



# Tech how-to

## Organize your Gmail on a desktop

# What we will cover today

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1

Creating labels  
and filters

2

Searching for  
emails

3

Deleting emails  
in bulk

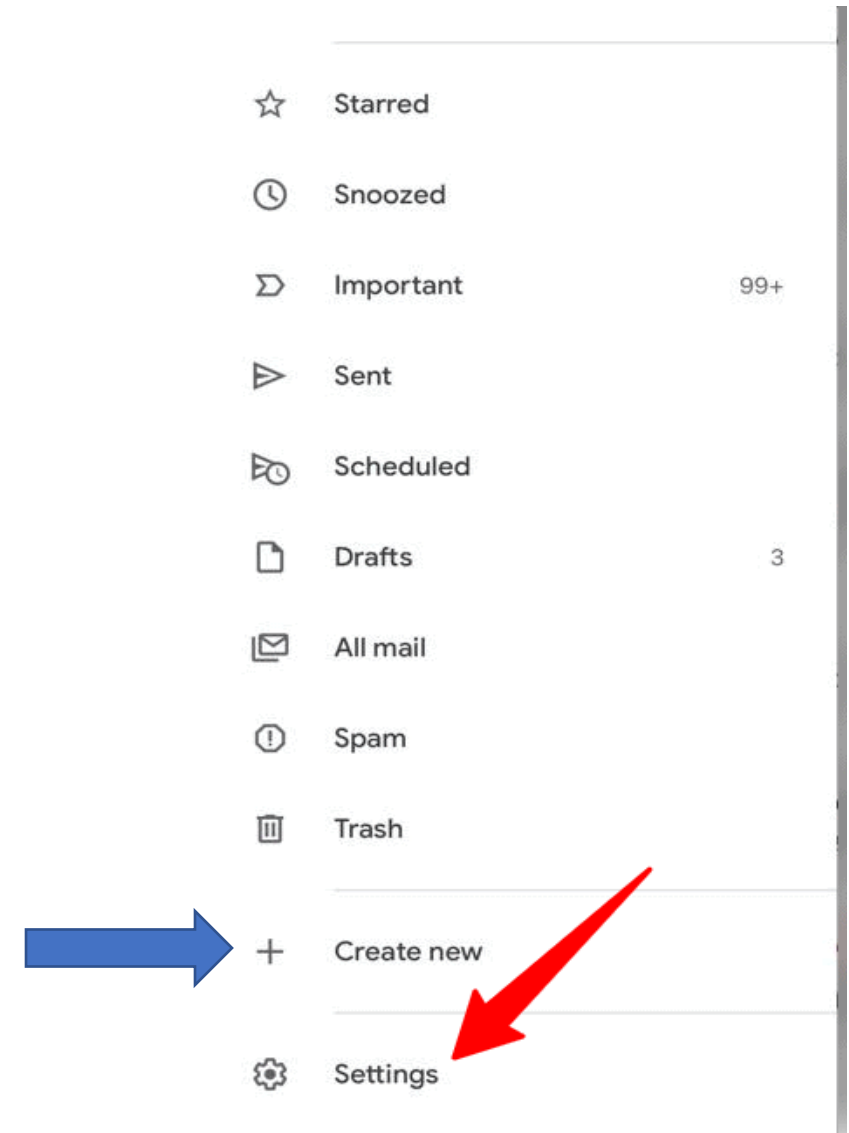
4

Unsubscribing  
from email  
lists

# Labels

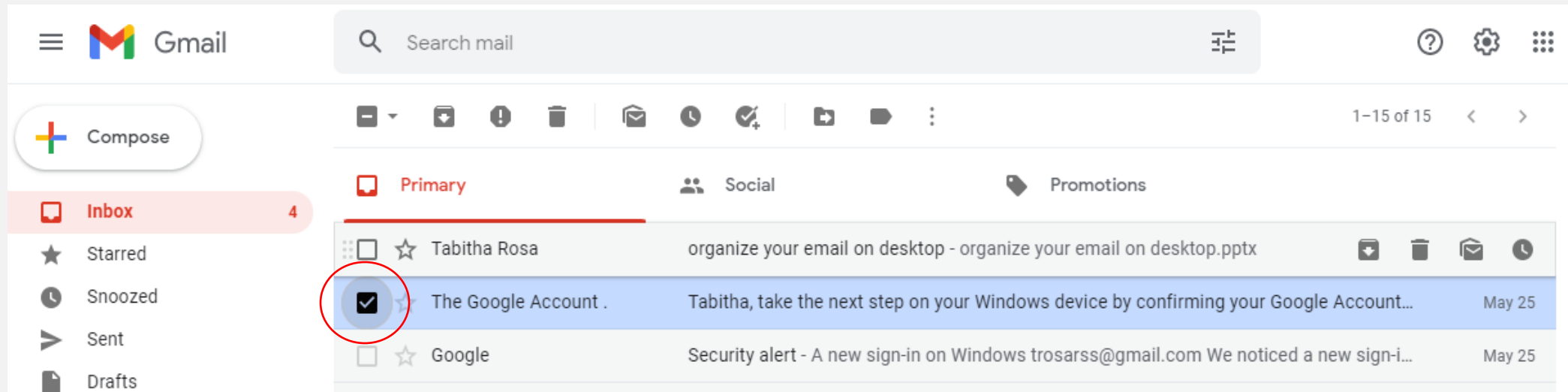
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- Gmail calls folders... labels
- Labels are folders where you can store important emails in an organized way.
- Emails in your inbox do not get deleted once they are put into a label.

