

# How to work with your Gmail folders (labels).

The screenshot shows the Gmail interface for the email address `bstude1@pride.hofstra.edu`. The top navigation bar includes links for Google, Mail, Calendar, Docs & Spreadsheets, and more. The user's name and account information are displayed in the top right corner. The left sidebar contains navigation options for Compose Mail, Inbox (2), Starred, Chats, Sent Mail, Drafts, All Mail, Spam, Trash, and Contacts. The main content area displays a list of emails, with the first two from 'Gmail Team' visible. The interface includes search bars, action buttons (Archive, Report Spam, Delete), and a 'Labels' section at the bottom left. The footer contains copyright information and the Google logo.

Google Mail Calendar Docs & Spreadsheets more »

bstude1@pride.hofstra.edu | Settings | Help | Sign out

HOFSTRA UNIVERSITY

Compose Mail

Inbox (2)

Starred ☆

Chats

Sent Mail

Drafts

All Mail

Spam

Trash

Contacts

Bob Student

Search, add, or invite

Labels

Edit labels

Common Migration Tool - www.mailmigration.com - Migrate eMail, Calendars & Contacts Over 6 Million Seats | Sponsored Link | Customize

Archive Report Spam Delete More actions... Refresh 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	☆ Gmail Team	It's easy to switch to Gmail! - Did you know that Gmail was voted #2 in PC World's Top 100?   Sponsored Link	Jan 23
<input type="checkbox"/>	☆ Gmail Team	Gmail is different. Here's what you need to know. - Built-in chat, keyboard shortcut	Jan 23

Archive Report Spam Delete More actions... Refresh 1 - 2 of 2

Select: All, None, Read, Unread, Starred, Unstarred

When replying or forwarding, editing the subject will start a new conversation.

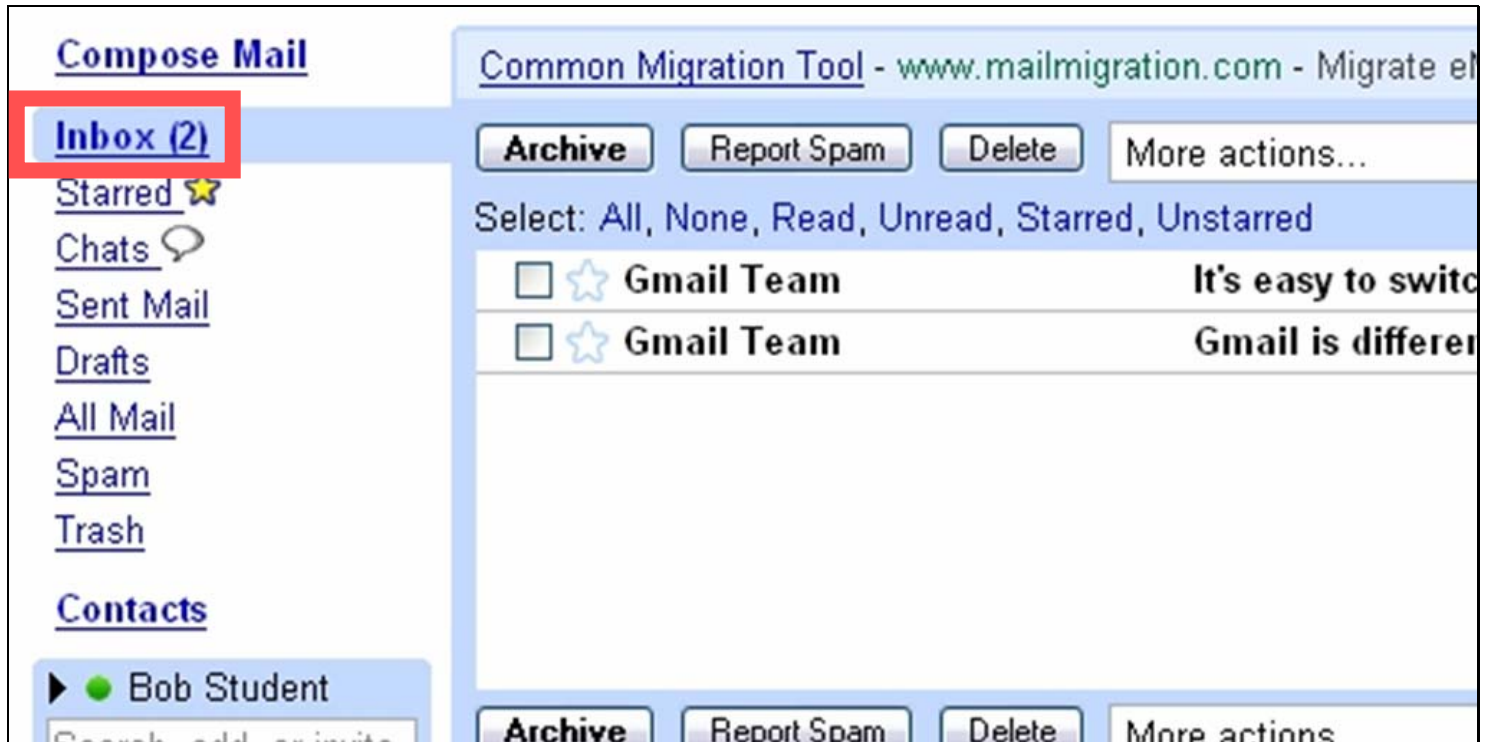
**You are currently using 0 MB (0%) of your 2048 MB.**

