

10 Managing Email

Introduction

As you use email more and more, your inbox can become cluttered with old messages. It's important to keep your inbox organized so you can find messages when you need them. Luckily, Gmail provides several powerful tools you can use to manage your emails.

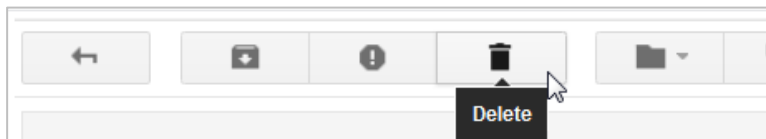
In this lesson, we'll talk about **deleting** unwanted messages, **archiving**, applying **labels**, adding **filters**, and using Gmail's **search** feature.

Link: [Managing Email](#)

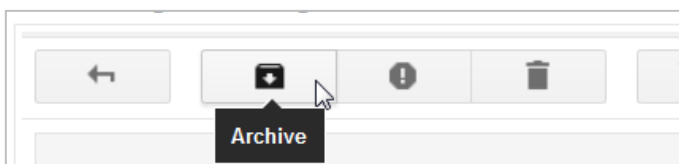
The simplest way to deal with email clutter is to **delete** unwanted messages. However, it's possible to keep your inbox organized while still keeping all of the emails that are important to you. You can **archive** messages to move them out of your inbox, or you can apply **labels** to your messages based on what category they're in.

No matter how many emails you receive, you'll probably never run out of space. Gmail gives you several gigabytes of storage, which will hold countless emails and their attachments. However, it's a good idea to delete messages you don't want to make it easier to find the ones you do want.

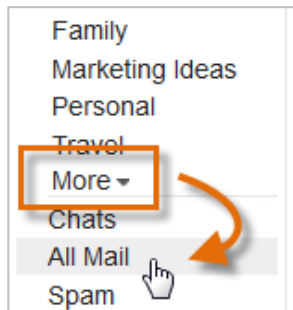
- To delete a message while you are viewing it, click the **Delete** button.



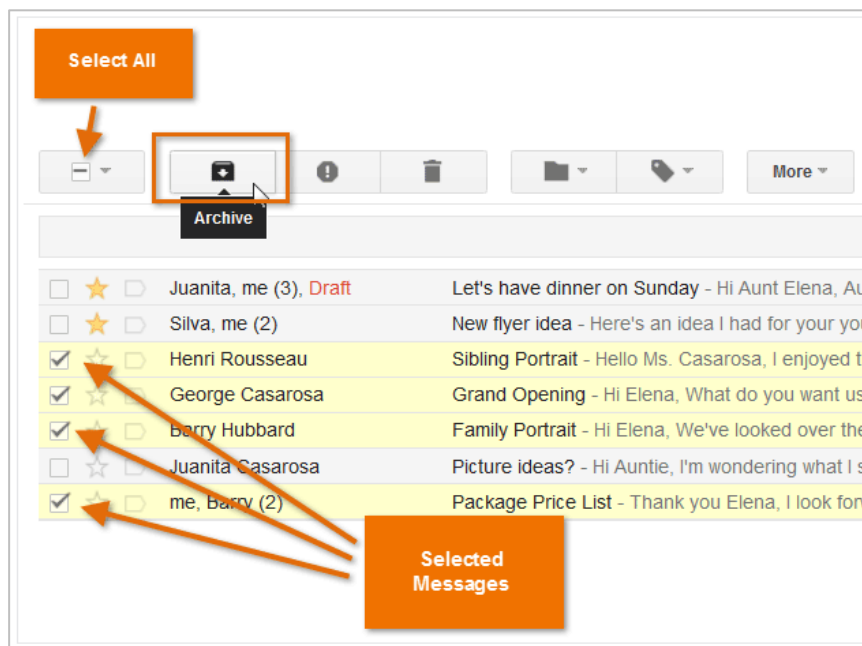
- If you want to remove a message from your Inbox but not delete it you can archive the message and access it anytime. While viewing the message, click the Archive button.



- To view archived messages, click the **more** drop down arrow from the **left menu pane** and select **All Mail**. This will display all of your messages.



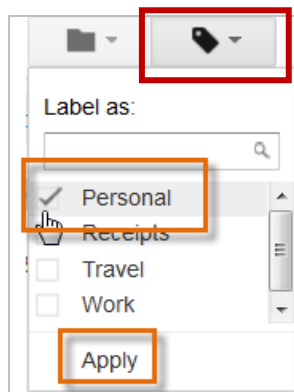
- If you're **deleting, archiving,** or reporting spam, you can take action on **several messages** at a time by selecting them in your **inbox**. Simply place a **check mark** next to each message you want to manage, and then click the desired button.
- You can also click the top check mark to select all of the messages that are currently visible.



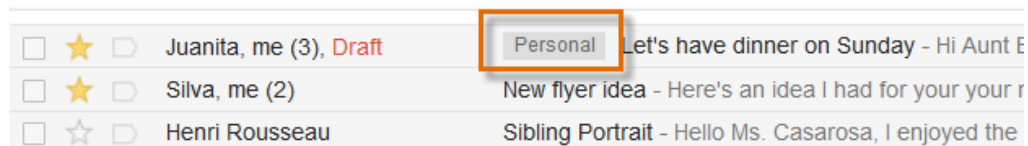
Working with Labels

Labels allow you to organize your messages and make them easier to find. Applying a label to a message is kind of like putting it into a folder, with one important difference: You can apply more than one label to a message. For example, if you received a message about a **company trip**, you could label it as **Travel** and **Work**. You can choose to label just the most important messages, or you can label every single one—it's up to you.

- To apply a label to a message while you are viewing it click the **Labels** button. A drop down menu will appear, place a check mark next to all the labels you want, then click **Apply**.



- Now, when you view your inbox, you'll be able to see the label next to the message subject.



- To view labeled messages, click on the name of the **label** in the left menu pane.
- Gmail will now only display messages containing the label you selected and the name of the label will appear in the search bar. To view all your messages again, click **Inbox** in the left menu pane.

