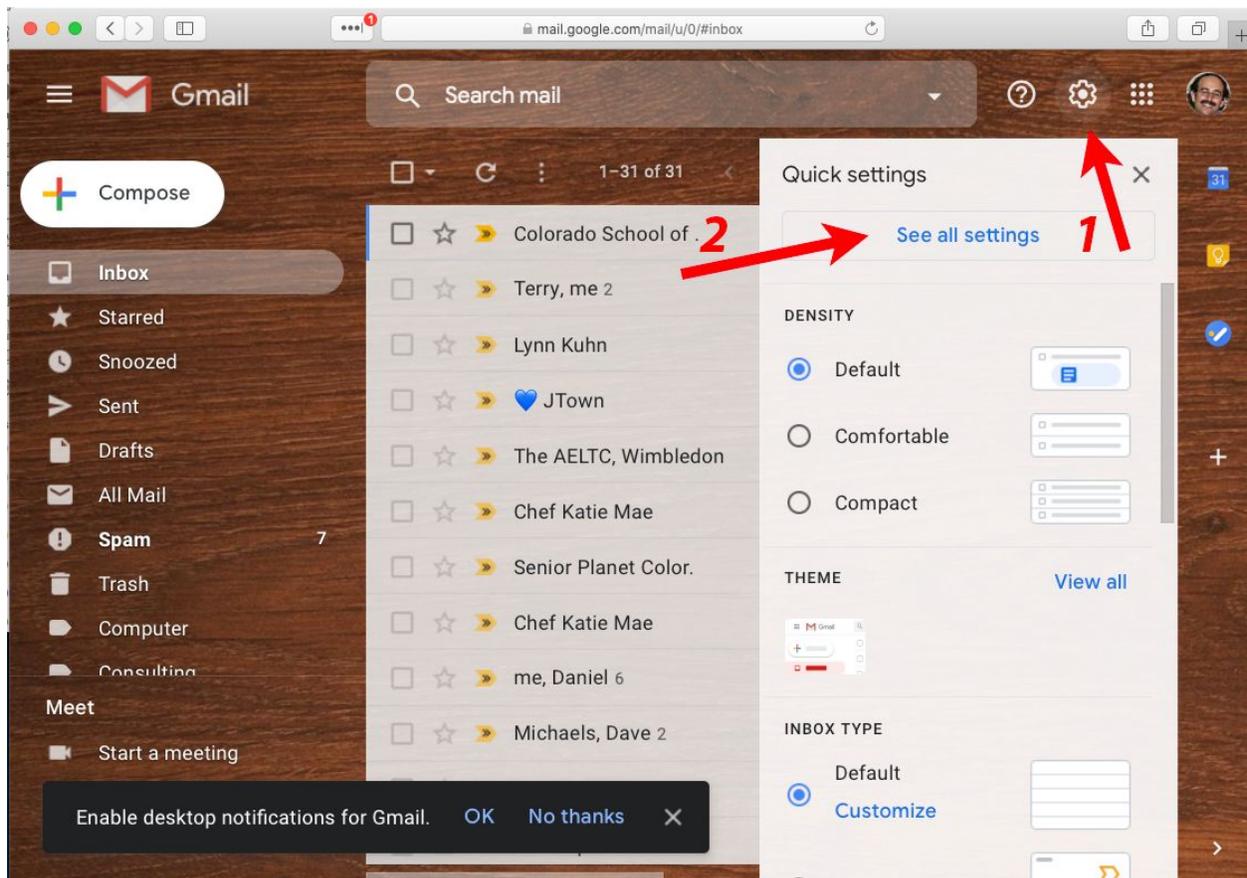


Gmail Settings

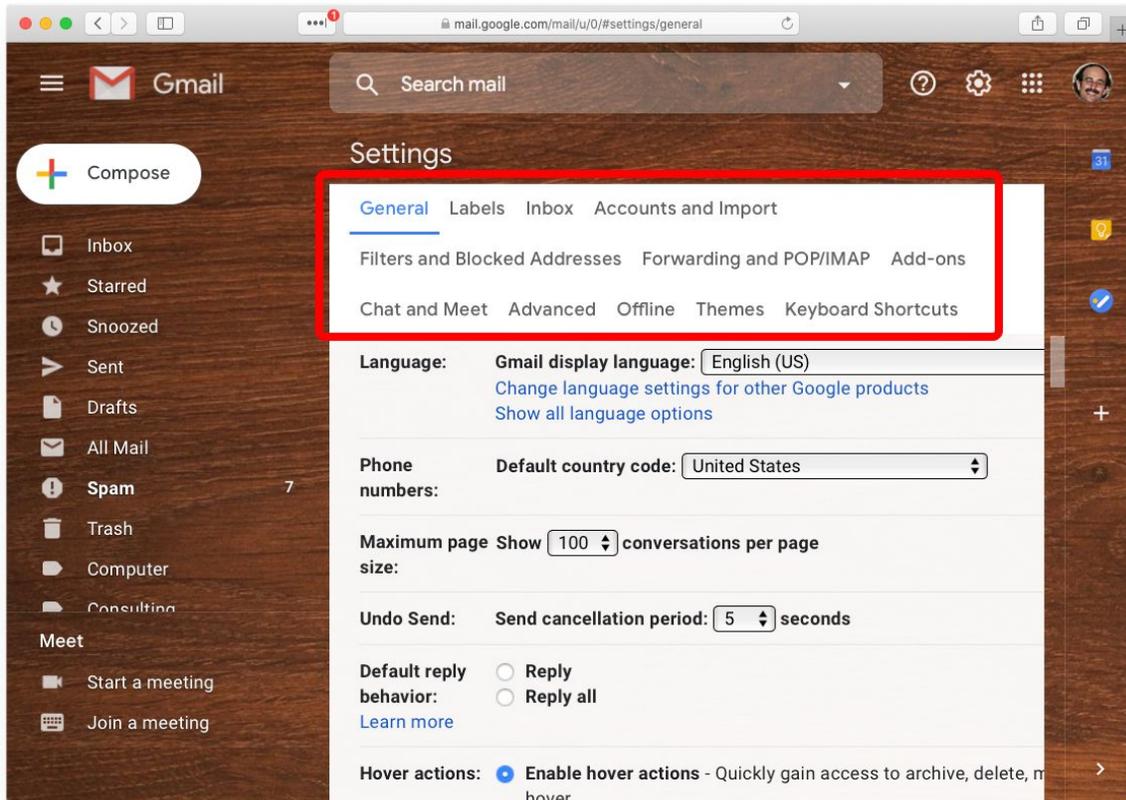
There are many settings available in the Google Email application (Gmail) which you get to on your web browser:

<https://mail.google.com/>

When you are in Gmail, there is a button in the upper right that looks like a gear. When you press that, it gives you a few settings for your overall display and a link (**See all settings**) to see all the Gmail settings:



There are links on the top of the settings page to see the various types of settings:



- [General](#) - general settings
- [Labels](#) - add, remove or rename labels
- [Inbox](#) - special Inbox display options
- [Accounts and Import](#) - change password and add new email accounts
- [Filters and Blocked Addresses](#) - filter incoming emails
- [Forwarding and POP/IMAP](#) - forwards emails to another address
