

Creating Emergency Labels in Gmail

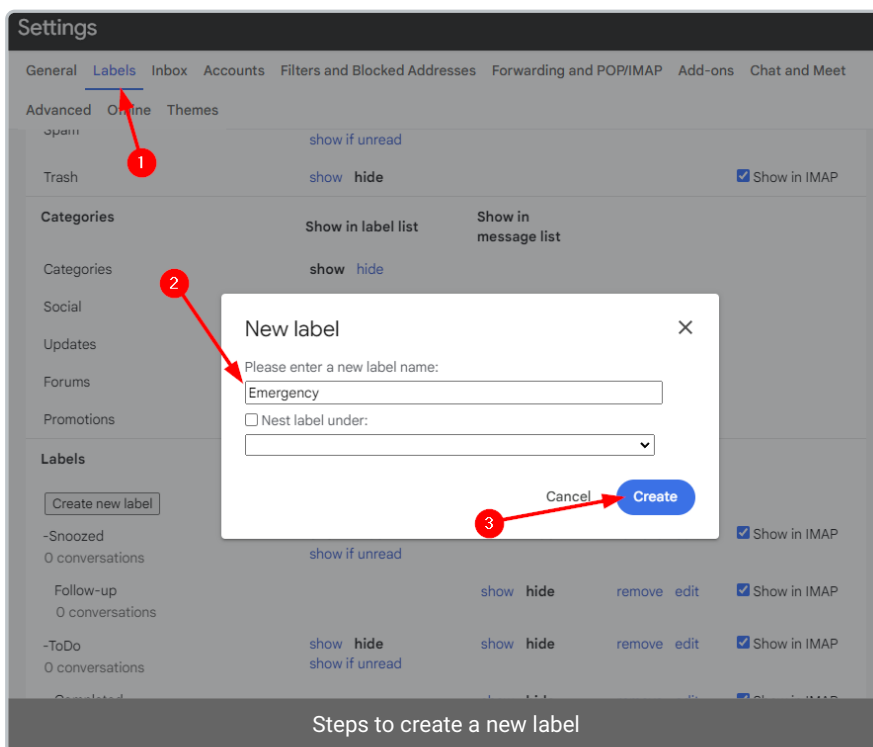
Last Modified on 11/09/2023 11:47 am PST

Configuring a Red 'Emergency' Label for Emails from emergency@eusd.org:

1. **NOTE: The labels feature is not used in the Gmail mobile app. Every message from the emergency@eusd.org address has its subject line prepended with [EMERGENCY], so that's the best we can do for the mobile app at this time.**

