How do I use the move option in Gmail?

Tell Me

1. **The move option is meant to help people who are used to dealing with a folder structure adapt to the new way of doing things**

   2. Despite what the name suggests, it isn’t actually moving anything. When you click on the Move to button, you are telling Gmail to perform two actions:
   
      1. Label the message with the label you select
      2. Archive the email message. This is the same as removing the Inbox label

3. When you click on the Move to button and select the “folder” you wish to move the message to, you are asking Gmail to apply the label (your folder name) and then remove it from your Inbox or in Gmail terms, Archive the message

4. By performing these two actions you have the illusion that you are moving the mail to a folder when, in actuality, you are labeling then archiving the email message

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Related FAQs

- Is there a limit (quota) on the number of Gmail messages I can send?
- Email Alias
- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?