How to work with your Gmail folders (labels).

Hofstra Gmail main screen

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

You are currently using 0 MB (0%) of your 2018 MB.
1. **Inbox**: All you new messages will be located in your **Inbox**.
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.
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.
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.
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.
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.
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**.
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.