

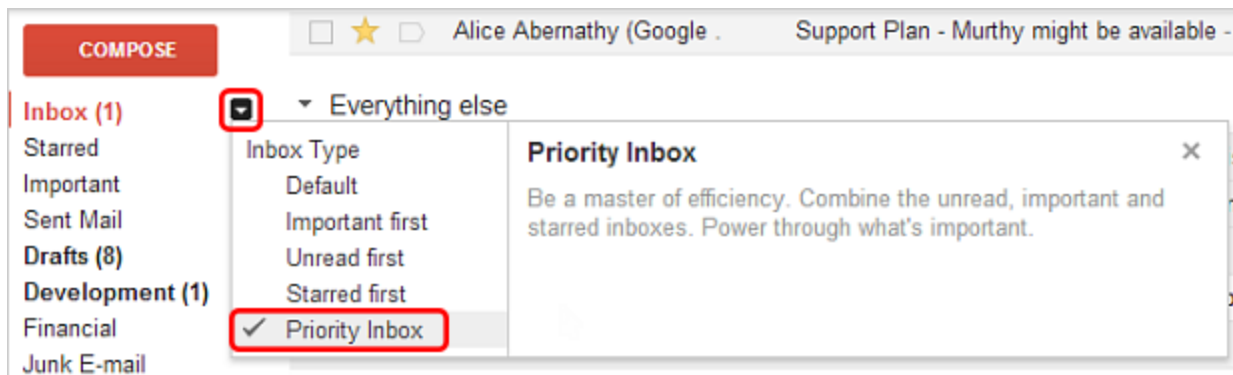


Gmail: Priority Inbox

Are you overwhelmed by the number of emails in your inbox and how long it takes to wade through them all? Gmail's Priority Inbox feature helps you focus on important messages first by automatically separating your important messages from the rest of your emails.

Enable your Priority Inbox

To try out this feature, just point your mouse at your **Inbox** label, click the small arrow that appears, and select **Priority Inbox** from the menu.

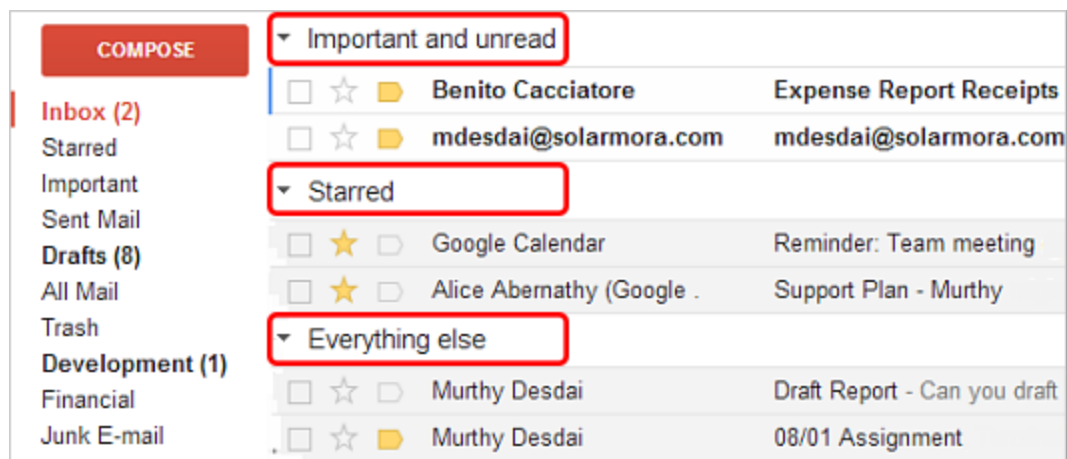


To get back to your regular inbox, simply open the same menu you used to enable Priority Inbox, and choose another option (such as **Default**).