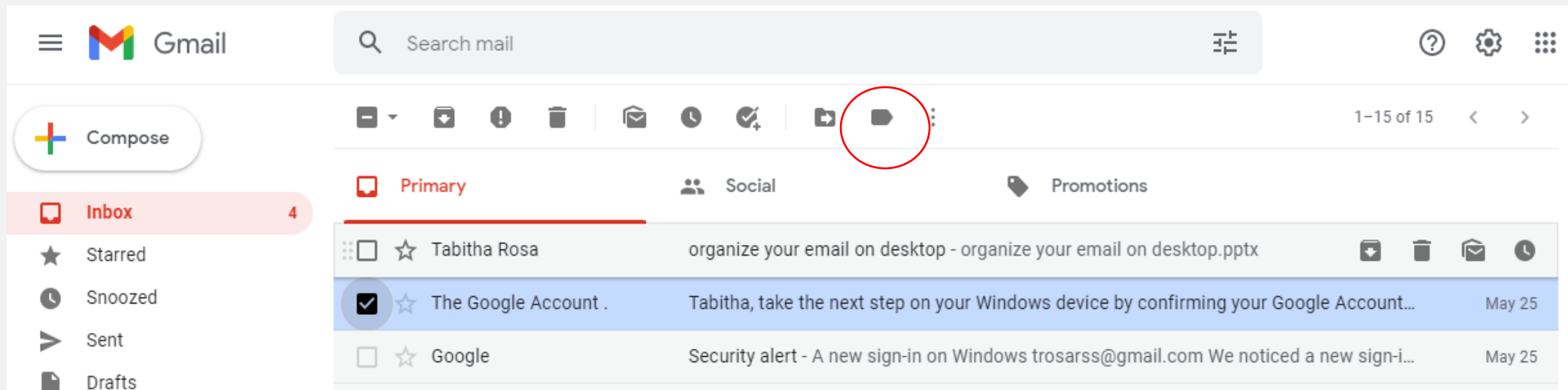


# HOW TO LABEL AN EMAIL

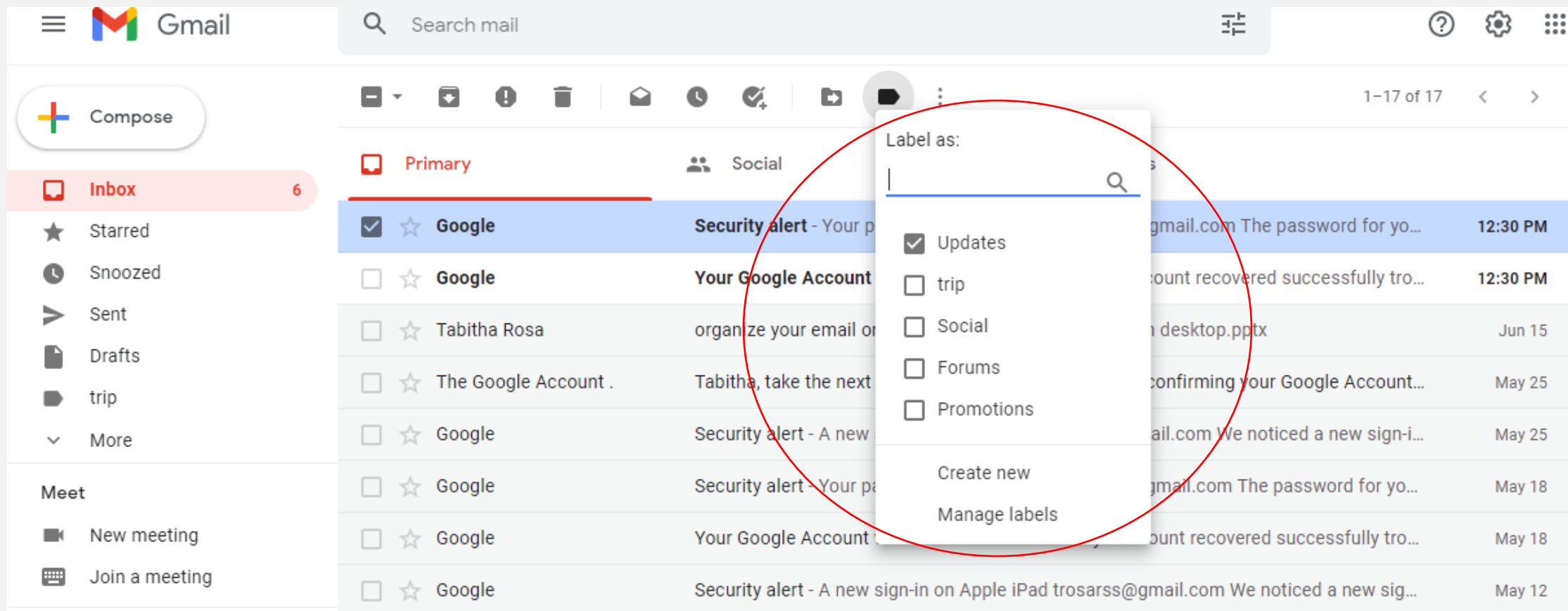
- Step 1: Select the email by clicking on the square box



Step 2: Click on the label icon to move the email into a label "folder".



