

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 **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

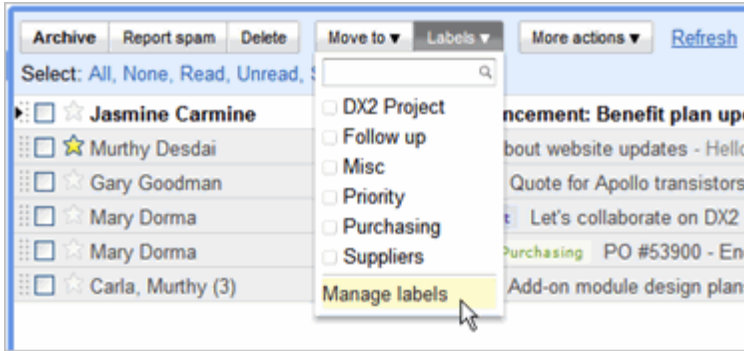
Use labels to categorize your messages. Labels are like folders, but with a twist: You can apply multiple labels to message, so you can "store" a single copy of a message in multiple labels. You can also:

- 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.

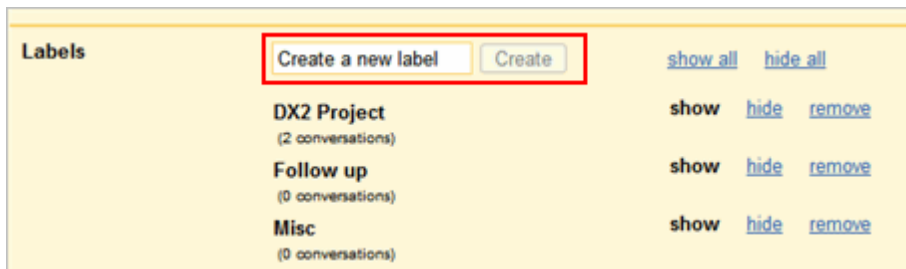
To create a label:

1. Click the **Labels** drop-down menu and choose **Manage labels**:



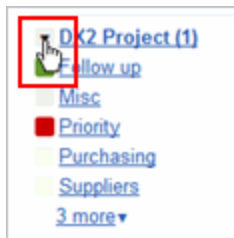
Tip: Alternatively, you can click **Settings > Labels**.

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

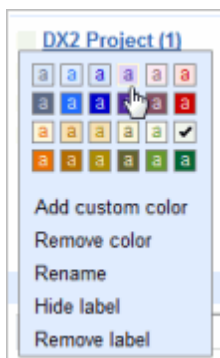


To change the color of a label:

1. In your **Labels** list on the left, click the square to the left 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:

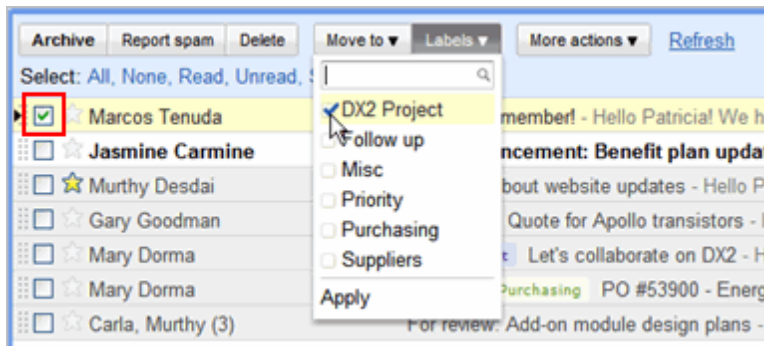


Tip: Not enough colors? Click **Add custom color**.

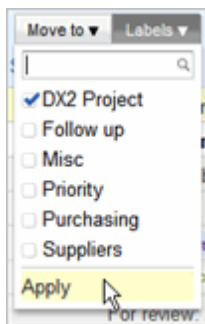
You can remove a color by clicking **Remove color** below the color palette.

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.)

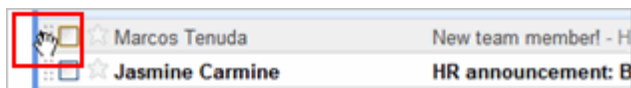


2. Click **Apply**.

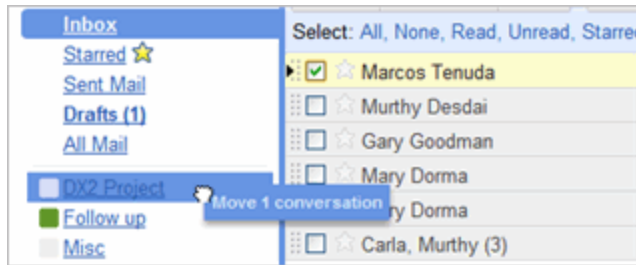


Tip: If you want to move the messages out of your Inbox *at the same time* you apply a label to them, select the messages, and then select a label in the **Move to** drop-down menu.

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



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



To move labeled messages out of your Inbox:

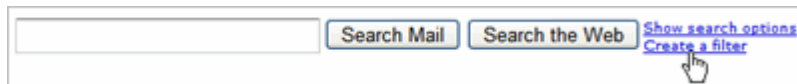
1. Select one or more labeled messages in your Inbox.
2. Click **Archive**.

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

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.

1. Open Gmail.
2. In the upper right, click **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:

A screenshot of the 'Create a Filter' dialog box in Gmail. The dialog has a yellow header with the title 'Create a Filter' and a 'Hide filter options' link. Below the header, there's a paragraph of instructions: 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.' The form contains several input fields: 'From:', 'To:', 'Subject:', 'Has the words:', and 'Doesn't have:'. There is also a checkbox labeled 'Has attachment'. At the bottom, there are three buttons: 'Show current filters', 'Cancel', 'Test Search', and 'Next Step »'.

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:

Create a Filter [Hide filter options](#)

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified.
When a message arrives that matches the search: **from:sd**, do the following:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it to:
- Delete it
- Never send it to Spam

[Show current filters](#) Also apply filter to 0 conversations below.

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**.