- [Add-ons](#) - special Add ons
- [Chat and Meet](#) - chat and meet features in Gmail
- [Advanced](#) - advanced settings
- [Offline](#) - read email offline (browser dependent)
- [Themes](#) - set overall look of Gmail page
- [Keyboard Shortcuts](#) - special quick keyboard shortcuts

One thing you may want to change is to see more email messages at one time. The default is 50. This can be changed up to 100. Click on the Maximum page menu on the [General](#) page:

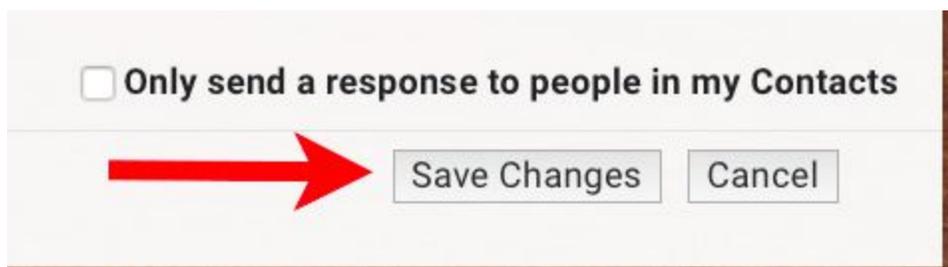


There are many options on just the [General](#) page. A few others you might find helpful:

- **Autocorrect** - automatic spell checking
- **Smart Compose** - helps you write new messages
- **Smart Reply** - helps you write reply messages

You can also add a Signature that will appear at the bottom of all of your messages.

