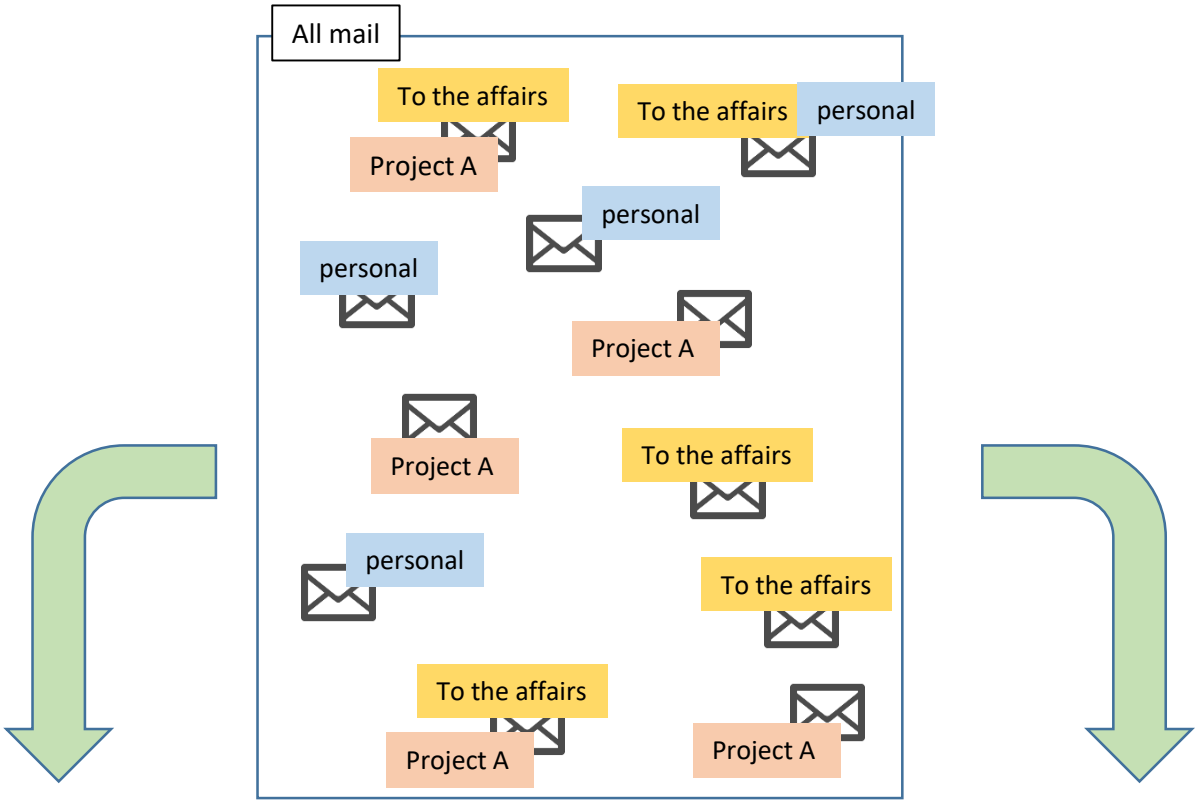
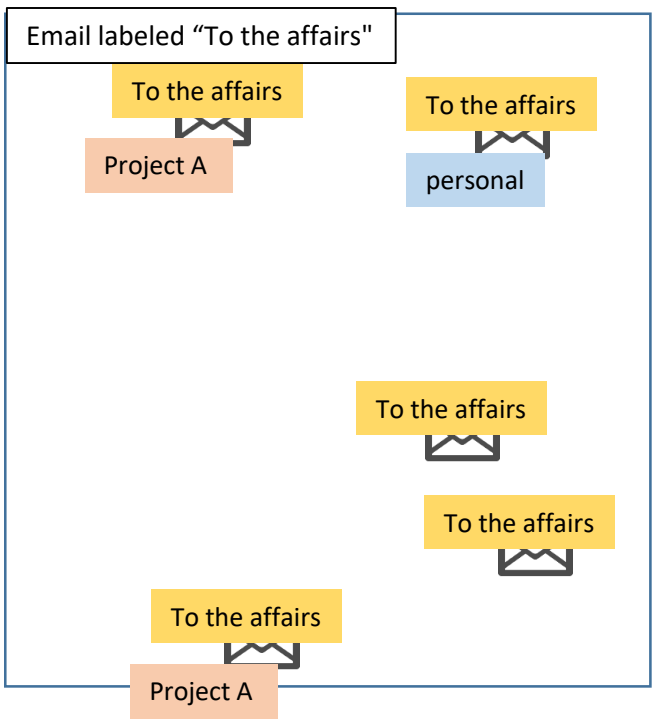
2.1. Set up NewTUMail(Gmail)
2.1.3. Labels setting

