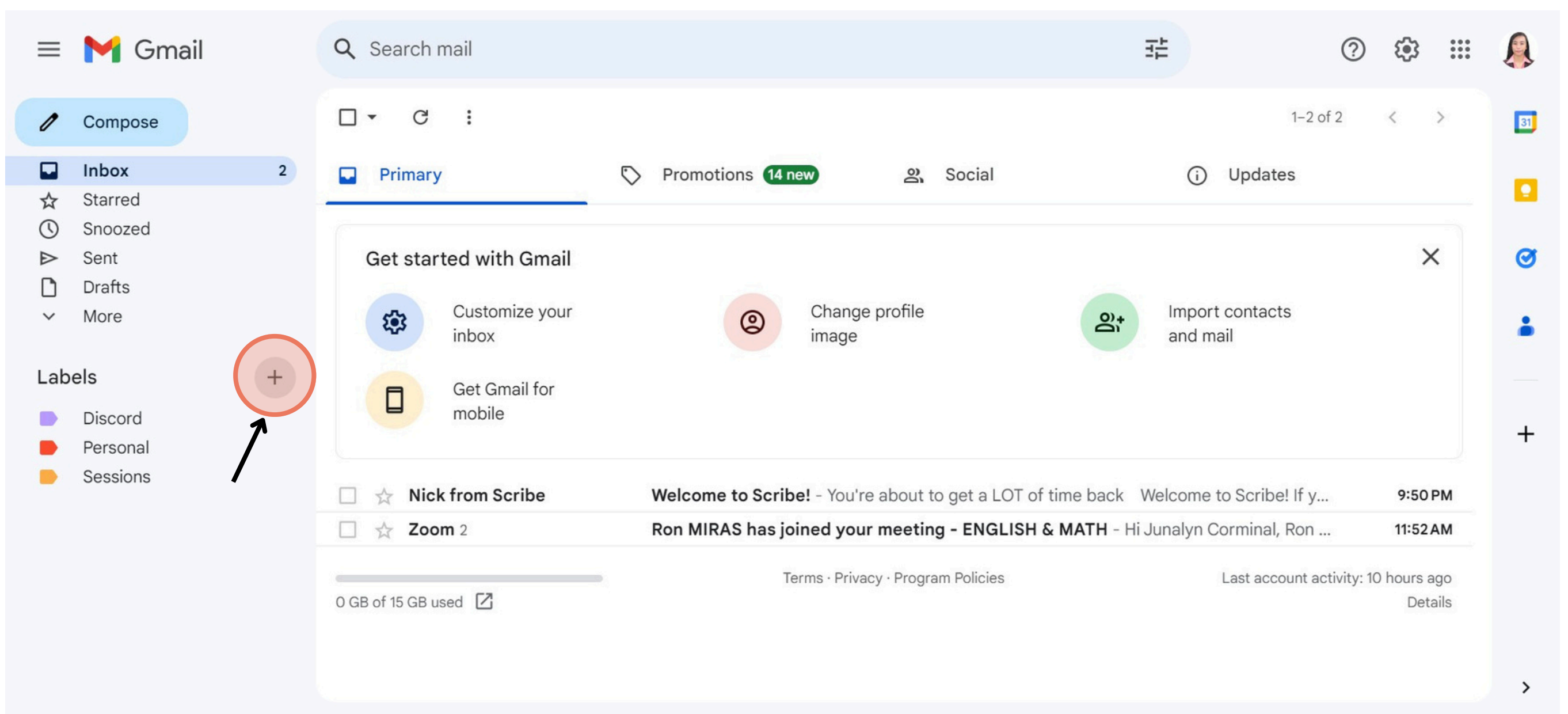


# How To Create Labels on Gmail

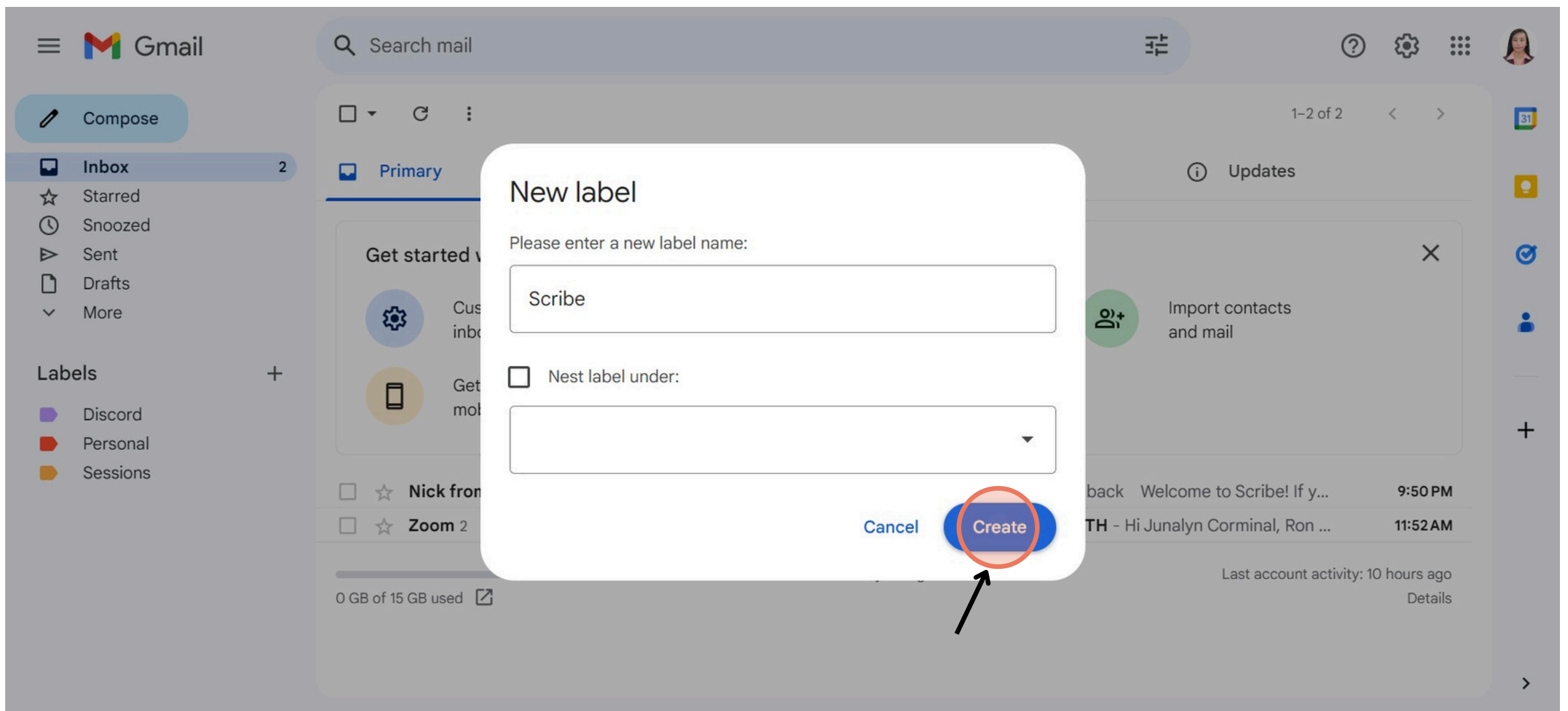


