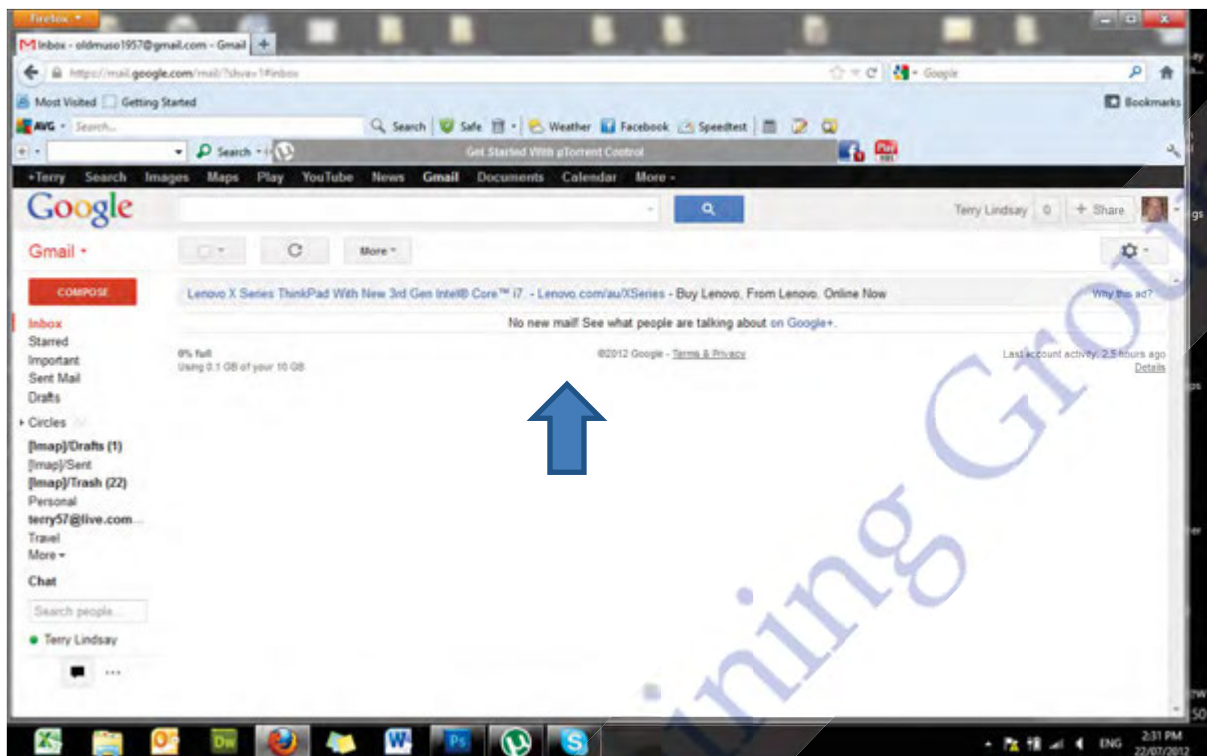
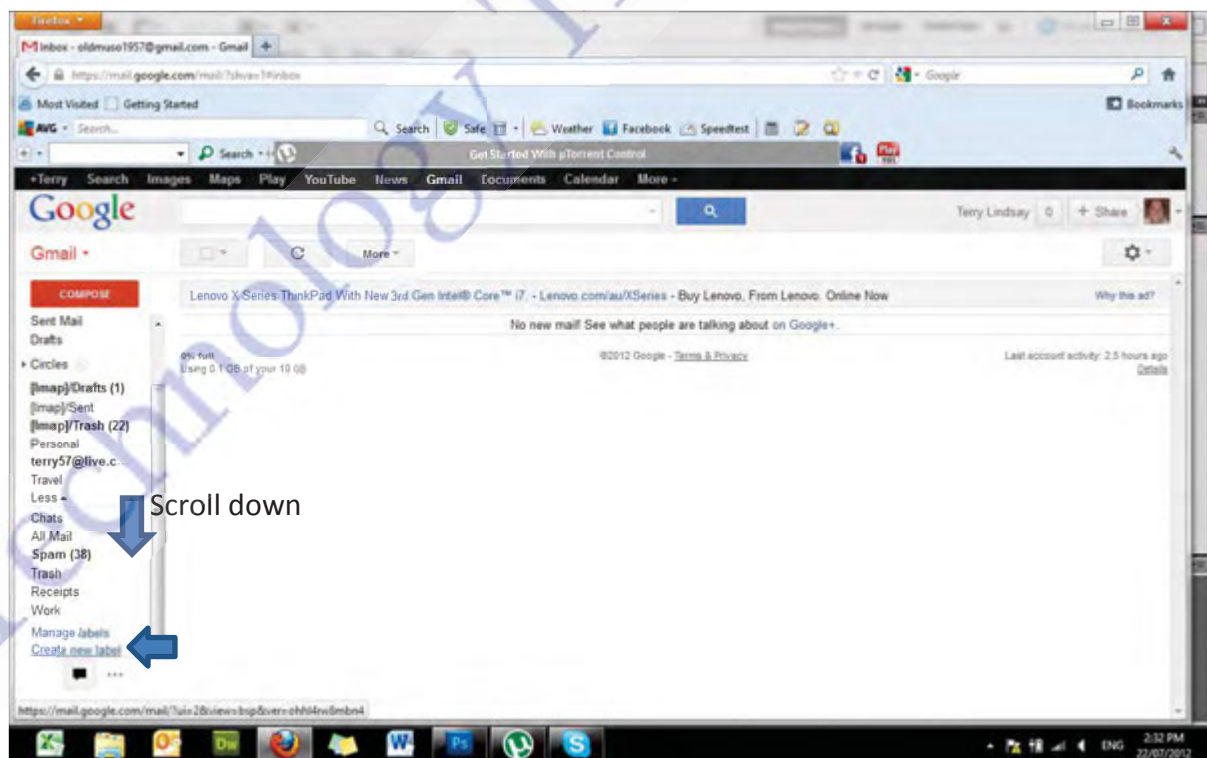


