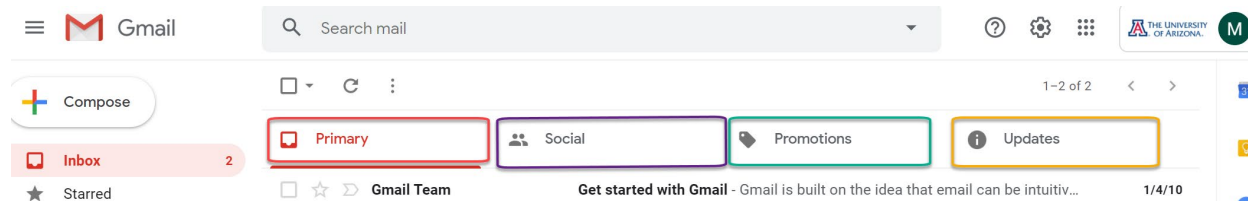


Taming Catmail: Tabs, Labels, Filters, & Folders for sorting & organizing

Your UA Catmail is a Google Gmail account: Google Docs, Drive, Calendar, etc.

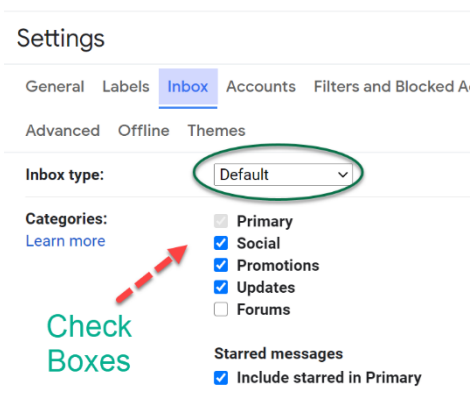
Getting too many emails? Take these steps to organize it!



Setting up tabs: Catmail is not set up with tabs by default, but it is easily configured in a few seconds. Google automatically categorizes your emails and places them in the appropriate category.

Add Tabs

1. On your computer, open **Gmail**.
2. At the top right, click **Settings**.
3. See all **settings**.
4. Click the **Inbox tab**.
5. In the "Inbox type" section, select Default. ...
6. In the "Categories" section, check the boxes of **tabs** you want to show. ...
7. Scroll to the bottom, then click Save Changes.



Themes

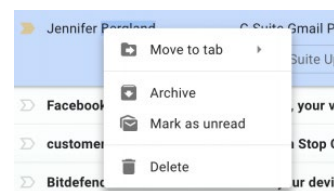
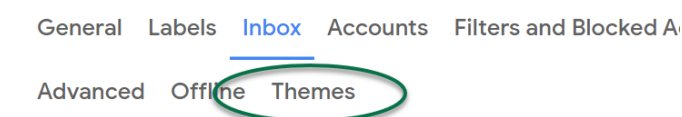
Want to change Gmail's themes and colors?

Select themes and pick a new design or color.

Tip

If you find an important email in the wrong tab, simply right click that email and select "Move to Tab" and then click on "Primary."

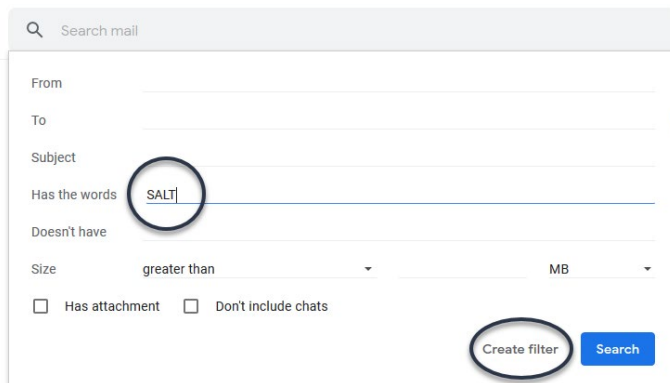
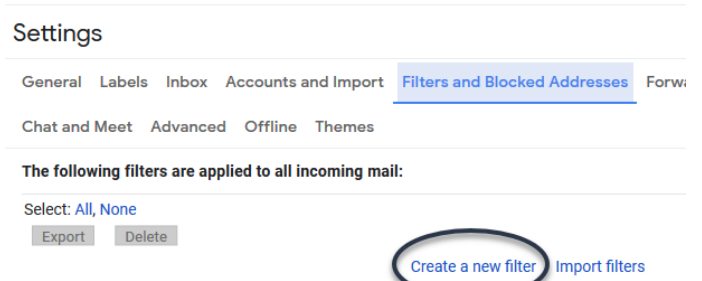
Settings



Labels & Filters

Getting too many emails? Tame your Catmail by creating filters & labels (rules & folders).

1. Open Gmail
2. Go to Settings.
3. Select Filters
4. Create a new filter
5. Think about what type of emails you wish your folder to contain.
6. Enter an email address or keyword. For example, if you want all your emails that contain the word "SALT" to be labeled and sent to this folder, you could enter just the keyword.



Suggestions for Folders

Specialist – Use email address in the "From" field

Salttut – enter keyword to create a folder for emails for tutoring at the SALT Center

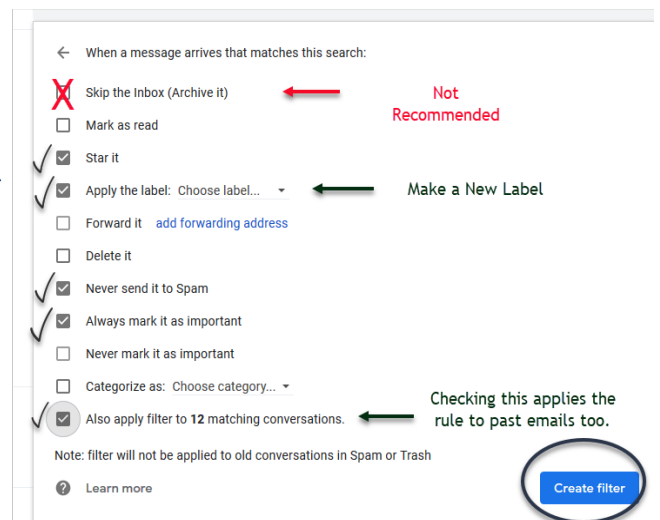
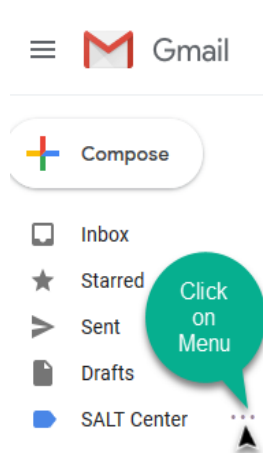
DRC

Advisor

College for your major

Family

7. Check the appropriate boxes.
Create a new label.



8. The label(ed) folder appears in the list on the far left in your Gmail. Click menu. Choose a color.
9. **Alternative way to create a filter:** Find an email that you wish were in a folder. Check the box to the left of it. Click on the three-dot menu above the Inbox. Select "Filter messages like these" and repeat steps above. This will create a rule for emails from that sender to appear in the labeled folder.