**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 can I get removed from the ResearchStudyAnnouncement-group emails?
- What options are available in Google for generic email?
- How do I create a calendar event from an email?
- How do I login to my UNC Charlotte account from Google's login page?
- How does a supervisor request temporary access to an employee's Gmail account?