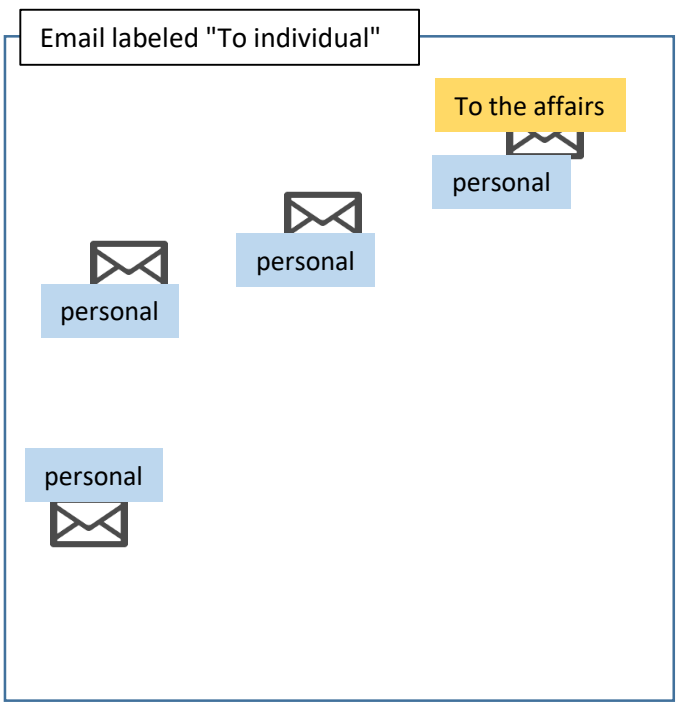
In this item, we will explain the settings for sorting mail with labels that set the conditions.
(It can be used in the same way if the email client currently uses the sorting setting)

In New TUMail (Gmail), the distribution of mail changes from "folder" to "label".
A folder can be divided into one folder only for a single email, but “labels” can have multiple labels attached to a single e-mail.
Received mail is stored and saved in "All mail".
Individuals can create and attach your own labels such as “To the affairs" and “personnel".

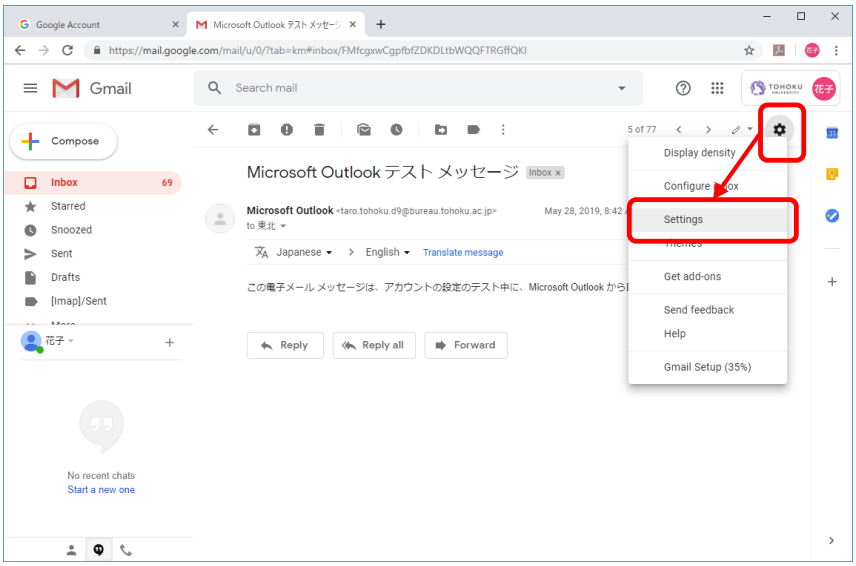


You can also search by label and list only those with a specific label.