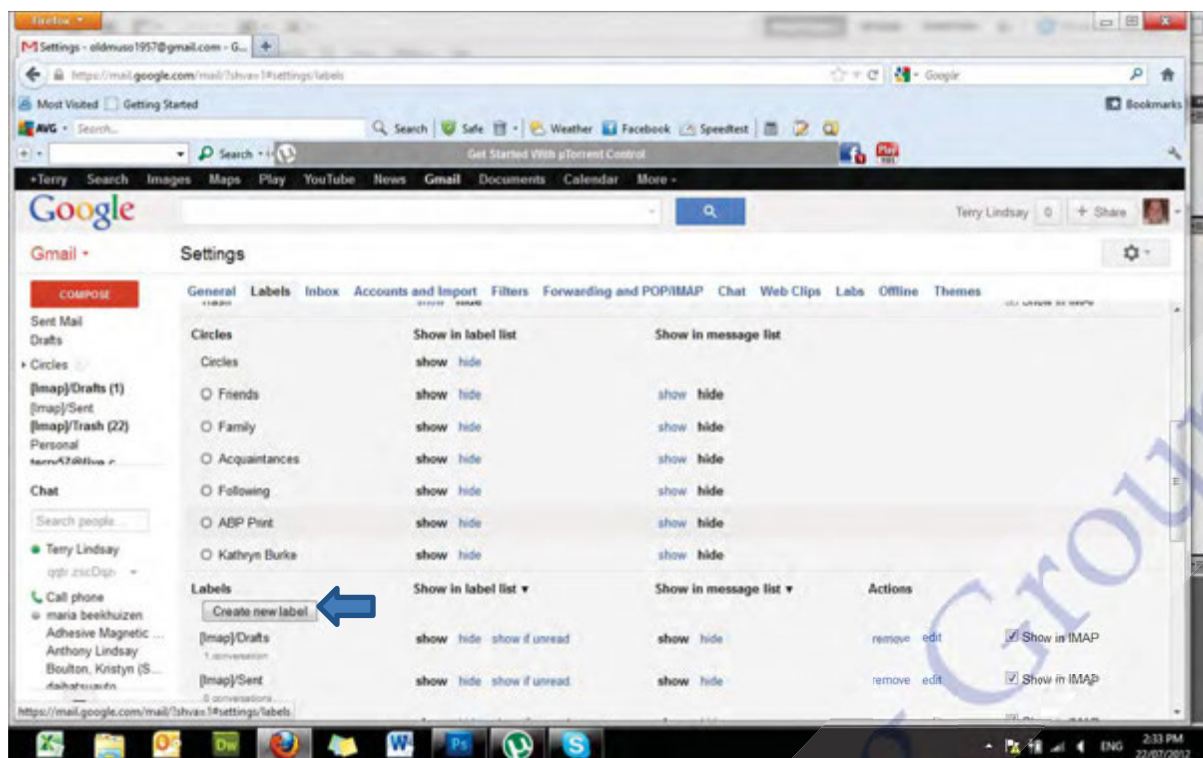
# How to create a new label (Folder) in Gmail



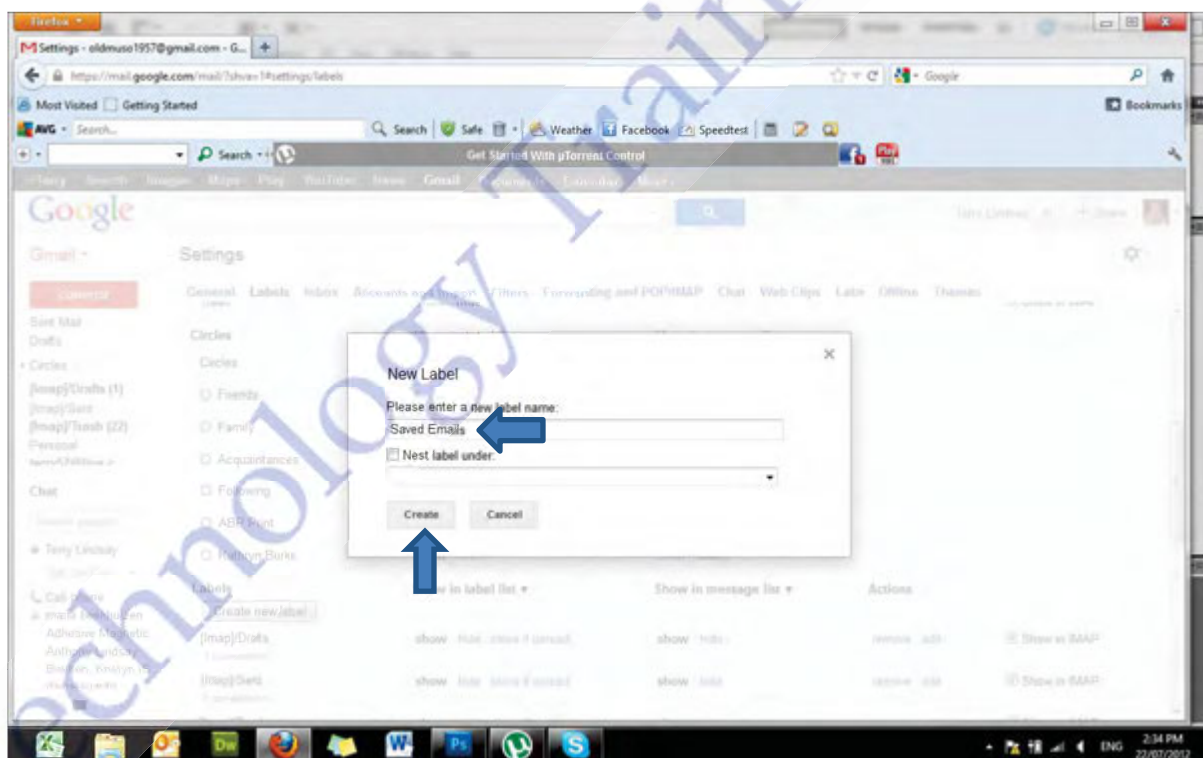
Open Gmail inbox. You will see currently there is no mail in the inbox.



