
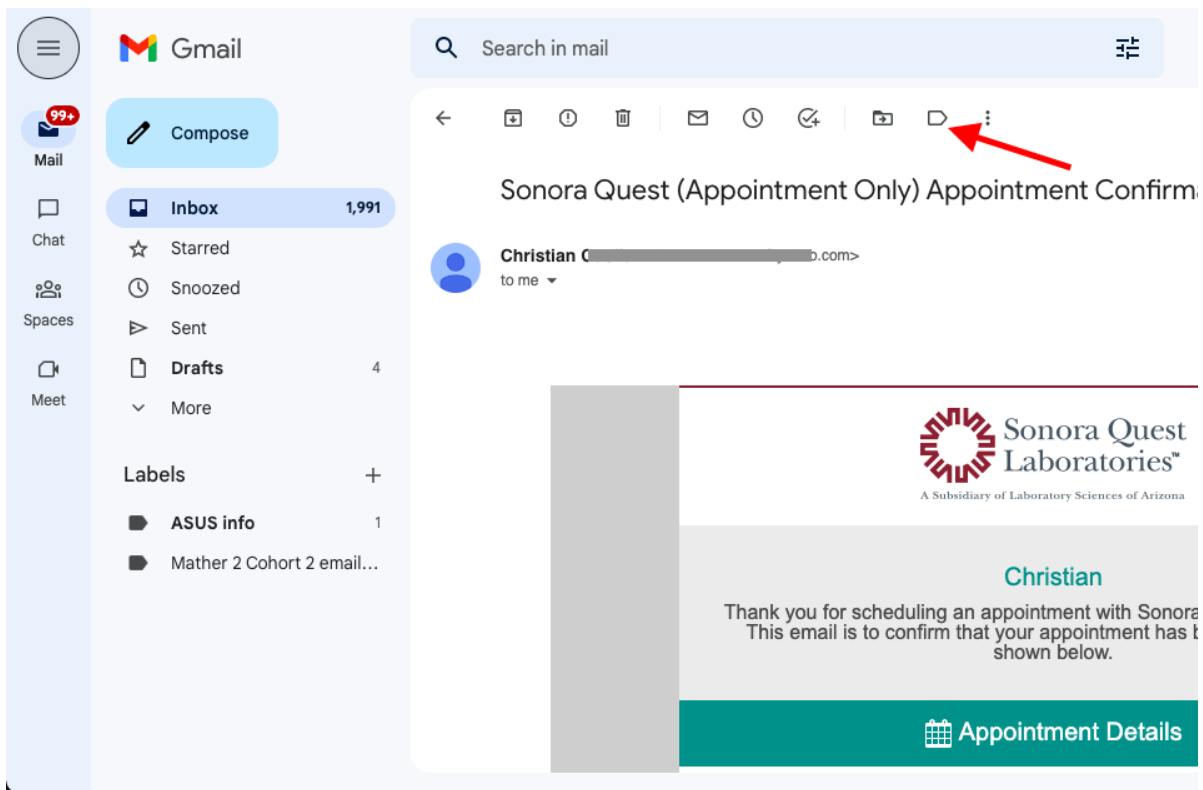




Candoo How To Sort Gmail inbox on a desktop

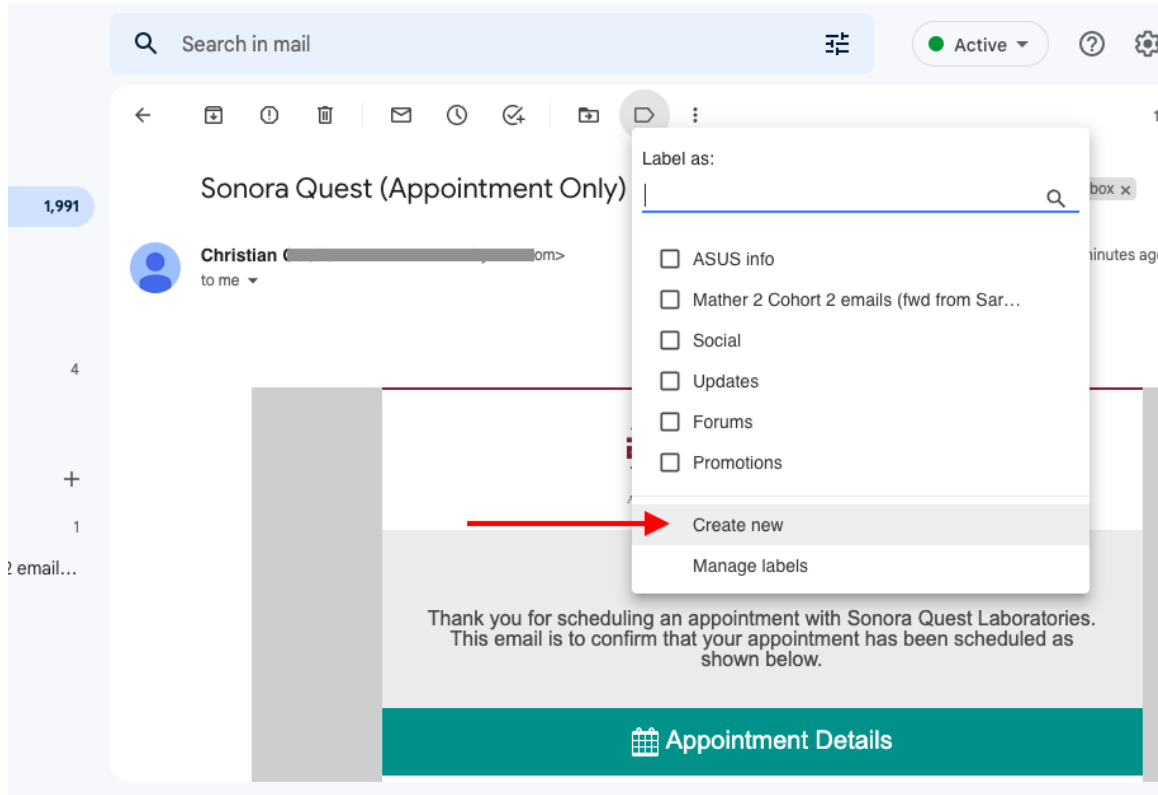
To print this guide, go to "File" and click "Print".

Step 1- Open the email which you want to sort and click the **label** logo ().

