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 labels: 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.