Hofstra University view: [standard with chat](#) | [standard without chat](#) | [basic HTML](#) | [Learn more](#)

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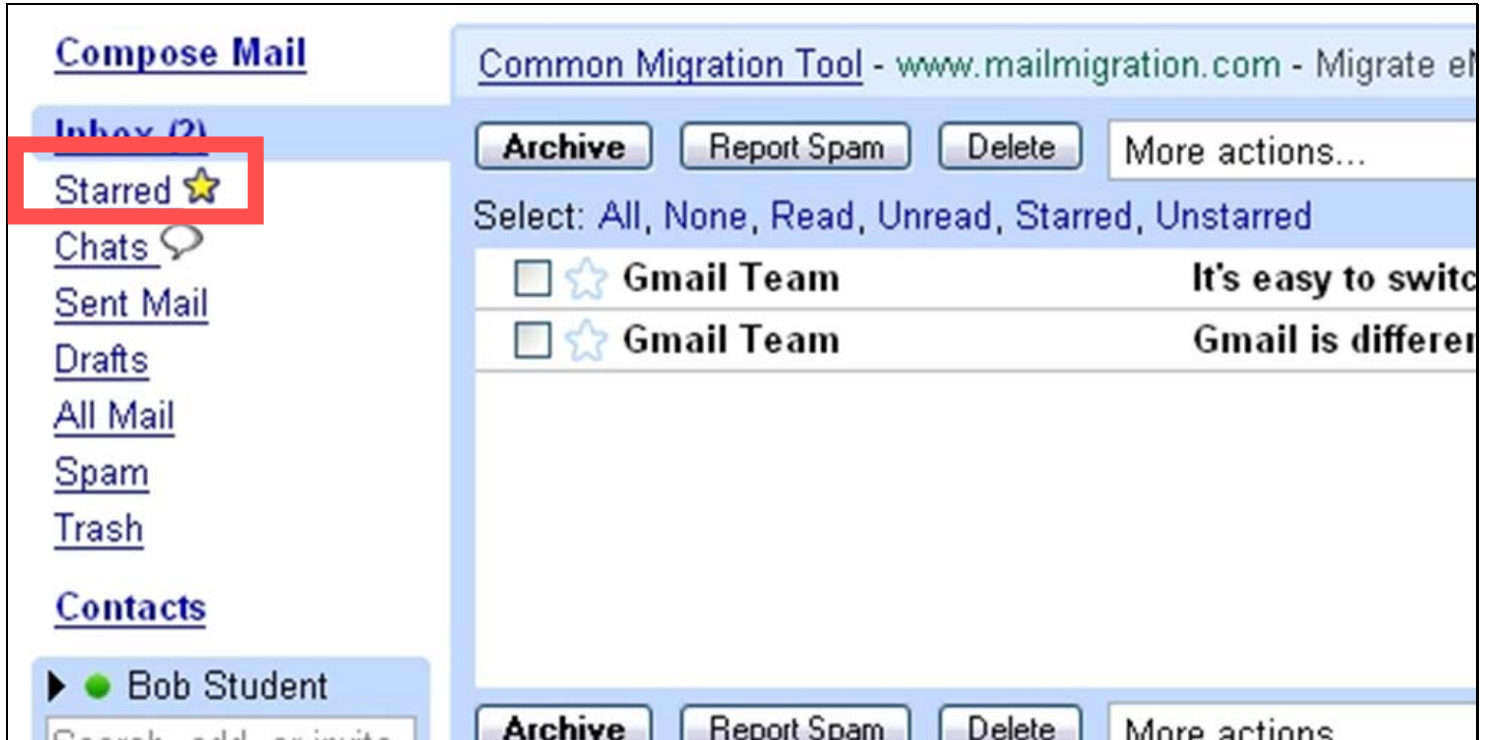
Powered by Google

