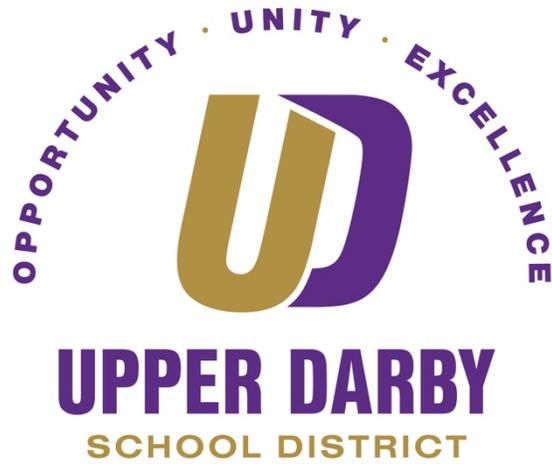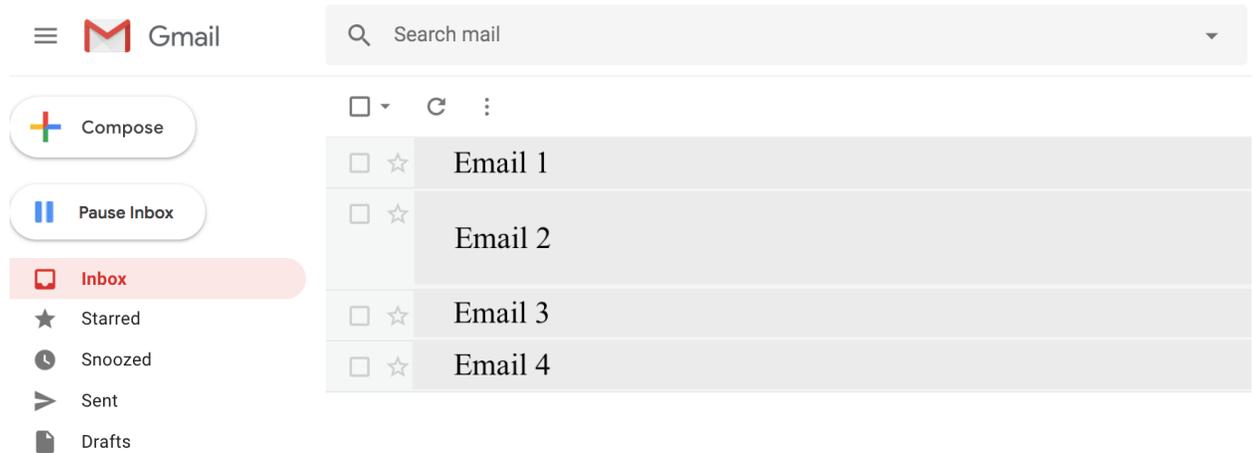# How To:
Create Labels/Folders in Gmail

The following instructions provide information on how to create labels in Gmail and move emails into labels. Labels are the equivalent of the Folders that you could create in First Class.

