

Categorize emails with labels

While most e-mail systems use folders to organize e-mails, Gmail (CNU's e-mail provider) uses labels. Labels provide one key advantage over folders. While you can only move an e-mail into one folder, you can apply multiple labels to a particular e-mail.

Creating Labels

To create a label, click on the "More" link on the left side of your e-mail.

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Then, click "Create new label". If you don't see it, hover your mouse over the list of labels and it will appear.

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In the window that pops up, enter a name for the label. You can create labels "nested" inside other labels.

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Your label will then appear in the menu at the left.

Assigning a Label to an E-mail

There are several ways to assign an e-mail a label. While viewing the e-mail, click on the labels icon and choose a label.

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Then choose "Apply" from the menu. This will add the label(s) to your e-mail, but will not remove any existing ones.

If you click on the Move To icon, it will add the selected label to your e-mail and remove all others, similar to moving an e-mail to a folder on most other e-mail systems.

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You can also drag an e-mail from your inbox to a label. This will remove the existing labels from the e-mail

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How can I access labeled e-mails?

Simply click on the label at the left. The current label is highlighted in gray by default.

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How can I tell what labels an e-mail has?

When an e-mail has more than one label, any label except the current one will be displayed in the e-mail's entry in the e-mail list.

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When viewing an e-mail, all associated labels will appear by the title.

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How can I learn more about labels?

Google has an excellent guide to using labels at: https://support.google.com/mail/answer/118708?hl=en&ref_topic=3394658