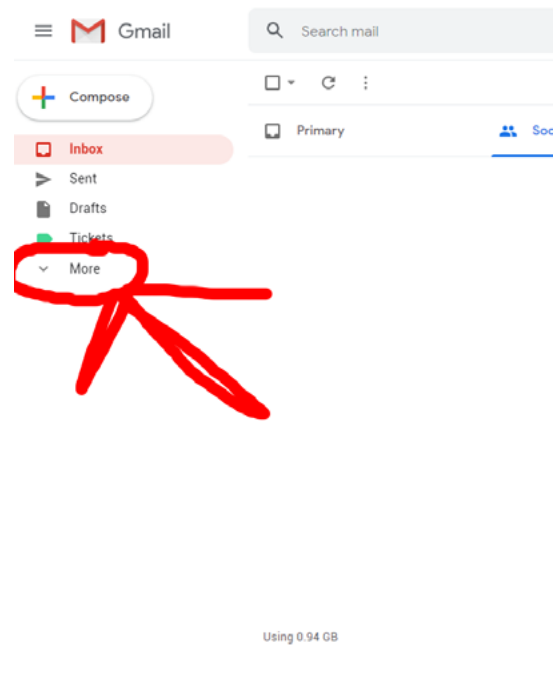
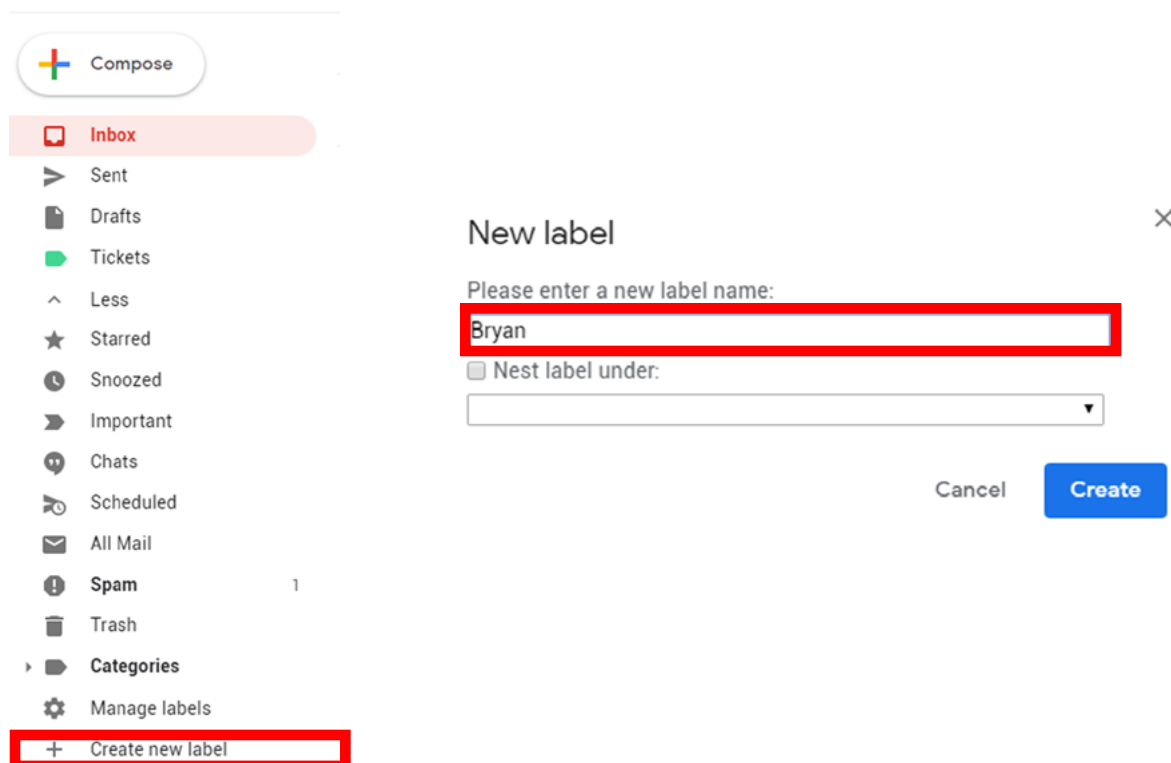


