

Are you a Gmail (Google Mail) or Google Apps user?

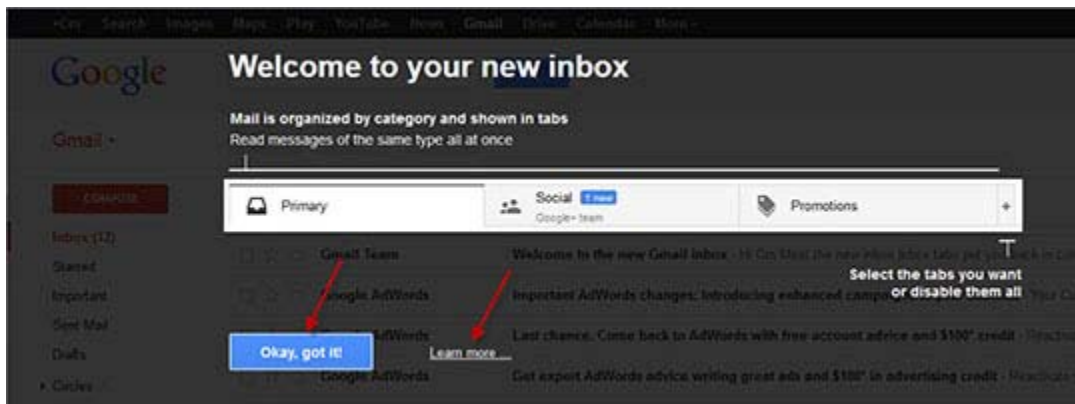
If the following information does not solve your problem then maybe you opted out (by mistake or intentionally) or you are using a new email address that is not in our system. Please give us a call and we will be happy to add you.

If you are, the new changes recently rolled out will affect you! Gmail has revamped their user interface in order to better help users manage their inboxes.

Part of these changes includes the creation of 5 different Tabs for user inboxes (Primary, Social, Promotion, Updates and Forums). Gmail will automatically sort your email into these various tabs as you receive new messages. You can easily turn these tabs on or off should you so desire.

Unfortunately, you may find it a challenge to locate some of your emails until you get used to the new system. For instance, some emails you regularly look for may now be placed under one of the secondary tabs and not in your Primary inbox.

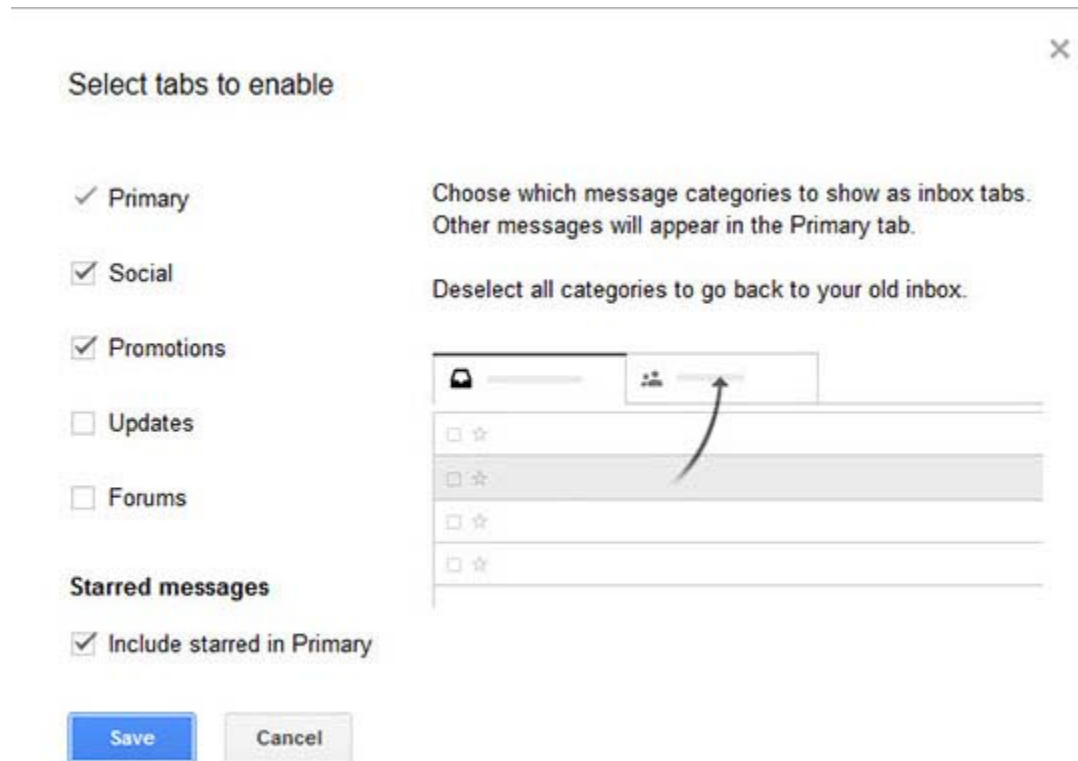
As Google rolls out these new changes, you will receive a “Welcome to Your New Inbox” message when your account has been upgraded.