Priority Inbox at a glance

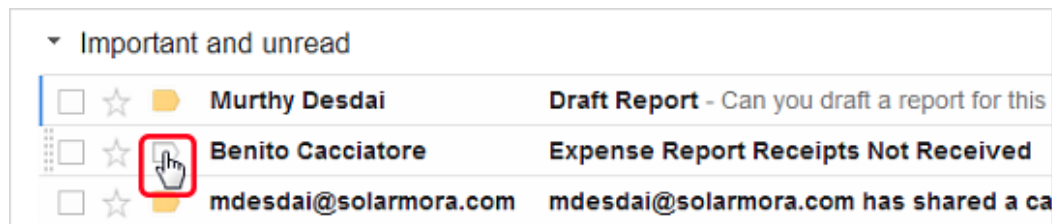
Once you enable your Priority Inbox, you'll notice that it's divided into three sections:

- **Important and unread:** All messages Gmail deems important that you haven't read
- **Starred:** Any starred messages
- **Everything else:** Messages that Gmail believes may not be as important to you

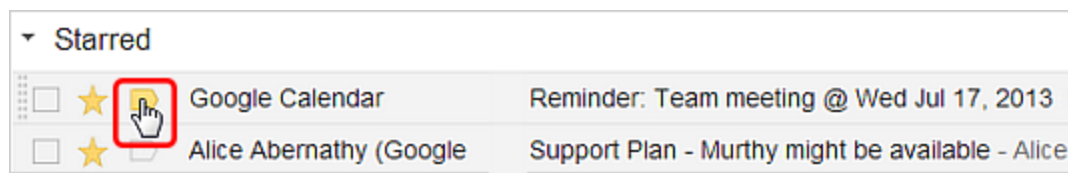


Train Priority Inbox

If you discover a message under **Important and unread** that you don't consider important, click its importance marker (to the right of its star) to mark it as *not important*.



Likewise, if you discover a message in another section that *is* important, click that message's importance marker to mark it as important.



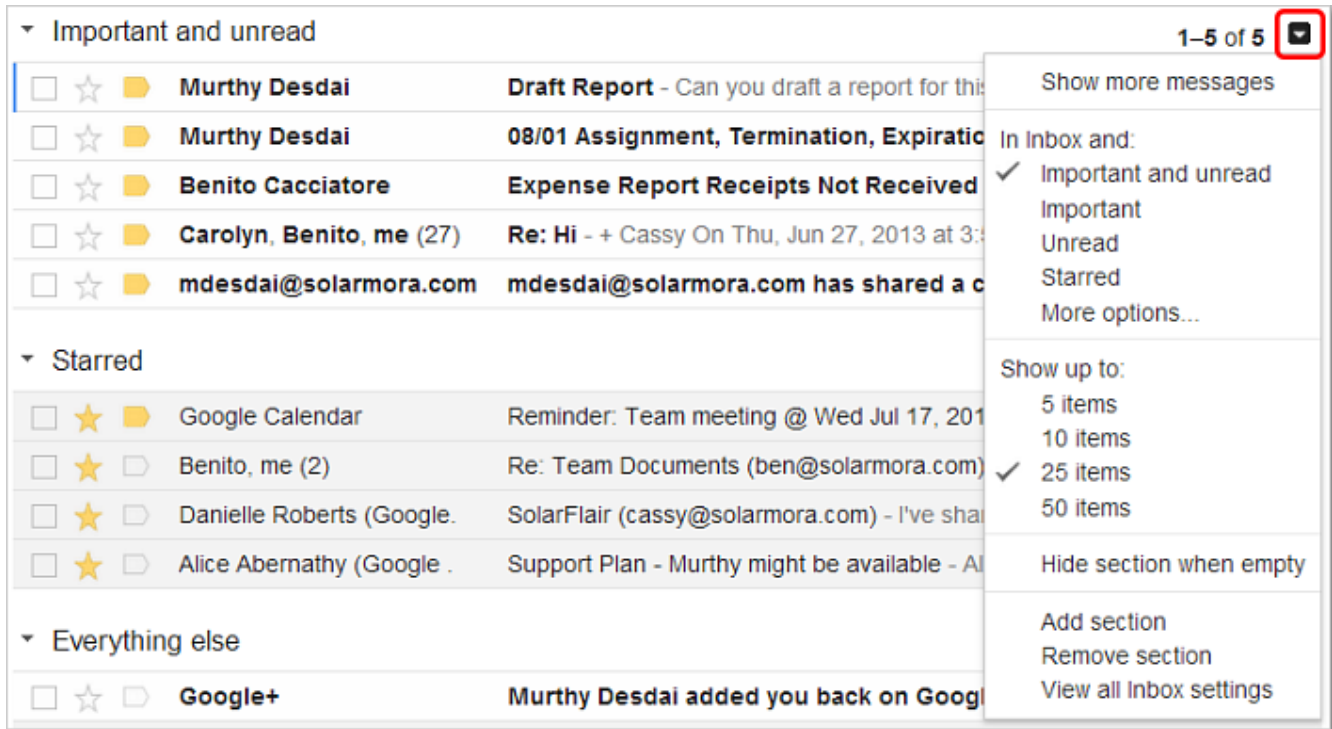
Gmail will learn what's important and not so important to you. As you work through your messages in the **Important** section, any messages you haven't archived, deleted, or labeled automatically move down to **Everything else**. That's just Priority Inbox helping you unclutter your **Important** section.

