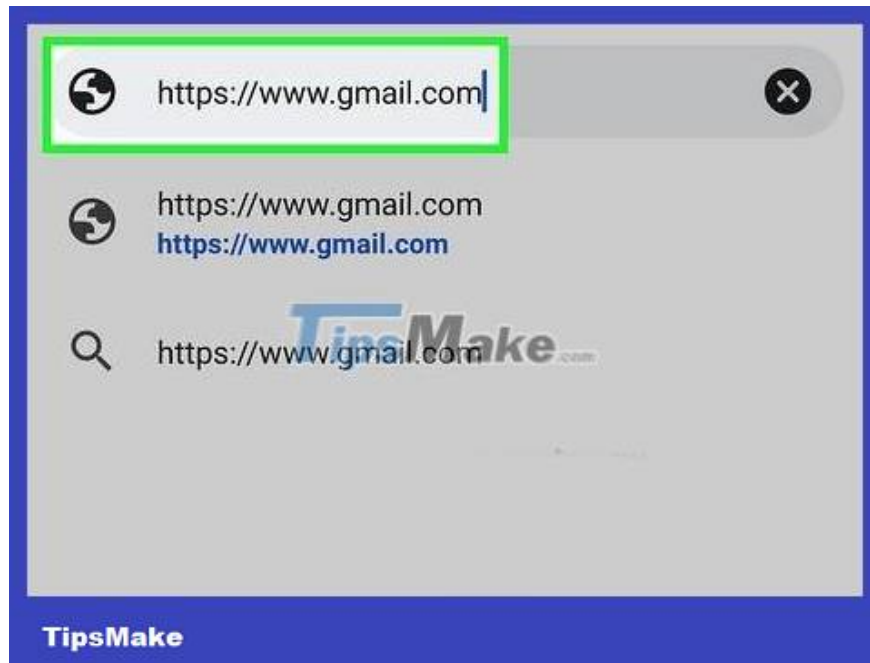


How to Create Labels in the Gmail App

Do you want to create labels on the Gmail app to make your inbox more organized? If you're on Android, you'll need to use a web browser because this option is no longer available on the mobile app. But on iPhone/iPad, the Create Label option will be right in Gmail's main menu. Today's TipsMake will show you the easiest way to create Gmail labels on your Android, iPhone or iPad device.

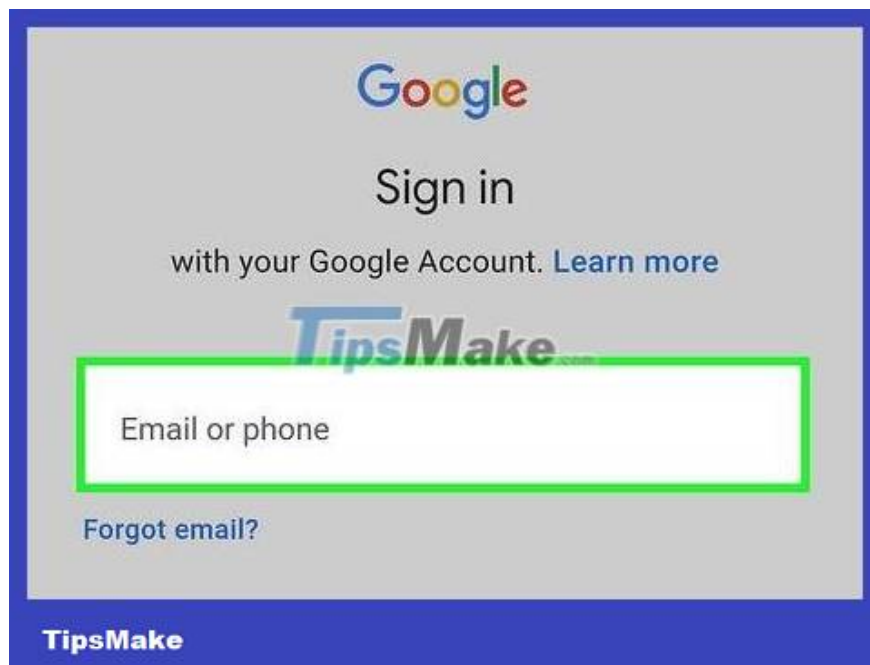
Android



Visit <https://www.gmail.com> using Google Chrome. Although there is no option to create labels on the Gmail Android app, you can do so on a web browser. The trick here is to view the desktop version of Gmail, which is why you need to access it the above way.