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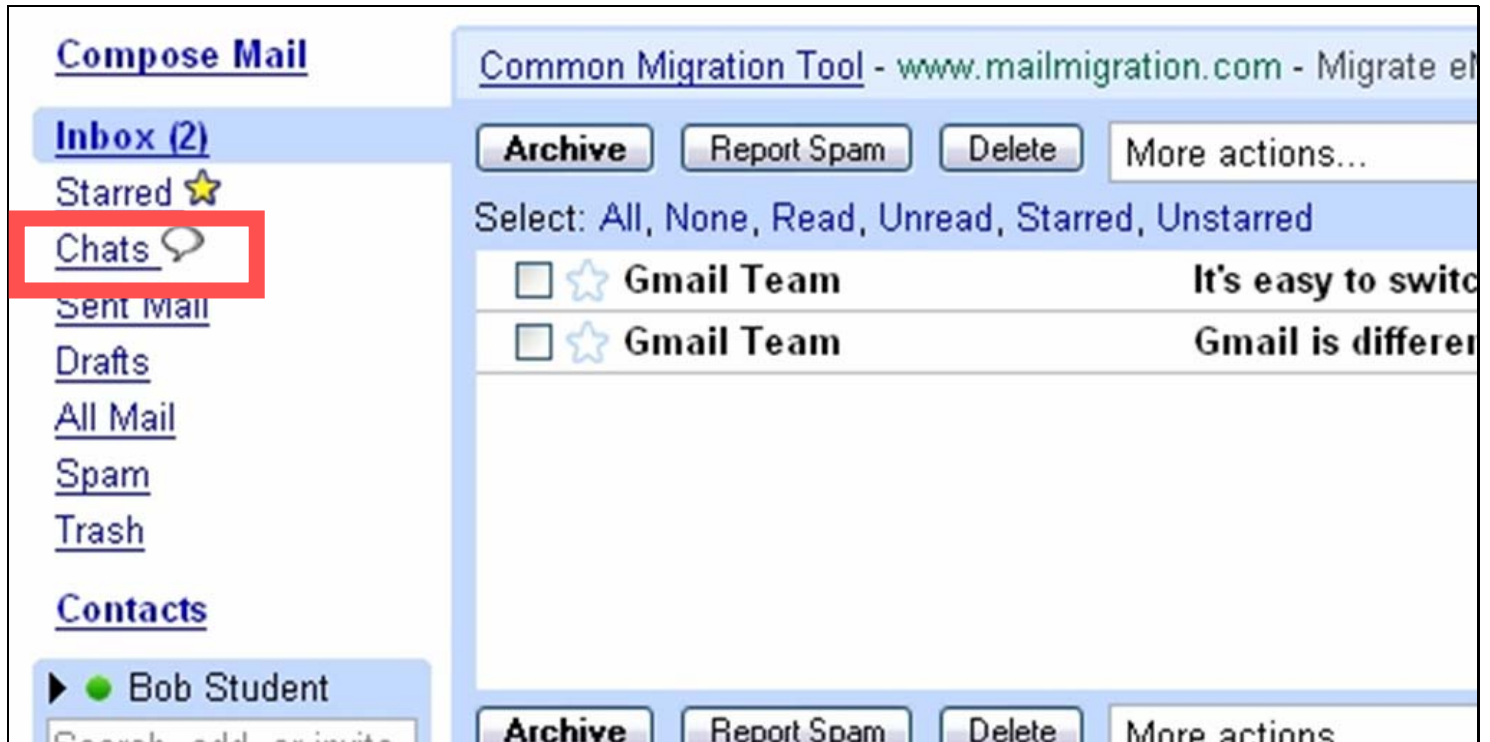
Hofstra Gmail main screen