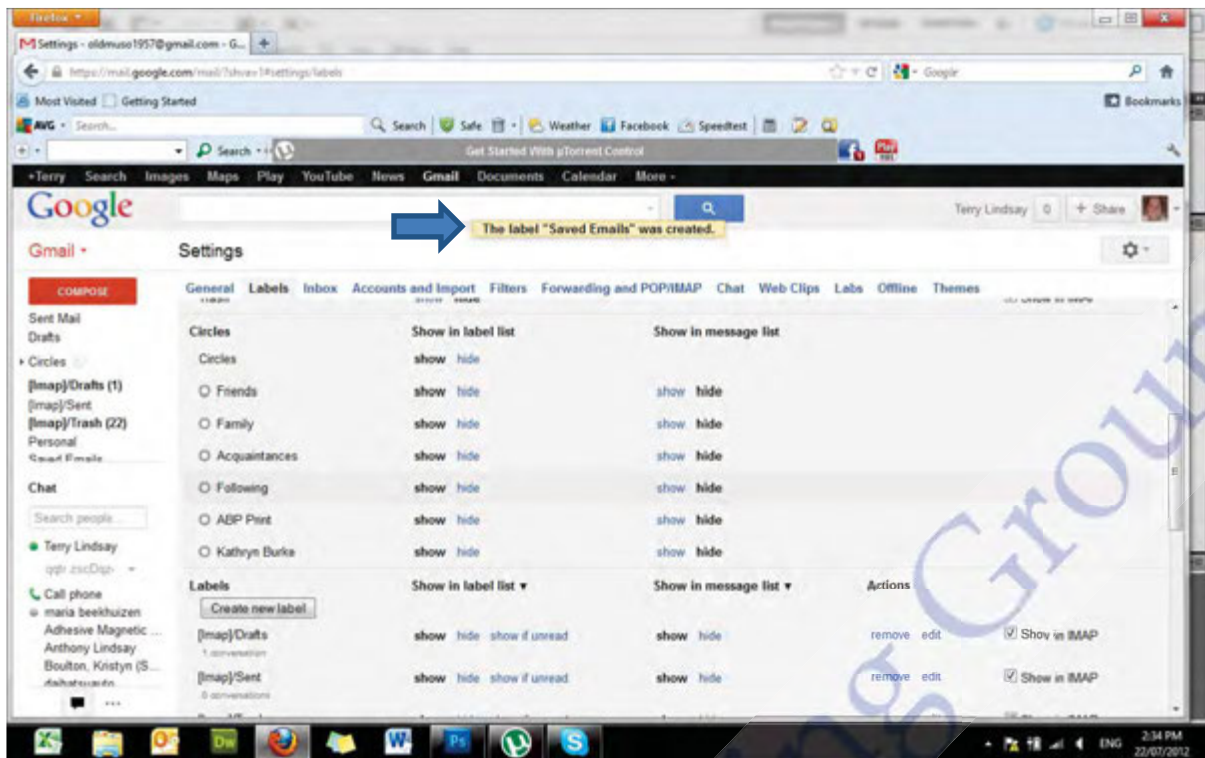
To make a new folder left click on the left hand side and scroll down. Then click on "Create New Label"



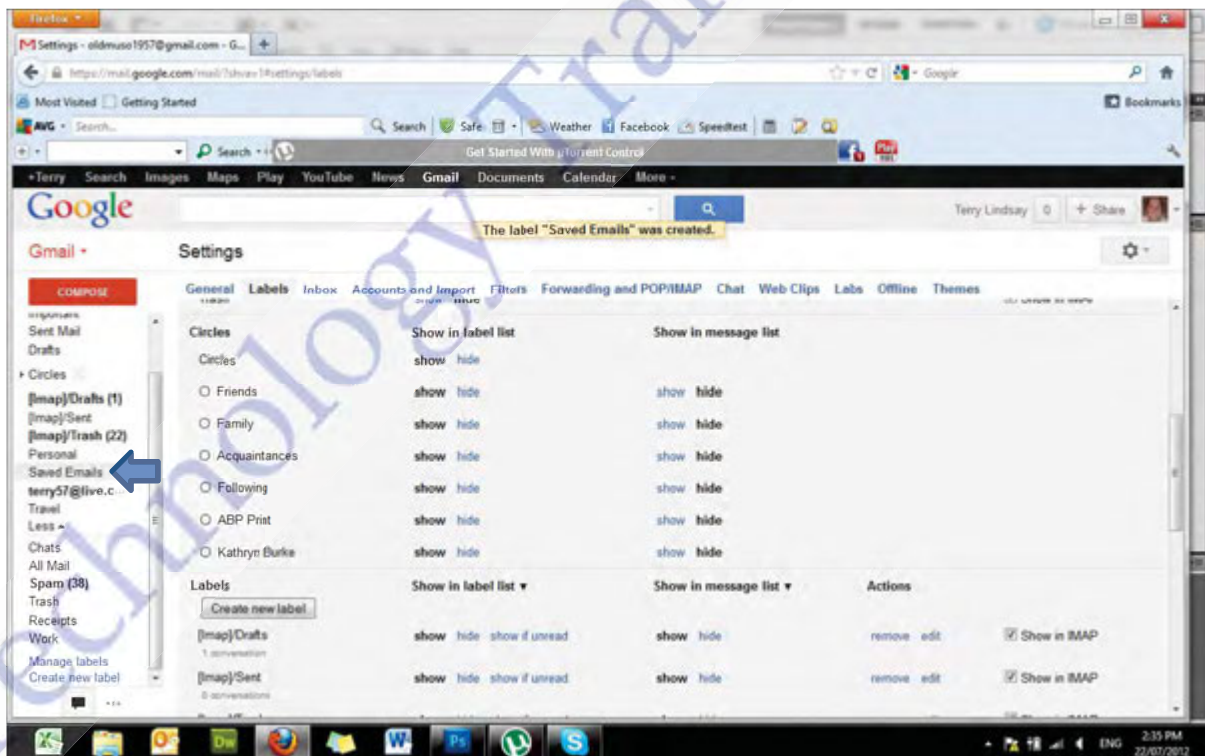
Now click on "Create New Label"



Give the new label a name. In this case we will name it "saved emails". When finished click "Create"

