Creating Emergency Labels in Gmail

Last Modified on 12/20/2023 11:45 am 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.**
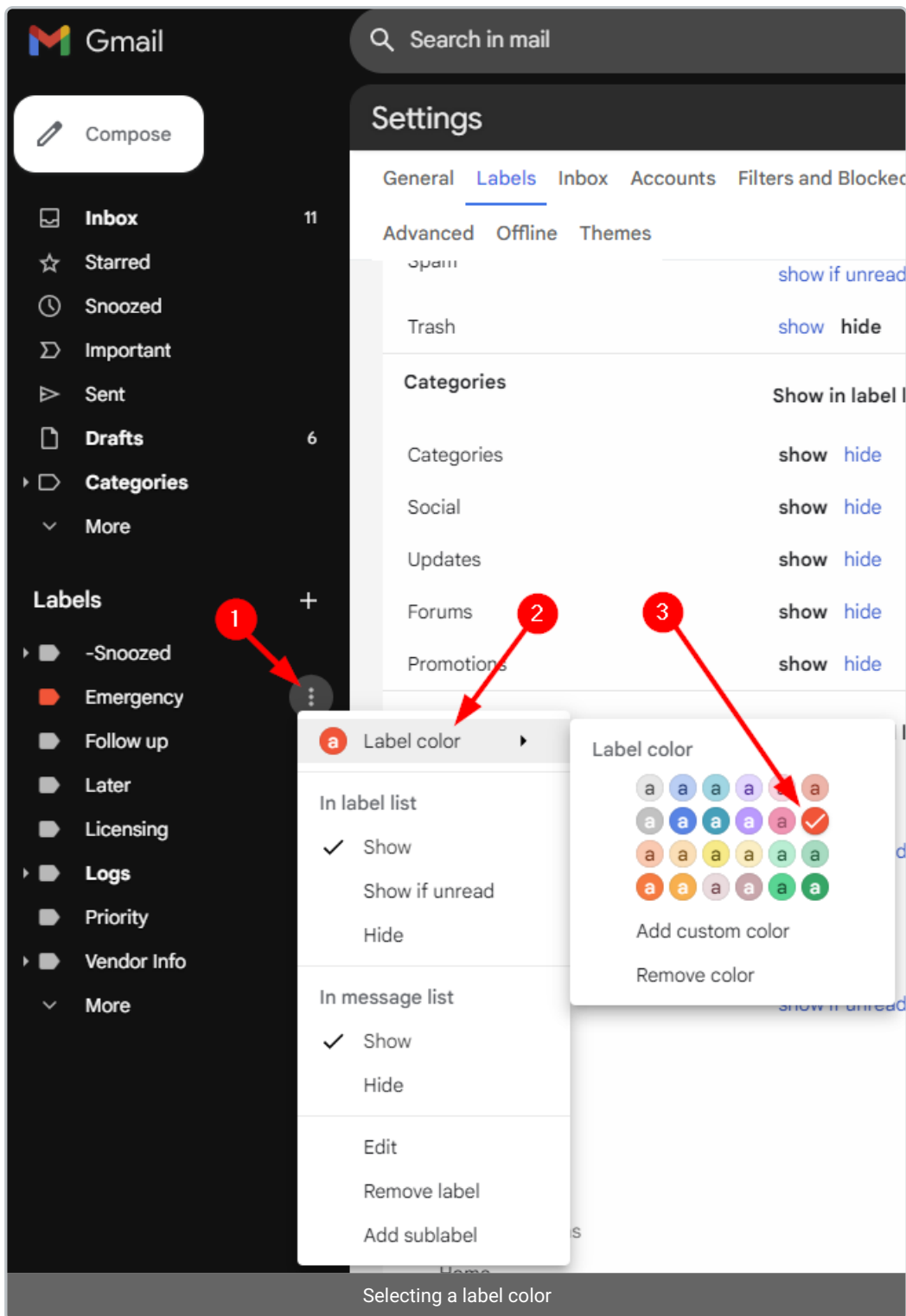
2. **Create a New Label**

   - 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**.


Steps to create a new label
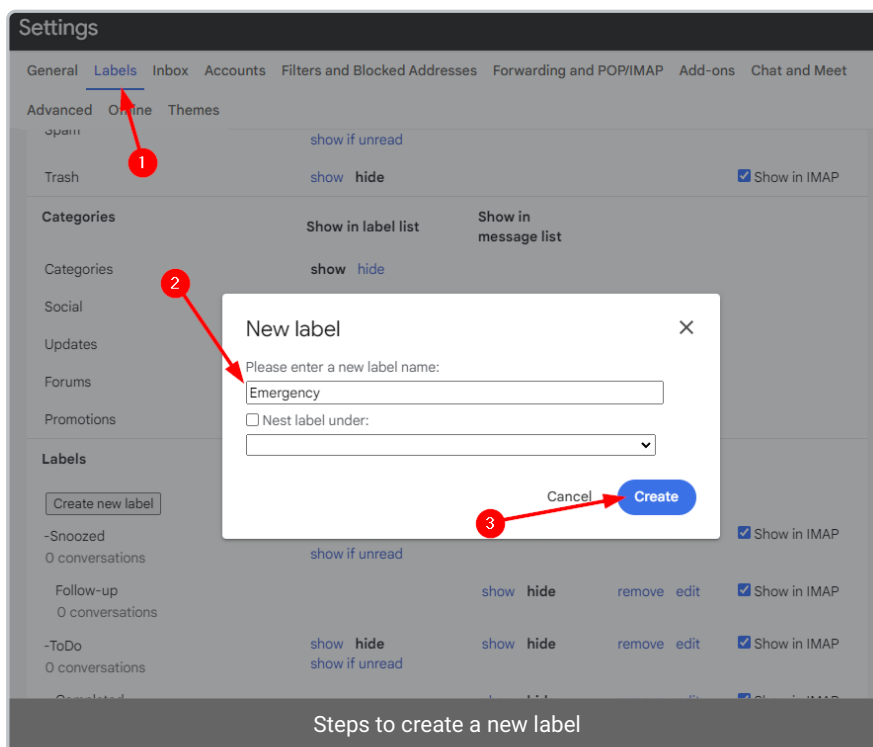
3. **Color the Label**

   - 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**.

