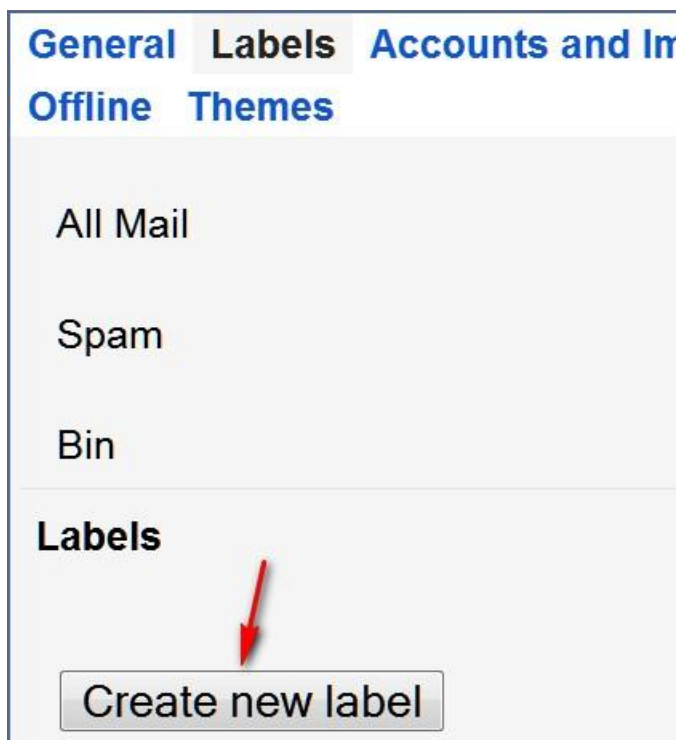
First click on the gear.