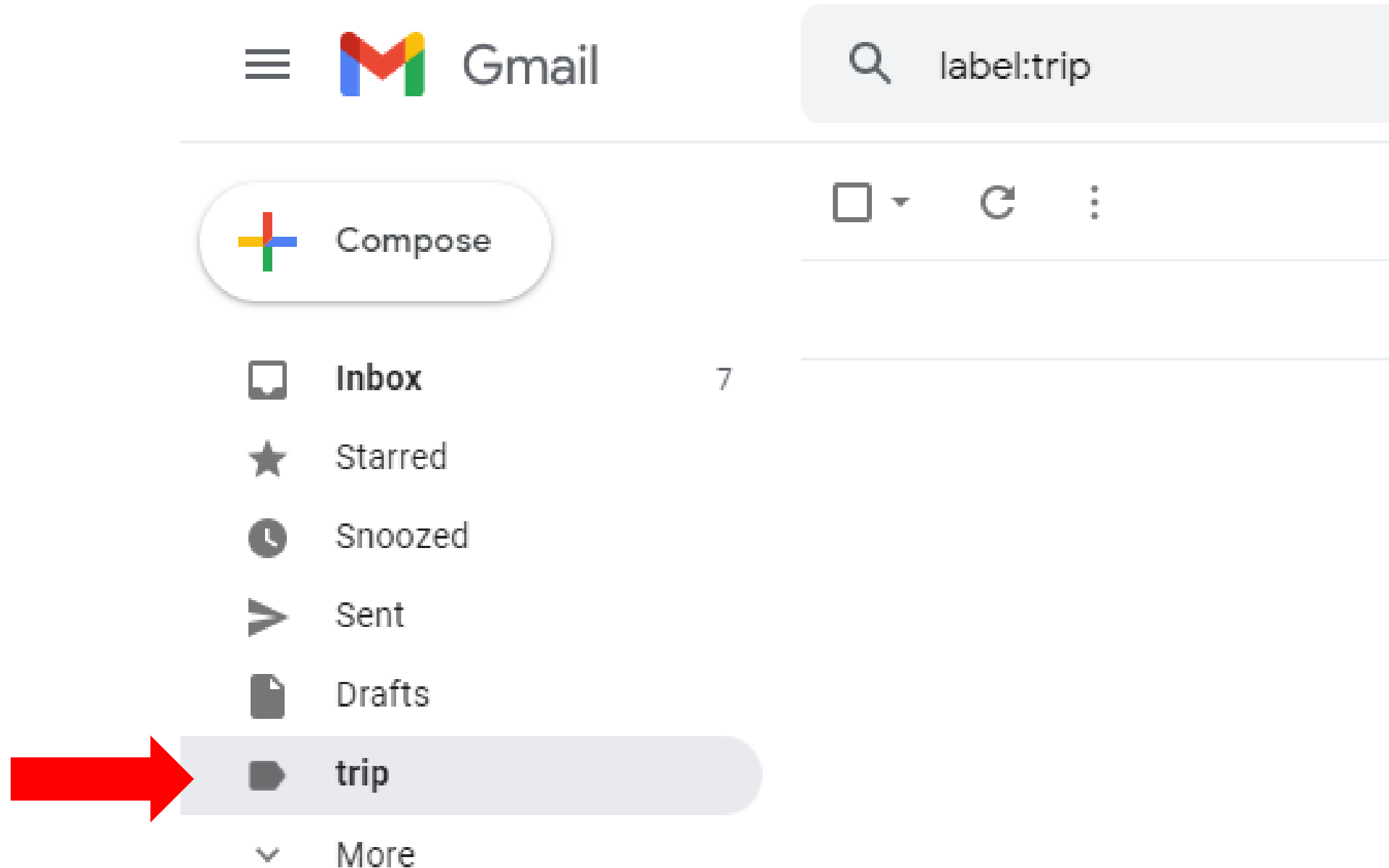
- Step 3: Click on the label you want to put your email in.
  - You can also create a new label by clicking on "Create Label".



# Where to find labels



**Go to the menu on the left-hand side of the screen. Look for the tag icon.**



The image shows the Gmail interface. At the top left, there is a hamburger menu icon (three horizontal lines) and the Gmail logo. To the right of the logo is the text "Gmail". Further right is a search bar containing the text "label:trip". Below the search bar is a horizontal line. Underneath this line, on the left, is a "Compose" button with a plus sign icon. To the right of the "Compose" button are three icons: a square with a downward arrow, a refresh icon, and a vertical ellipsis. Below these icons is another horizontal line. Underneath this line is the "Inbox" label with a tag icon and the number "7". Below "Inbox" are "Starred", "Snoozed", "Sent", and "Drafts" labels, each with its respective icon. The "trip" label, which has a tag icon, is highlighted with a grey background and a red arrow pointing to it from the left. Below "trip" is a "More" label with a downward arrow icon.