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**.

Steps to create a filter for messages delivered to emergency@eusd.org
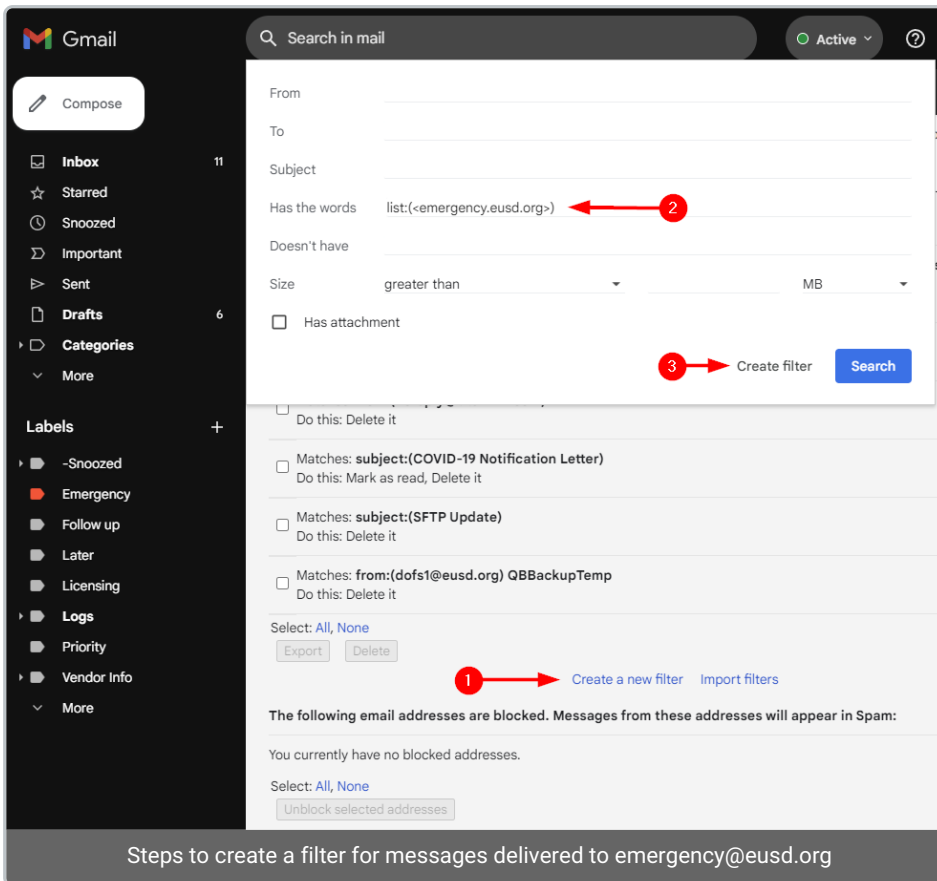
5. **Apply the Label**

   ○ 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.

Steps to finish creating applying the new filter
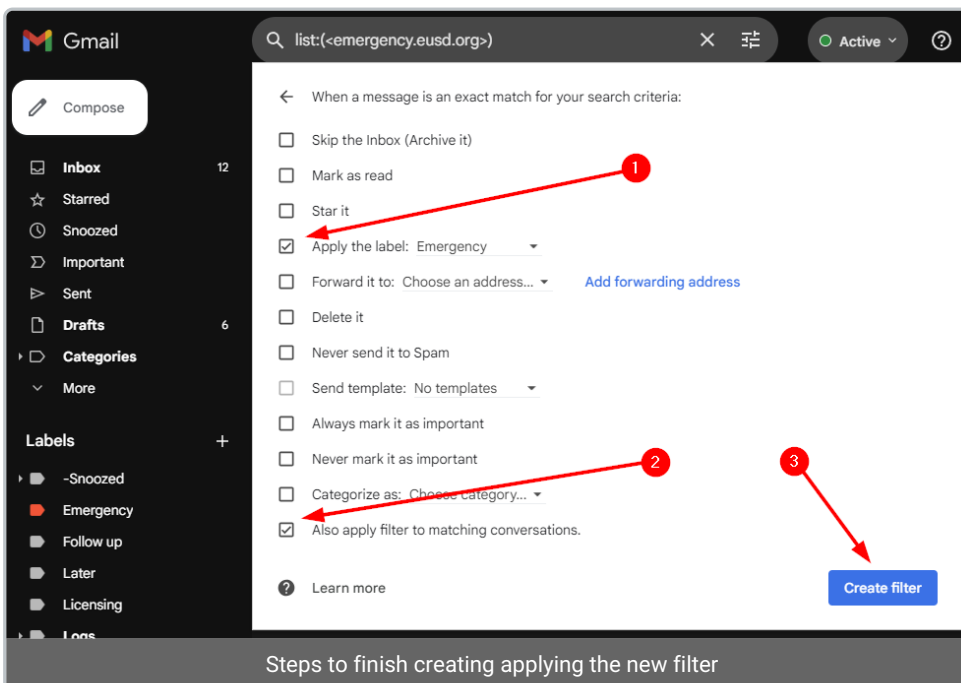
Now, emails from the specified mailing list address will automatically receive the red **Emergency** label.

Emergency label applied