

Overwhelmed by emails? These tips will help!

How to Create Labels

Here are some directions and a video on how to create labels in Gmail:

<https://support.google.com/mail/answer/118708?co=GENIE.Platform%3DDesktop&hl=en&oco=0>

TIP: Create a “SP 20 Classes” label and then create a label for each of your classes “nested” under it. Then you can “file” emails from each of your classes under the appropriate label.

TIP: Create separate labels for other things too: ex University Deadlines (major, enrollment times, messages from advisors, etc...), Newsletter, Club, Internships/Work

How to Create Filters

Here are some directions about how you might filter your emails in order to help manage your inbox:

<https://support.google.com/mail/answer/6579?hl=en>

TIP: Create a filter for each professor that you have and apply the class label you created or for newsletters you receive. You can even opt to have those emails “skip your inbox” – though take caution that you have a system to check those labels so you don’t miss important email communication.

to:(ctr4@stmarys-ca.edu)

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: St Marys Email
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Send template: No templates
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category...
- Also apply filter to matching conversations.

[Learn more](#) Cancel Update filter

More Tips & Questions

Find other tips and tricks about using Gmail here:

https://support.google.com/mail/answer/7029059?hl=en&ref_topic=3394150

Email Christy Rotman, College Life Skills Coach, christyr@virginia.edu and I’ll help you strategize other ways to manage your email!