After you are done making changes, scroll to the bottom of the page and click the **Save Changes** button:



The Labels page controls which labels are displayed and lets you create new labels and edit the name of any of your labels. For example, if you don't want to see the Starred label, you can click the [hide](#) button:

System labels	Show in label list
Inbox	
Starred	show hide
Snoozed	show hide
Important	show hide
Chats	show hide

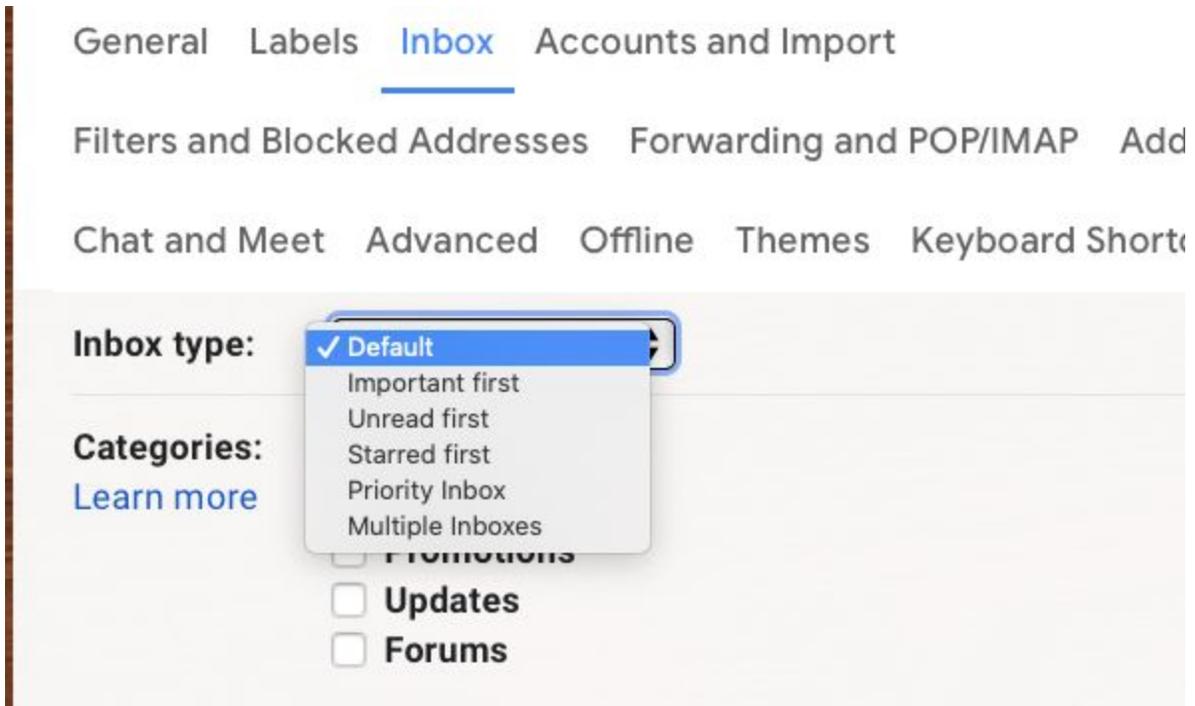


There is a **Categories** section which lets you show or hide the Gmail automatic categories, like “Social”:

Categories	Show in label list	Show in message list
Categories	show hide	
Social	show hide	show hide
Updates	show hide	show hide
Forums	show hide	show hide
Promotions	show hide	show hide

If you hide all the categories, the Categories section does not display.

The [Inbox](#) page lets you control how messages are displayed in your Inbox with the **Inbox type** menu:



The default setting shows the most recent emails first.

The next section on the [Inbox](#) page lets you add tabs on the top of the Inbox:

