## Creating Emergency Labels in Gmail

Last Modified on 01/31/2025 2:51 pm PST

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

- 1. NOTE: The labels feature may not work in email apps other than the native Gmail 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 non-Google mail apps for now.
- 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.

Settings								
General Labels Inbox Accou	unts Filters and Blocked Addresse	s Forwarding and POP/IMAF	Add-on	s Chat and Meet				
Advanced Online Themes								
opani	show if unread							
Trash	show hide			Show in IMAP				
Categories	Show in label list	Show in message list						
Categories	show hide							
Social	Newslebel		~					
Updates	INEW IADEI							
Forums	Please enter a new label name: Emergency	enter a new label name:						
Promotions	Nest label under:							
Labels		~						
Create new label		Cancel Crea	te					
-Snoozed		3		Show in IMAP				
0 conversations	show if unread							
Follow-up		show hide remove	edit	Show in IMAP				
-ToDo O conversations	show <b>hide</b> show if unread	show hide remove	edit	Show in IMAP				
Steps to create a new label								

## 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.



## 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 Iist:(<emergency.eusd.org>).
- Click on Create filter.

M	Gmail	Q Search in mail O Active ~ 🤅	
0	Compose	From	
Ω ☆ © Ω Δ Ω Δ	Inbox 11 Starred Snoozed Important Sent Drafts 6	Subject Has the words list:( <emergency.eusd.org>)</emergency.eusd.org>	st
• D ~	Categories More	Pres attachment     Search     De this Delete it	
Lab	els + -Snoozed Emergency Follow up	Matches: subject:(COVID-19 Notification Letter)     Do this: Mark as read, Delete it     Matches: subject:(SFTP Update)     Do this: Delete it	
	Later Licensing Logs	Matches: from:(dofs1@eusd.org) QBBackupTemp Do this: Delete it Select: All, None	
•	Priority Vendor Info More	Export         Delete           Create a new filter         Import filters   The following email addresses are blocked. Messages from these addresses will appear in Spam:	
		You currently have no blocked addresses. Select: All, None Unblock selected addresses	
	Steps to cre	ate a filter for messages delivered to emergency@eusd.org	

## 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.

Μ	Gmail	Q II	st:( <emergency.eusd.org>) X 辛 O Active ~ ⑦</emergency.eusd.org>				
0	Compose	÷	When a message is an exact match for your search criteria:				
			Skip the Inbox (Archive it)				
	Inbox 12		Mark as read				
☆	Starred		Star it				
()	Snoozed	$\checkmark$	Apply the label: Emergency				
$\Sigma$	Important		Forward it to: Choose an address  Add forwarding address				
	Sent (		Delete it				
	Categories		Never send it to Spam				
~	More		Send template: No templates				
			Always mark it as important				
Lab	els +		Never mark it as important				
• •	-Snoozed						
•	Emergency						
•	Follow up		Also apply filter to matching conversations.				
	Later	0	Learn more Create filter				
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	Steps to finish creating applying the new filter						

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

M	Gmail		Q list:( <emergency.< th=""><th>eusd.org&gt;)</th><th colspan="6">× 辛 • Active - ⑦ ② ⅲ 📧 4</th></emergency.<>	eusd.org>)	× 辛 • Active - ⑦ ② ⅲ 📧 4						
Compose			Mail Conversatio	ons Spaces	From 🔻 Any ti	me 🔻 Has	attachment	Is unread	Advanced	search	
	Inbox	12					1-	50 of many	< >	=o - 🖸	
☆ ©	Starred Snoozed				Inbox Emergency [EME	RGENCY] Felicita	a ES will be conduc	ting a Fire D	ill s	3:18 AM	
Σ	Important			1. mi	Emergency [SE] 911 Call	placed at Rock \$	oprings Elementary	- Student w		Nov 2	
	Sent Drafts			Emergency [SE] 911 Call placed at Rock Springs Elementary - All clear stud							
• 🗅	Categories				Emergency False 911 @ (	Dak Hill, student	dialed at YMCA. EC	DM Rebeca	1 G	Oct 23	
Lab					Emergency Oak Hill will I	be conducting a	lockdown button te	est at 3:15pm	. E	Oct 20	
• •	-Snoozed			natio (	Emergency EUSD Phone	System Alert: O	ak Hill Lockdown -	Oak Hill Loc	«d	Oct 20 +	
	Emergency	1			Emergency Oak Hill will I	be having a 3 in <sup>.</sup>	I Drill at 10:30am. E	OM Rebec	a	Oct 20	
Emergency label applied											

Auth: J.S.