Organizing Your Email in Gmail

Starring a message

A simple way to mark a message as important or in need of follow-up would be to "**star**" it. You can do this by simply **clicking on the outline of the star** in the message list or while viewing the message. Starring a message doesn't really do anything special to the message other than make it easier to see/find again. A star can mean whatever you want it to mean!

To see all your starred messages at once, click the **Starred** link in the left hand bar.
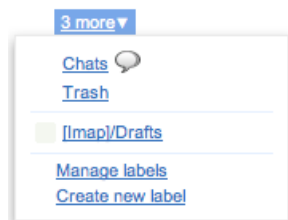

Labels

There are a number of ways to organize your email in Gmail, but some of them take slightly different (and potentially more useful) forms compared to what you may be used to from Outlook or Entourage:
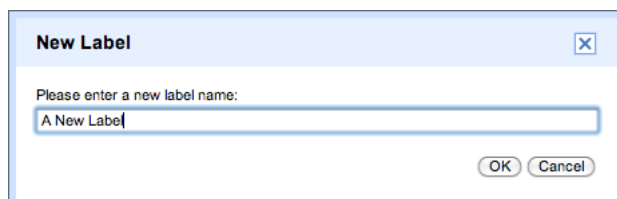
Creating and Managing Labels

1. Click the **x More** link just under your existing labels
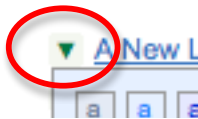
    > Note: The link usually denotes how many other labels you have, so it will say "x More", where x is the number of labels are not displayed.

2. Click the **Create New Label** link.

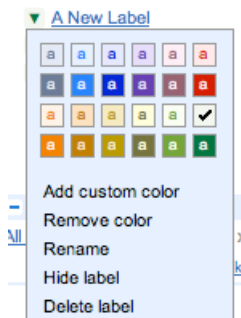3. Type in the **name** for the label and click **OK**.

4. Clicking on the **faint square** to the left of the label allows you to:

- Change the **colour** of a label
- **Rename** any label
- **Delete** a label
- **Hide** the label from the normally displayed list

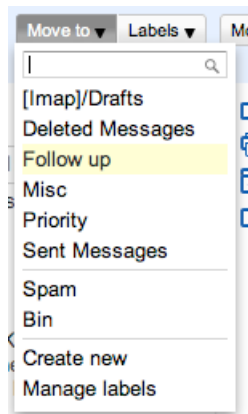> **Note:** This moves that label under the "x More" menu

Moving a Message to a Label

You can treat Gmail Labels like old style folders:

1. While viewing a message click the **Move To** button.

> To move multiple messages at once, click their checkboxes on the message list page.
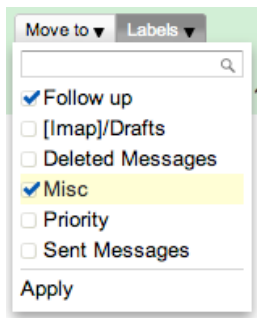

2. Click the **label** you want to move the message(s) to.
3. You will no longer see these messages in your inbox!

Tagging/Untagging Messages with a Label

Tagging messages with a label is similar to creating a playlist in iTunes. You can apply many labels to any message and then be able to search/sort based on any of those labels. For example, a message may be of high priority, but it's also part of your AISI communiqués. In email systems that only had folders, you'd have to choose one or the other…but with labels, you can choose both.

1. While viewing a message, click the **Labels** button (a menu appears).

> **Note:** To modify labels of multiple messages at once, click their checkboxes on the message list page.


2. **Check (or uncheck)** the checkboxes next to the label(s) you want to apply/remove to/from your message(s).
3. Click the **Apply** link at the bottom of the menu.

> **Note:** If you are viewing a message and you want to **remove** labels, a simpler way to do this would be to click on the X to the right of the label(s) you want to remove.

Viewing Messages with a specific label

To view only messages with a particular label applied, click on **the name of the label** in the left column.
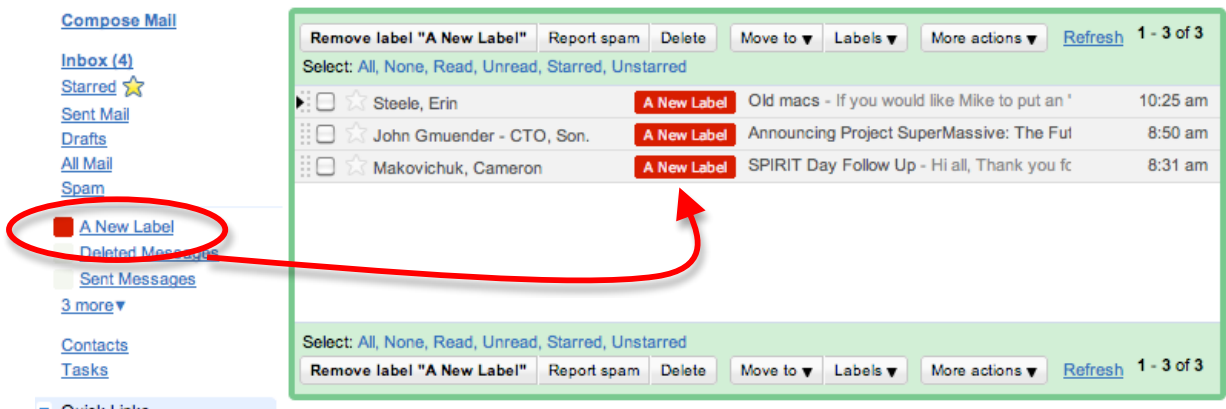
Archiving a message

Archiving a message is something you do when you want to keep the current message, but you just don't want to see it every time you go into your Inbox.

1. While viewing a message, click the **Archive** button.

> **Note:** To archive multiple messages at once, click their checkboxes on the message list page.
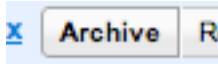
To view your Archived Messages

To view your Archived mail, click the **All Mail** link in the left hand bar. This box contains all of your mail—labeled, archived, sent, binned, etc.

1. Click the All Mail link on the left column.

> If you don't have an All Mail link, click the "x More" link and click Manage Labels; then click the "Show" link next to All Mail in the label management area.