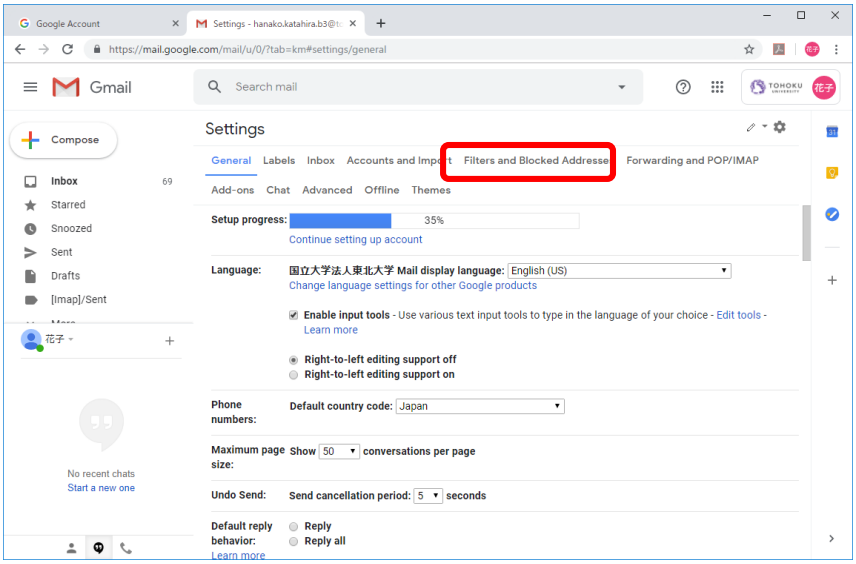




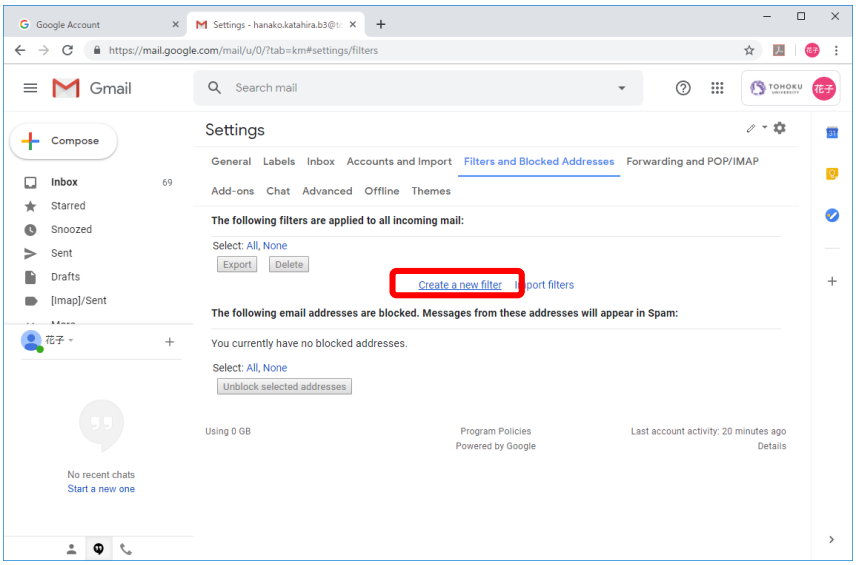
1. Start New TUMail (Gmail), click the gear icon, and click "Settings".



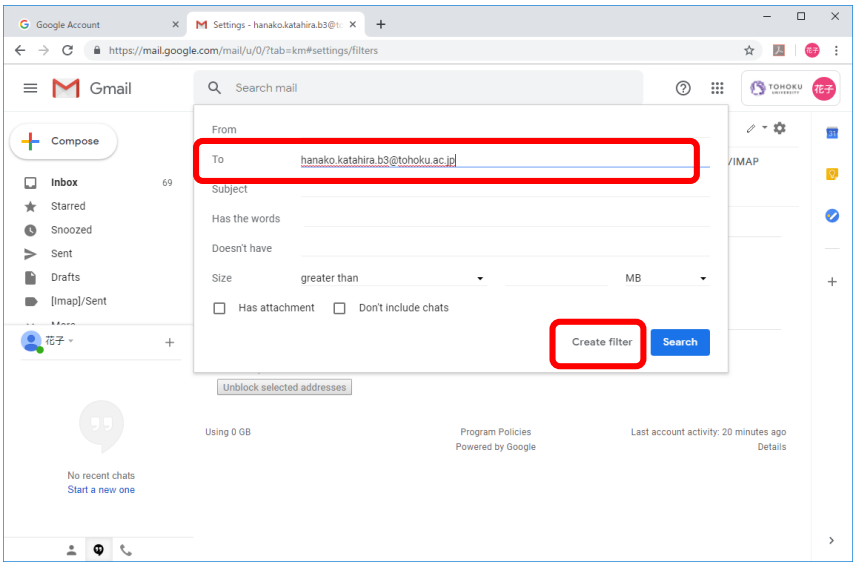
2. The setting screen is displayed. Click the "Filtering and Blocking Address" tab.



