

Working with Labels and Filters

Introduction

- These steps must be performed from a PC with access to your Gmail account. These settings, however, will affect all your mobile devices as well.
- Gmail terminology can be confusing. What you normally think of as folders, Gmail refers to as Labels and on mobile devices, these may be called Mailboxes.
- Labels make it easier to manage your email messages. For example, you can have all of your messages from a particular sender labeled directly and even bypass the Inbox.
- For example, if you receive messages that you don't want, you can filter them. You cannot label them as Spam but you can create a label named My Spam and use that label. You will have to visit that label periodically to delete these messages.
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Block an email address

When you block someone, messages they send you will go to your Spam folder.

1. Open Gmail.
2. Open the message.
3. In the top right, click the Down arrow ▾.
4. Click **Block [sender]**.

If you blocked someone by mistake, you can unblock them using the same steps.

Create a Label (referred to as a mailbox on mobile devices)

1. Open a message
2. Click the Move to button as shown below



3. Click Create new to create your new label
- 4.

Filter an email

Note – you can use an existing Label or create a new one during the steps below

To filter a message:

1. Open the message
2. Click the More button drop-down
3. Click Filter message like these

For more detailed information see the video [here](#)

Gmail Labels and Filters

See video [here](#)