How do I mark a Gmail message as high priority?

Tell Me

1. Google Mail does not provide options to prioritize email based on importance level (low, normal, high). Gmail learns which emails are important to you by evaluating who you send email to frequently and which senders' email you open quickly.
2. The **Subject** can show importance using something like:
   1. ***Important - We need this documentation by the end of the day***
   2. ***Urgent - We need this documentation by the end of the day***
   3. ! - We need this documentation by the end of the day
3. You also have the ability to mark received emails as "important" or with a star for better visibility:
   1. Put a check mark in the left box next to a message
   2. Click the **More** drop down
   3. Select **Mark as important** or **Add star**

Related FAQs

- How do I search for emails from someone who has a regular email address and an alias?
- Email Alias
- How do I export my Contacts from Gmail?
- How do I automatically forward my Gmail email to a different account?
- How do faculty and staff setup an email alias?