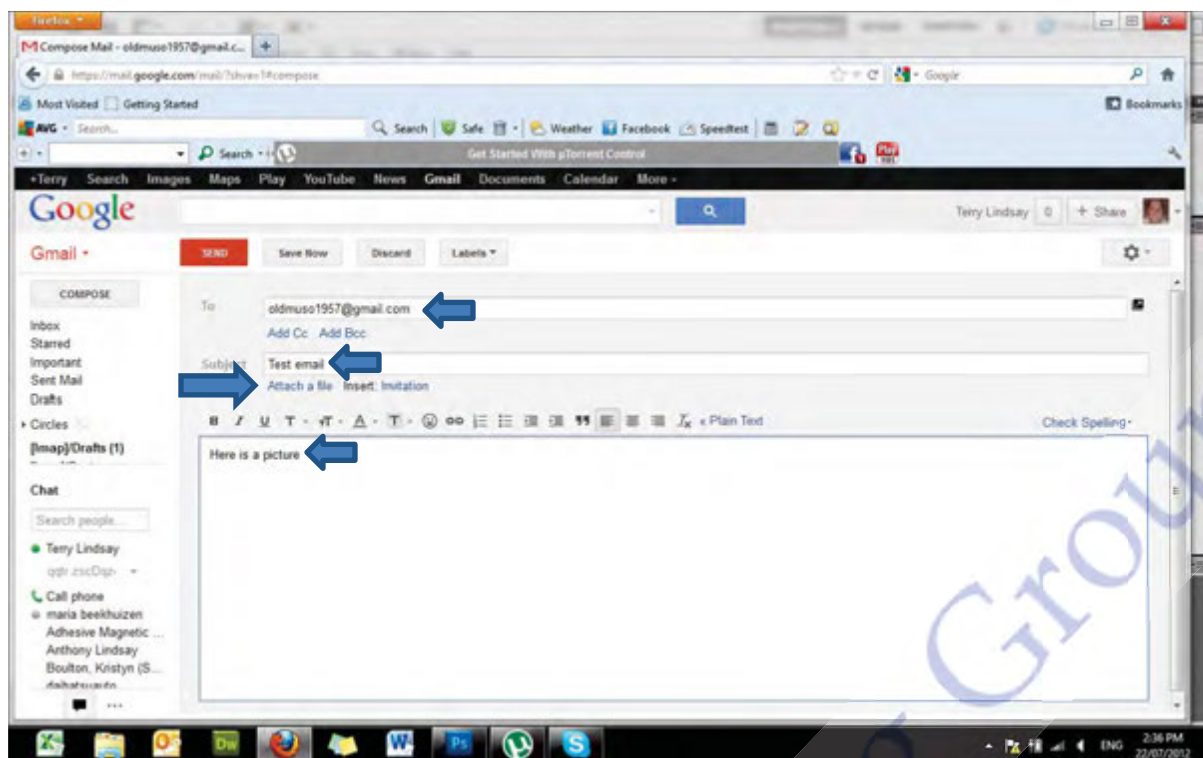


A message tells you that the "New Label" has been created.

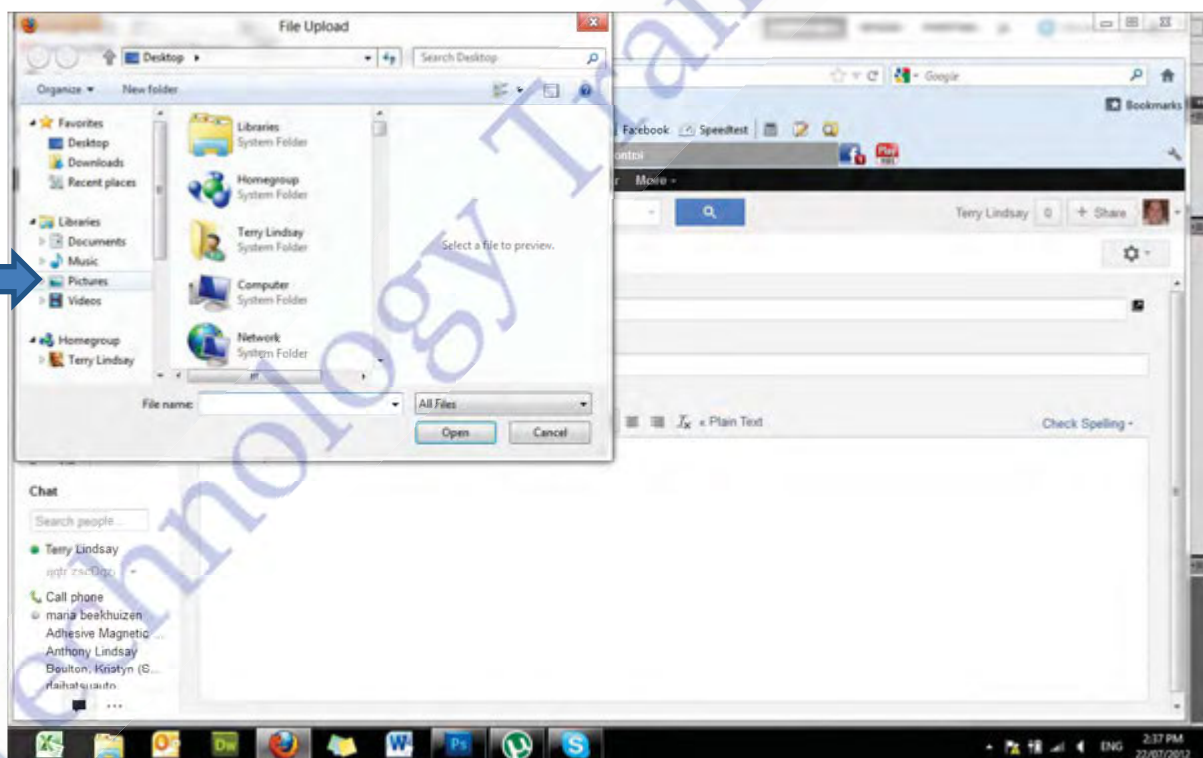


Here is the label or folder that we created.