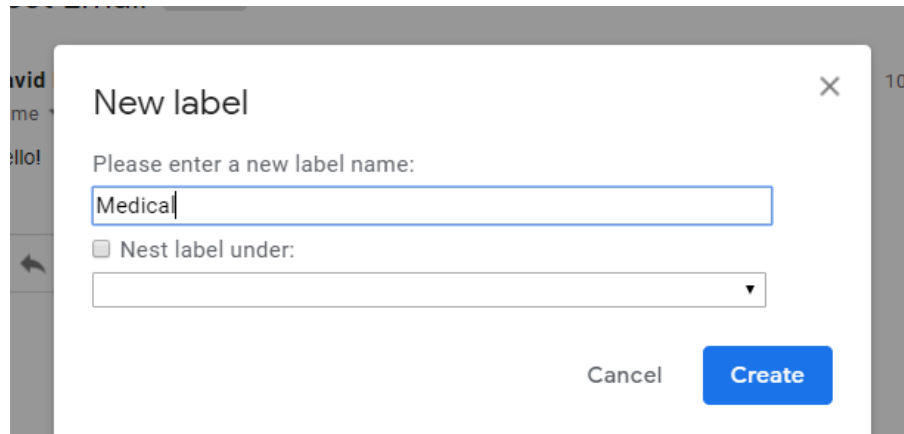




Step 2- Click **Create New**.



Step 3- Enter a name for the new label and click **Create**.



New label

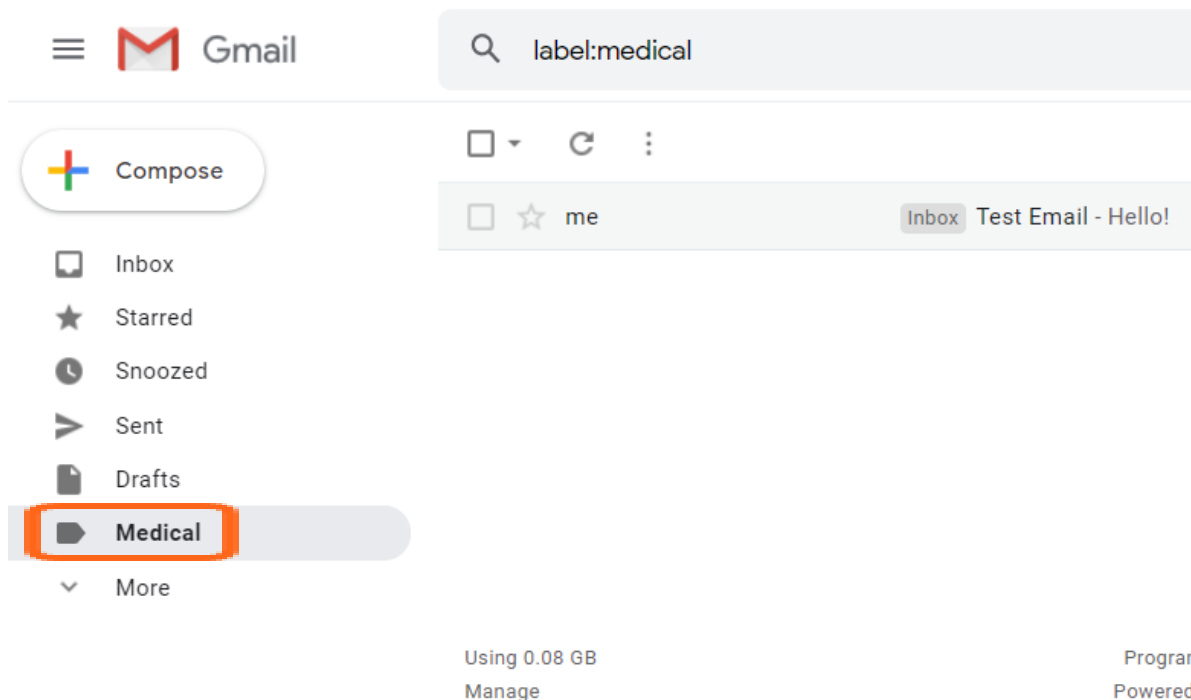
Please enter a new label name:

