How does Gmail handle folders?

Tell Me

1. Folders do not exist in Gmail; Google uses labels
   1. In traditional email, a single message can only be placed in a single folder (1-to-1 relationship); but with labels, one email message can have many labels (1-to-Many relationship)
2. In Gmail, you don't move a message when you label it, you associate the label with a message to help with searching and viewing
3. When you click on that label in your left sidebar, you are changing which messages are being displayed
4. Google provides these labels by default:
   1. Inbox
   2. Starred
   3. Sent Mail
   4. Sent Mail
   5. Spam
   6. Trash
5. You can create your own labels
6. If you click on a label, Gmail filters the email and only shows email messages with that label
   1. This could include email that has been archived or email that is sitting in your Inbox
   2. By default, when you choose a label, it will not show you items that reside in the Trash

Note

If you used a / forward slash mark, in your Outlook folder names, these folders will be split into 2 when migrated to Gmail labels. It will take the first portion before the slash as 1 label, and everything after the slash as a 2nd label. When you're migrated, you can simply rename one of the labels. Then go into the label you want to remove and mark all of those messages with the label you renamed. Once all emails are labeled appropriately, you can remove the label you don't want to keep.

Example:
1. Outlook Folder: Committee/Notes, Training/2015
2. Gmail Labels: Committee, Notes, Training, 2015

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?