Customize Priority Inbox


You can customize the different sections of your Priority Inbox by clicking the drop-down arrow at the far right of the section. Here you can change:

- Which messages display in the section
- How many items to display in the section

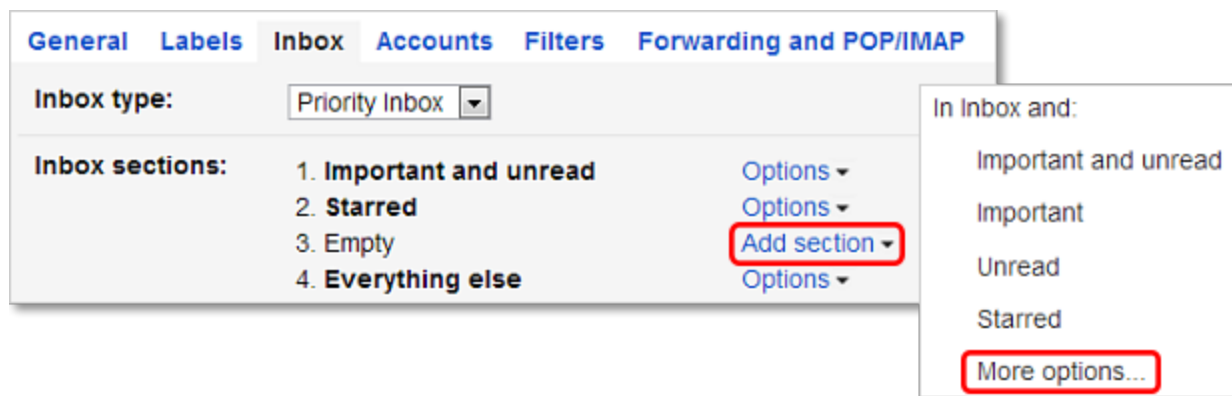
- Whether to hide the section when it's empty
- Whether to add a new section or remove the current section



Priority Inbox Settings

To change your Inbox settings, choose **Settings** from the  gear menu and go to the **Inbox** tab. Here, you can:

- Choose the default inbox you want to view when you open Gmail
- Decide what appears in each section
- Add a fourth section that can also display messages by label (click **More options**)
- Override any current filters you use
- Turn markers on or off in your inbox
- Disable Priority Inbox (by choosing another inbox type)



Tips for making the most of Priority Inbox

To be most productive, go through all the messages in the **Important and unread** section first. This way, you'll know that you're handling your pressing messages first. Then, when you have time, move through the messages under **Everything else**.