How do I create a label in Gmail?

Tell Me

<table>
<thead>
<tr>
<th>To create a label that you can add to any of your messages:</th>
<th>To create a new label for a message in your Inbox:</th>
</tr>
</thead>
</table>
| 1. On the left side of the page, click More at the bottom of your labels list  
  1. If you don’t see More, grab the gray dividing line with your cursor and drag it down to show more labels  
  2. Click Create new label  
  3. Type the name of your new label and click Create | 1. Select the box next to the message  
  2. Click the Label button above your message list  
  3. Click Create new |

Info

For more information about Labels see this Google document.

Related FAQs

- Where did my Contacts go in the new Gmail interface?
- What options are available in Google for generic email?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I request a generic email account?