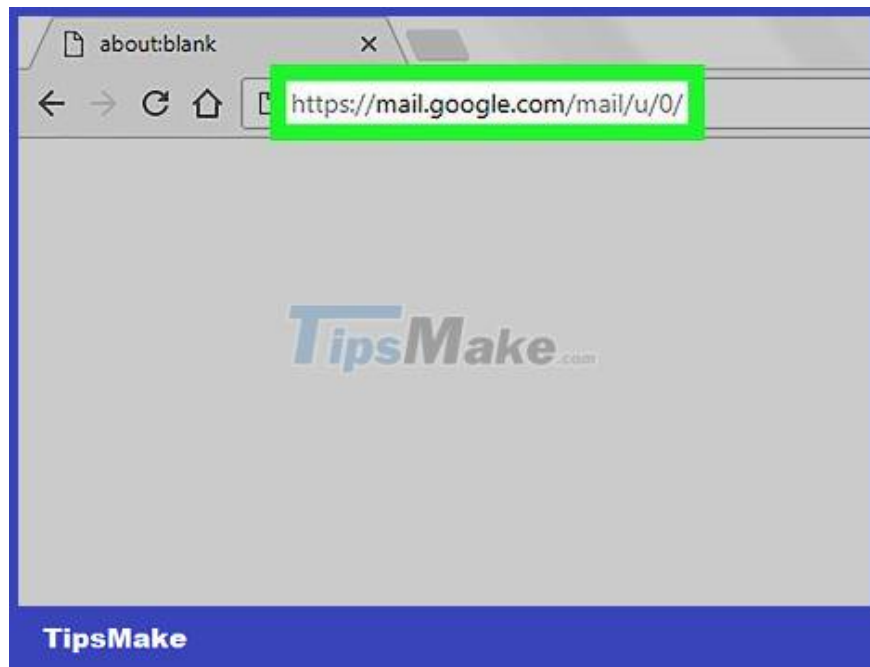


How to Move Mail to Another Folder in Gmail

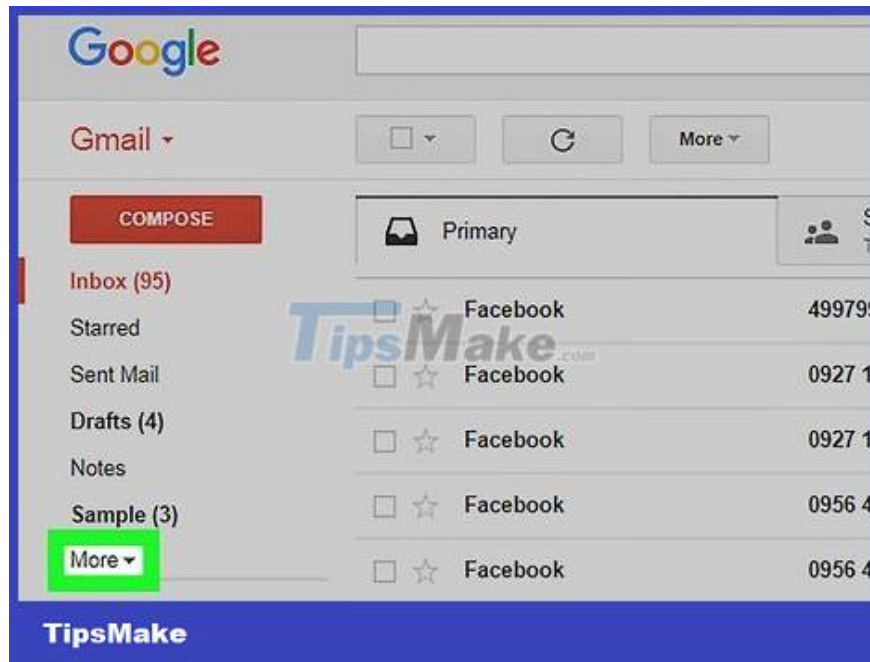
Today's WikiHow will show you how to sort messages in Gmail by label on both computers and phones. 'Labels' or 'Labels' is a form of folder in Gmail.