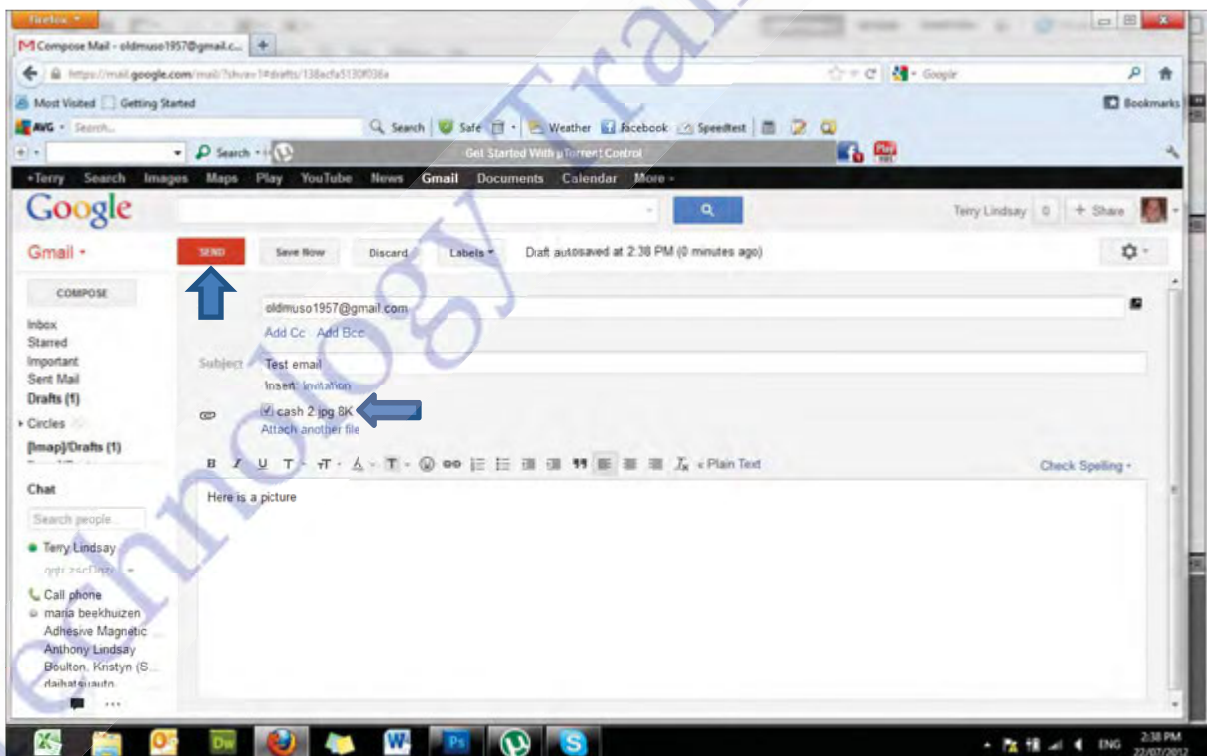
As we have no emails in our inbox, we are going to send ourselves an email. In this case we will use my email address [terry57@live.com.au](mailto:terry57@live.com.au). We are also going to attach a file so click on "Attach a File"



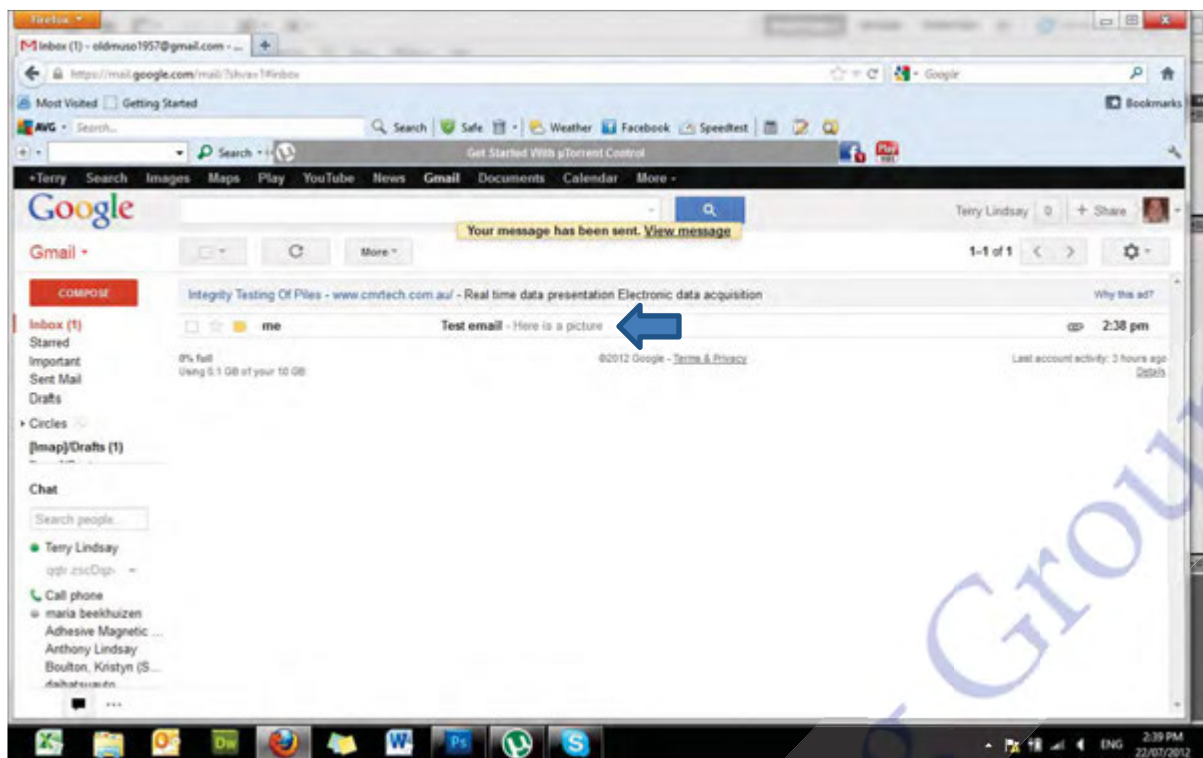
Now we have to locate the file we want to attach to the email. In this example the file is located in the "Pictures" folder. Click on the "Pictures" folder.