# This document will show you how to create labels on gmail.

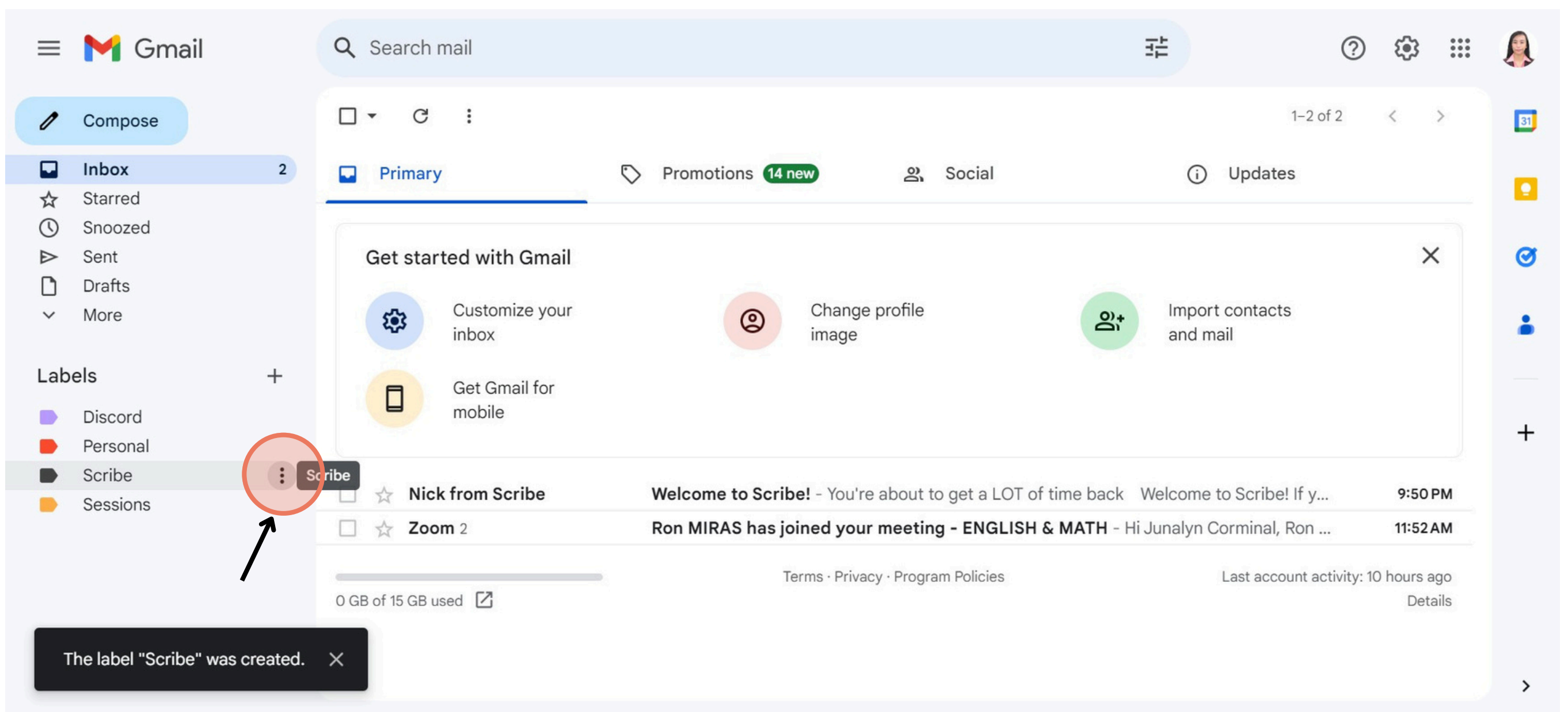
- 1 Go to gmail.com and log in to your account.
- 2 Navigate to Labels. Click "Create new label"