Then click on Mail settings



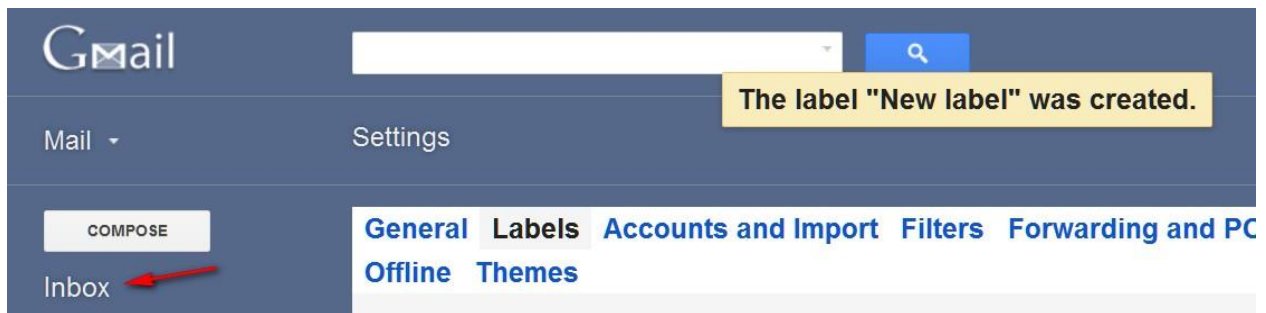
Click on Labels



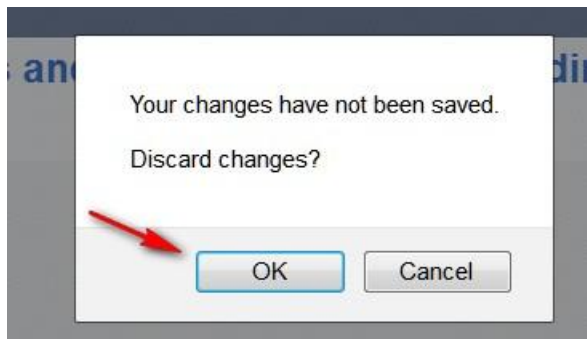
Click on Create new label



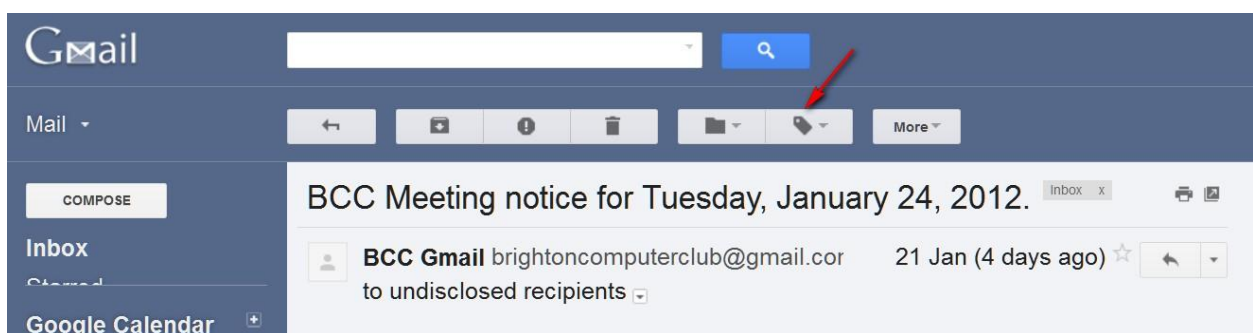
Enter the name of your label. We are calling this one "New label" so I typed in "New label" without the quotes. Then click Create.



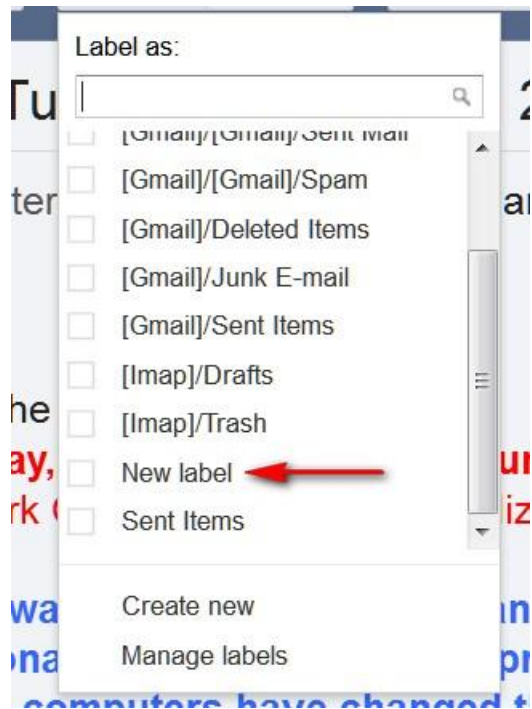
Click on Inbox to show the label “New label”.



Instead you get this. Just click on OK to ignore this message.

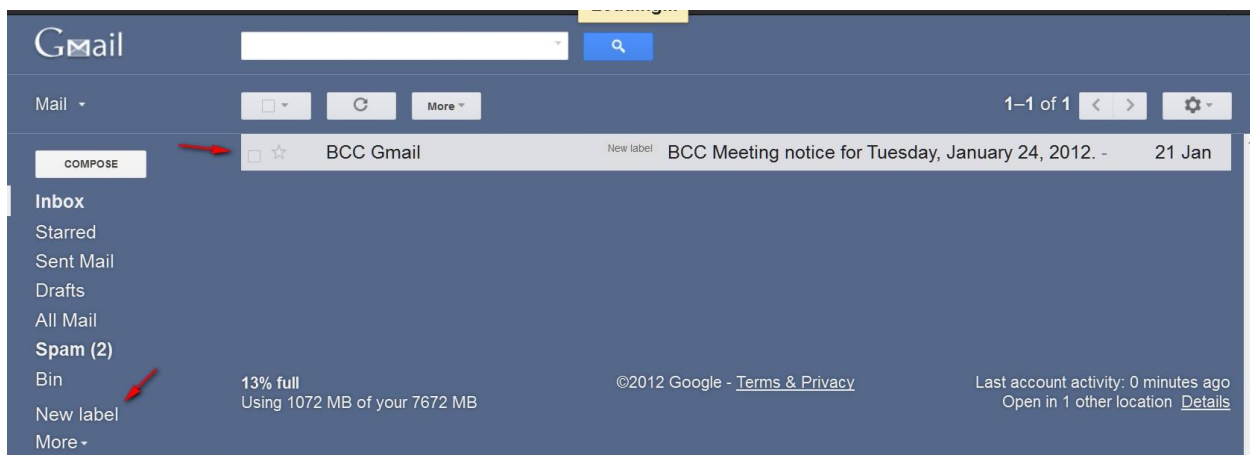


You have an email in your inbox that you want to label “New label” so you click on the icon of a label, and it shows all the labels that you have.



Then you click on “New label”.

You have now labelled that email as “New label”.



If you want to see all the emails under the “New label” label just click on “New label” in the list of your labels and you will get them In your Inbox.

Charlie Le Ber