

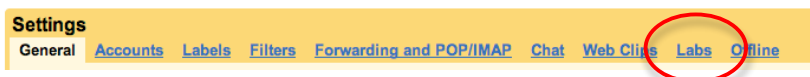
Google Apps QuickTip: Gmail Show All Unread

One helpful thing you can add to Gmail is a quick way to view all your unread messages no matter where they are in your mailboxes. Normally, this involves doing a search, but with the help of a Gmail add-on (known as a Google Labs feature), this process can be reduced to a single click.

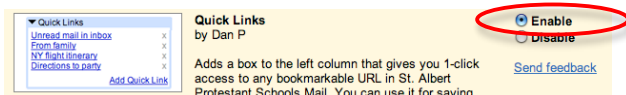
1. Log into Gmail.
2. Click **Settings** into the upper right corner of your browser.

| | [Settings](#) | |

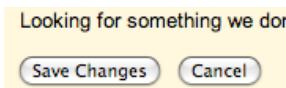
3. Click **Labs**.



4. Scroll down and find **Quick Links**.

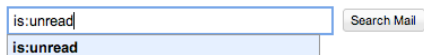


5. Click the **Enable** radio button.
6. Scroll to the top or bottom of the window and click **Save Changes**.

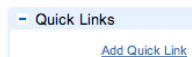


You should now see a Quick Links box on the left pane below your contacts.

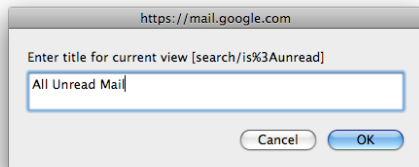
7. Now, do a search for **“is:unread”** (note the colon in between “is” and “unread”).



8. Click the **Add Quick Link** link.



9. In the box that pops up, name the Quick Link **something descriptive**. I like “All Unread Mail”.



10. Click **OK**.

From then on, to quickly see all your unread mail, just click on the **All Unread Mail** link in the **Quick Links** section to call up a search that shows you all the mail you haven't read!