On the computer

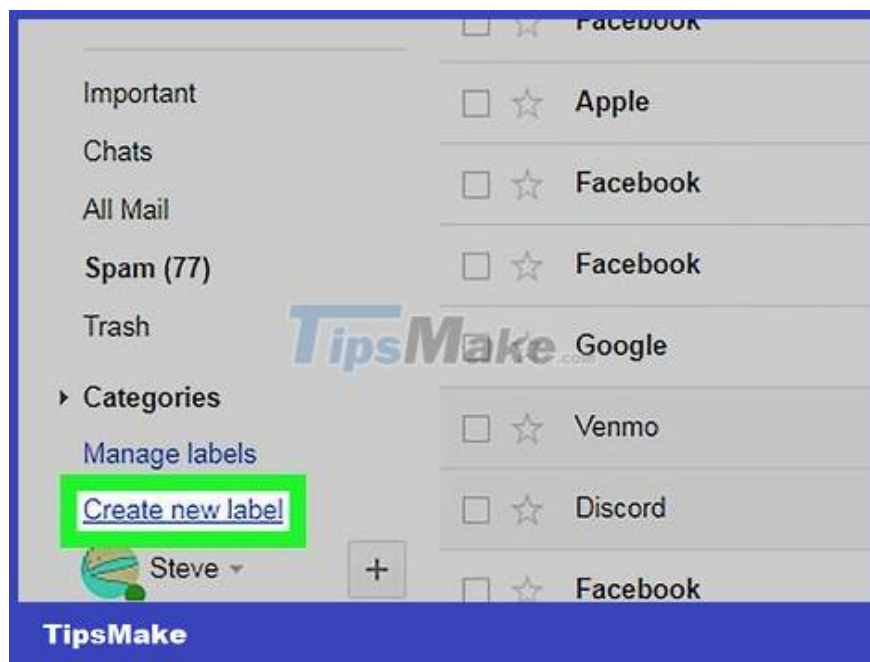


Visit the Gmail homepage at <https://www.google.com/gmail/> . If you are already logged in, your inbox will appear.

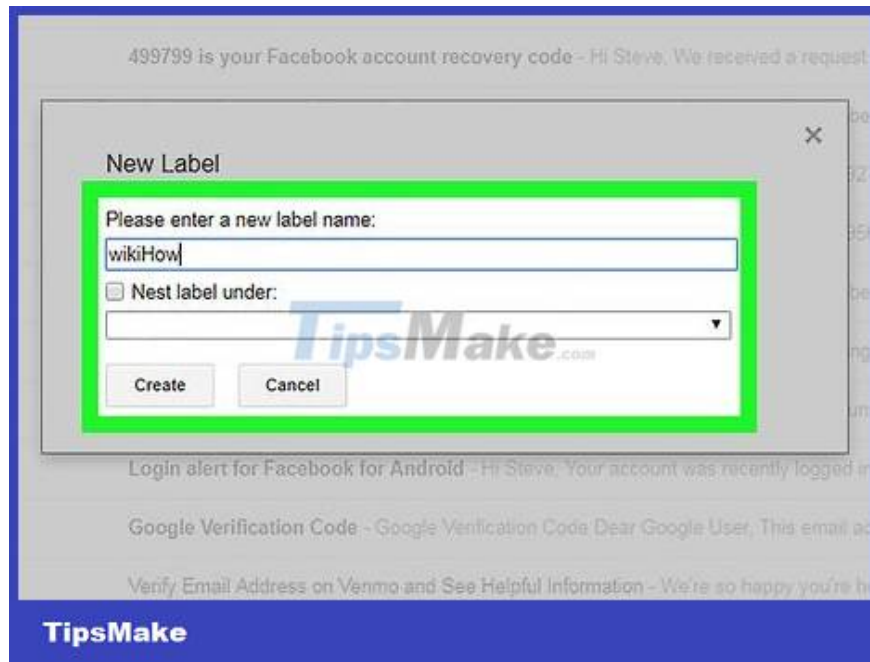
If you're not logged in, click the **SIGN IN** or **LOG IN** button in the upper right corner of the page and type in your email address and password.



Click More ? or Expanded List ? located at the bottom of the folder tree on the left side of the inbox page.

