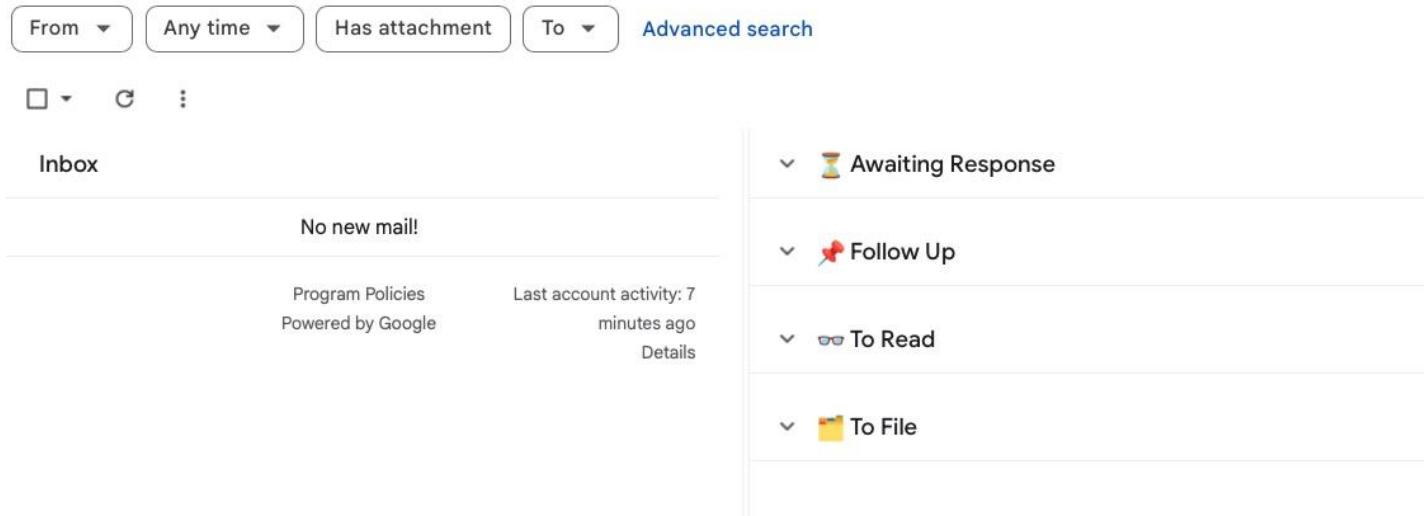
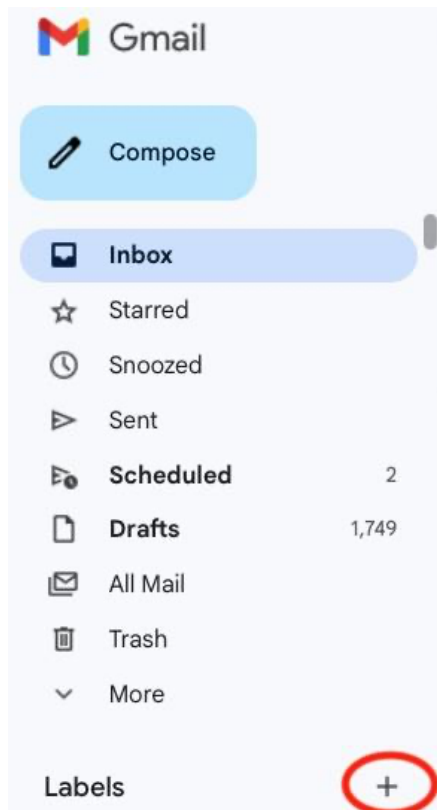


How to create custom inbox sections in Gmail

(the end result looks something like this, but with the inbox containing emails until you file all of them into the sections you create):




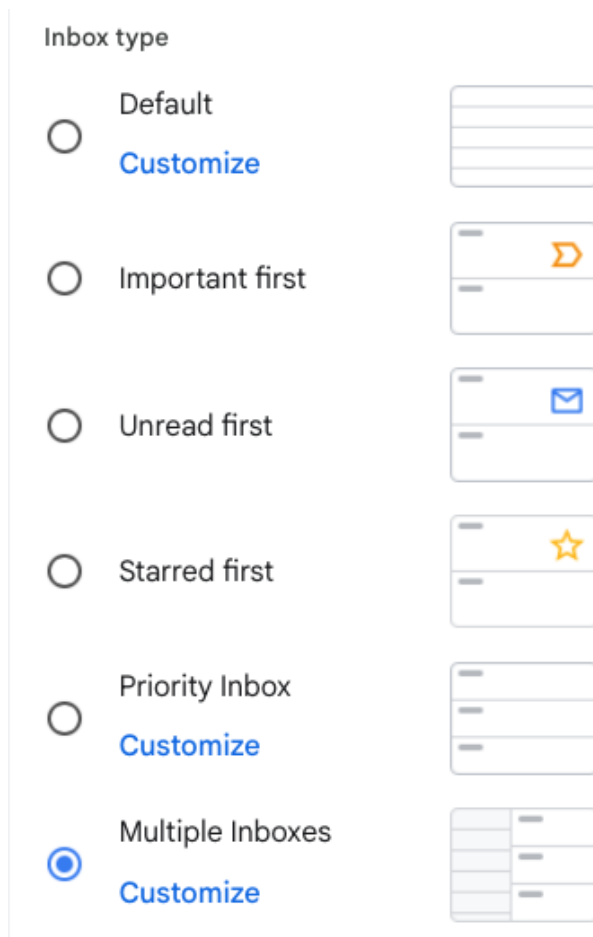
1. Create the labels you want for your custom inboxes; in Gmail on the lefthand side of the screen click on the + symbol next to Labels.



