

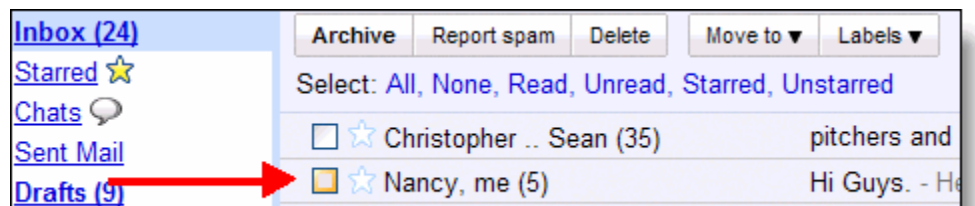
Labels:

Archiving messages can help you in a few ways. It helps you keep a clean house by moving mail out of your inbox without deleting it.

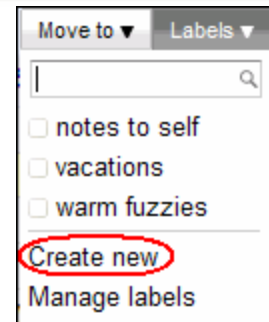
Google uses labels to help organize your mail more effectively. You can put a message in only one folder, but by labeling a conversation you can store it in more than one location. If you apply a label to a message before you archive it, you can access that message from the label. In this sense, archiving can help labels function more like folders.

You can create labels and apply them - manually or automatically - in order to group related messages together. Let's say you want to keep messages from a colleague all in one place.

1. If you have a message from him/her already, just check the box next to the message in your Inbox.



2. Create a *label* for their messages:
3. Select **Create new** from the *Labels* drop-down menu.
4. Enter a name for your label.
5. Click **OK**.
6. The name of your label will appear just before the subject line.



You can find all your messages that have this label attached by clicking the label's name on the left of the page; if you have a lot of labels, you may have some hidden by default. In that case, just click the down-arrow at the bottom of your labels list to see a full list of all your labels, or click Manage labels if you'd like to make sure that label isn't hidden.

To apply a label to a message, you can select the checkbox next to the message(s) in question, and then select the label name from the Labels drop-down menu (or you can label a single message while you're reading it by using the drop-down menu). You can also drag a message to a label's name to move that message to a label.

Any selected messages will automatically be categorized under your new label. If you'd like to keep organized, you can remove a labeled conversation from your inbox by archiving it and view it later by clicking *All Mail*, or by clicking the label name along the left side of any Gmail page.