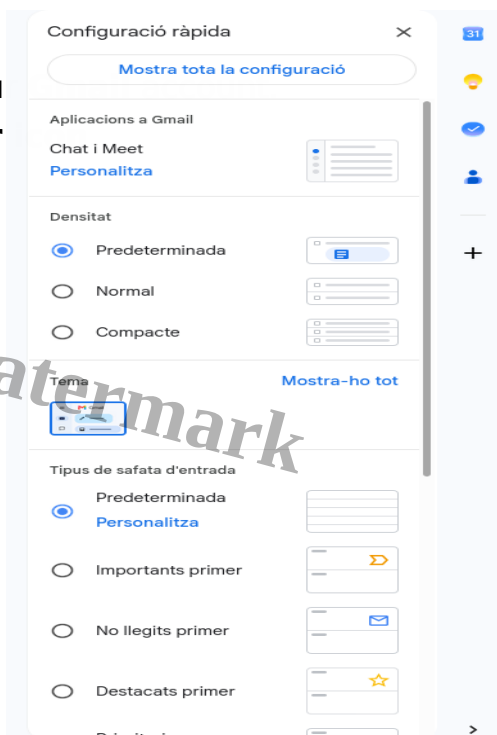


Setup Guide: How to Create a Label in Gmail

Description

Step 1: Access Settings

1. Open your browser and sign in to you
2. In the top-right corner, click the **gear**



3. Select the **"See all settings"** option.

Step 2: Go to the Labels Section

1. In the top bar of the settings menu, find and click the **"Labels"** tab.
2. Scroll down the page a little until you find the corresponding section.

Configuració

[General](#)[Etiquetes](#)[Safata d'entrada](#)[Comptes](#)

Etiquetes del sistema

Mostra a

Safata d'entrada

Destacats

mostra

Step 3: Create and Customize the Label

1. Click the **"Create new label"** button.
2. A window will open where you can type the name of the label and set it up the way you like.
3. Click **"Create"** to save it and start organizing your email.

Etiqueta nova

Escriu un nom per a l'etiqueta nova:

☐ Situa l'etiqueta a:

[Cancel·la](#)[Crea](#)

Actividad de etiqueta vs carpeta: rellena los huecos

ic10_mp11_uf01 ► DESAFÍO 1.1 ENTORNO DE TRABAJO ► Actividad de etiqueta vs carpeta: rellena los huecos

Completa las oraciones.

Fill in the blank with the correct words.

In Gmail, instead of folders, emails are organized using **labels** ✓.

Unlike traditional folders, a single email in Gmail can have **multiple** ✓ labels.

When you apply a label in Gmail, the email stays in the **All mail** ✓ section.

Gmail allows users to **color-code** ✓ labels to help visually organize emails.

To automatically label emails in Gmail, you can use **filters** ✓.

5/5

Label vs folder activity: multiple choice

ic10_mp11_uf01 ► REPET 1.1 ENTORN OF TREBALL ► Label vs folder activity: multiple choice

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Començat the	diverns, 9 d'October 2026, 11:13
Complete the	diverns, 9 d'October 2026, 11:14
Durated	1 minute 30 segons
Notes	5,00/5,00
Qualification	10.00 out of 10.00 (100%)

Question 1

Right

Score 1.00 out of 1.00

Mark the question

What is the key difference between Gmail labels and traditional folders?

- ☒ Emails can have multiple labels in Gmail ✓
- ☐ Folders allow multiple tags per email
- ☐ Labels can only used eleven
- ☐ Emails are deleted when

The answer is correct.

The correct answer is: Emails can have multiple labels in Gmail

Answer the following questions in complete sentences.

- 1. Explain how labels in Gmail improve your ability to organize emails compared to folders.** Unlike folders that store an email in one place, labels let you add multiple tags to a single email so you can find it in different categories. Also, removing a label keeps your email safe in "All Mail" instead of deleting it.
- 2. Describe the process of creating a new label in Gmail and applying it to an email.** Click + Create new label on the left panel, type a name, and press Create. Then, open an email, click the Labels tag icon, check your label, and click Apply
- 3. How can using color-coding and filters together make managing a busy inbox easier in Gmail?** Filters automatically label new emails, and color-coding makes them easy to spot fast. This helps you quickly see what is important in a busy inbox.
- 4. With the help of the AI, design a stucure for your email organisation. Attach your conversation with Gemini in word WordPress and aply it in your inbox.**

Create basic labels like Urgent, School, and Personal with colors to organize your emails. Then, copy our chat text and paste it into a new post on WordPress.

Category

1. Uncategorized

Date Created

September 24, 2026

Author

rdimperio

default watermark