Initially, only 3 of the 5 tabs (Primary, Social and Promotions) will be active. You can always add or remove these tabs as desired. Below is a brief explanation of each of the tabs and how they can be used.

Gmail Tabs Explained

To give you a better understanding of each of the Gmail tabs and how they affect users inboxes, the changes are explained below.



Primary Tab

This will now be your main inbox area. It is what you will see immediately upon logging into your Gmail account. Typically, personal emails will be displayed here (i.e. family, friends, etc.). Gmail may not always sort them correctly, so you will have to pay close attention once the transition occurs to be sure that all of your emails are sorting properly. You can change the way Gmail sorts the email quite easily by dragging the incorrectly sorted email to the correct tab. (We will discuss that in detail in a bit.) Any emails you have *starred* will also be displayed under this tab, by default, which can be changed in settings as well.

Social Tab

Generally, emails from social media sites (such as Twitter, Facebook, LinkedIn, Pinterest, etc.) will be displayed under your Social tab.

Promotions Tab

The Promotions tab will contain emails and other types of marketing correspondence that deal with promotional offers, which may include coupons, free offers, newsletters, or email subscriptions you have, as well as other various types of offers.

Updates Tab

This tab is **not** active by default, but is easily activated should you so desire. The Updates tab typically includes automatically generated emails such as confirmations, receipts, bills and statements. While this tab is inactive, emails of this type will be displayed under the Primary tab.

Forums Tab

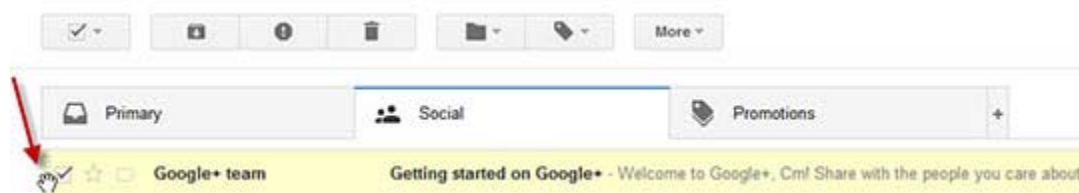
This tab is not active by default, but is easily activated, should you so desire. The Forums tab typically contains emails from online groups, discussion boards and mailing lists. While this tab is inactive, emails of this type will be displayed under the Primary tab.