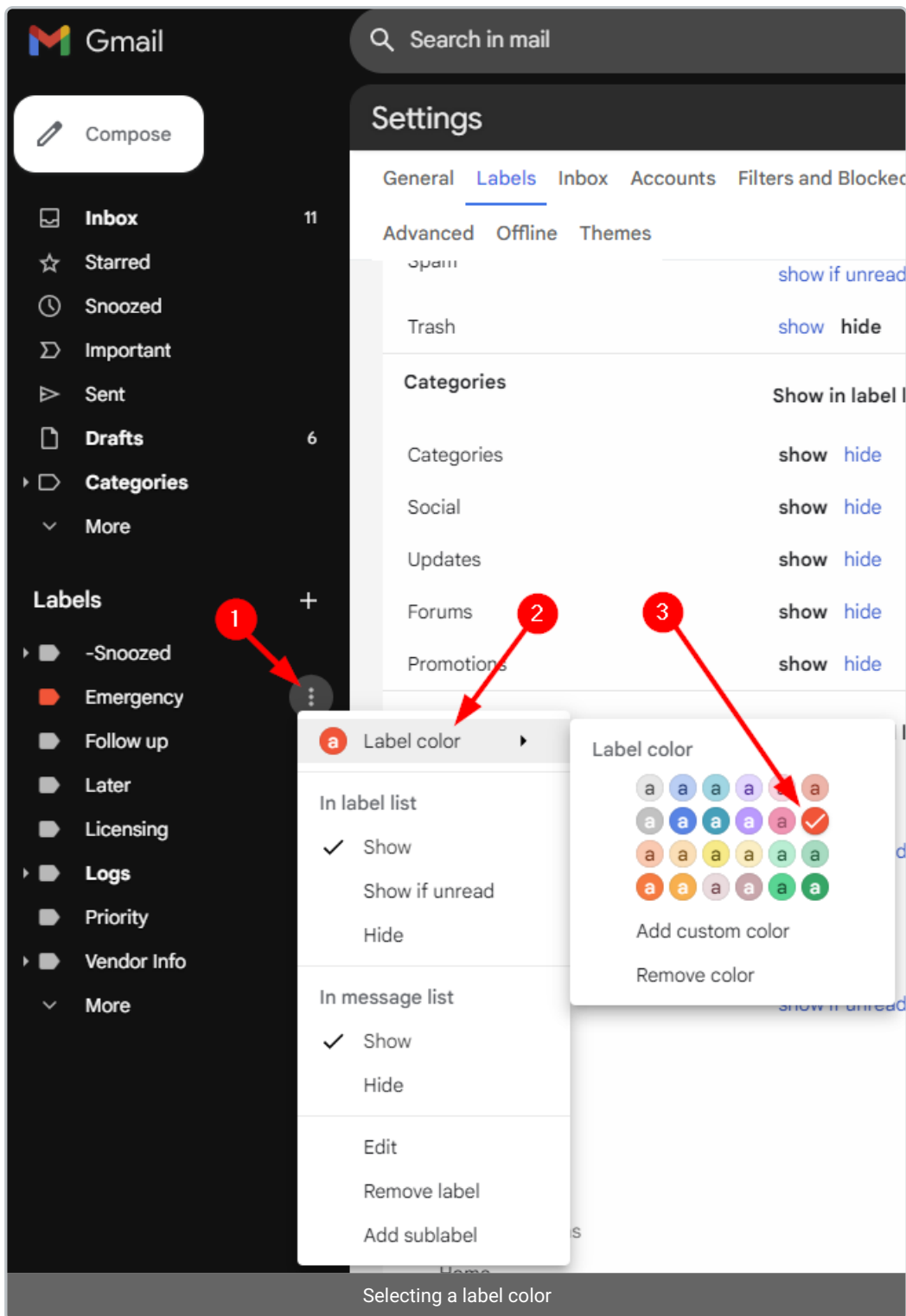
2. Create a New Label

- Go to Gmail, click on the **Gear icon** (⚙️) in the upper right corner, then select **See all settings**.
- Navigate to the **Labels** tab.
- Click on **Create new label**.
- Enter the name **Emergency** for the label and click **Create**.



3. Color the Label

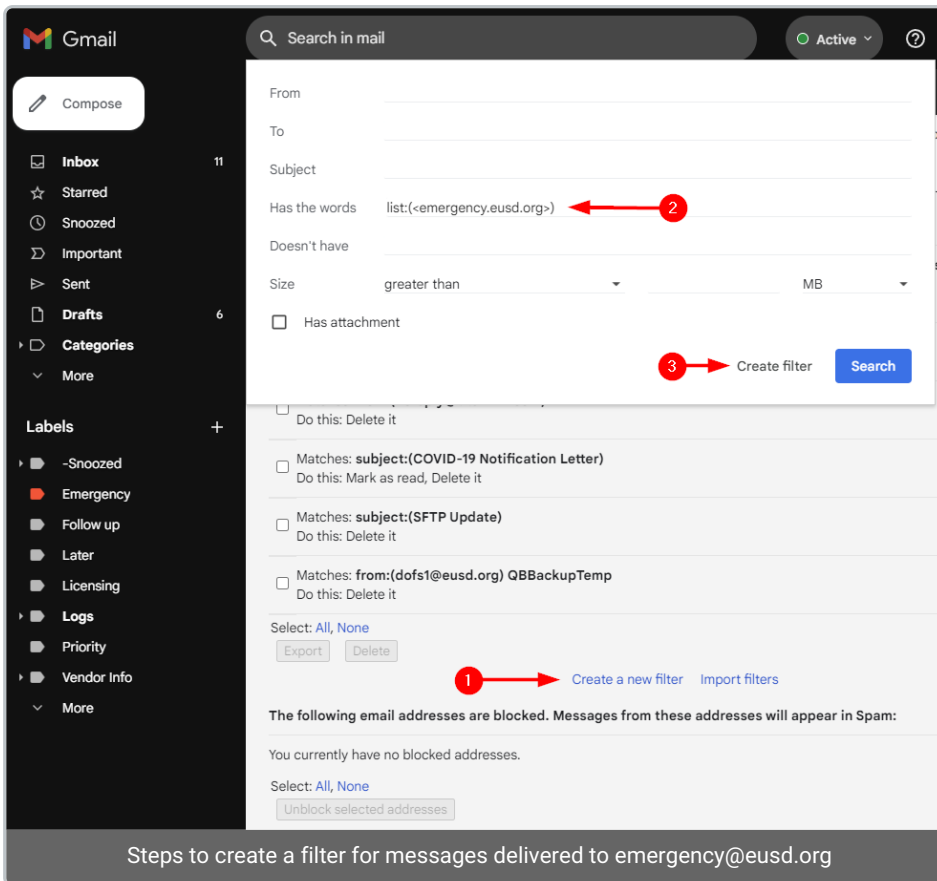
- Back in your Gmail inbox, locate the **Emergency** label on the left sidebar.
- Hover over the label, click the **three dots** (⋮) next to it.
- Select **Label color**, choose **red**, and confirm by clicking **Save**.