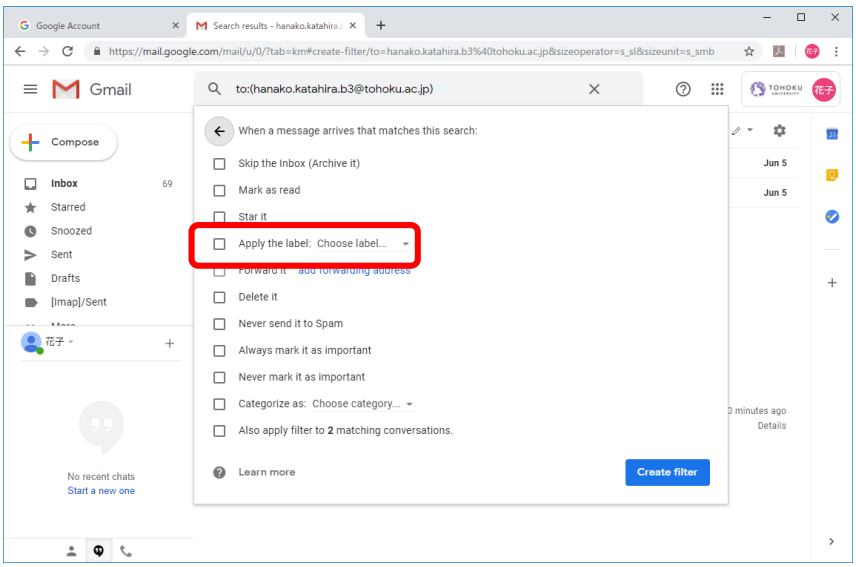
3. Click Create New Filter.



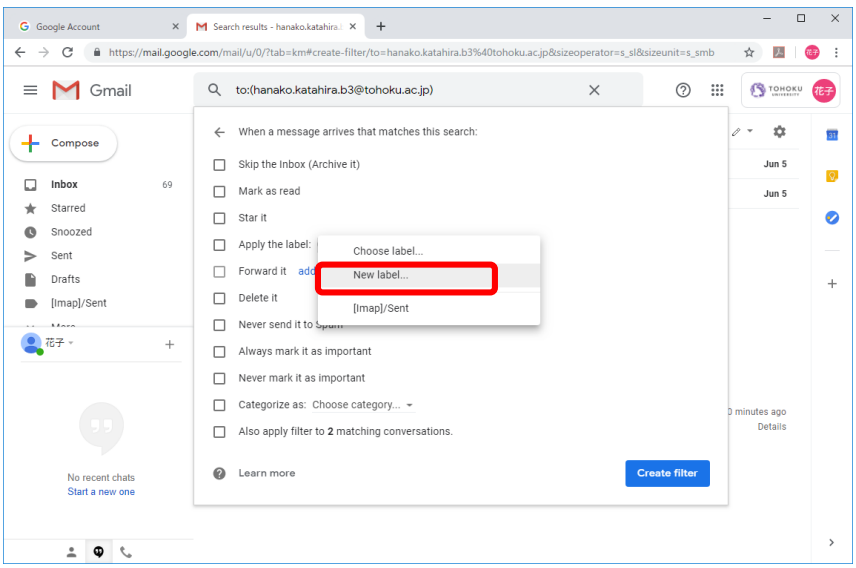
4. The condition input screen is displayed. Set the conditions you want to distribute, and click "Create Filter". Enter your address in "To" as an example.



