

Gmail Basics

Help! I have too many emails!

Too many emails got you feeling overwhelmed? Gmail has some wonderful tools to help you stay organized!

To start, set up some [labels](#) to organize your emails into categories.

Then, consider using filters to automatically organize your incoming messages into your categories. [How to create filters \(Article\)](#).

Receiving a lot of unwanted emails (spam)? Learn how Gmail handles Spam.

Looking for a more advanced way to manage your Inbox? Consider trying Priority Inbox!

Learn more about enabling Priority Inbox [here](#).

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