1. Login to Gmail using your @upperdarbysd.org email
2. On the left hand side bar, click "More"

3. Once the menu has expanded, scroll to the bottom
4. Click "+Create Label"
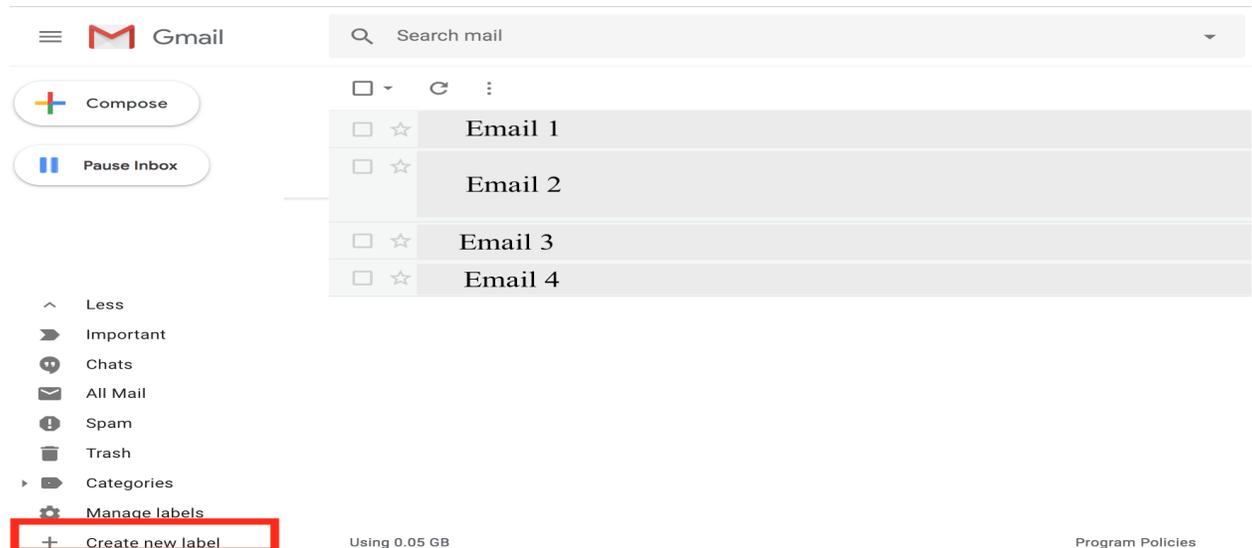
5. Type in the name of the folder
   a. Note: There is an option to "Nest Folder Under." This option is used to make "subfolders" in your label. For example: If you create a label "Tax information," then you create new labels "2017 taxes" and "2018 taxes" you can "Nest" these two new labels under "Tax Information."
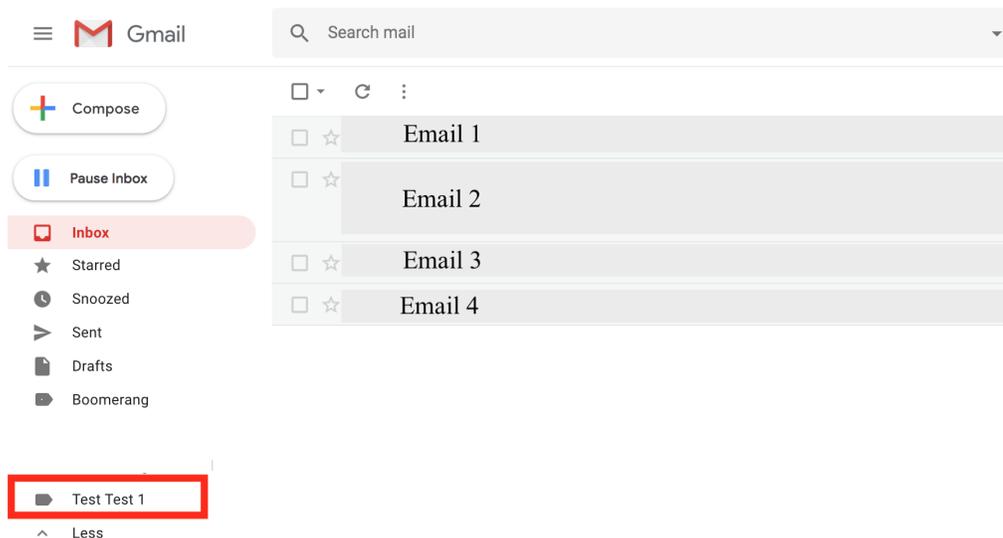6. Click "Create"

New Label   ✕

Please enter a new label name:
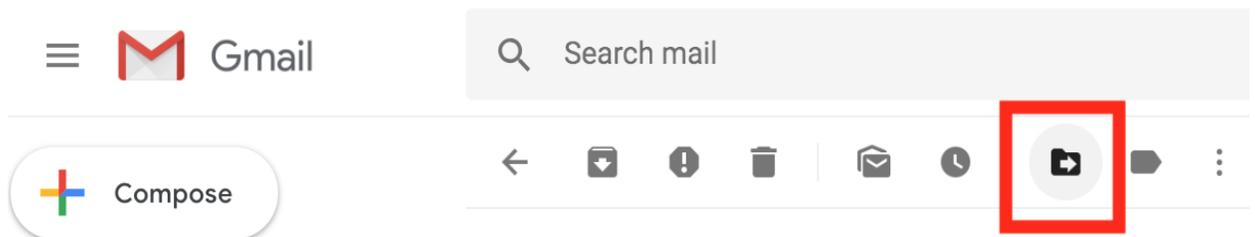
Test Test 1

☐ Nest label under:

⬍

Cancel   Create

7. You should now see this new label in the left hand side bar.

This completes the process of creating labels.

1. In Gmail, open an email you wish to move
2. In the top bar, click the folder icon with the arrow

3. Select the folder that you wish to move the email to