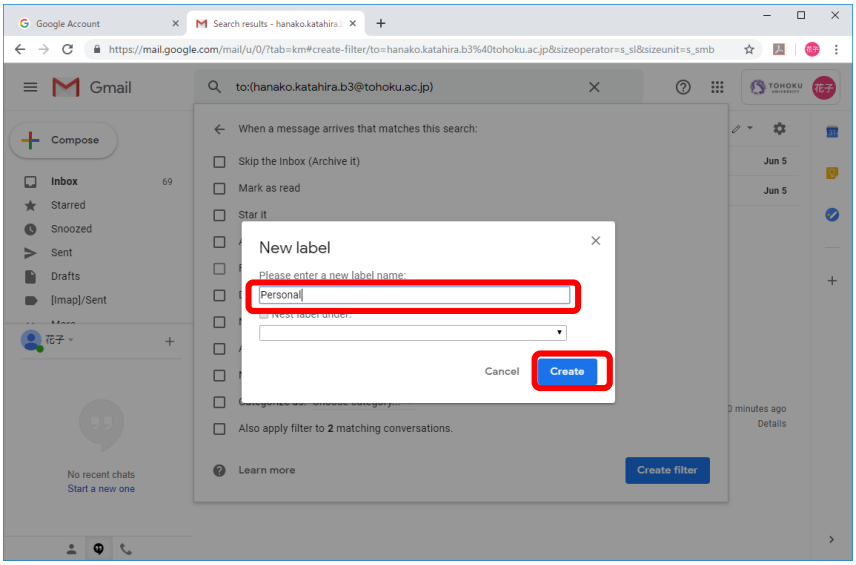
5. The screen for selecting the operation for the condition that matches is displayed, so select “Apply the label" and click “Choose Label".