2. Under “Please enter a new label name” in the dialog box that comes up, create your label name. Put a symbol in front of it so Gmail places it at the top of the Labels section, e.g., [Follow Up] or *Follow Up* or @Follow Up. I use Follow Up for emails I need to reply to or take an action on. Do not select the “Nest under” option. Click the Create button.

Use the same process to make label names for your other sections; you can have up to five inbox sections. Other labels I use for my inbox include:

- Awaiting Response (Emails I’ve sent or replied to and am waiting for a response)
 - To File (Emails I have read but contain information I need to file on my computer or in one of my other, non-inbox labels for the labels section)
 - To Read (Emails I need to read and decide what to do with)
3. Click the Settings icon in the upper right part of the screen (the gear symbol) 
 4. Scroll down to the Inbox type section, select the last option, Multiple Inboxes, and click on the blue Customize text.



5. Add the names of your labels to each section. E.g., in the Search query column, type “label:” and immediately follow it (without a space) with the exact name and formatting of your label, for example:





label:[Awaiting Response]

In the Section name (optional) column, type how you want the folder name to appear in your inbox. If you want to add an emoji, bring up the emoji pop-up menu by clicking on the FN key on a Mac keyboard or holding down the Windows key + . (period) or the Windows key + ; (semicolon) at the same time on a PC keyboard.

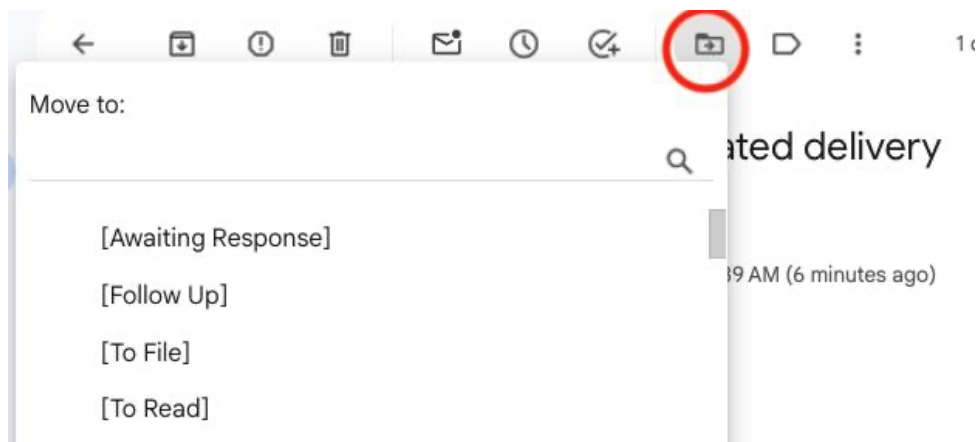
Example of how the Multiple inbox sections will look:

Inbox type: Multiple Inboxes ▾

Multiple inbox sections:
Add up to 5 custom sections that you can view alongside your inbox
[Learn more](#)

	Search query	Section name (optional)
Section 1:	label:[Awaiting Response]	 Awaiting Response
Section 2:	label:[Follow Up]	 Follow Up
Section 3:	label:[To Read]	 To Read
Section 4:	label:[To File]	 To File
Section 5:		

6. In the reading pane section you can adjust where the folders appear. The default is Right of inbox, and I left all the other default options in Importance markers and Filtered mail alone.
7. Click the Save Changes button at the bottom.
8. Now it's just a matter of filing mails that come into the main inbox into one of your inbox sections. The quickest way is to open the email and click on the Move to icon, then select the section the email belongs in.



- Expand or collapse each section by clicking on the arrow to the left of each section name. Tired of reading the emails in the reading pane on the right? Click on the numbers to the right of the section name to expand that section into the full view. Click the back button in your browser to revert back to the reading pane view.



- That's it! Happy organizing.

Kristine Nemec