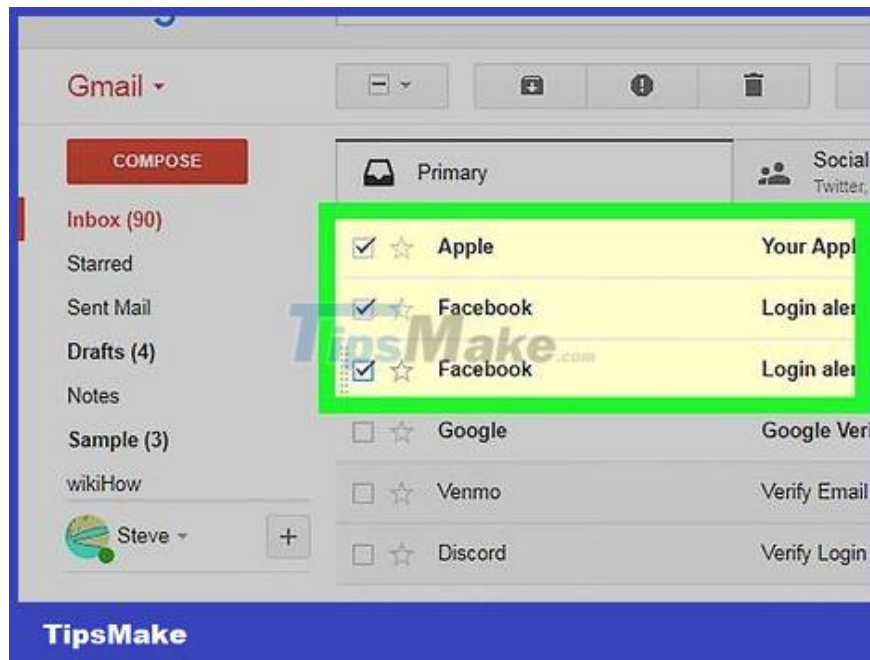


Click Create new label or Create new label . This option is at the bottom of the More section in the options list.

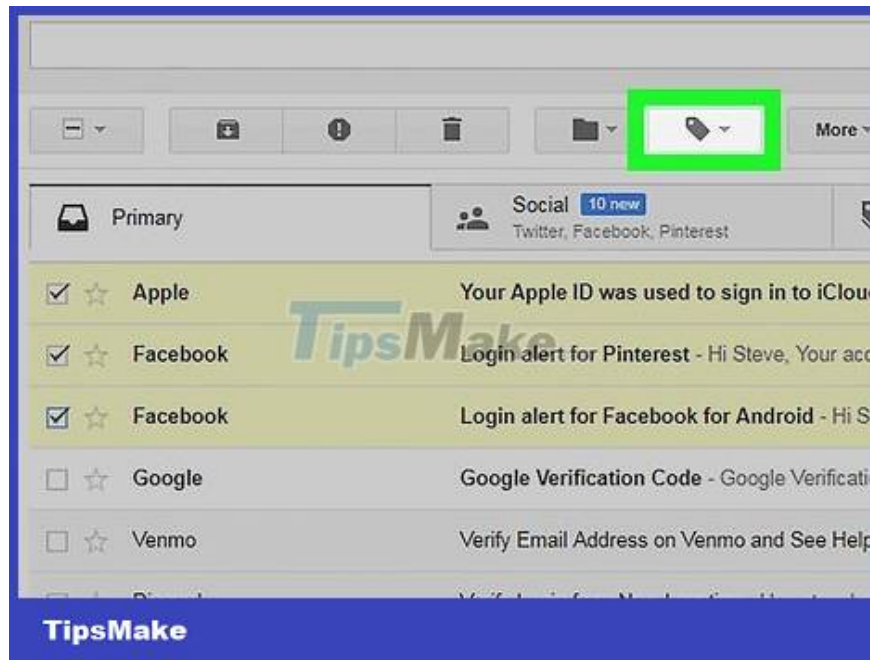


Enter a label name, then click Create or Create . So the label name will be added to the directory tree.

You can also check the **Nest label under** or **Nest label under box** and then select an existing label to create a new label as a subfolder.