6. A screen for selecting a folder is displayed. Click "New Label".

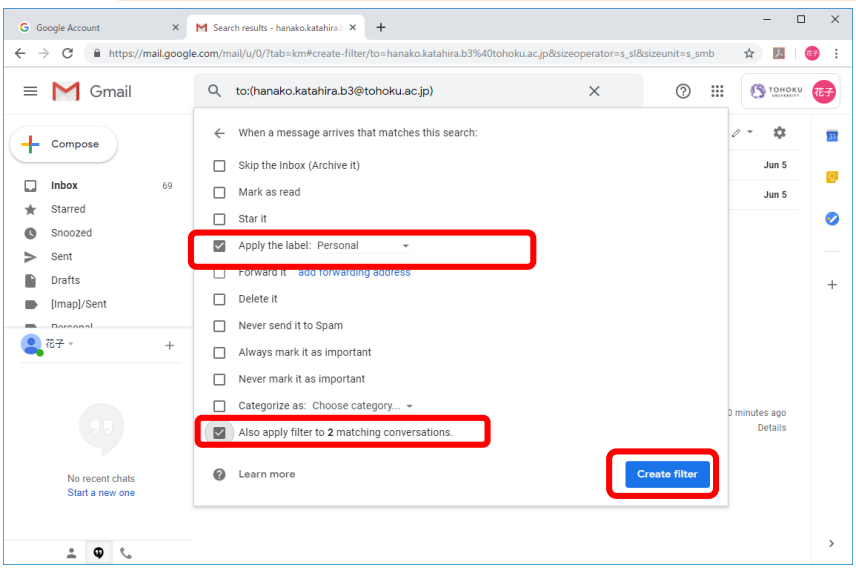


7. Enter a folder name and click Create.

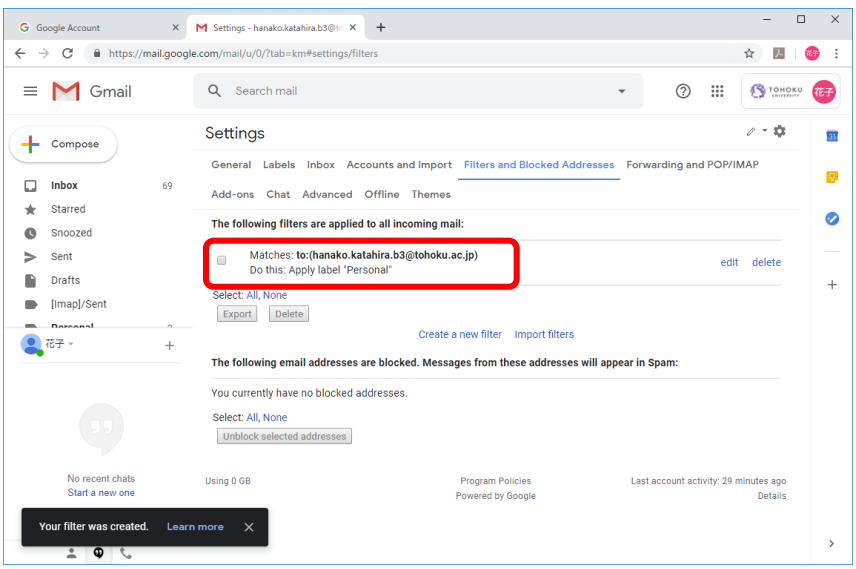


8. Click Create Filter.

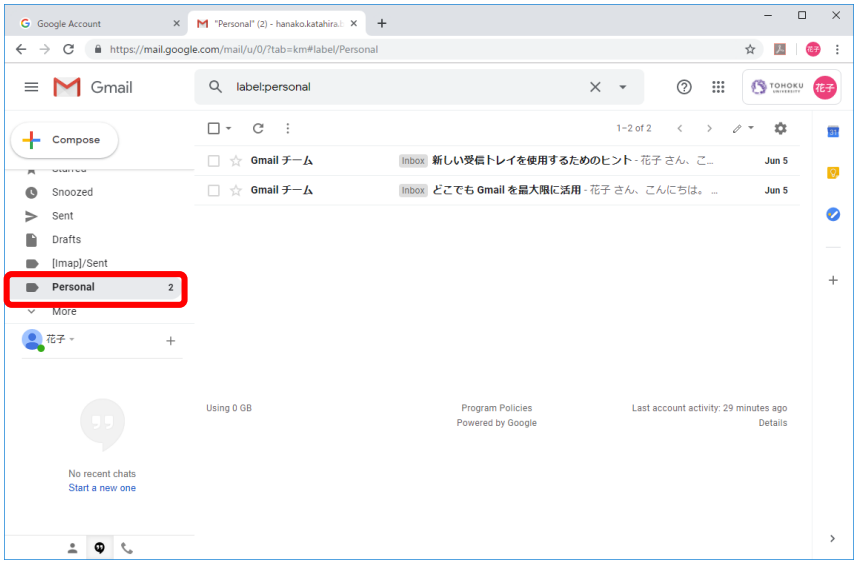
※If you do not want to leave email in the inbox, "Skip Inbox(Archive it)", if you want to move along with what has already been received, also check “Also apply filter n matching ..".



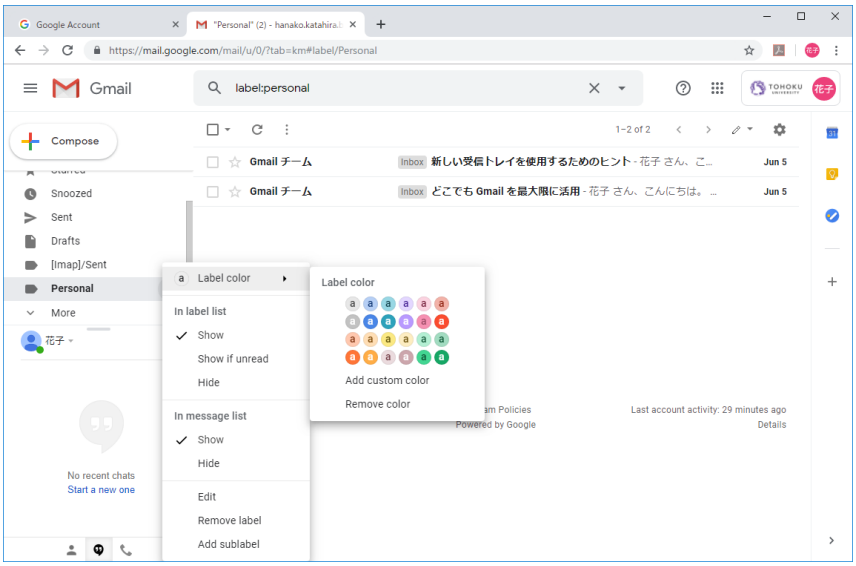
9. Confirm that the settings have been added as follows.



10. Display the created label and check that it is sorted according to the set label.



11.You can color the label by clicking: on the label and selecting "Label color".



Please check https://www.appsupport.jp/gmail/make-label/ for details.