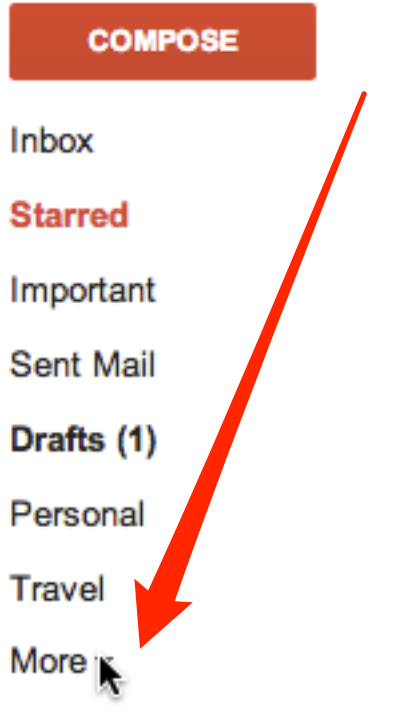


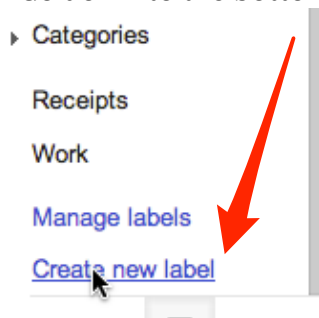
## Gmail Tip: “Labels” are the new folders

In the Gmail world, folders are called labels. Lets make a folder/label!

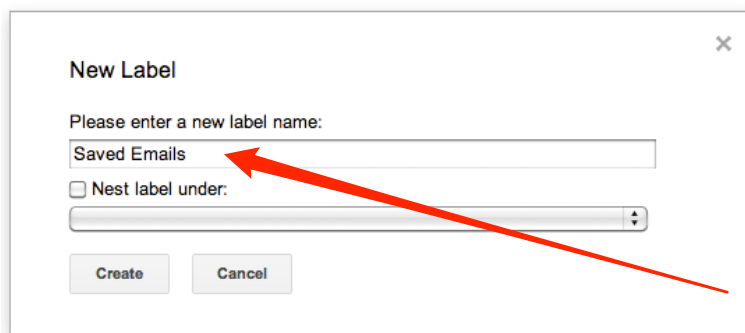
1. Click on more and expand your options.



2. Go down to the bottom and click on “Create new label”.



3. Give your folder a name and click “Create”.



3. There it is!

**COMPOSE**

Inbox

**Starred**

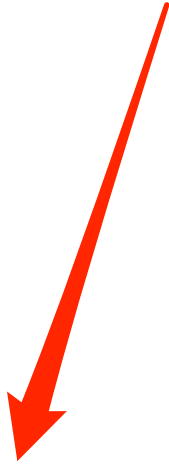
Important

Sent Mail

**Drafts (1)**

Personal

Saved Emails



4. Drag an email over to your newly created folder. That's it! You are on your way to a more organized email account.

**COMPOSE**

Primary Social  
Drag here to move messages

**Adam Meador** Adam you are so awesome! - Adam Meador

0 GB (0%) of 15 GB used  
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**Inbox (1)**

Starred

Important

Sent Mail

**Drafts (1)**

Personal

Saved Emails  
Move 1 conversation