3 Enter a name for your label in the pop-up window. Click "Create"

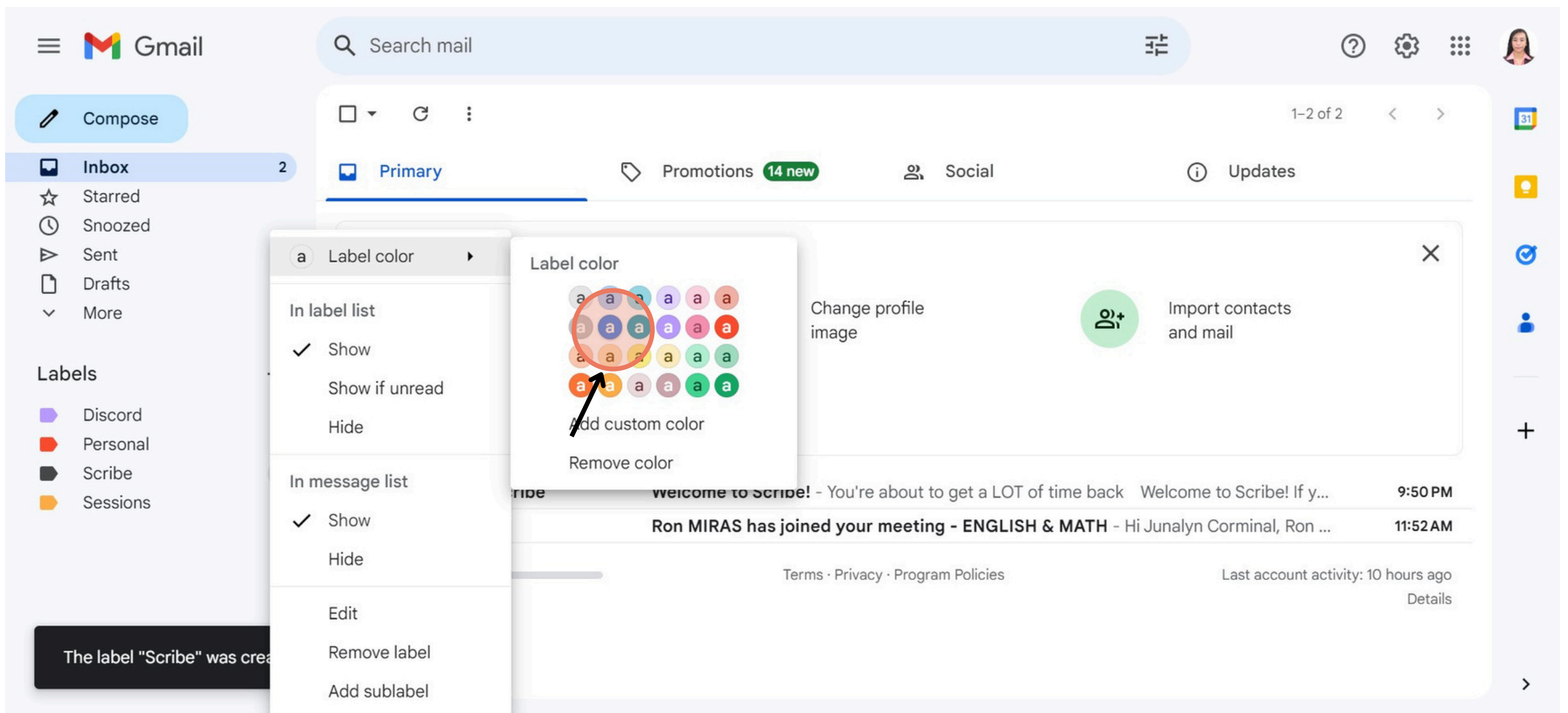


4 OPTIONAL: Click here on the three dots if you want to customize the label.

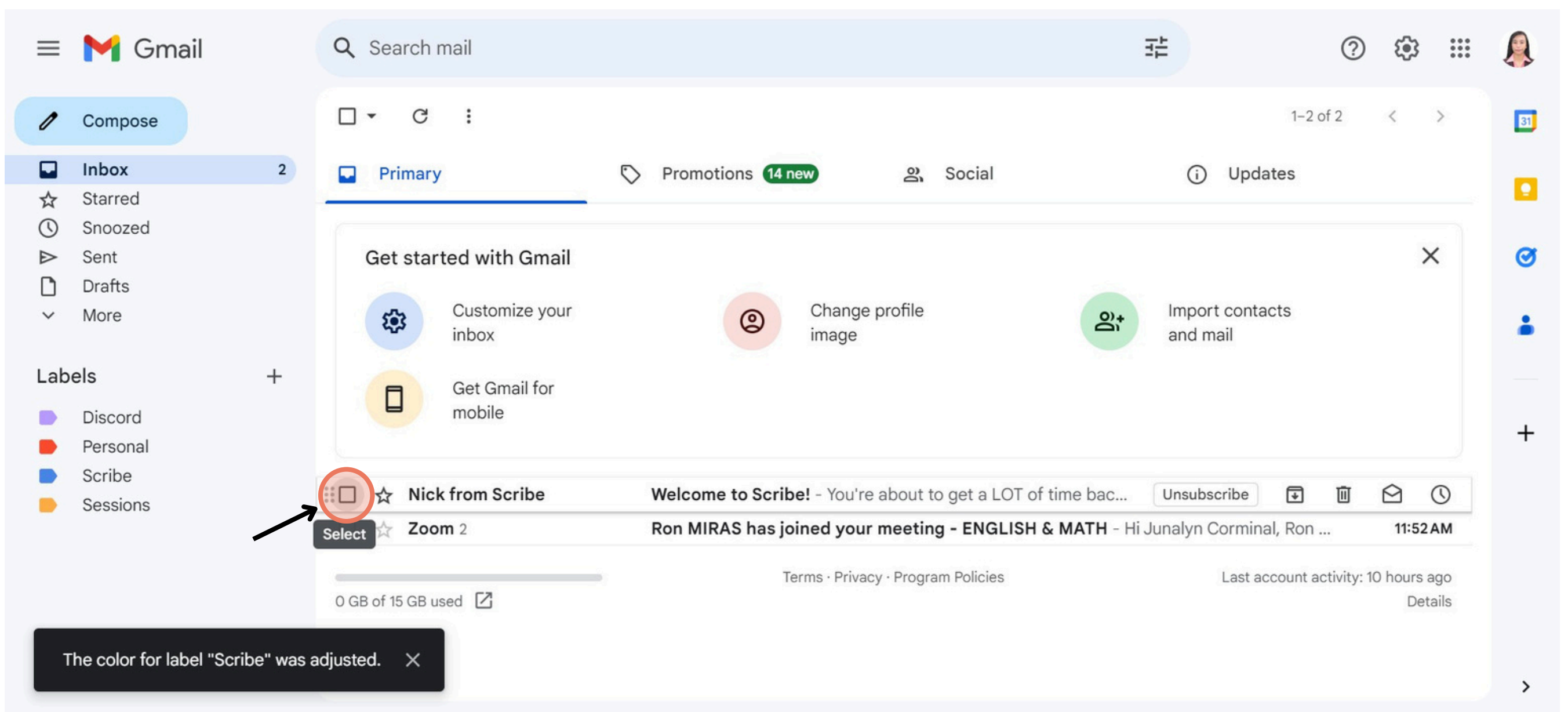