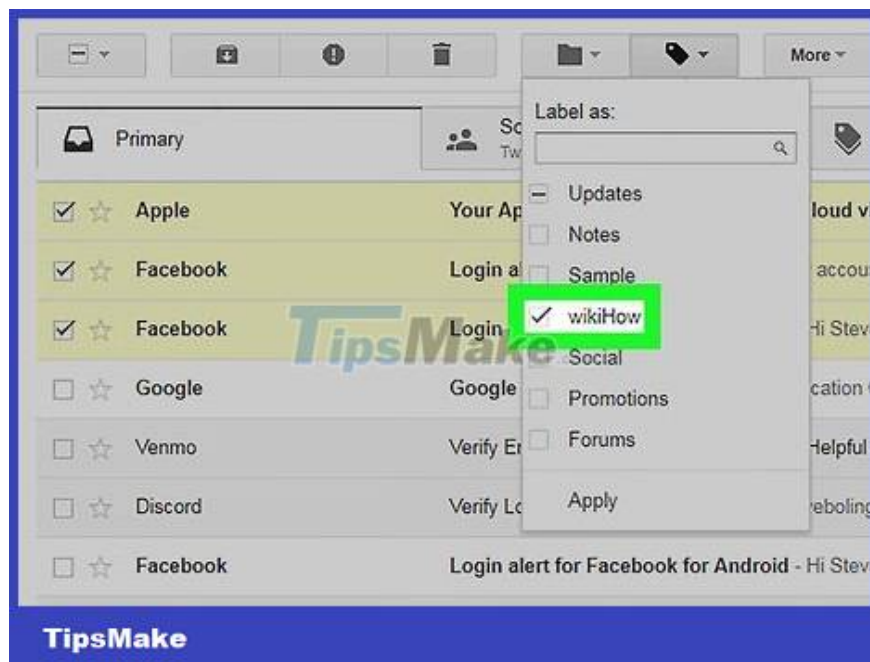


Select messages to label. To do this, click the box to the left of each email you want to label.



Click the label icon. This button looks like a label near the top of your inbox, just below the search box.

You can also click on the selected email and drag and drop it on the label located in the folder tree on the left side of the page.



Click the label name. This will automatically add the selected email to the label, which means you can click on the label located in the left sidebar and view the email.

If you want to hide emails from your inbox, click the "Archive" or "Archive" button (the button at the top of the inbox, with a down arrow icon in the frame). So the email will disappear from your inbox but you can still see it by clicking on the label name.

On the phone

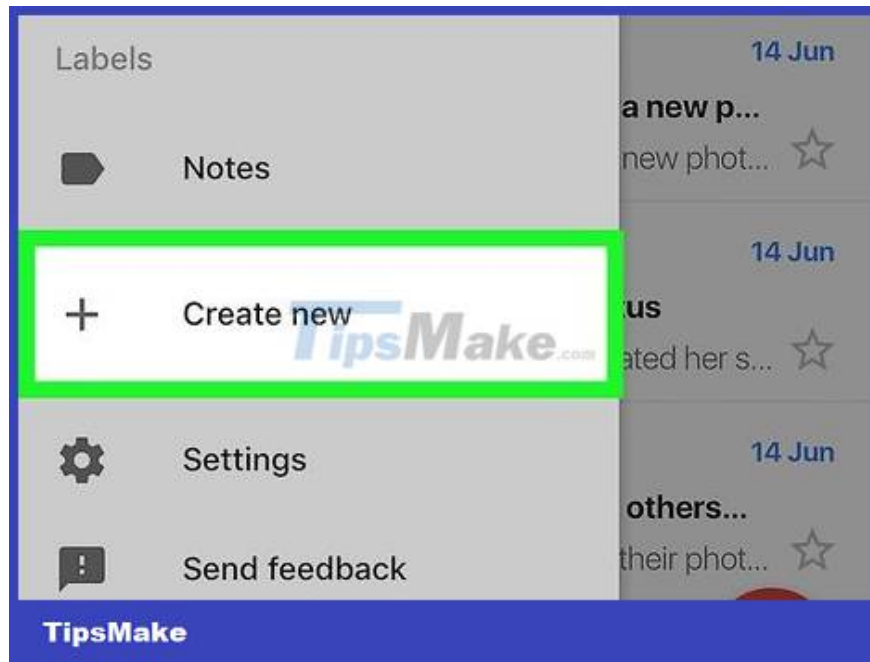


Open the Gmail app. Look for an app with a red "M" on a white background, looking like an envelope.

If you are not logged into Gmail, type in your Google address and password and click **Sign in** .