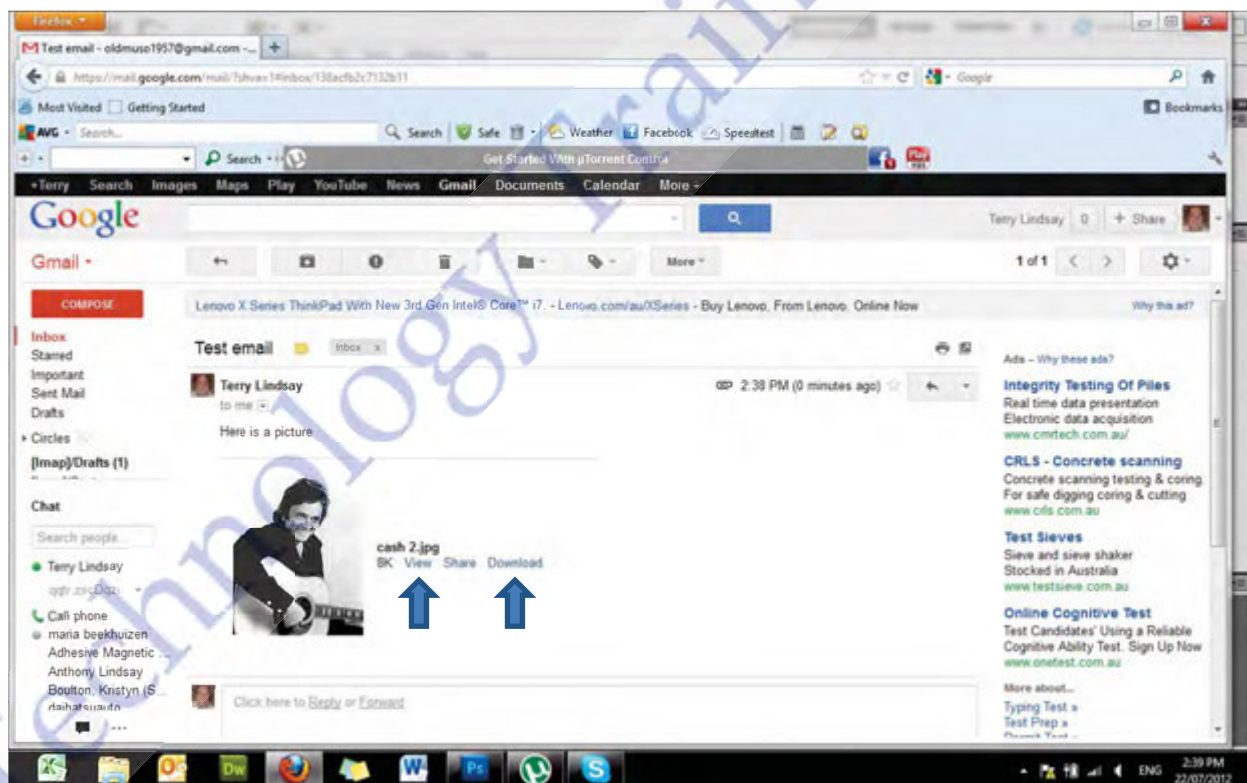
We will attach a picture of Johnny Cash. Click on the image then click “Open”



The image starts to load and then attaches itself to the email. Click on “Send” to send the email.

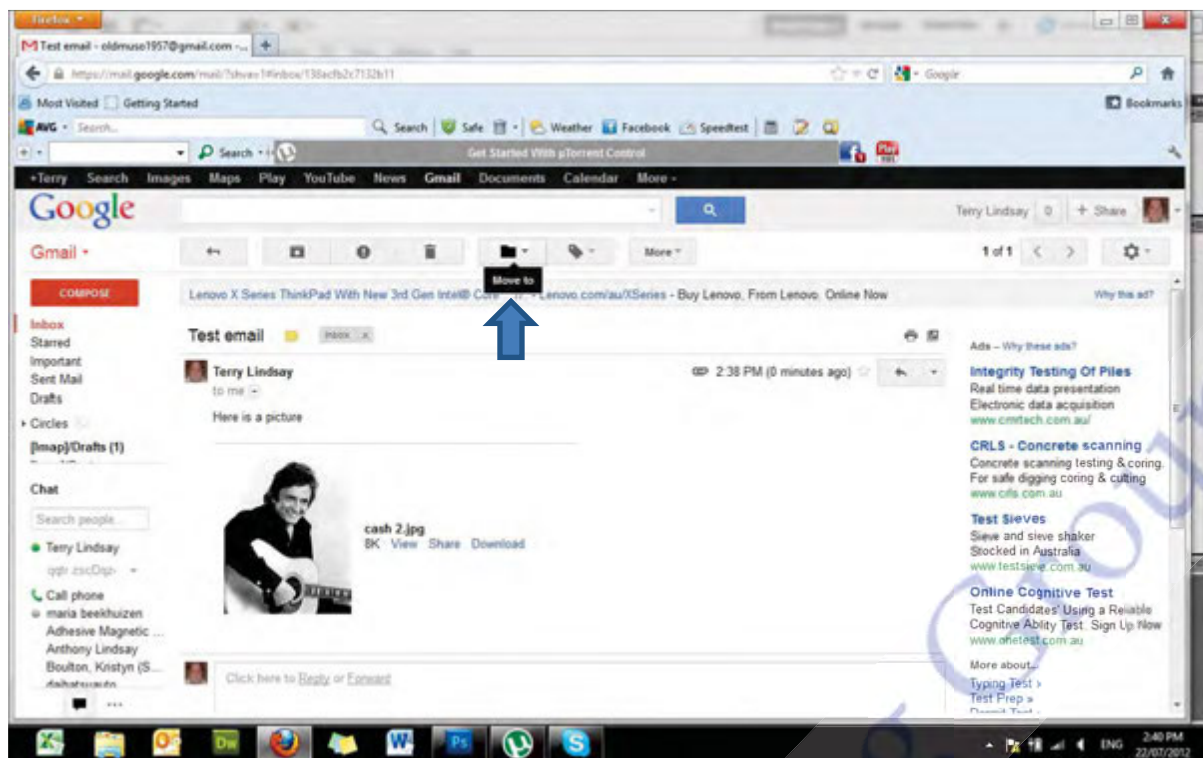


After a few minutes you will receive the email we sent to ourselves. Double click to open the email.

