



CREATING WORKING FOLDERS (LABELS) IN GMAIL

Gmail uses labels rather than folders to help you organise your emails.

In Gmail you can create new labels on the left-hand sided navigation.

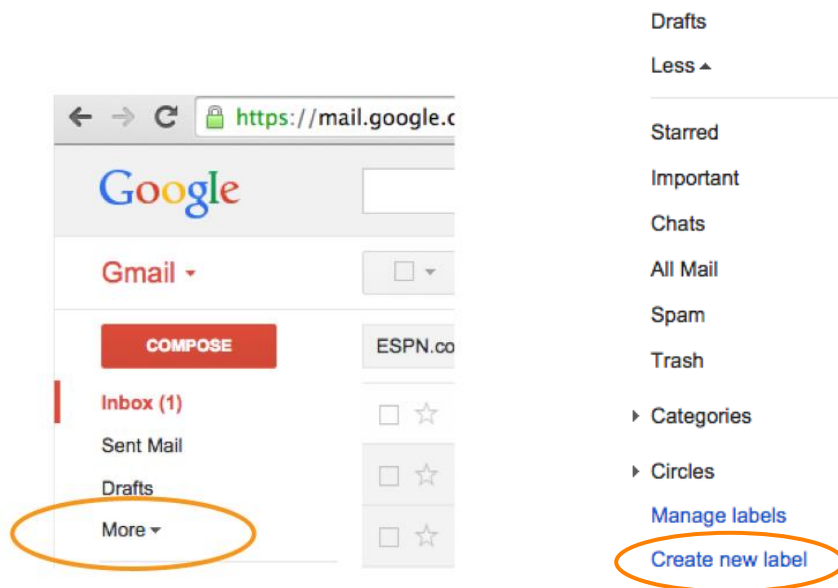
Follow the steps below to create working folders to organise your action, reading and waiting emails.

HOW DO I CREATE NEW LABELS?

Follow the instructions below to create all the labels you need.

Note: screenshots have been taken using Google Chrome as an internet browser.

Left mouse click on **More**, then on **Create new label**.





A dialog box will open with the title **New Label**.

Type **.Action** into the “Please enter a new label name” field.

A screenshot of an email client interface showing a 'New Label' dialog box. The dialog box has a title bar with 'New Label' and a close button. Below the title bar, it says 'Please enter a new label name:' followed by a text input field containing '.Action'. There is a checkbox labeled 'Nest label under:' which is unchecked, and a dropdown menu below it. At the bottom of the dialog box are two buttons: 'Create' and 'Cancel'. The background shows a blurred email message with the subject 'Thank you for your purchase - Order Confirmation'.

Repeat steps above to also create labels for **.Reading** and **.Waiting**

Two screenshots of the 'New Label' dialog box. The top screenshot shows the dialog box with '.Reading' entered in the text input field. The bottom screenshot shows the dialog box with '.Waiting' entered in the text input field. Both screenshots show the same layout as the first screenshot, with the 'Nest label under:' checkbox unchecked and 'Create' and 'Cancel' buttons at the bottom.



<p>When you have finished creating your labels, your setup should look like this.</p>	
<p>If you don't have an existing label to archive your emails, then setup a temporary label called 'Archive Folder' (using the steps above).</p>	
<p>Note: Later on, we'll teach you when to use the in-built archive function in Gmail (see screenshot), but for now, use your 'Archive Folder' to archive emails from your inbox.</p> <p><i>N.b. Gmail will not allow you to give a label the name 'Archive', because of its in-built archive function, therefore use 'Archive Folder'.</i></p>	