How do I create a label in Gmail?

Tell Me

To create a label that you can add to any of your messages:

1. On the left side of the page, click More at the bottom of your labels list
   a. If you don’t see More, grab the gray dividing line with your cursor and drag it down to show more labels
2. Click Create new label
3. Type the name of your new label and click Create

To create a new label for a message in your Inbox:

1. Select the box next to the message
2. Click the Label button above your message list
3. Click Create new

Info
For more information about Labels see this Google document.

Related FAQs

- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- 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?