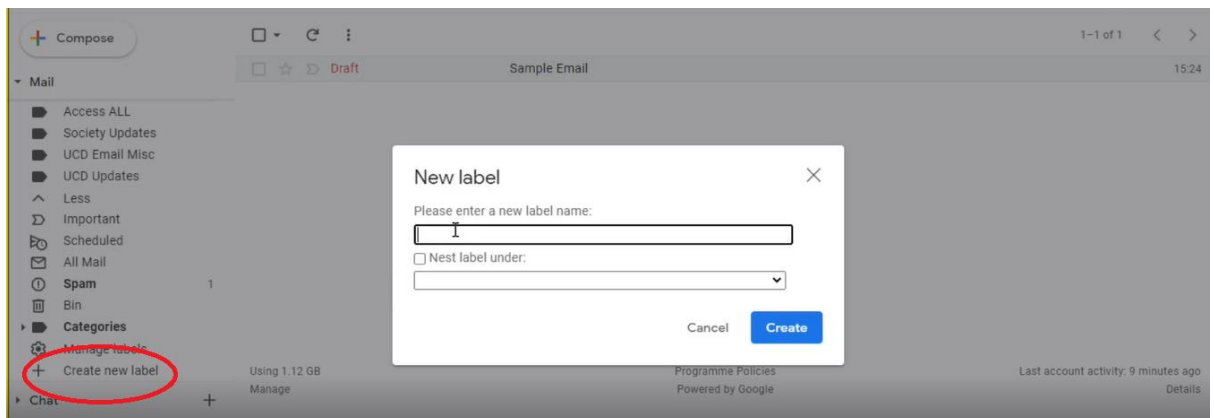# Digital
Ambassador

Email organisation

The best way to organise your email is with the use of labels. This way you can categorize your emails into appropriate labels creating a more friendly and cleaner environment!

Step 1:

To create a new label look to the left-hand side of your Gmail and scroll to the bottom to the create a new Label button.
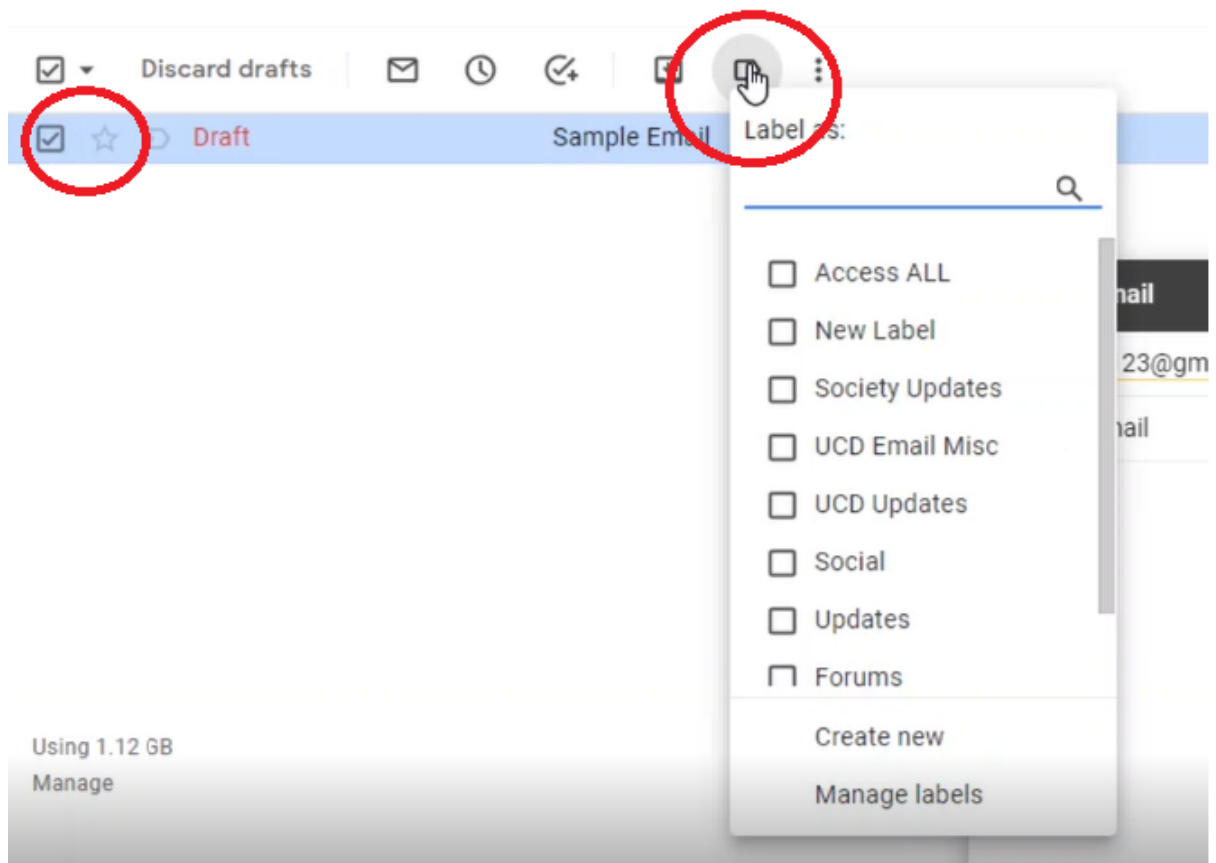

Step 2:

Now give your new Label a name

Step 3:

To assign emails to your new label simply select the small box beside the email you wish to add to our label and click on the label button as shown in the image below:

Now your email has been sorted to this label!