Technically, you can use any web browser, but some options will look slightly different on each browser (as will screen size).

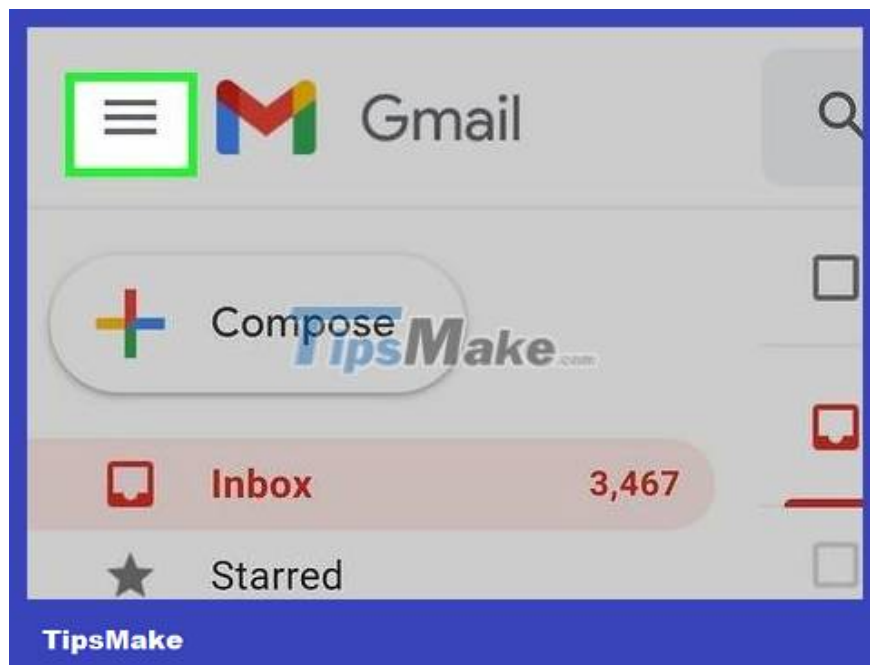
"Desktop view" is different from the "Request Desktop Site" option in your web browser. "Desktop view" allows you to create labels in Gmail, but "Request Desktop Site" does not.



Log in to your Gmail account. After signing in, you'll be asked to use the Gmail app instead.



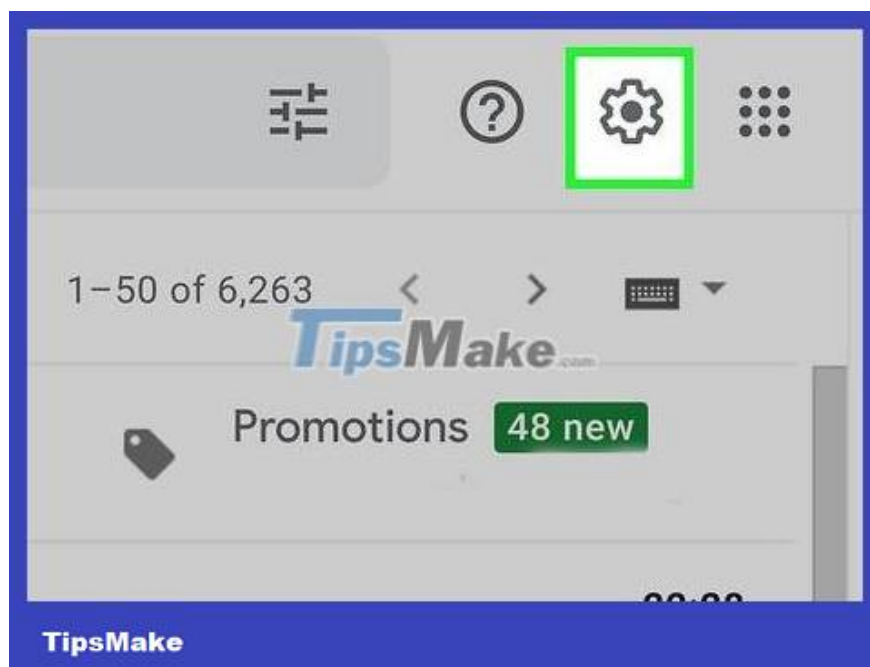
Click Use the web version or I am not interested . The optional content you see will vary depending on the browser. After opting out of the app, the web-based version of Gmail will appear.



