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!
   a. **Inbox Type**:
      i. Hover your mouse over the Inbox label and click the down arrow on the right.
      
      ![Inbox Type](image)

      ii. Hover your mouse over each type to see a brief description.
      iii. 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.

   b. **Stars**:
      i. Go to your Gmail Settings and scroll about halfway down to the Stars section.

      ![Stars](image)

      ii. Stars allow you to mark messages and manually choose how to mark/organize emails.
      iii. 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.

   c. **Importance Markers**:
      i. Go to your Gmail Settings and click the Inbox tab.
      ii. Choose Show Markers to have Google automatically flag emails as important.

      ![Importance Markers](image)

      iii. Importance markers are assigned by Google based on criteria like who the email is from, how frequently you communicate with the sender, etc.
      iv. 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 does a supervisor request temporary access to an employee's Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?