Categories: **Primary**
[Learn more](#) **Social**
 Promotions
 Updates
 Forums



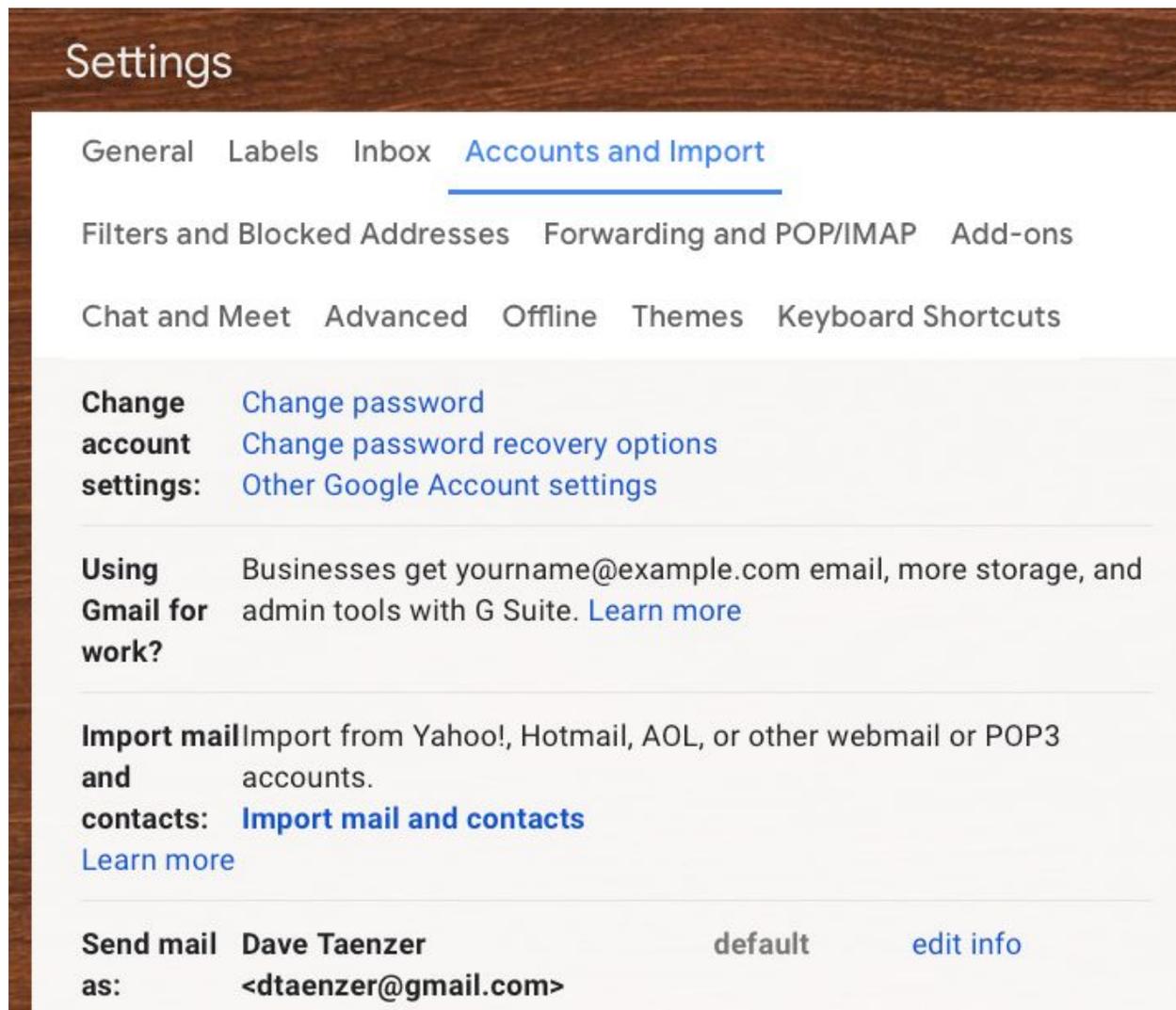
The screenshot shows an email inbox interface. At the top, there are three tabs: a mail icon, a person icon, and an empty tab. Below the tabs are four message rows, each with a checkbox and a star icon. A curved arrow points from the person icon tab to the second message row.

Choose which message categories to show as inbox tabs.
Other messages will appear in the Primary tab.

Deselect all categories to go back to your old inbox.

Simply uncheck all the categories to make the tabs disappear.

The [Accounts and Import](#) page lets you change your password, import all the emails from another email account or add new accounts to display on Gmail. You can also control your name as it will appear in emails you send:



The screenshot shows the Gmail Settings interface with a dark wood-grain header. The 'Accounts and Import' tab is selected and underlined. Below the header, there are several menu items: 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', 'Add-ons', 'Chat and Meet', 'Advanced', 'Offline', 'Themes', and 'Keyboard Shortcuts'. The main content area is divided into sections by horizontal lines. The first section is titled 'Change account settings:' and contains three links: 'Change password', 'Change password recovery options', and 'Other Google Account settings'. The second section is titled 'Using Gmail for work?' and contains the text 'Businesses get yourname@example.com email, more storage, and admin tools with G Suite. [Learn more](#)'. The third section is titled 'Import mail and contacts:' and contains the text 'Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.' followed by a link to 'Import mail and contacts' and another link to 'Learn more'. The fourth section is titled 'Send mail as:' and shows the name 'Dave Taenzer', the email address '<dtaenzer@gmail.com>', the word 'default', and a link to 'edit info'.

