Set Up Your Email:

Signatures, labels, & filters

Create an email signature

1. Open Gmail.
2. In the upper-right corner of the Mail window, click the **gears** icon > **Mail settings**.
3. On the **General** page, in the **Signature** section, enter your signature in the box.
4. Optionally use the options to format the text and add links and images.
5. Click **Save** at the bottom of the page.

**Note:** You can set up only one signature.

Create and apply email labels

Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to message, so you can "store" a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on your messages in your Inbox, so you can quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

*To create a label:*

1. Click the **Labels** drop-down menu and choose **Manage labels**:
Tip: Alternatively, click the gears icon in the upper right > Mail settings > Labels.

2. Under Labels, in the Create a new label field, type the name of your new label, and then click Create:

To change the color of a label:

1. In your Labels list on the left, click the square to the right of a label. For example:

2. Select a color from the palette that appears. The change is instantly applied to all messages with that label:

Tip: Not enough colors? Click Add custom color.

You can remove a color by clicking Remove color below the color palette.
To apply a label to a message:

1. Select the check box next to the messages you want to label, and then select the label name from the Labels drop-down menu. (Note that you can select more than one label.)

2. Click Apply.

Tip: If you want to move the messages out of your Inbox at the same time you apply a label to them, select the messages, and then select a label in the Move to drop-down menu.

Or, just click and hold in the gray area to the left of the message...

...and drag it to a label's name:

To create a sublabel:

1. In your Labels list on the left, click the square to the right of a label. For example:
2. Click **Add sublabel**.

3. In the New Label dialog box, enter a name for the label, and then click **Create**.

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**To move labeled messages out of your Inbox:**

1. Select one or more labeled messages in your Inbox.
2. Click **Archive**.

To view a labeled message you archived, just click the label on the left.

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**Set up email filters**

Use filters to manage your incoming messages. With filters, you can automatically label, archive, or delete messages based on keywords and other criteria.

**Note:** Gmail filters are similar to Email Rules in Microsoft Outlook and Apple Mail.

1. Open Gmail.
2. In the upper right, click the **gears** icon in the upper right > **Mail settings** > **Filters** > **Create a new filter**. Or, just click the **Create a filter** link at the top of the top of your Mail window:

3. Enter your filter criteria in the fields:
4. Optionally, click **Test Search** to see which messages currently in Google Mail match your filter terms. You can update your criteria and run another test search.
5. Click **Next Step**, then select one or more actions to apply to messages that match this filter's criteria:

**Note:** These actions are applied in the order in which they are listed. For example, you could choose to **forward matching messages** to a specific email address, and then **delete the messages**.

6. To apply the filter to messages you've already received, click **Also apply filter to [x] conversations below**.
7. Click **Create Filter**.