

# LABELS, FILTERS AND ARCHIVING GMAIL

## Organize your Gmail inbox using labels

You can organize your emails by setting up labels. Labels work like folders, but you can add more than one label to a message.

### Add a label to a message

Open a message.

At the top, click **Label**.

Click on the box next to each label you want to add, or type a new label.

Click **Apply** or **Create**.

**Tip:** To add a label to multiple messages, select those messages in your inbox, then click Label.

### Add a label to a message you're writing

Click **Compose**.

In the bottom right corner, click **Label**.

Choose or create a label to add.

### Move a message to another label or delete a label from a message

Open the email you want to change.

Click the "x" in the label you want to remove.

Add the new label by clicking on the **Labels** tab and selecting a new label.

### Completely delete a label

On the left side of the page, hover your cursor over your label's name.

Click the Down arrow .

Click **Remove Label**.

### Edit a Label

On the left side of the page, hover your cursor over your label's name.

Click the Down arrow .

Click **Edit**.

Make changes to your label.

Click **Save**.

## Apply color to your label

To add a color to your label, select the label on the left hand side of the page and click on the down arrow . Select the color you want. You can also change the color of the label by doing this.

**Note:** Only you can see the labels that are added to your messages.

## Create rules to filter your emails

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

## Use a particular message to create a filter

Check the checkbox next to the email you want.

Click **More**.

Click **Filter messages like these**.

Enter your filter criteria.

**Note:** When you create a filter to forward messages, only new messages will be affected. Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

## Edit or delete filters

At the top right, click Settings .

Click **Settings**.

Click **Filters and Blocked Addresses**.

Find the filter you'd like to change.

Click **edit** or **delete** to remove the filter. If you're editing the filter, click **Continue** when you're done editing.

Click **Update filter**.

You can create as many filters as you like, but only 20 filters can forward to other addresses.

## Archiving Gmail Messages

If you want to clean up your inbox without deleting your emails, you can archive (save) them. When you archive an email you are saving it to the label (same as a folder) that you have assigned to that email. A copy also goes to **All Mail**. If you archive without assigning a label it just goes to **All Mail**.

When you archive a message the message will come back to your inbox if someone replies to it.

### **Archive an email**

Open the message or check the box to the left of it. To archive multiple emails, check the box next to all emails you want to archive.

Near the top of the page, click **Archive**.

### **Find or move messages you have archived**

Messages you have archived aren't deleted, and you can still find them any time. When you search in Gmail, your results will include any messages that have been archived.

You can move archived messages back to your inbox by opening the email message and then click **Move to Inbox**.

**IT IS IMPORTANT TO NOTE THAT THERE IS ONLY 1 COPY OF EACH EMAIL, BUT IT CAN SHOW UP UNDER THE LABEL OR LABELS THAT WERE ASSIGNED AND WILL ALSO SHOW UP IN ALL MAIL. IF YOU DELETE THAT EMAIL IN ANY OF CATEGORIES OR IN ALL MAIL, THE MESSAGE WILL BE GONE.**