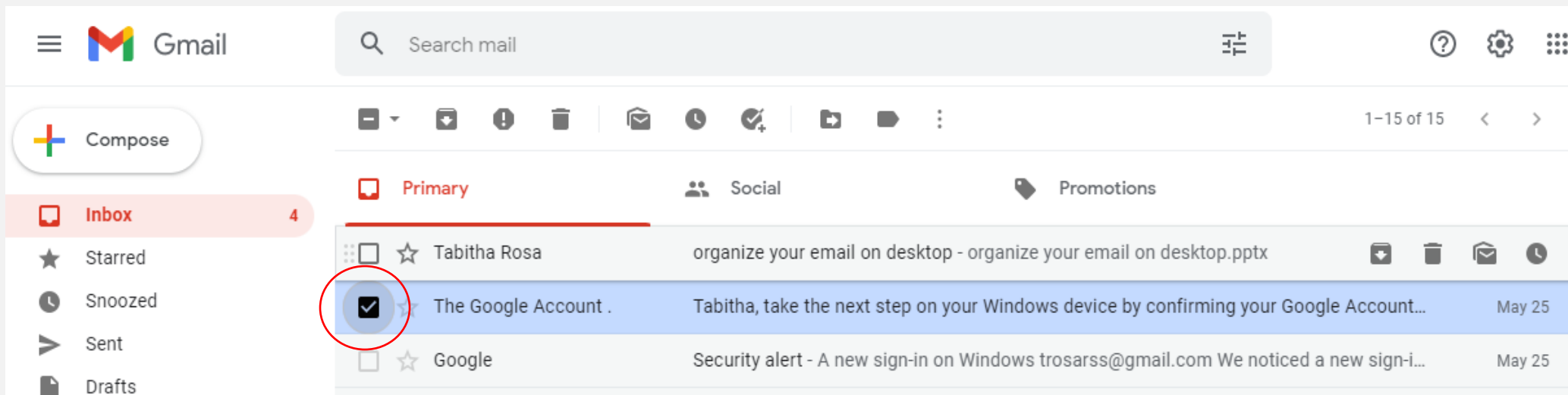


# FILTERS

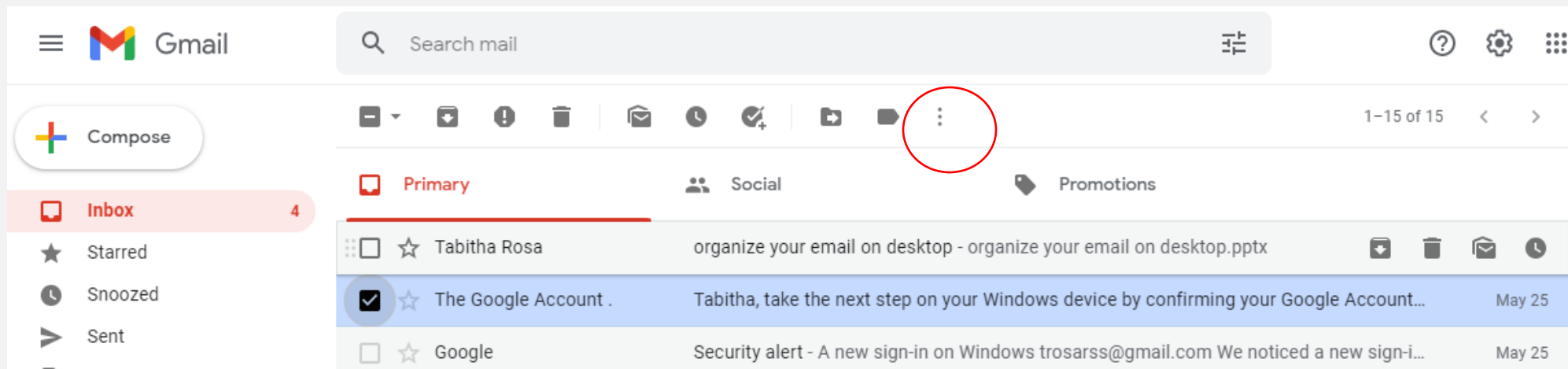
- Filters let you create rules for how Gmail handles incoming email.
  - For example, you can filter promotional emails to be automatically archived, deleted, read, or put into a label.

