

Google Mail

How can I organize my mailboxes in Google mail?

Click in the **square** to the left of the email

Options appear at the top of the email

From here, you can choose to

Archive

Report as Spam

Delete

Mark as Unread

Move it to a label

Add it to several labels

Choose an option from the **3 vertical dots**

Mark as unread

Mark as important

Add to Tasks

Add STAR

Filter messages like these

Mute

Remember: the **All Mail label** will always house a copy of all mail, no matter what labels have been applied to the emails.

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Author: BEASLEY

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