1. Inbox: All you new messages will be located in your **Inbox**.



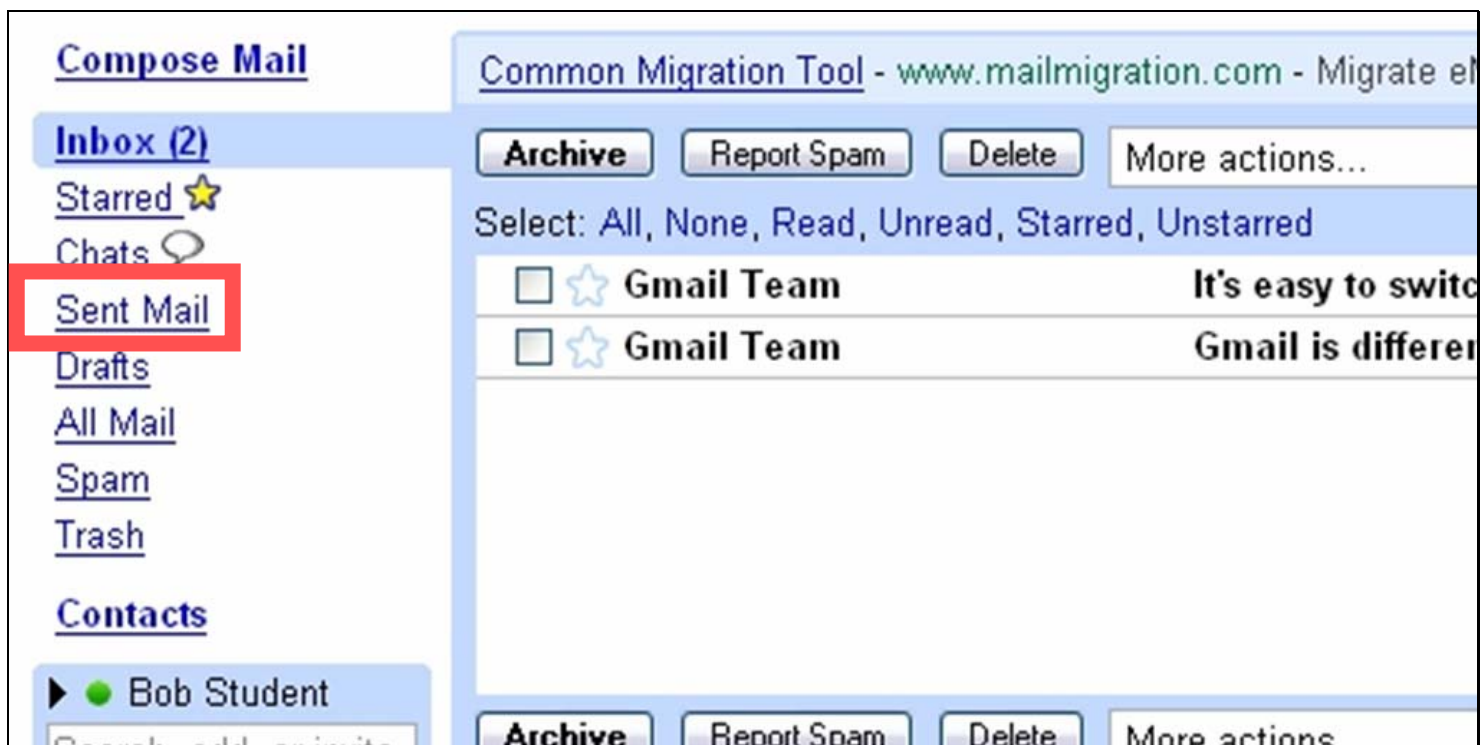
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2. Starred: Assign stars to important messages, or use them as a visual reminder that you need to follow-up on a message later. Of course you can use stars in any way you seem fit.