Medical

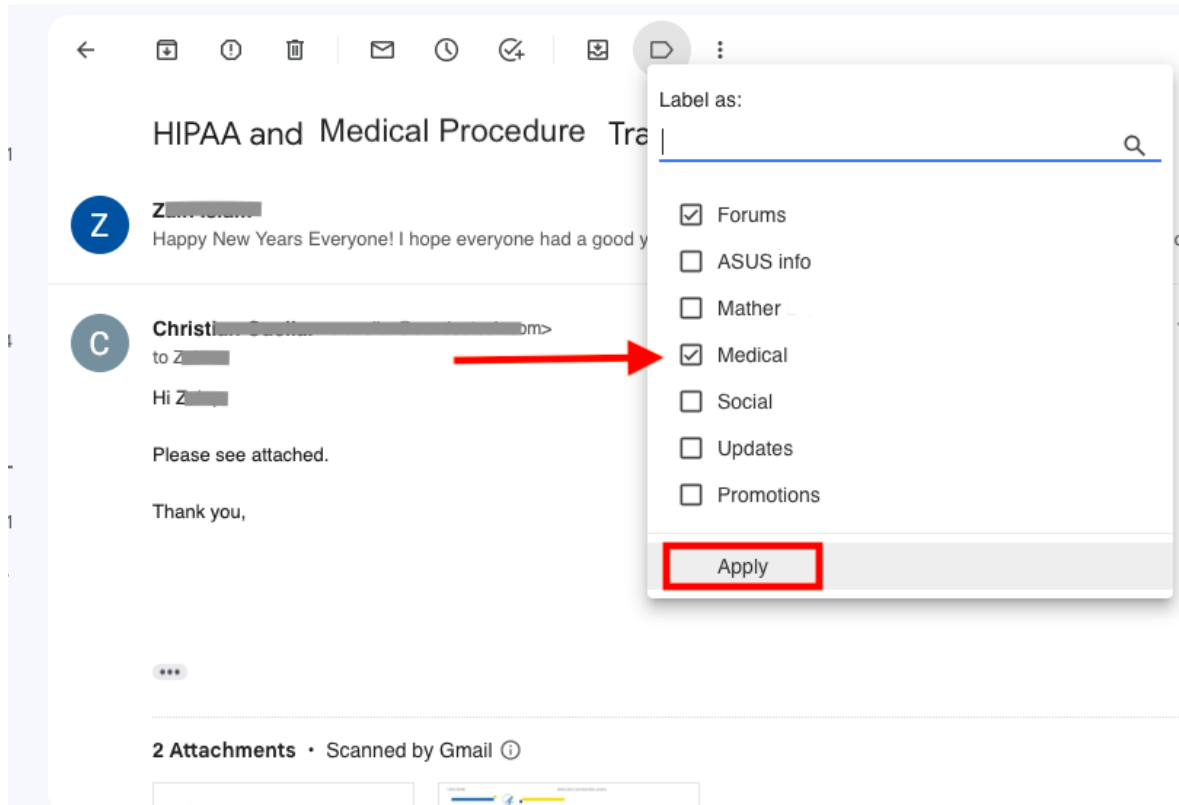
Nest label under:

Cancel Create

Step 4- Click your label name (from the side bar) to confirm email has been moved to this category.



Step 5– To sort additional email messages, simply click the label logo, check the label name that you want it sorted under, and click **Apply**.



If you need help or have any questions, call us at 646-758-6606 or email support@candootech.com