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

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