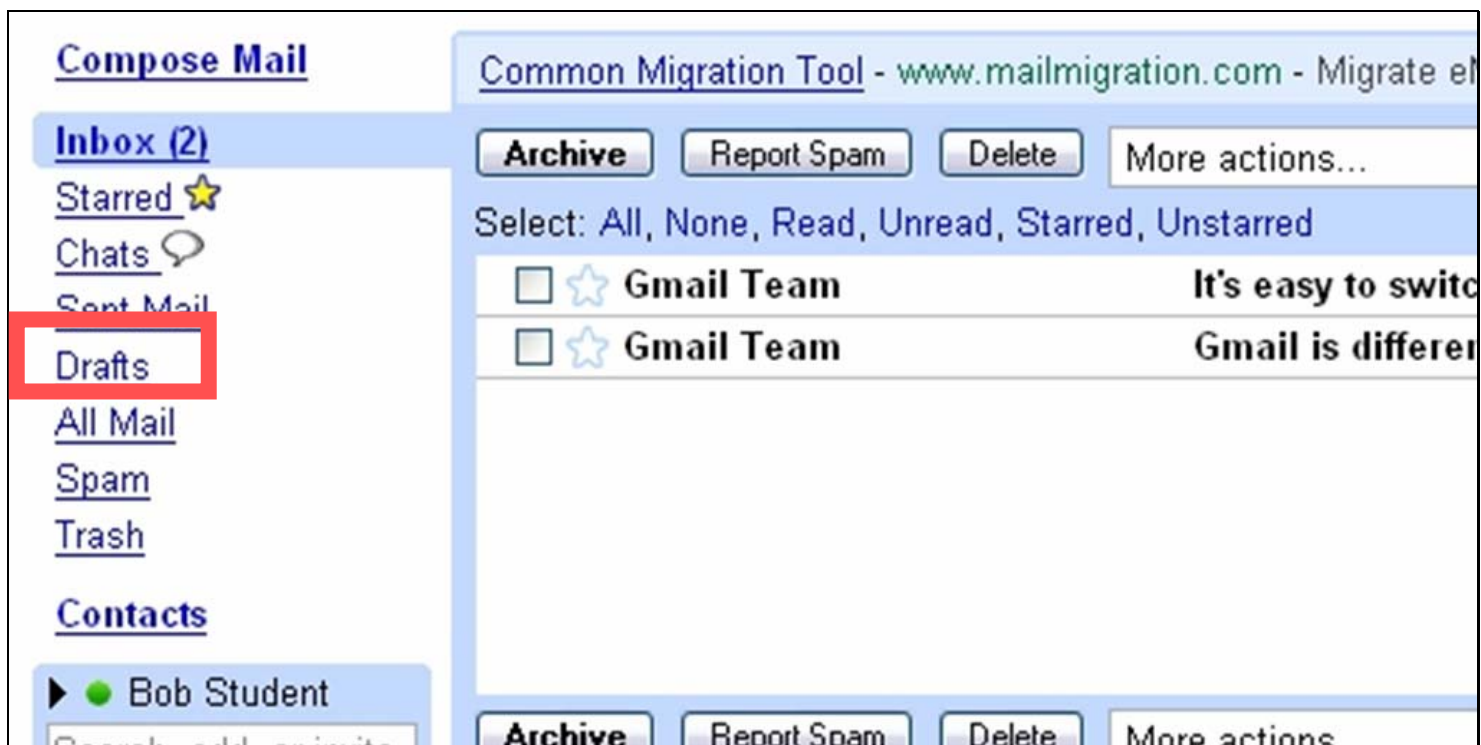
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3. Chats: Accesses your chat history. Click the **Chats** label in your Gmail account and a list of chats will appear, similar to the way messages are listed in your **Inbox**. You can forward, label, star, and trash chats just like Gmail messages.