Adapting the New Gmail Changes to Your Needs

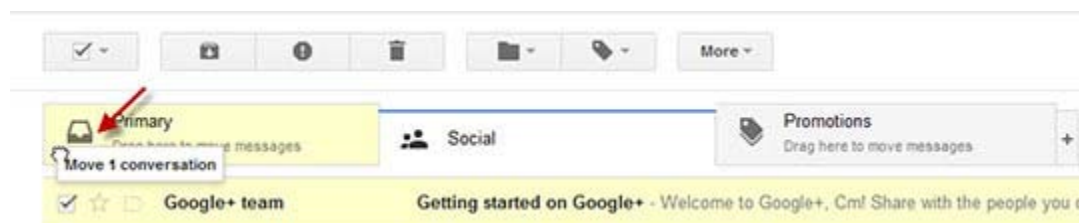
Of course, Gmail does not know what every email is and may not sort them according to your needs. It is quite easy to make these new changes work for your purposes. To organize the emails that display under each tab, you can simply drag and drop the desired email from its original tab to the tab of your choice.

To do this...

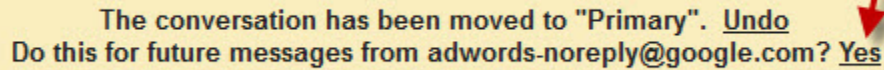
Simply hover over the left edge of the desired message until your mouse turns into a hand (as shown below)



Click the mouse (left-click) to grab the email and drag it to the desired tab. Gmail will display a message that you are moving a conversation.



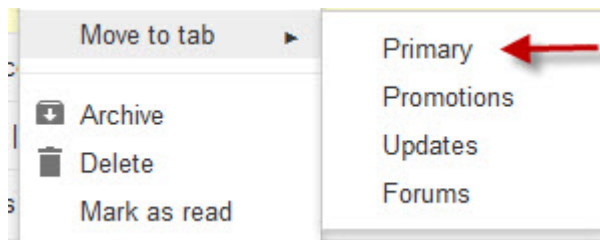
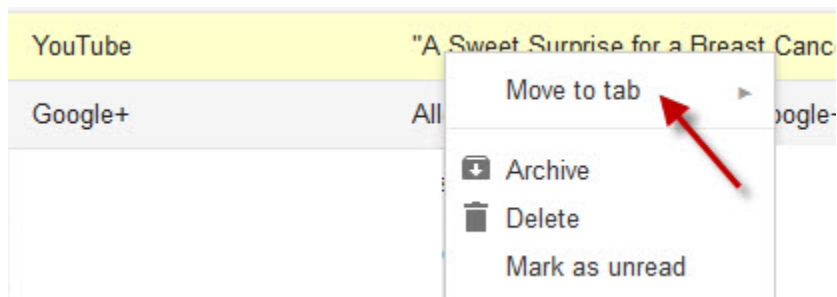
Once you have moved the email to the desired tab, Gmail will ask you if you want all future emails from that sender to be placed under the desired tab, as well. Click “YES” – and you are all set!

A yellow notification banner with a red arrow pointing to the 'Yes' button. The text reads: "The conversation has been moved to 'Primary'. Undo Do this for future messages from adwords-noreply@google.com? Yes".

The conversation has been moved to "Primary". [Undo](#)
Do this for future messages from adwords-noreply@google.com? [Yes](#)

Alternatively, you can...

You can also right click on the desired email, choose “**Move to tab**” and add it to the tab you want.



