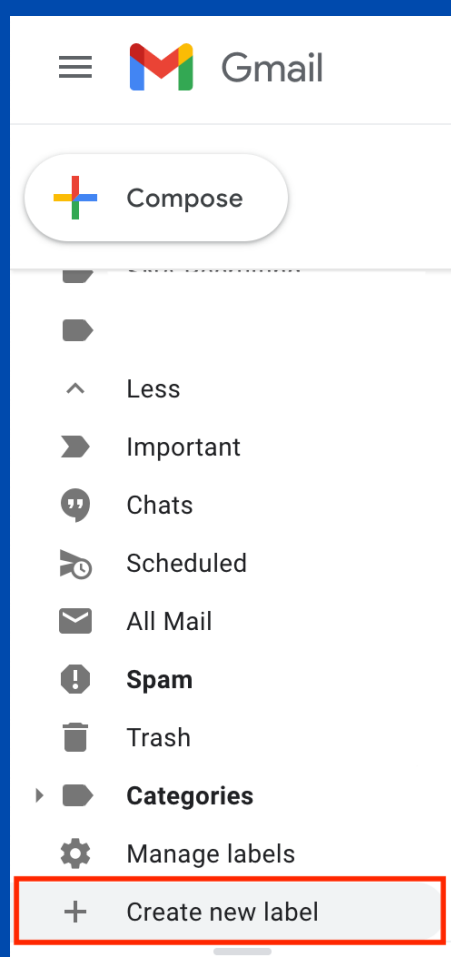


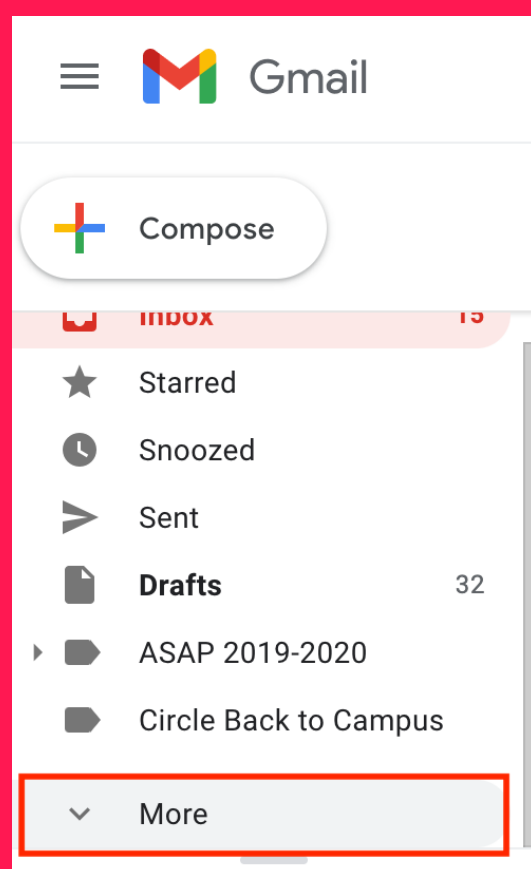
HOW TO CREATE A LABEL/FOLDER IN GMAIL



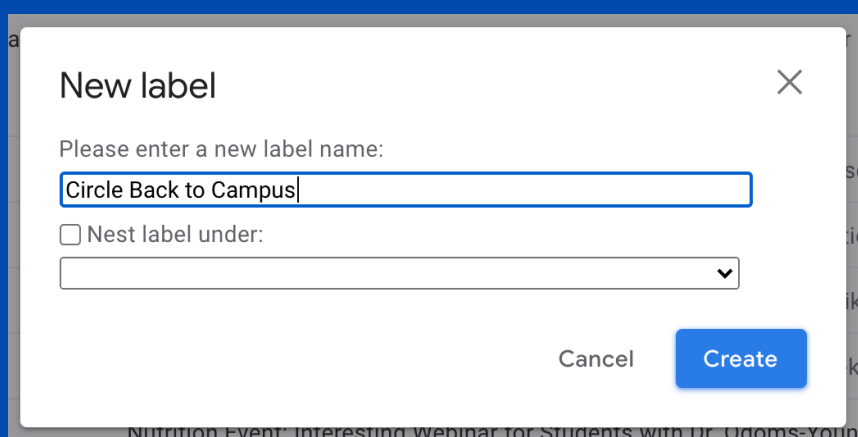
1 Decide what filters and folders (labels) you want to set up.

2 On the left-hand side, select "More"

3 From the new options that appear, select "Create new label"



4 Create labels - for example Work, Newsletters, Departmental, etc. Example label = Circle Back to Campus.



5 After you hit "Create", you should see the newly created folders on the left-hand side of your inbox.

