GMAIL'S NEW TABBED INBOX

Gmail new tabbed inbox reorganizes your mail in up to five categories – Primary, Social, Promotions, Updates and Forums. The tabs appear on top of your inbox. In Gmail for Android 4.0+ and Gmail for iPhone and iPad apps, you'll see your Primary mail when you open the app and you can easily navigate to the other tabs.

The five tabs that you can activate here are the following:

- **Primary** - lists person to person communications, as well as starred messages by default.
- **Social** - messages from social networks, dating services, social media and other social-related sites.
- **Promotions** - includes deals, offers and most marketing emails.
- **Updates** - Personal updates including confirmations, receipts, bills, and statements.
- **Forums** - Emails from mailing lists, forums and other discussion-based services.

Show or hide tabs:

Click the **+** icon to the right of your tabs.
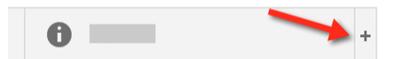
Use the checkboxes to show or hide each tab.
Click **Save**.
If you hide a tab, messages in that category will appear in your Primary tab instead.

Disable Tabs:

If you prefer to see all your messages in one list, simply hide all tabs.
Primary will stay checked, but you won't see the tab above your inbox.

Show Tabs again after you disable them:

If you want to use tabs again, follow these directions:
Click the **gear icon** ⚙ in the upper right, select **Configure inbox**.
Check the boxes of the tabs you want to see.

Click **Save**.

New messages in category tabs:

When you receive new mail, you'll see an indicator in each tab that tells you how many new messages you've received since you last checked that tab. You'll also see a few of the recent senders listed below the category name. You can see what's new at a glance and decide which emails you want to read.

Example
If you looked at your Promotions tab yesterday and then received eight promotional emails, you'll see "8 new" next to the word "Promotions" when you check your Gmail today.

Unread count:

The number next to **Inbox** on the left side of your Gmail tells you how many unread messages are in your Primary tab.

Move messages between tabs:
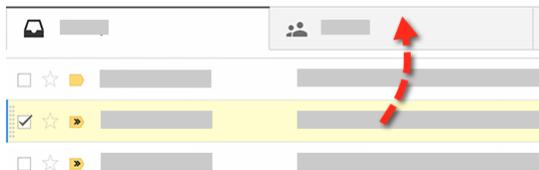
If you see a message in your inbox that you want in a different tab, all you have to do is drag and drop it into the other tab. Another way to do this is to right-click a message while viewing your inbox.

After you move a message to a different tab, a message above your inbox will ask if you want to undo that action or choose to always put messages from that sender in the tab you chose.

Starred messages:

Messages you mark with a ⭐ star will also appear in your Primary tab so they are easier to keep track of.

Category labels:

Whether you use tabs or not, all messages are automatically sorted into one of the five different categories. These categories can be used as automatic labels.

Here are a few things you can do with category labels:

View all messages in a category, including archived messages

When a message is archived, it moves out of your inbox and stays in "All Mail" and any other labels applied to it. This means that messages you archive will no longer be visible in your tabs.

To view all messages in a category, follow these steps:

1. Hover over your label list on the left side of your Gmail (where "Sent Mail" and "Drafts" are listed).
2. Click **More** ▾ at the bottom of your label list (you may need to scroll down).
3. Find ▸ **Categories** and expand the list using the arrow to the left.
4. Click a category name.

Show categories as labels in your message list

By default, category labels are not visible on each message, but you can choose to show them in your message list. Category labels still won't be visible when viewing your inbox tabs, but you might find this feature useful when searching or if you turned off tabs.

1. Hover over your label list on the left side of your Gmail (where "Sent Mail" and "Drafts" are listed).
2. Click **More** ▾ at the bottom of your label list (you may need to scroll down).
3. Find ▸ **Categories** and expand the list using the arrow to the left.
4. Hover over a category name, such as **Social**, and click the down-arrow icon ▾ that appears to the right of the name.
5. Find the option "In message list" and choose **Show**.

From this menu you can also change the label color or hide the category in your label list.

Search using categories

To search for messages within a category use the search operator **category:** followed by a category name.

Example: **category:updates**
Meaning: All messages in the Updates category.

Example: **category:social Mindy**
Meaning: Messages in the Social category that include "Mindy."

You can combine the category search operator with other search operators. Learn more about [advanced search](#).

To move emails between tabs, all you have to do is drag and drop the email to the category you want.

While it is possible to move mails around via drag and drop, it is clear that you will have to monitor all tabs regularly because of this.

Create a Filter to put messages in correct category:

To create a filter, click the down arrow next to **Reply** and select **Filter messages like this.** A window that allows you to specify your search criteria will appear. Choose the category you want the message to appear in and then select **Create filter**.

Gmail Help:

Click the **gear icon** ⚙ in the upper right and select **Help.**