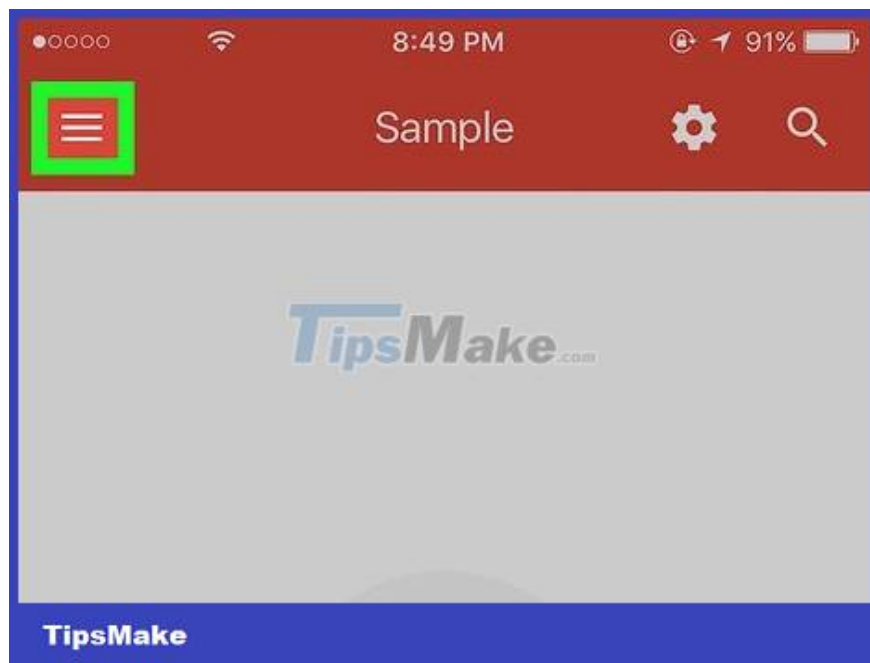
Tap the ? button in the upper left corner of the screen. A menu will pop up.



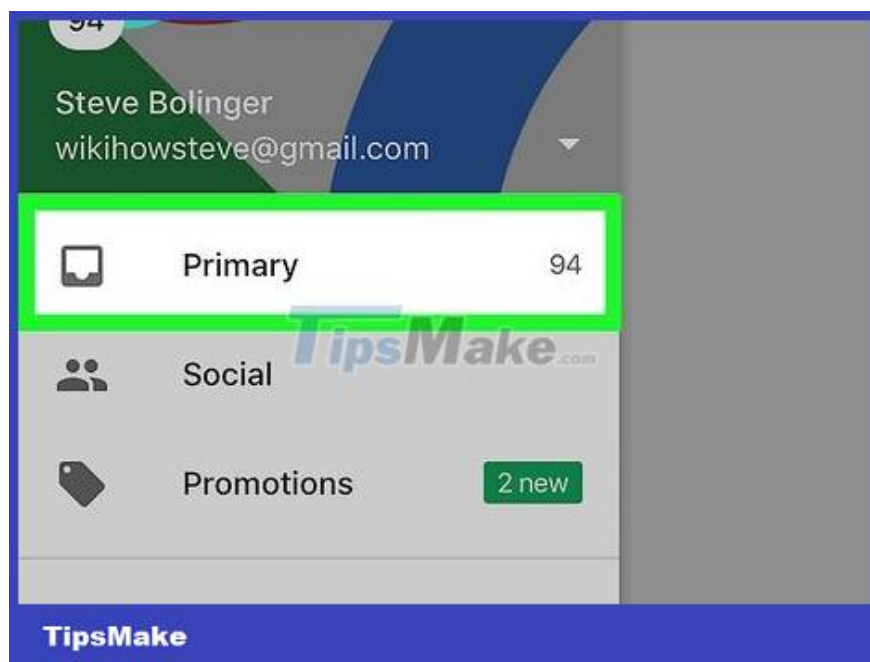
Scroll down and tap the + Create New or + Create New Label action at the bottom of the menu.



Enter a name for the label and click DONE or DONE . So the label has been created.