# How to: Use Labels to Organize Your Gmail Inbox

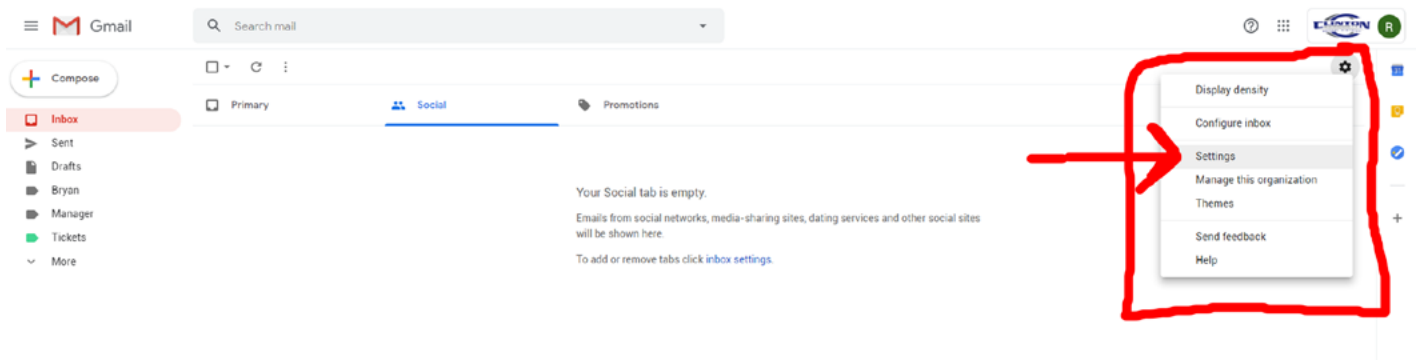
First go to your [gmail](#) inbox and sign in.  
on the left side of your inbox select “more”



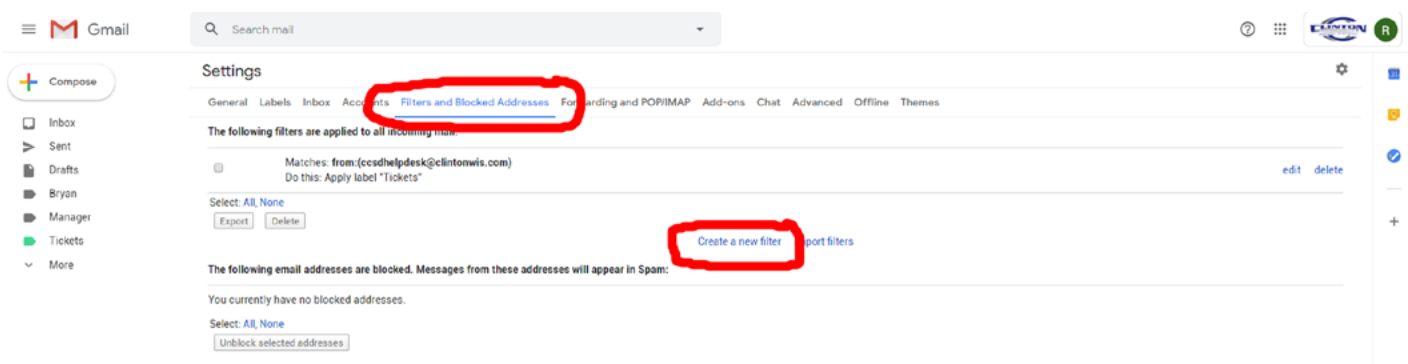
Next select “create new label” at the bottom, and then the name of your label and select “create”