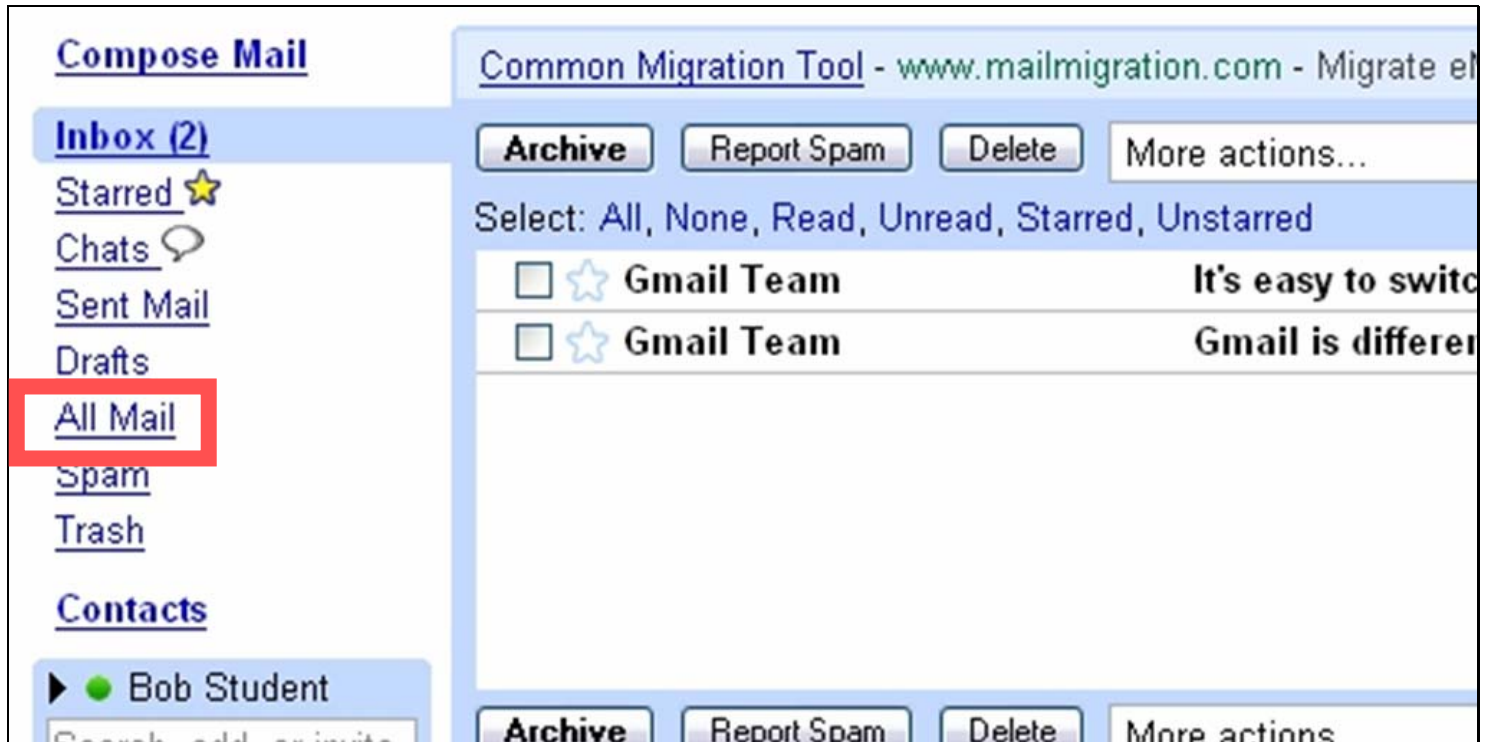
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4. Sent Mail: When you send a message from your account, the message is labeled **Sent Mail**. **Sent Mail** is an easy way for you to view the messages you've sent without browsing **All Mail** or having to perform a search.