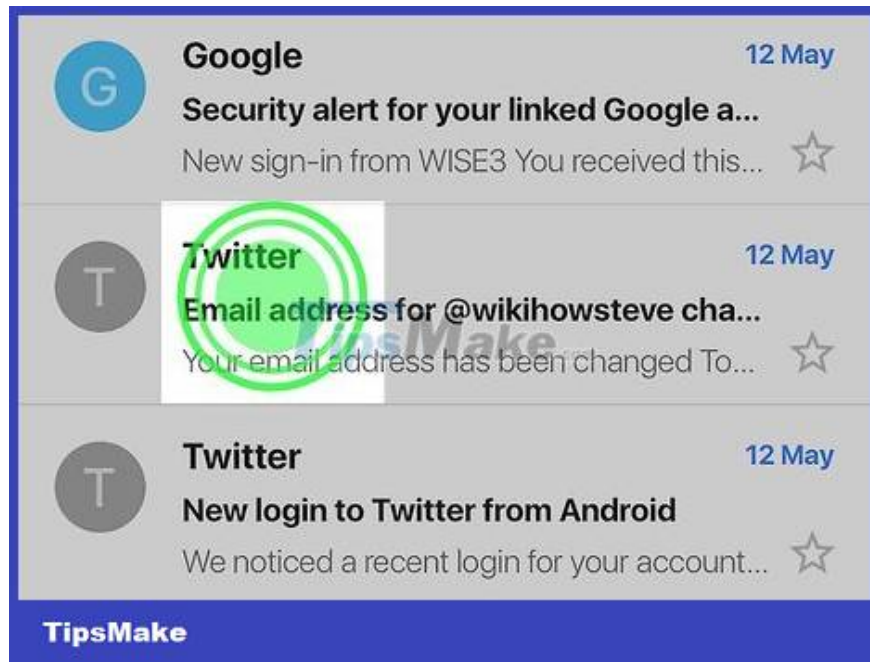


Click ? . A menu will pop up.

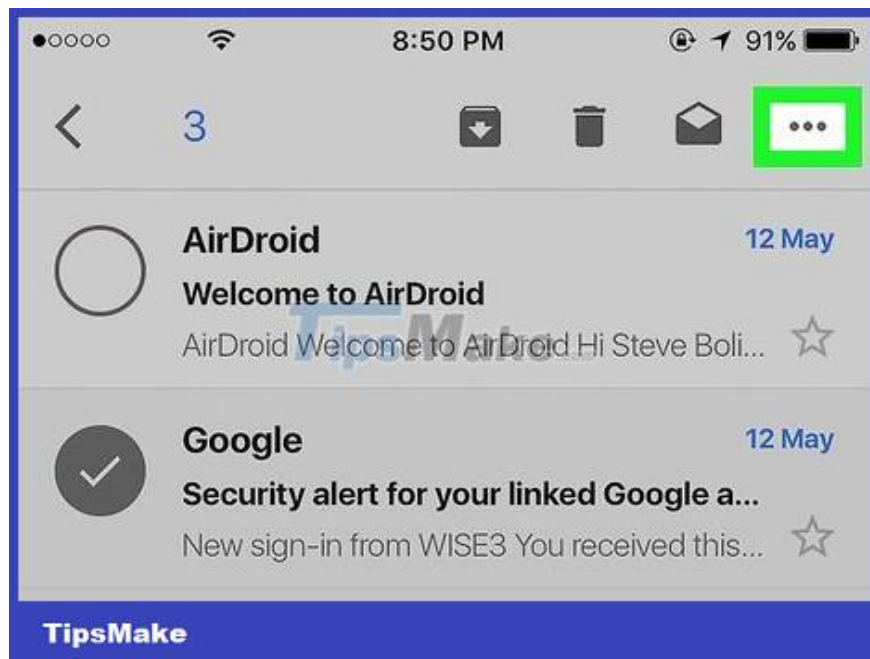


Scroll down and select **Primary** at the top of the menu . This will return you to your main mailbox.

You can also click on the **Social, Updates or Promotions** mailboxes at **the top of the** menu if **needed** .



Select the emails you want to move into the folder. First, click and hold an email until a check mark appears on the left, then click on the remaining emails you want to move.



Click the . button located in the upper right corner of the screen. A menu will appear.



Select Change labels or Change labels . This option is near the top of the pop-up menu.



Click the label. A check mark will then appear in the label's check box, located on the right side of the screen.

If there are multiple labels, you can tap each label you want to apply to the selected email.



Click the ? in the upper-right corner of the screen. This will paste your labels onto the selected emails and add them to that label's folder.

If you want to hide messages from your main inbox, slide the labeled email to the left. The message will be archived and disappear from the inbox.

To view the label, tap ? , scroll down, then select the label name. All your labeled mail is here.

You finished reading the article "**How to Move Mail to Another Folder in Gmail**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.