# HOW TO ADD A FILTER TO AN EMAIL

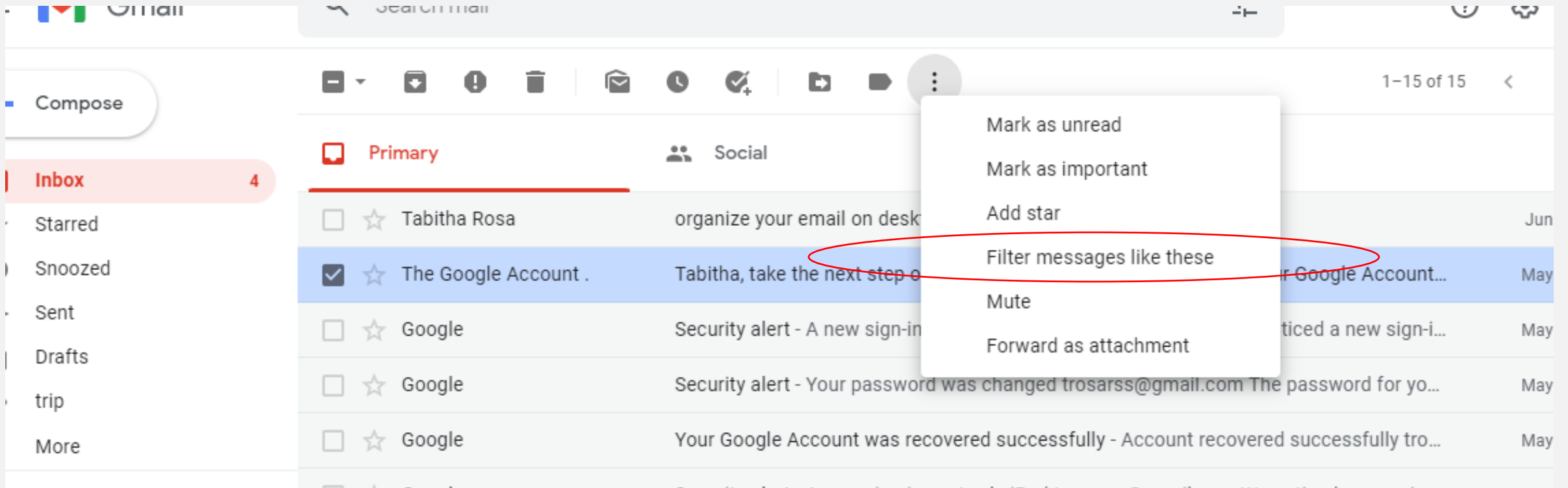
- **Step 1:** Select the email you want to have a filter by clicking on the square box.



- **Step 2:** Click on the vertical 3 dots.



- **Step 3: Select "filter messages like these".**



- Step 4: Click on create a filter.