Tap the menu with the three horizontal lines ? icon in the upper left corner.



Scroll down and tap Desktop . This option is in the bottom center of the menu, next to "View Gmail in". The lite desktop version of Gmail will appear, and you can now create labels.



Tap the gear icon or the Settings option . One of these two options will appear in the upper right corner, depending on the web browser.

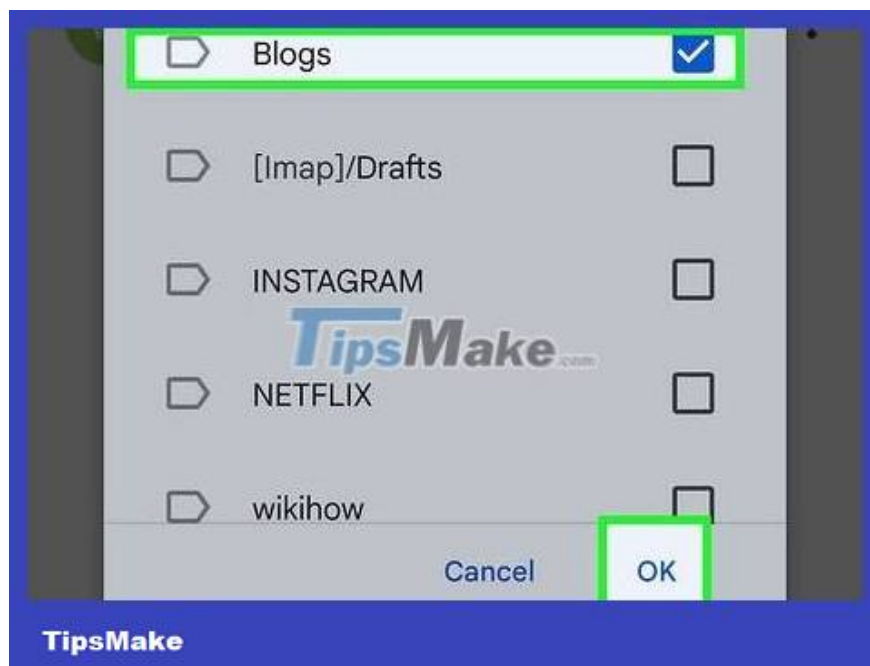
If you're using a tablet, you may need to tap **See all settings** first.



Click the Labels tab . It's at the top of the right pane. Existing labels will appear with the option to create new labels.



Enter a new label name and click Create . If you don't see the data entry field, you need to click **Create** new label at the bottom of the previous label list. Once created, you can use the new label right on Gmail, including the mobile app version.



Label your messages by:

On the Gmail mobile app, click on the email you want to label.

Tap the three dots icon in the upper right corner.

Click **Change labels** .