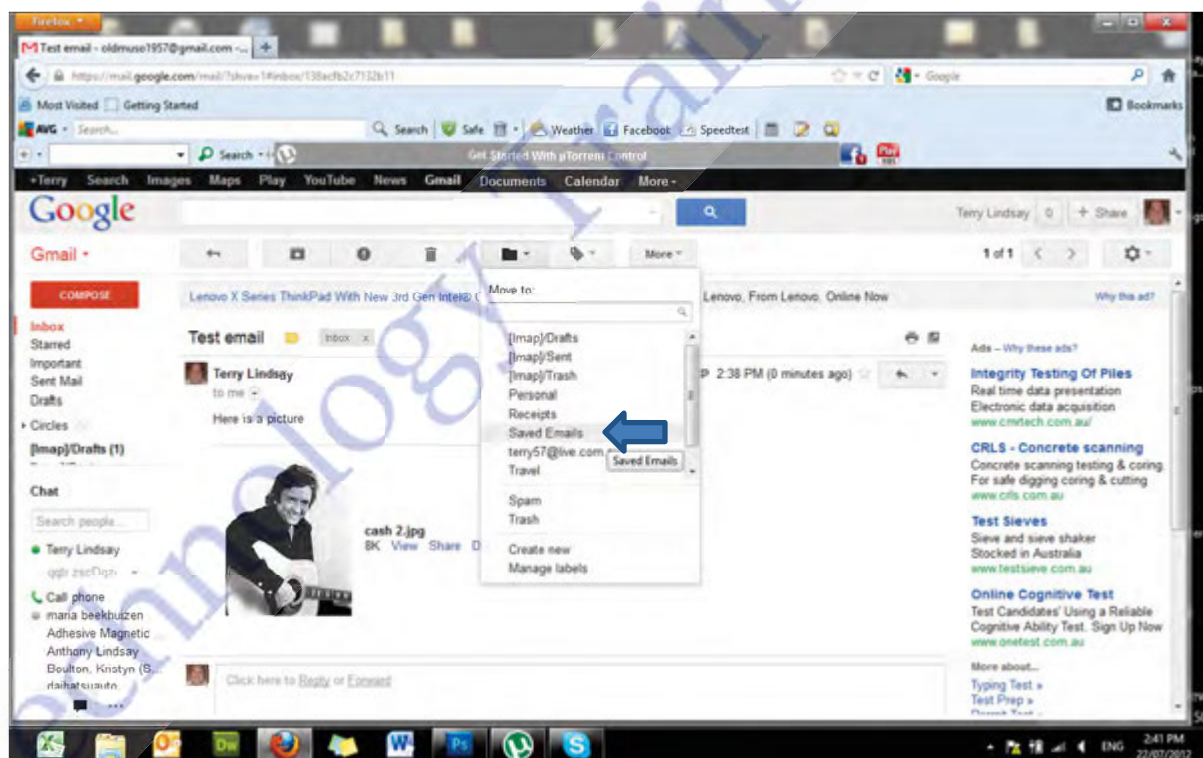


If you want to download the image click on "Download". This will download the image to your "Downloads" folder. You also have the option to view the large version of the image.

