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:
   a. ***Important - We need this documentation by the end of the day***
   b. ***Urgent - We need this documentation by the end of the day***
   c. ! - 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:
   a. Put a check mark in the left box next to a message
   b. Click the **More** drop down
   c. Select **Mark as important** or **Add star**

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?