

quick

5 Tips To Organize Your Gmail

TURN ON NOTIFICATIONS

- Go into your settings through the wheel in the top right corner.
- Select “See all settings”
- Scroll down to Desktop Notifications
- Make sure New Mail Notifications is turned ON!
- Don’t forget to scroll to the bottom and **SAVE CHANGES**.

CHECK YOUR INBOX TABS

Check the Promotion, Updates, & Social Tabs in your Inbox so you don’t miss Google Classroom Announcements – OR – Hide them with these instructions.

- Go to the Settings wheel in the top right corner & select “See all settings”
- There should be another top menu that begins with “General”
- Find & select “Inbox” – Categories will be near the top.
- Unselect the boxes for these filters to show up in your Inbox.

KEEP EMAILS AS UNREAD

Use the “Mark as unread” icon either within the email as you are reading it, or with the box checked next to the email in your Inbox

USE THE STAR SYSTEM

- Go into Settings and select “See All Settings.”
- Scroll down until you will see the colorful star system toward the bottom.
- Move the stars and icons you want into the “top row” in an order that you might use them more frequently.
- Don’t forget to **SAVE CHANGES** at the bottom of this page.

SAVE EMAILS WITH LABELS

- Close to the bottom of the menu on the left side of your Gmail you will see a divider with the word “More” under it.
- Click on “More” and it should open-up more menu items.
- Scroll down to see folders such as Spam and Trash, etc.
- At the bottom of that list select Create New Label.
- Give it a title in the pop-up window and click Create.