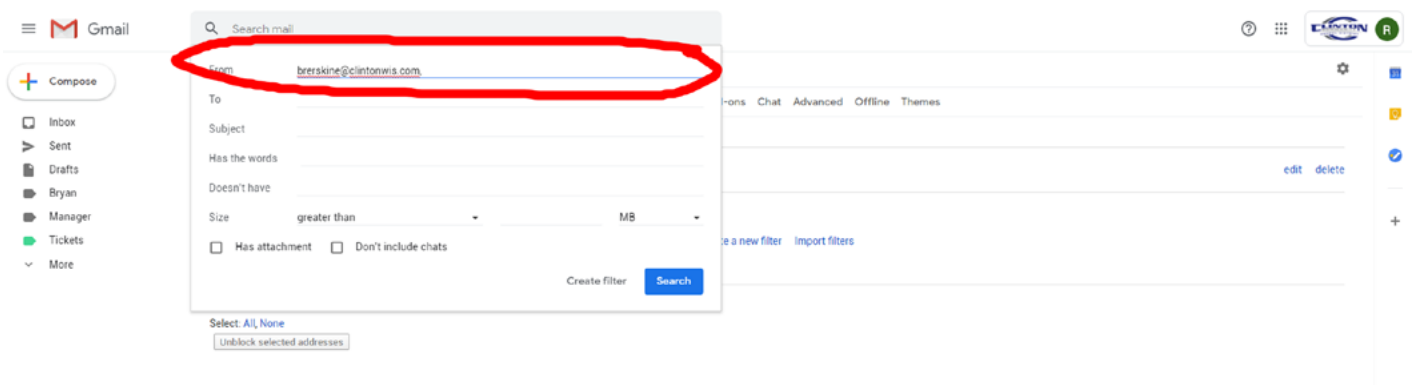
Now go to settings and select filters and blocked addresses



then select create a new filter

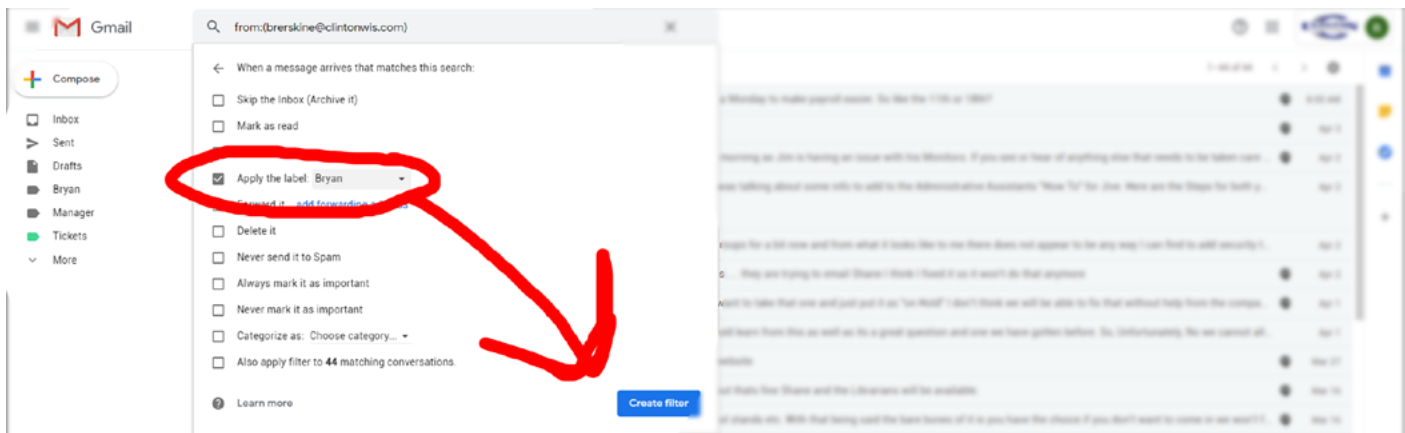


here type in the email addresses that you would like to automatically receive this label



then select create filter

check apply the label and select the label you created earlier



lastly hit create filter