

How to Create Labels (Folders) in Google Apps

Blue Ridge's Google Apps e-mail can label your incoming e-mail messages for better organization and ease of access. All you need to do is create the labels and then apply filters to your incoming e-mail!

To create a label:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Click on the "Labels" tab
5. Click "Create a new label" toward the bottom of the Labels section
6. Enter a new label name
7. Place a checkmark next to "Nest label under:" if desired
 - a. To nest your new label, choose a parent label from the drop-down list
8. Click "Create" when you are finished identifying your label
9. Scroll down to see your new label
10. Ensure that "show" is in **bold** next to your new label name. This will make it visible in the label list under your Google Apps Inbox.
 - a. **NOTE:** Now you can create a filter (see IT FAQ entitled "How to Create Filters (E-mail Rules)") to automatically apply labels to incoming e-mails automatically!