

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).

| Archive Report spam Delete M | ove tov Labelsv | More actions▼ | Refresh | 1 - 6 of 6 |
|--------------------------------------|---|---|---------|------------|
| Select: All, None, Read, Unread, Sta | arred, Unstarred | | | |
| Copelaney's, me (3) | Learning about Conversations - Conversation View is | | 10 Jan | |
| servicedesk | [Amendmen | [Amendment] My.CQU Portal and CQUniversity Mail | | |
| 🗄 🗖 🏠 me | Microsoft Office Outlook Test Message - This is an e- | | | 02/11/2010 |
| I C Microsoft Office Outlook | Microsoft Office Outlook Test Message - This is an e- | | | 29/10/2010 |

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 topright corner) —> "**Labels**".

- 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.

