**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**

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**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?](#)