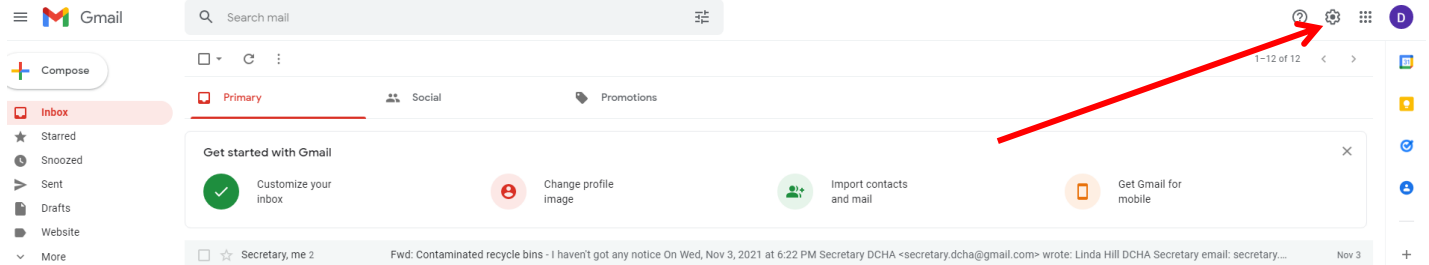


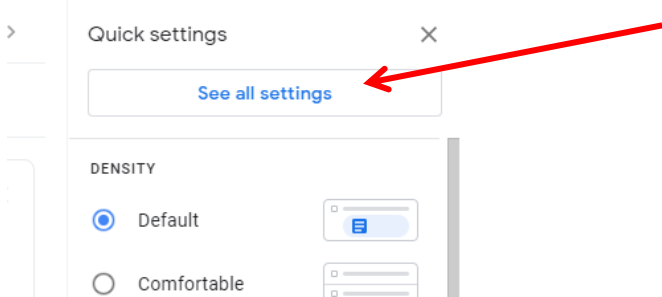
# Creating a label/folder

For filing and storing emails

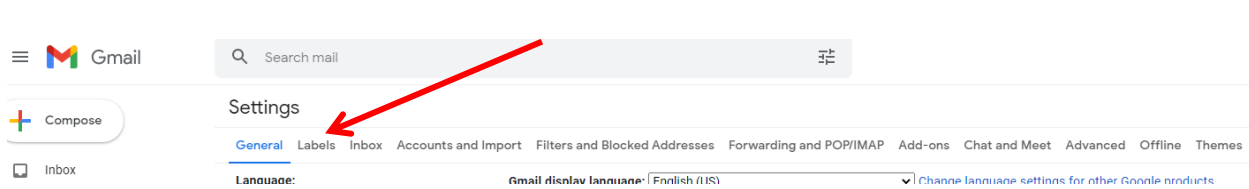
## Step 1 – click on **settings**



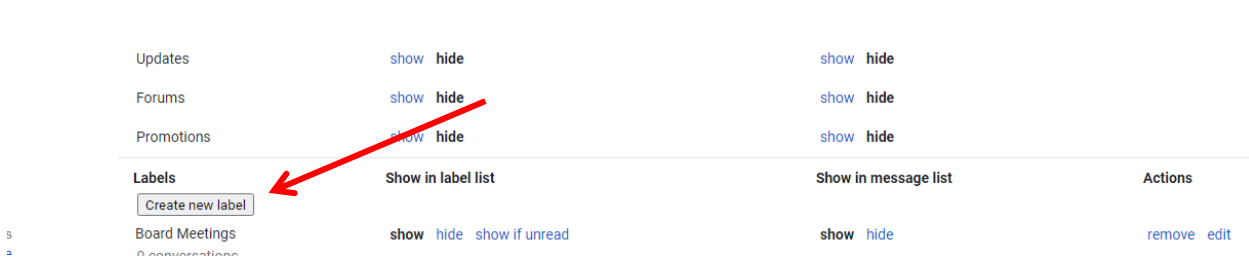
## Step 2 – click on **see all settings**



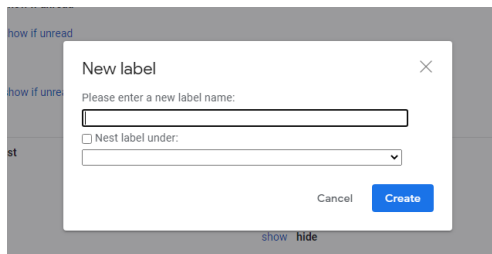
## Step 3 – click on **Labels**



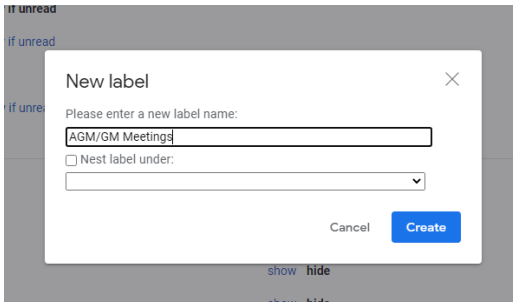
## Step 4 – Scroll down list until you see **Create new label**



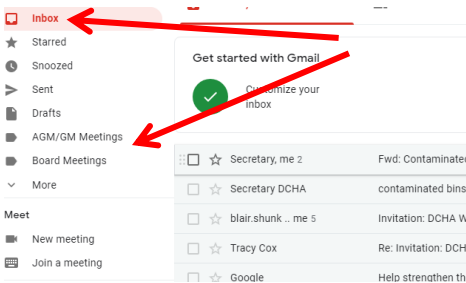
## Step 5 – click on **Create new label**



## Step 6 – enter new label/folder name and click on **Create**



## Click on **Inbox** to exit and **Label/Folder** will show here:



## Step 7 – Click and drag the email from your inbox (or sent mail) into the appropriate folder