5 OPTIONAL: Add label color.

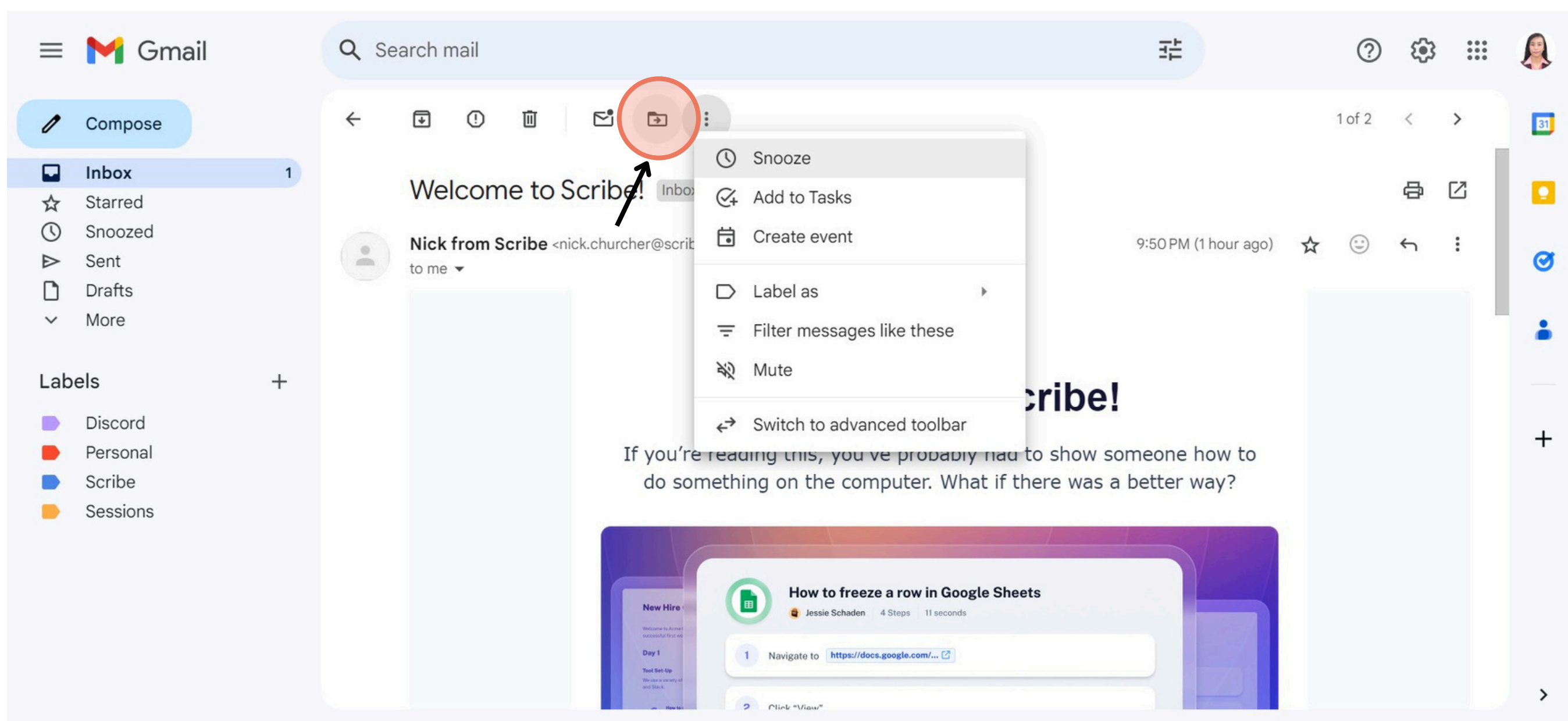


6 OPTIONAL: Click here on the three dots if you want to customize the label.

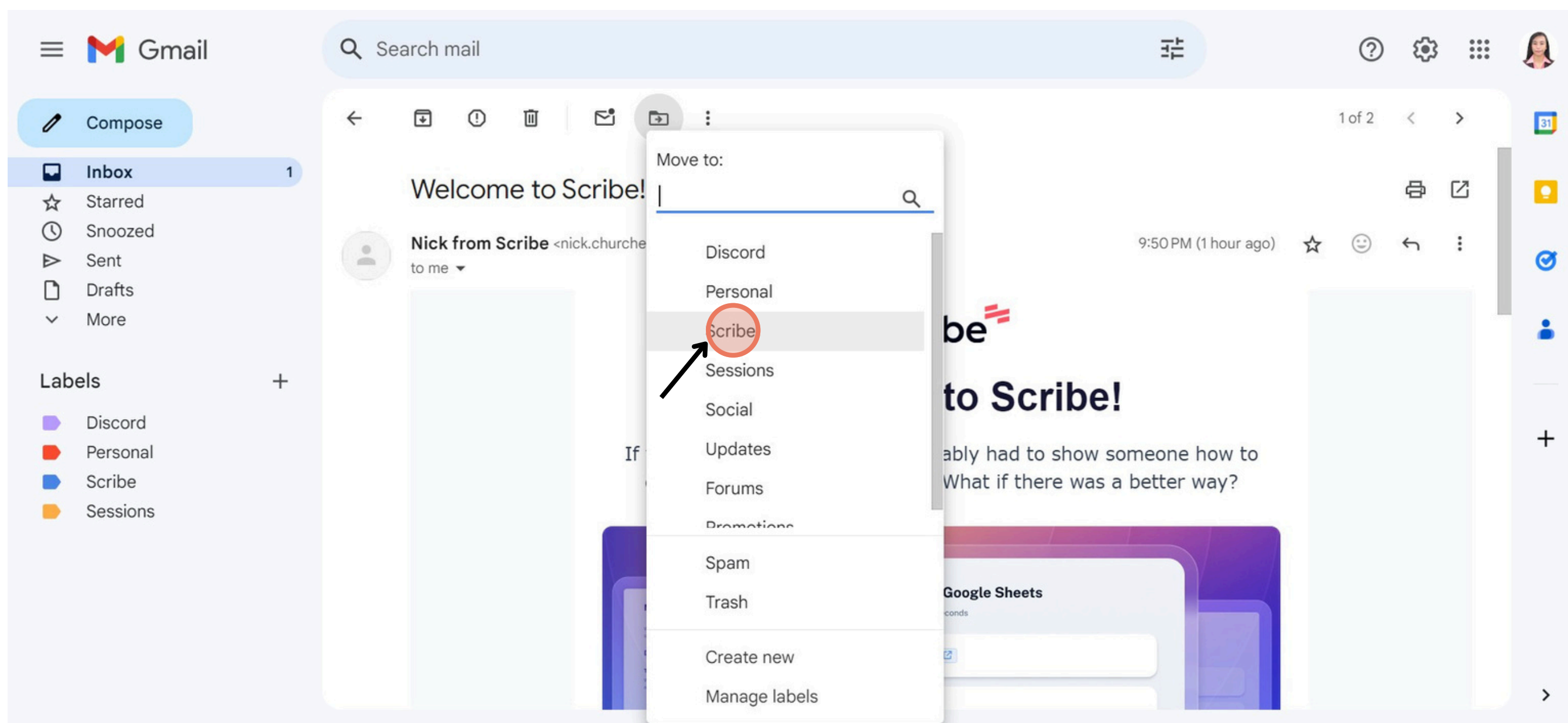




7 Click the "Label" icon at the top.



8 Choose the label you created.





# How To Create Labels on Gmail

**SCAN CALENDAR**



**BOOK A STRATEGY CALL**

**Jeff J Hunter**

*Founder VA Staffer  
Pre-Trained, Pre-Vetted Executive  
Assistants*