Compose

box 4

arred

oozed

ent

afts

p

ore

From trrosa@rssny.org

To

Subject

Has the words

Doesn't have

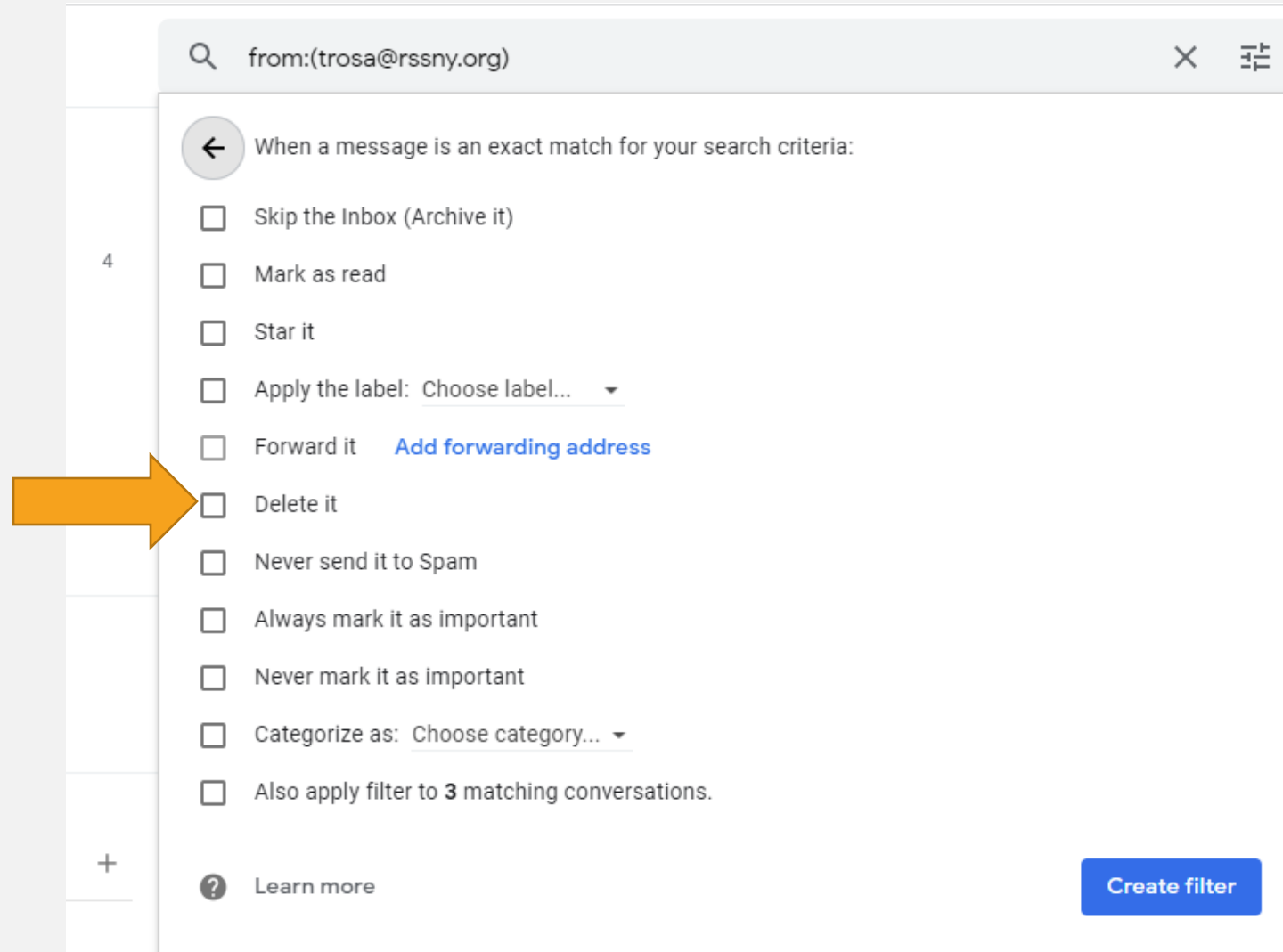
Size greater than MB

Has attachment  Don't include chats

Create filter Search

**Step 5:** Click on the box of which filter you would like to apply to your email.

Example: If you want every new incoming email from a particular company or person to be deleted, click "delete it".



from:(trosa@rssny.org)

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [Add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾
- Also apply filter to **3** matching conversations.

[Learn more](#) Create filter



SEARCH FOR AN EMAIL

# THE SEARCH BAR

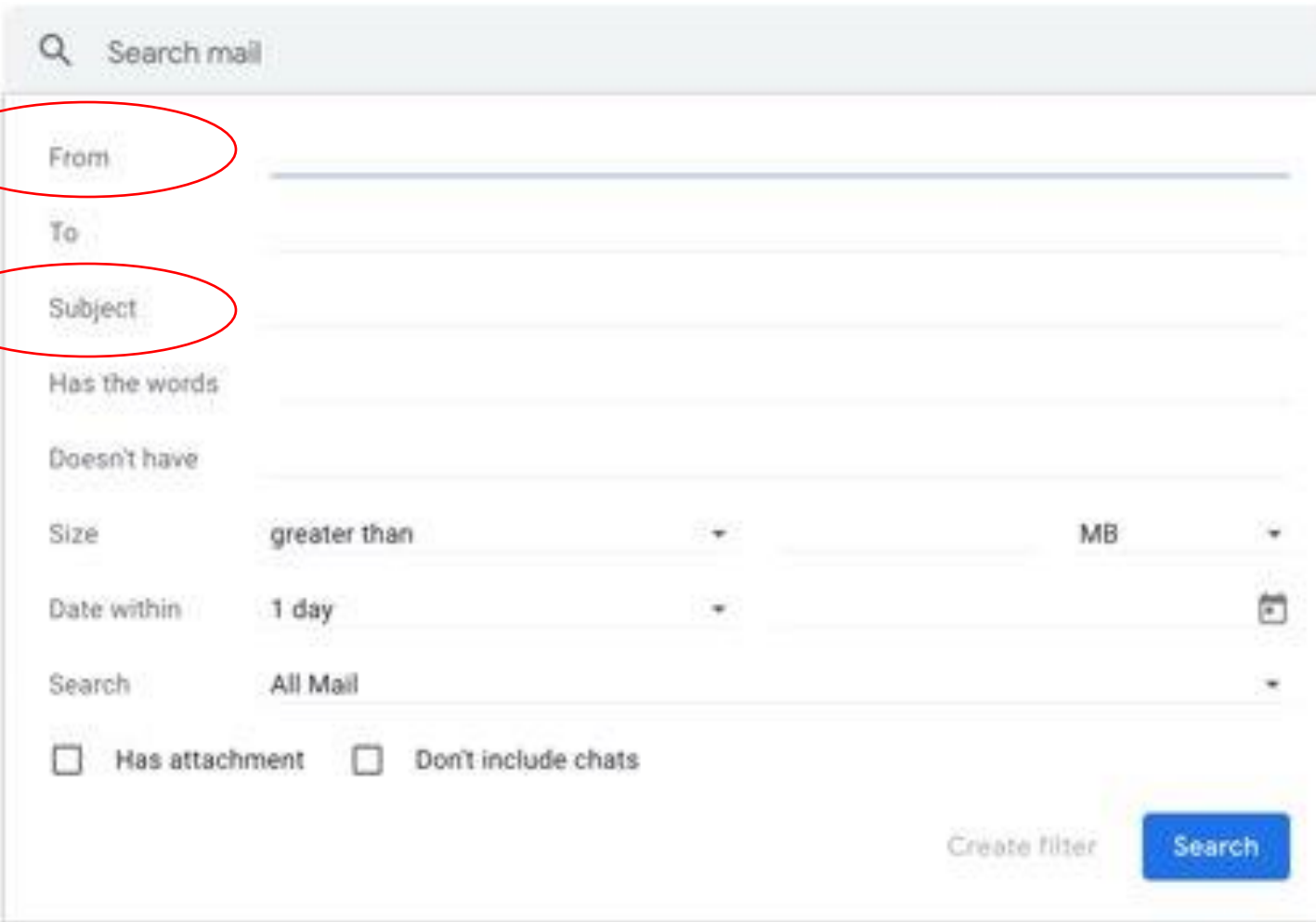
- First, on your Computer, locate the search bar on the top of the screen.