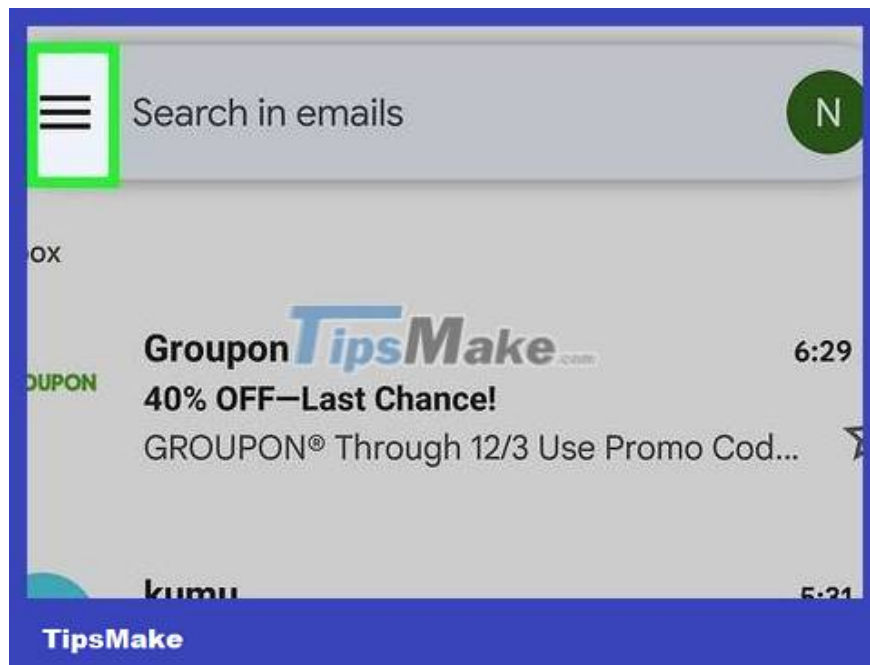
Select label.

Click **OK** .

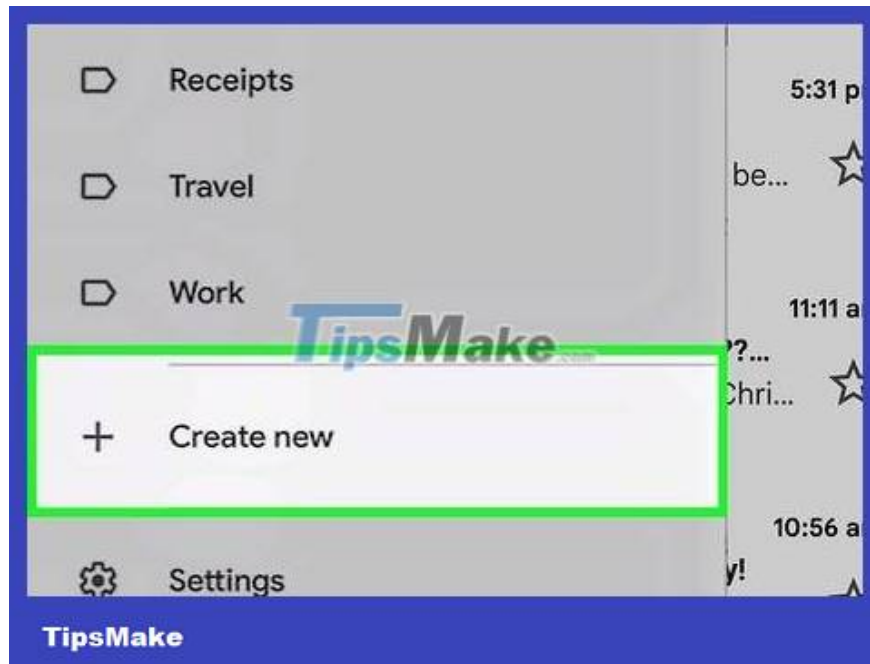
iPhone/iPad



Open the Gmail app on iPhone/iPad. The Gmail app for iOS supports users to create labels for emails right on the app. Start by tapping the app icon with the red and white letter "M" located on the home screen.



Tap the menu with the three horizontal lines ? icon in the upper left corner.



Scroll down and tap + Create new . This option is below the "Labels" heading and existing labels.



Enter a name for the label and tap Done . So the label is ready to use.



Label the message. Now that you have created a new label, you can easily add it to your mail:

Tap the three horizontal lines icon in the upper left and select **Primary** to return to your inbox.

Click on the email that needs to be labeled.

Tap the three dots icon **•••** in the upper right.

Click **Label** to open the list of labels.

Tap one or more labels that you want to attach to the message, then tap the check mark to save.

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