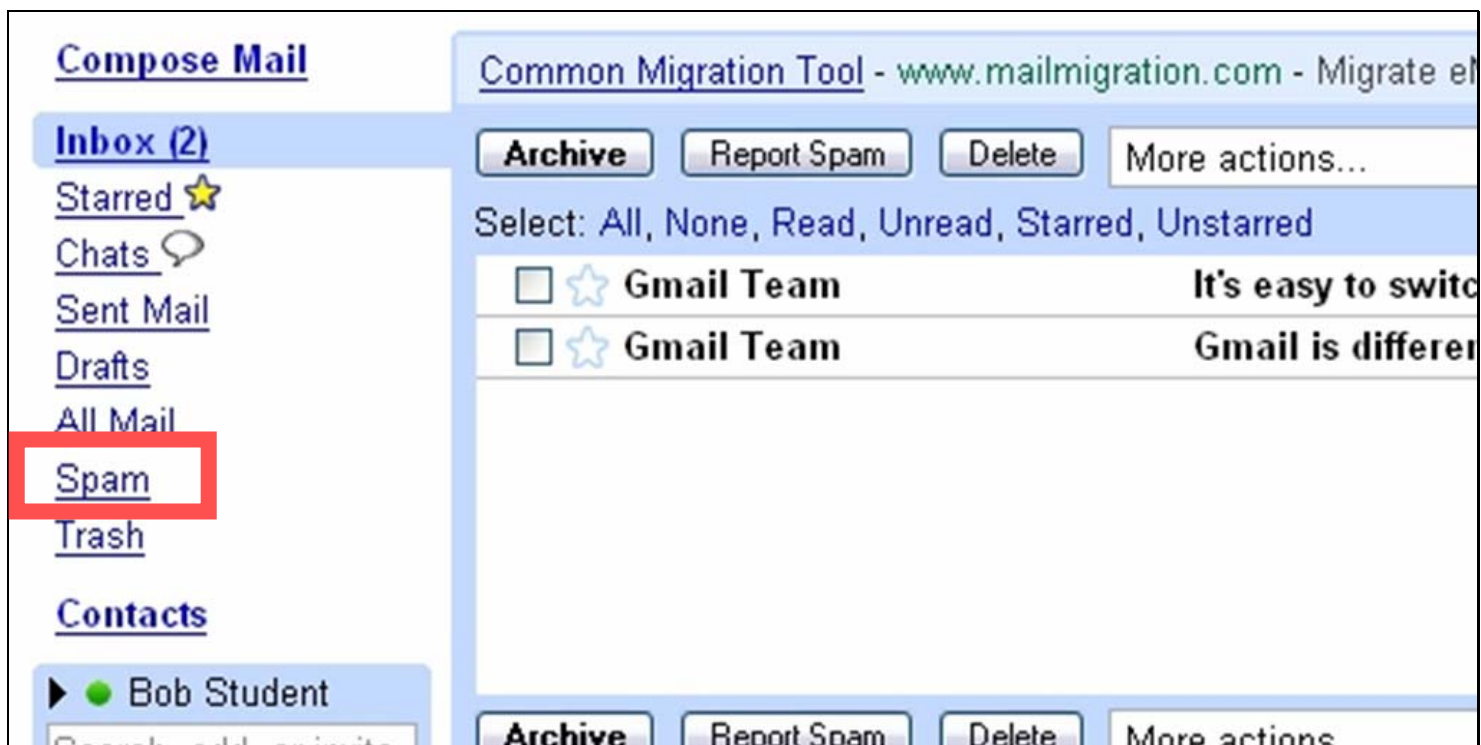
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5. Drafts: Gmail automatically saves drafts every few minutes. If you'd like to save a draft manually, just click **Save Now** above the message you're composing. Once you send the draft, it is no longer saved with the **Drafts** label and Gmail will then assign the **Sent** label instead.