# Search for emails by From and Subject

- On the computer, click on the icon at the end of the search bar. A new window will appear that shows the **search** filters.



The screenshot shows the 'Search mail' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search mail'. Below the search bar, there are several filter options, each with a corresponding input field:

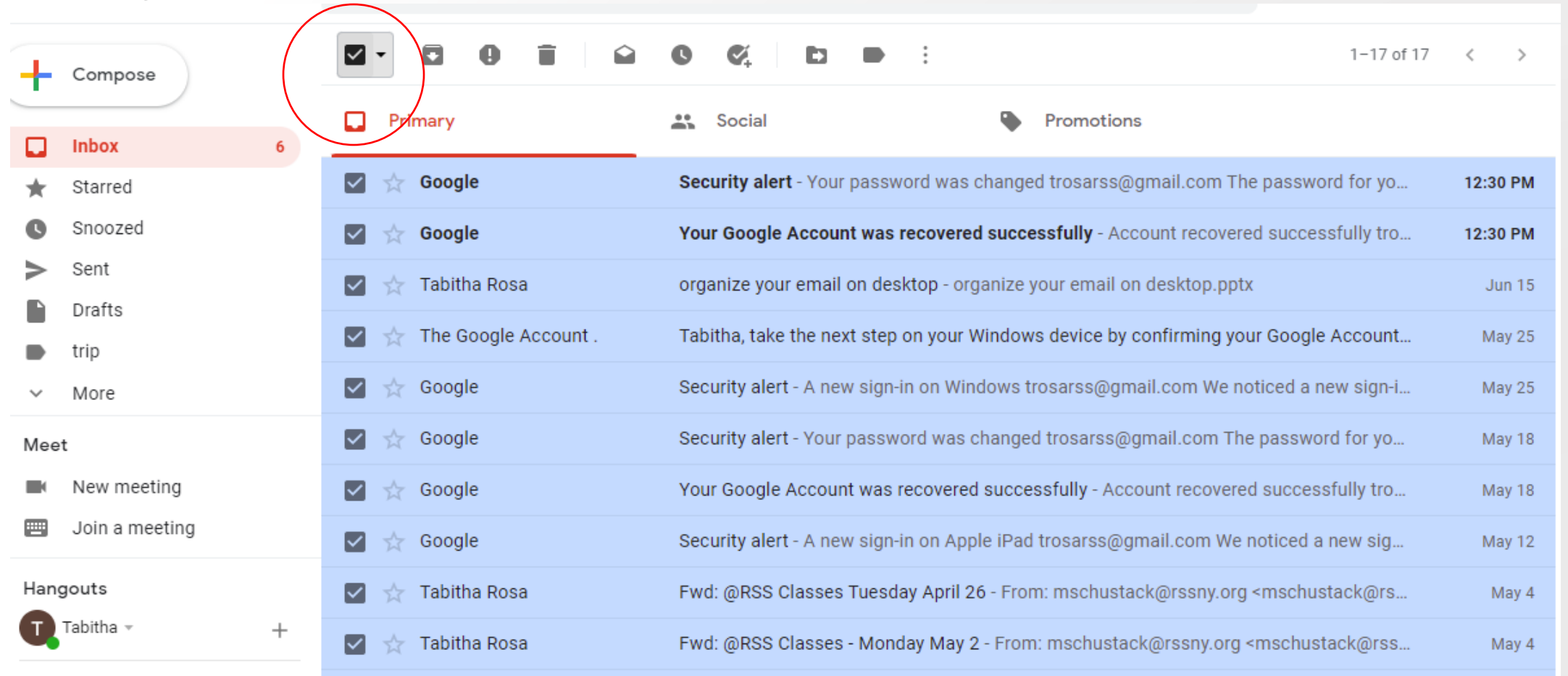
- From**: A text input field, circled in red.
- To**: A text input field.
- Subject**: A text input field, circled in red.
- Has the words**: A text input field.
- Doesn't have**: A text input field.
- Size**: A dropdown menu set to 'greater than' and a text input field set to 'MB'.
- Date within**: A dropdown menu set to '1 day' and a calendar icon.
- Search**: A dropdown menu set to 'All Mail'.

At the bottom, there are two checkboxes:  Has attachment and  Don't include chats. In the bottom right corner, there are two buttons: 'Create filter' and a blue 'Search' button.