Selecting a label color

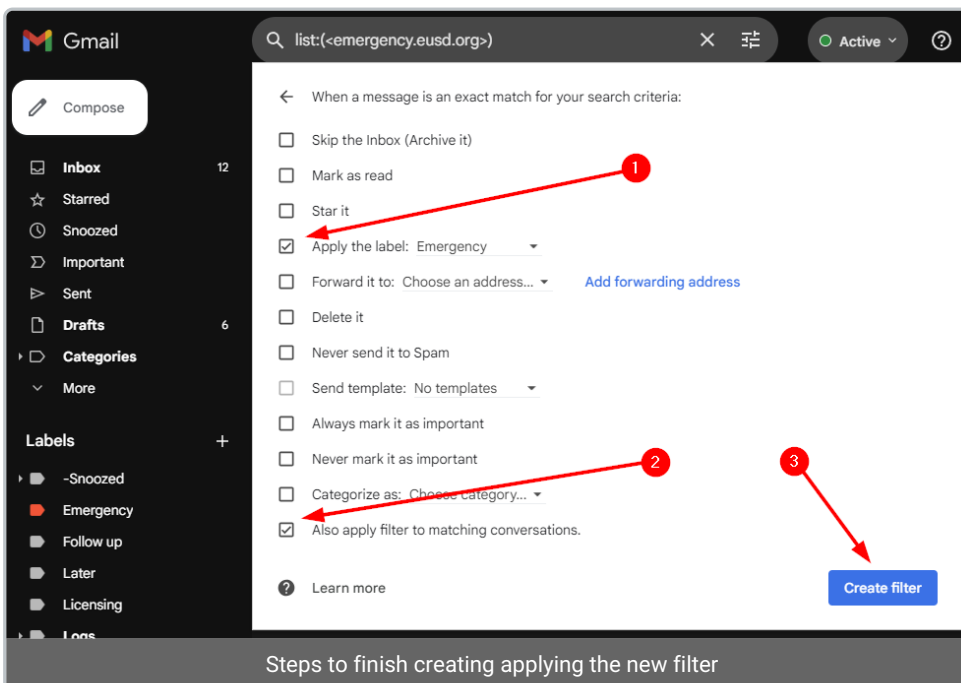
4. Create a Filter

- Access settings again by clicking on the **Gear icon** (⚙️), then **See all settings**.
- Head over to the **Filters and Blocked Addresses** tab.
- Click on **Create a new filter**.
- In the **"Has the words"** field, type `list:(<emergency.eusd.org>)`.
- Click on **Create filter**.



5. Apply the Label

- On the next screen, tick the checkbox for **Apply the label**.
- Select the **Emergency** label from the dropdown menu.
- Optionally, to label past emails, check the box next to **Also apply filter to matching conversations**.
- Click on **Create filter** to finalize.



Now, emails from the specified mailing list address will automatically receive the red **Emergency** label.

