

# Google Mail

## How do I remove or create labels/categories (folders) in Google mail?

GroupWise had folders that you could save emails to for easy access. Google mail has labels and categories. You have full control over what you see in your mail.

How to Delete Default Categories/Labels (folders):

Open Google mail

Click the **GEAR**

Choose **SETTINGS**

Choose the LABELS tab

Scroll down to CATEGORIES or LABELS

Click hide for all categories you do not want to use (in the label list)

If you wish to create a new Label/Category (formerly known as a folder)

Open Google mail

Click the **GEAR**

Choose **SETTINGS**

Choose the LABELS tab

Scroll down to LABELS

Click the box, **CREATE NEW LABEL**

Name the label

Choose if you wish to make it a sub label under another label

Click **CREATE**; you will see it at the bottom of your list of labels

By default it is set to **SHOW**, you can click **HIDE** if you wish, or like any other label/category, you can edit it or remove it by clicking those options in the column on the far right.

You can also click the dots to the right of the label and choose an action from there.

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Author: BEASLEY

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