Adding or Removing Tabs From View

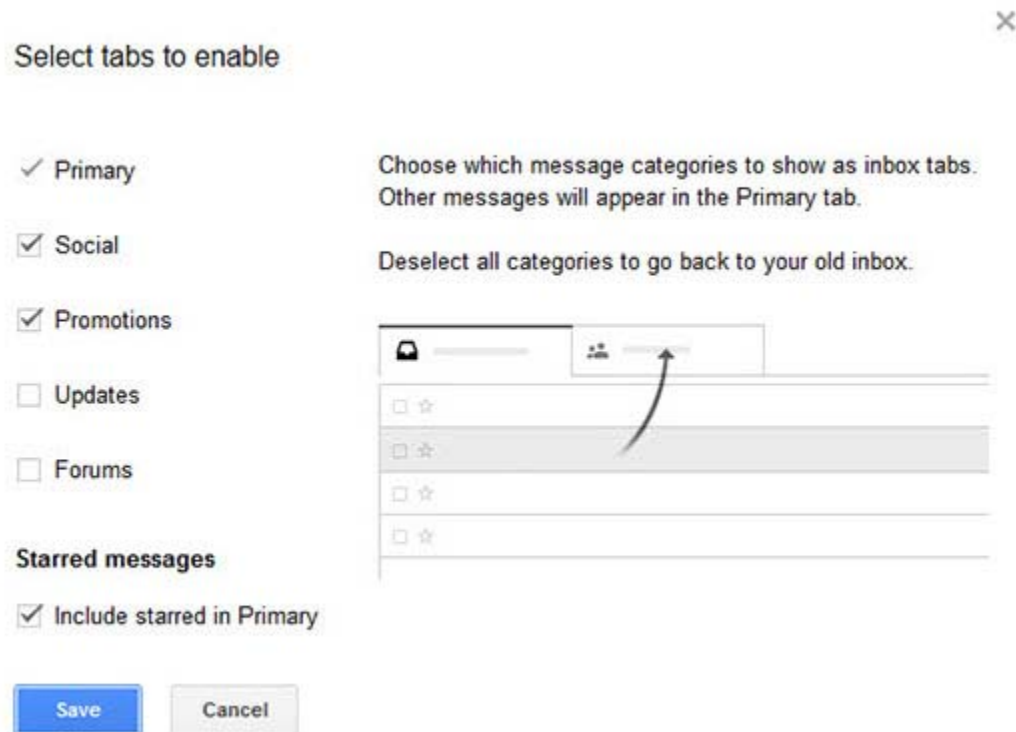
You can easily add or remove the Tabs if they are not working for you. When you remove a tab, the emails that would typically display under that particular tab will now show up under the Primary tab. Removing all of the tabs (outside of the primary) will essentially make your Gmail experience very similar to the old user interface you are used to, by having all your incoming emails delivered to one primary inbox.

To add or remove tabs...

Simply **click on the “+” sign** located at the right side of the tabs.



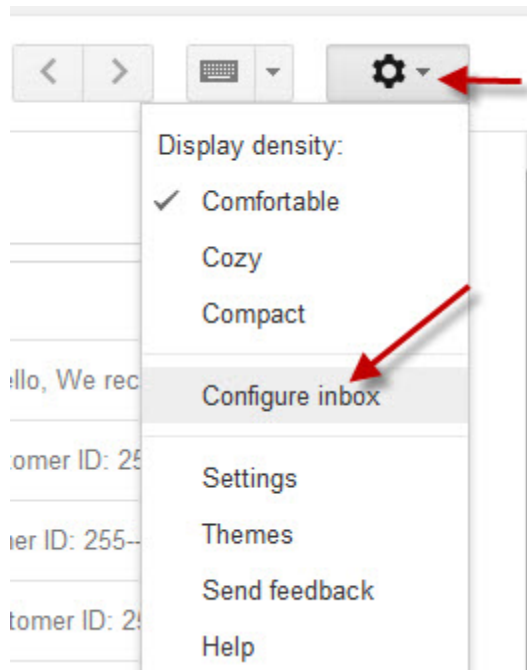
A “**Select tabs to enable**” window will open and allow you to select the tabs you wish to add or remove from your inbox view. Simply check or uncheck the tabs you wish to add or remove and click **Save** to complete your changes.



Removed all tabs and now want to try them again?

Should you turn off all tabs (with the exception of the Primary tab, of course) and decide later that you wish to enable other tabs, you can easily switch back to tabbed mode.

Simply **click on the configuration icon** and select “**Configure Inbox**” to add tabs back to your inbox view.



What are your thoughts and views on the new Gmail Inbox Tabs? Please add your comment below to explain the affect, if any, the new changes have had on you as a user of Gmail.