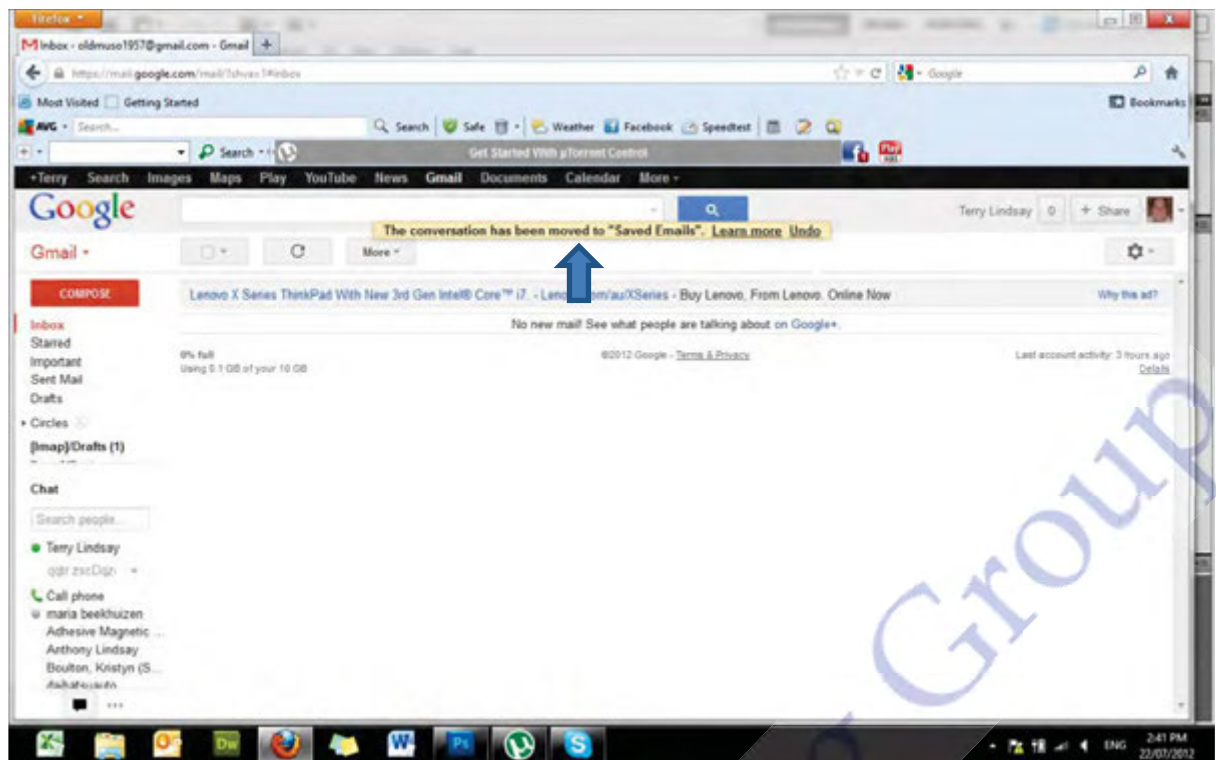




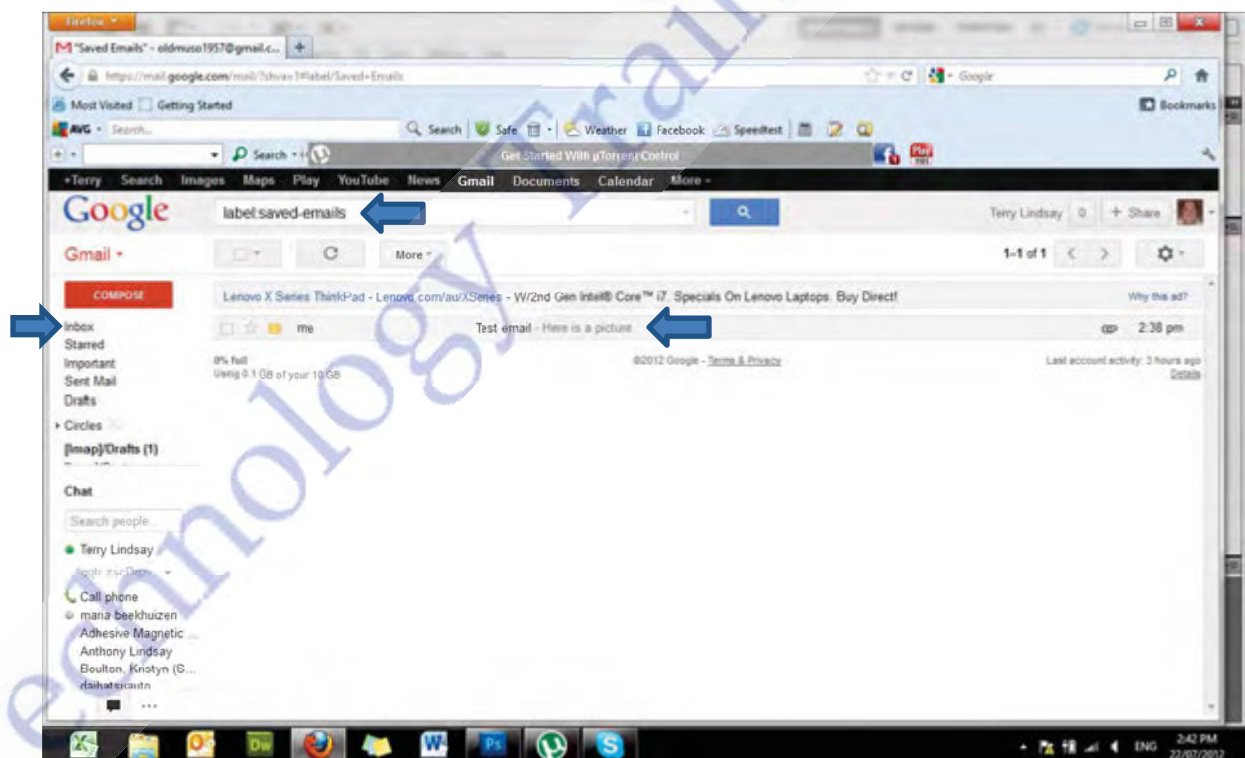
We are going to move this email to our newly created “Saved Emails” Folder. Click on “Move To”



From the drop down menu scroll down and select “Saved Emails”. This will remove the email from your inbox and place it in the saved emails folder.

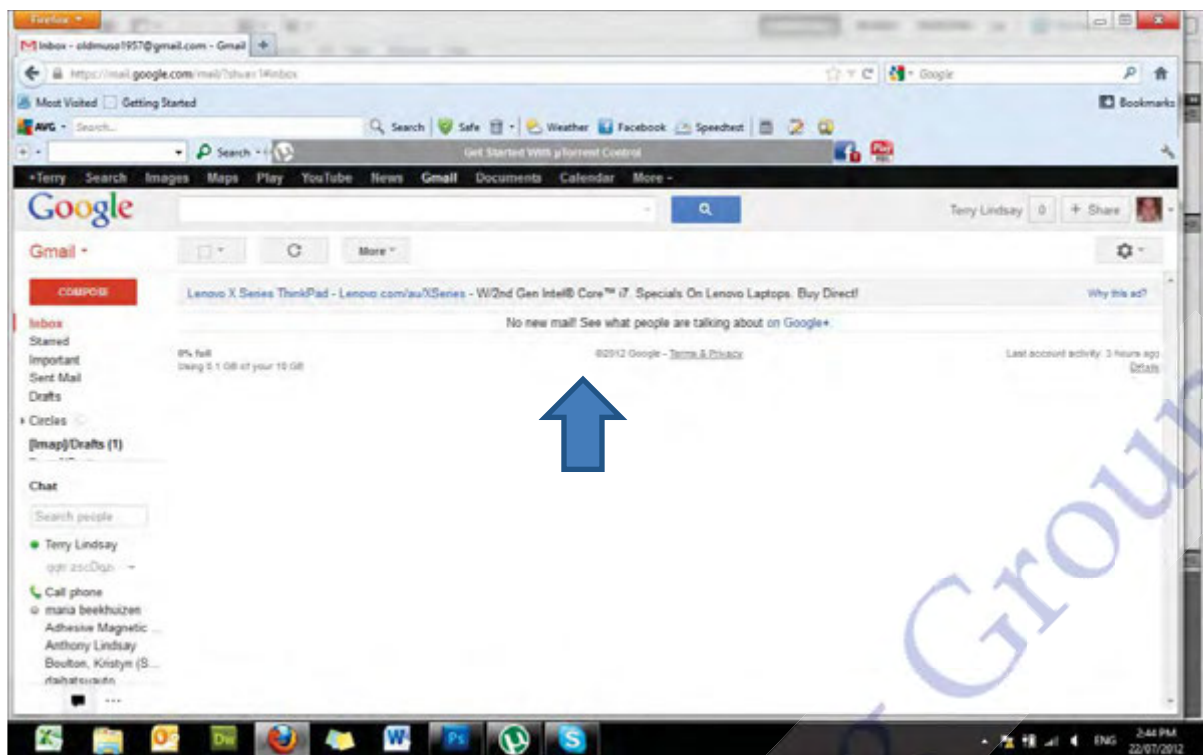


A message tells you that the email has been moved to the "Saved Emails Folder"



Click on the "Saved Emails" folder to see the message that we sent there. Now click on "inbox"





You will notice that we have no messages in our inbox. The one that we sent to ourselves is now located in the “Saved Emails” folder that we created.