Labels and Stars in CQUniversity Mail
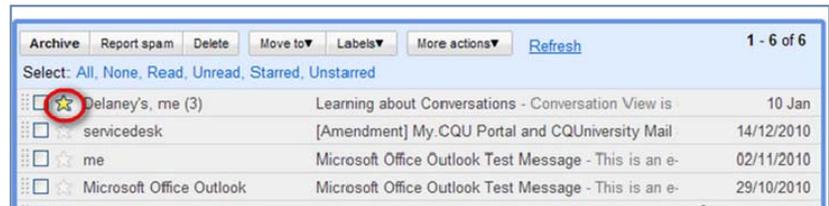## for CQUniversity Students

Explaining Labels and Stars

Stars enable students to highlight messages a to make them easier to find.

To star a message, click the faded star icon beside any message or conversation (example right).

Labels are like folders. They are useful for organising an Inbox and categorising messages. Labels enable students to:

- Open a label from the left menu to see all messages with that label
- Search for all messages with a label
- See labels on your messages in your Inbox, so you can quickly identify different types of messages

Create a Label

1. Click the "**Labels**" drop-down menu and select "**Manage labels**".

   Alternatively, click "**Settings**" (in the top-right corner) —> "**Labels**".

2. Enter the name of the new label in the "**Create a new label**" field

3. Click "**Create**".

4. To apply a label to a message, drag the message to a label's name in the left menu.

   Alternatively, select the message and then select a label from the "**Move to**" drop-down menu.
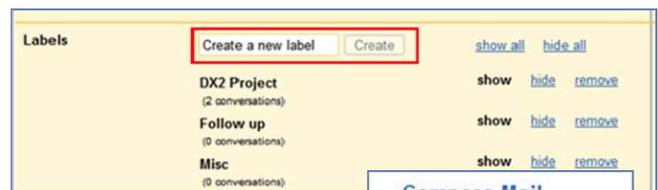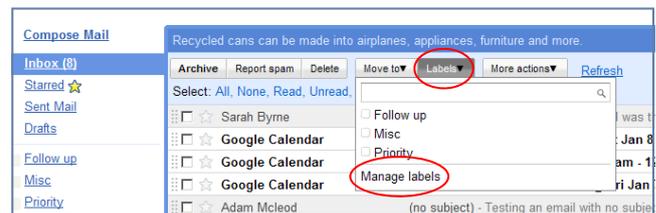
Change the colour of a Label

1. Click on the faded square located to the left of the label's name in the side menu.

2. Select a colour from the palette that appears. The change is instantly applied to all messages with that label.

3. To remove a colour, click "**Remove colour**" below the colour palette.