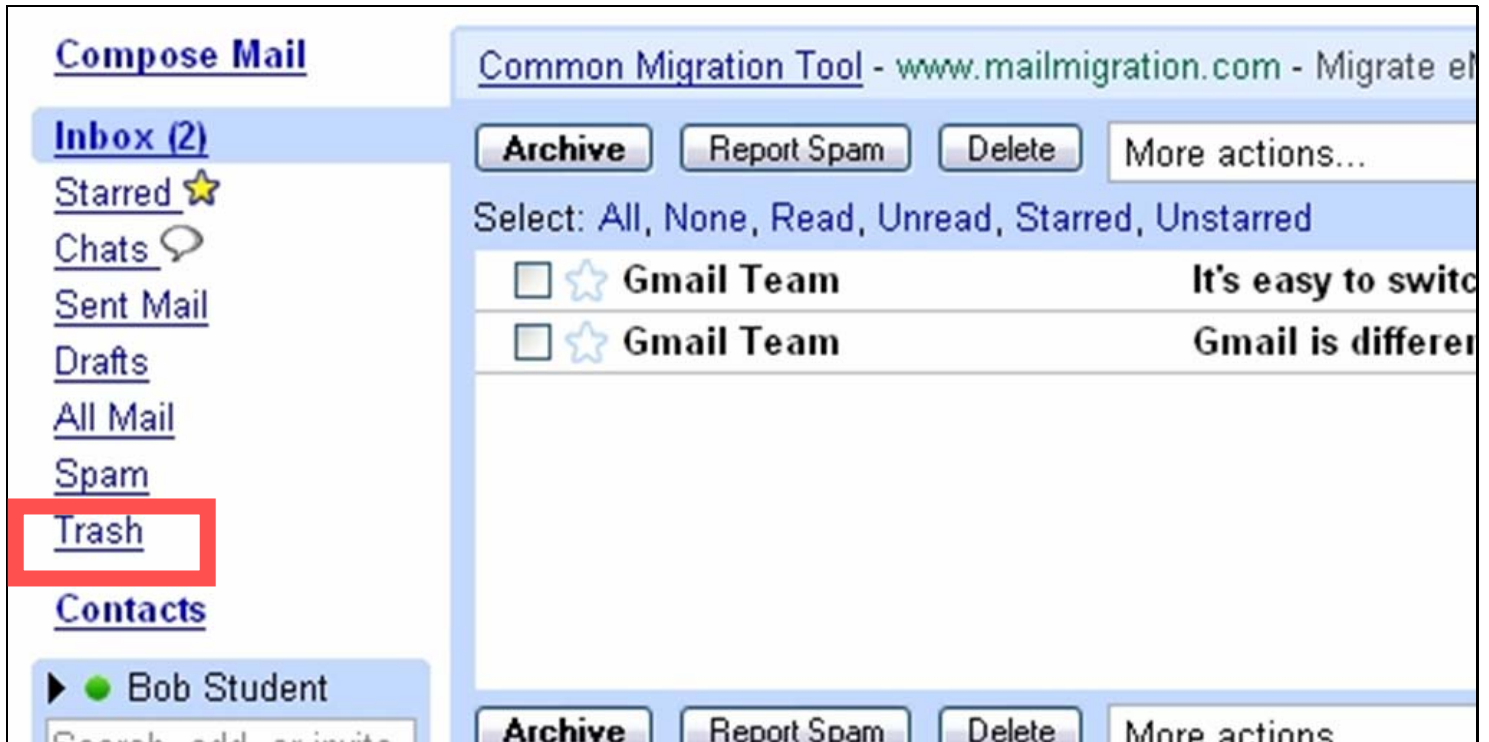
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6. All Mail: **All Mail** is an archive for all of your messages. It's a storage place for all the mail you've ever sent or received, but have not deleted.



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7. Spam: All messages that Gmail has filtered as spam. Messages that you have marked as spam using the **Report Spam** button will also be labeled under **Spam**.



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8. Trash: Deleting a message removes it from every view (**Inbox**, **All Mail**, **Sent**). When you delete mail, the entire conversation is moved to **Trash**, unless you delete one message at a time.