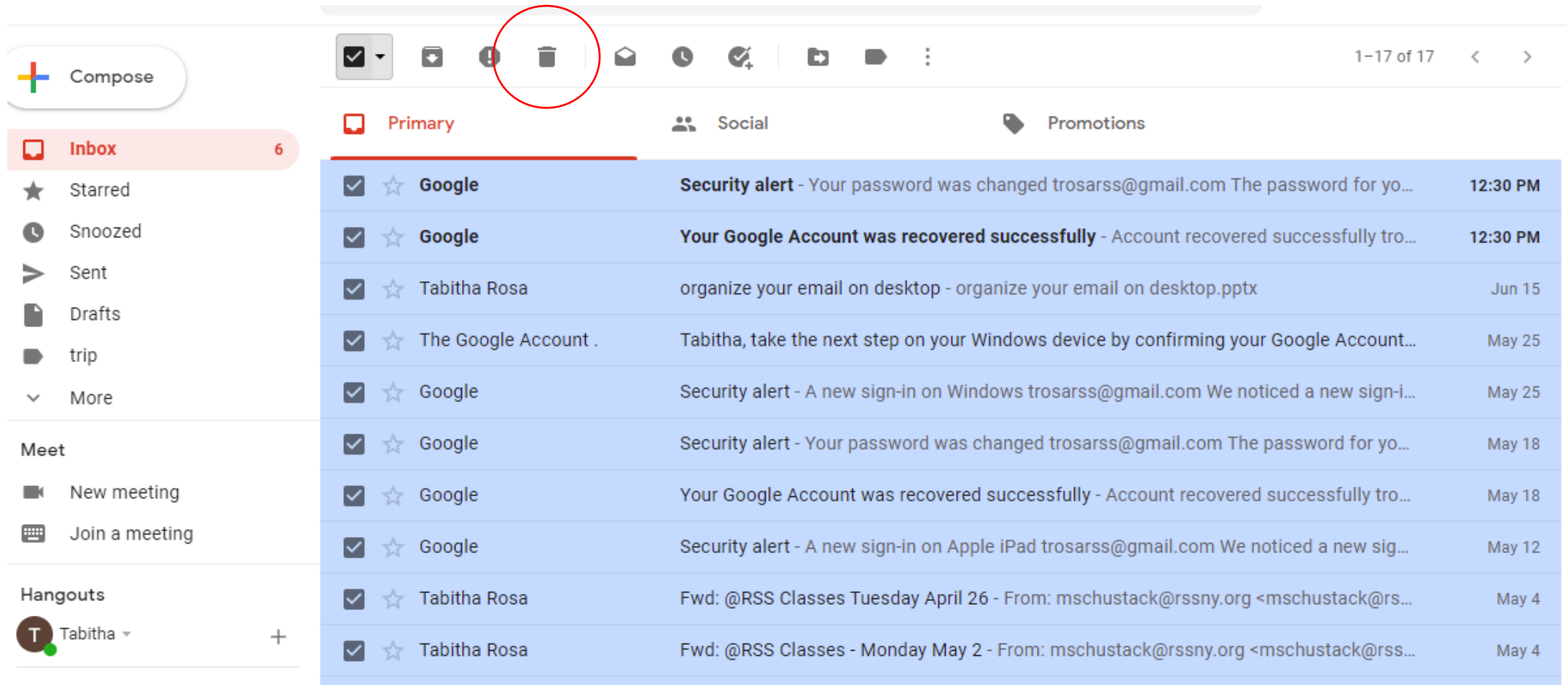
# Deleting emails in bulk



- **Step 1:** Click on the square box on the top of the screen. This will highlight all emails that are on the first page. Usually, 50 emails become selected and ready to delete.



## Step 2: Click on the trash can icon to delete all 50 emails.



The screenshot shows the Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (6), Starred, Snoozed, Sent, Drafts, trip, More, Meet (New meeting, Join a meeting), and Hangouts (Tabitha). The main area shows a toolbar with icons for select, archive, mute, trash (circled in red), spam, undo, redo, and refresh. Below the toolbar are tabs for Primary, Social, and Promotions. The Primary tab is active, displaying a list of 10 selected emails. The first two are security alerts from Google, and the others are various messages from Tabitha Rosa and Google.

Sender	Subject	Time
Google	Security alert - Your password was changed trosarss@gmail.com The password for yo...	12:30 PM
Google	Your Google Account was recovered successfully - Account recovered successfully tro...	12:30 PM
Tabitha Rosa	organize your email on desktop - organize your email on desktop.pptx	Jun 15
The Google Account .	Tabitha, take the next step on your Windows device by confirming your Google Account...	May 25
Google	Security alert - A new sign-in on Windows trosarss@gmail.com We noticed a new sign-i...	May 25
Google	Security alert - Your password was changed trosarss@gmail.com The password for yo...	May 18
Google	Your Google Account was recovered successfully - Account recovered successfully tro...	May 18
Google	Security alert - A new sign-in on Apple iPad trosarss@gmail.com We noticed a new sig...	May 12
Tabitha Rosa	Fwd: @RSS Classes Tuesday April 26 - From: mschustack@rssny.org <mschustack@rs...	May 4
Tabitha Rosa	Fwd: @RSS Classes - Monday May 2 - From: mschustack@rssny.org <mschustack@rss...	May 4

# Unsubscribing from email

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- Promotional emails can bury your important emails
- To unsubscribe from emails, scroll all the way to the bottom of the email and tap "**unsubscribe**" or "**change preferences**".