Settings

General Labels Inbox **Accounts and Import**

Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Chat and Meet Advanced Offline Themes Keyboard Shortcuts

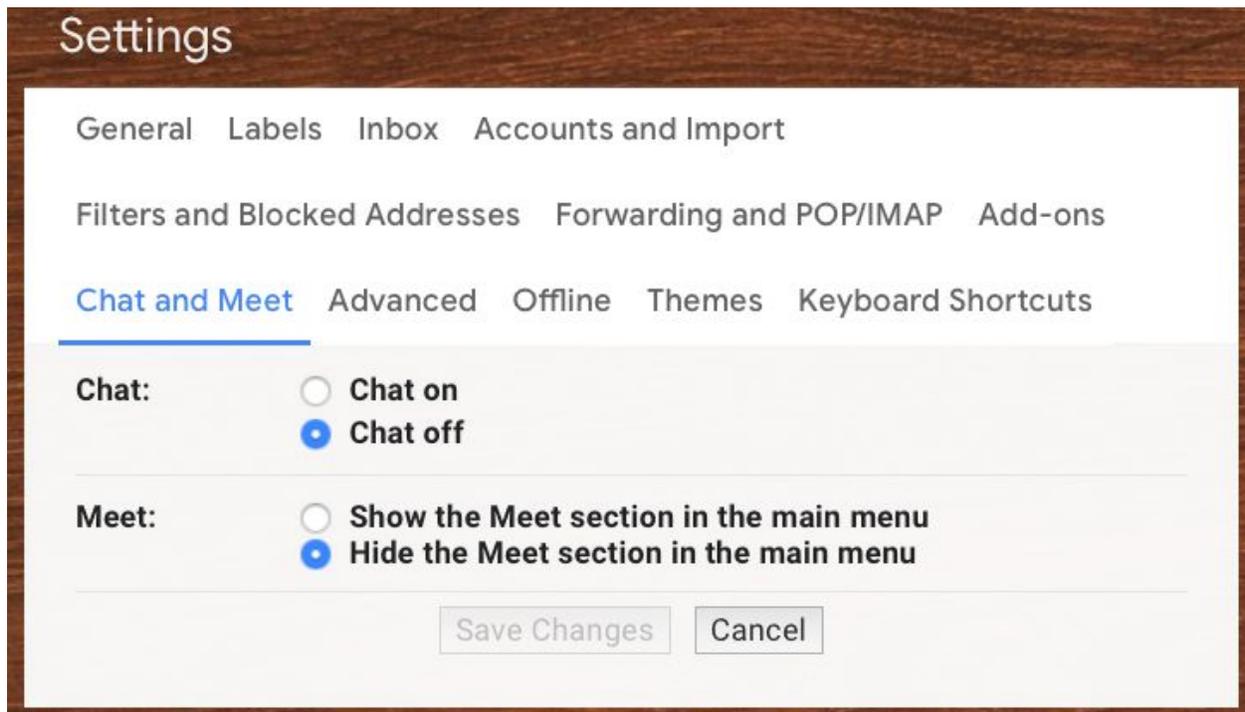
Change account settings: [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Using Gmail for work? Businesses get yourname@example.com email, more storage, and admin tools with G Suite. [Learn more](#)

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.
[Import mail and contacts](#)
[Learn more](#)

Send mail as: Dave Taenzer <dtaenzer@gmail.com> default [edit info](#)

The [Chat and Meet](#) page lets you hide the Chat and Meet features:

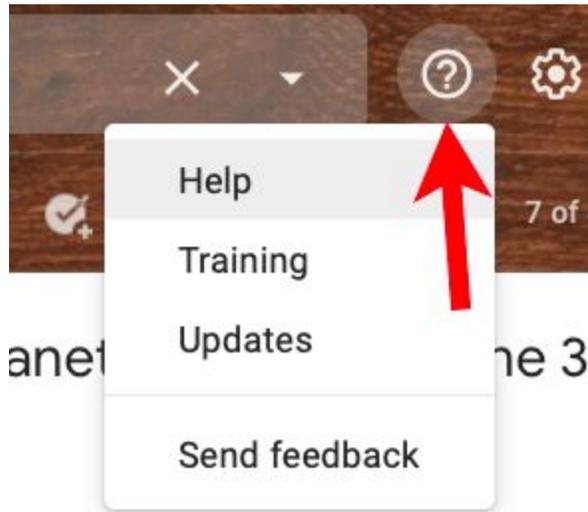


These are turned on by default. You can hide them if you don't want to use these.

There are many, many other customization options you can take advantage of. There are many on-line tutorials, both videos on Youtube and web pages like the How-to Geek Getting to Know Gmail site:

<https://www.howtogeek.com/school/gmail-guide/lesson1/>

There is also a Help button on the top right of the Gmail page:



The Help option brings up a popup window with useful options:

