Is there a better way to organize my Gmail Inbox?

Tell Me

1. There are several options available for organizing emails in your Inbox. Test the different options below and see which works best for you!
   1. **Inbox Type**:
      1. Hover your mouse over the Inbox label and click the **down arrow** on the right.
      ![](image)
      2. Hover your mouse over each type to see a brief description.
      3. Inbox types allow you to organize your Inbox based on the type of message.
         1. For example, you can have all unread messages listed first and everything else in your Inbox listed below.
   2. **Stars**:
      1. Go to your Gmail **Settings** and scroll about halfway down to the **Stars** section.
      ![](image)
      2. Stars allow you to mark messages and manually choose how to mark/organize emails.
      3. Select any or all stars provided and use them any way you desire.
         1. For example, use the exclamation mark to show messages you need to address and the check mark when an email request has been completed.
   3. **Importance Markers**:
      1. Go to your Gmail **Settings** and click the **Inbox** tab.
      2. Choose **Show Markers** to have Google automatically flag emails as important.
      ![](image)
      3. Importance markers are assigned by Google based on criteria like who the email is from, how frequently you communicate with the sender, etc.
      4. You can train Google what should be marked important. If an email is marked but shouldn't be, simply click the marker to remove it from that email. You can also add a marker by clicking the icon on an email message. Over time, Google will learn your preferences and mark accordingly.

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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?