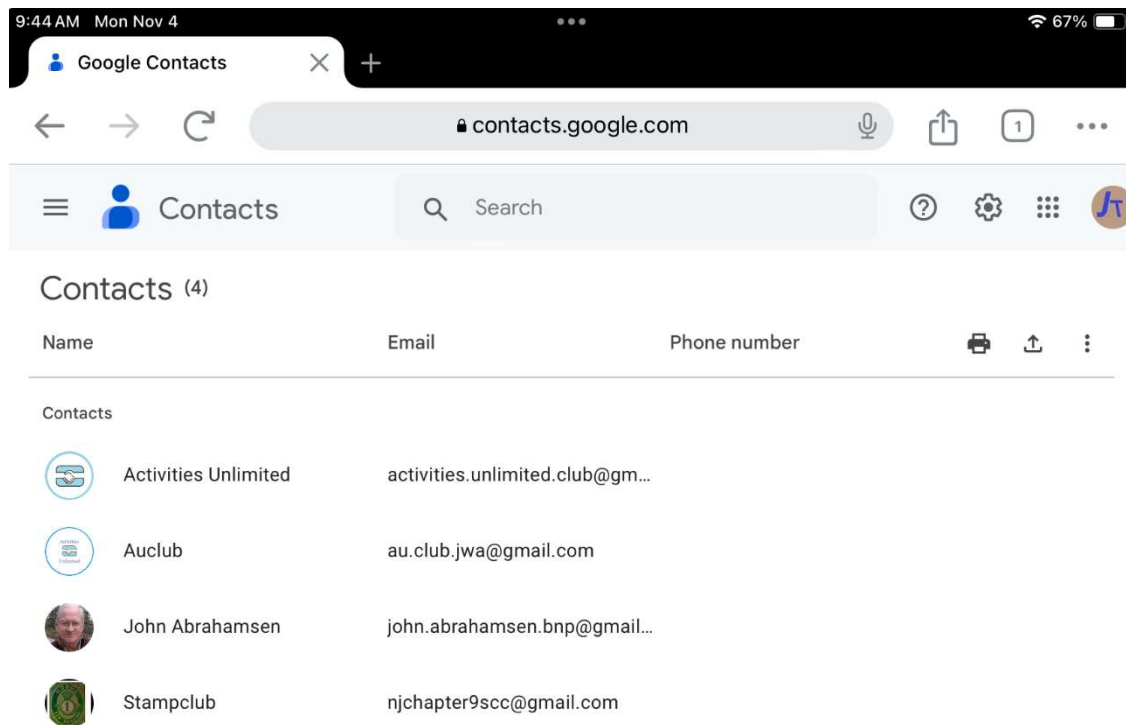# Apple IPAD using Gmail Labels

Gmail labels can work like folders to file incoming emails into. An example would be "AU eblasts". An incoming AU bulletin could be "moved" to this **label .** Later if you wanted to find and open a certain bulletin, it would be easier than searching all your saved emails.

In this document we will show how to create a label. Then we will review an additional use for a label. It can be used to make a collection of email addresses. An example would be organizing all the email addresses of members of a "Coin Club". In composing emails to that group (club), you would be able to enter "Coin Club" into the **To:** box instead of trying to enter all of the members email addresses.
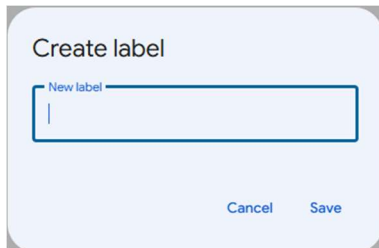
The Gmail app does not have these features internally but rather it links to and uses the functions of the **Contacts** app.

Before getting into the Gmail app, we can open and look at Contacts. Use your chrome browser to open the Contacts. Use the url address **contacts.google.com .** This shows 4 contacts have been entered.
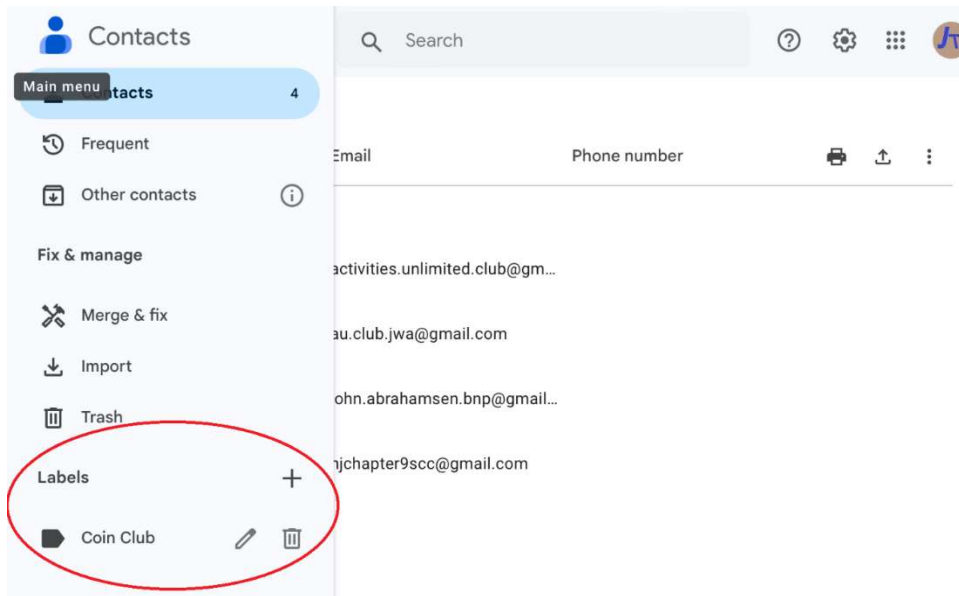

Then **TAP** the three bars to open a side menu. Find this in the upper left corner.

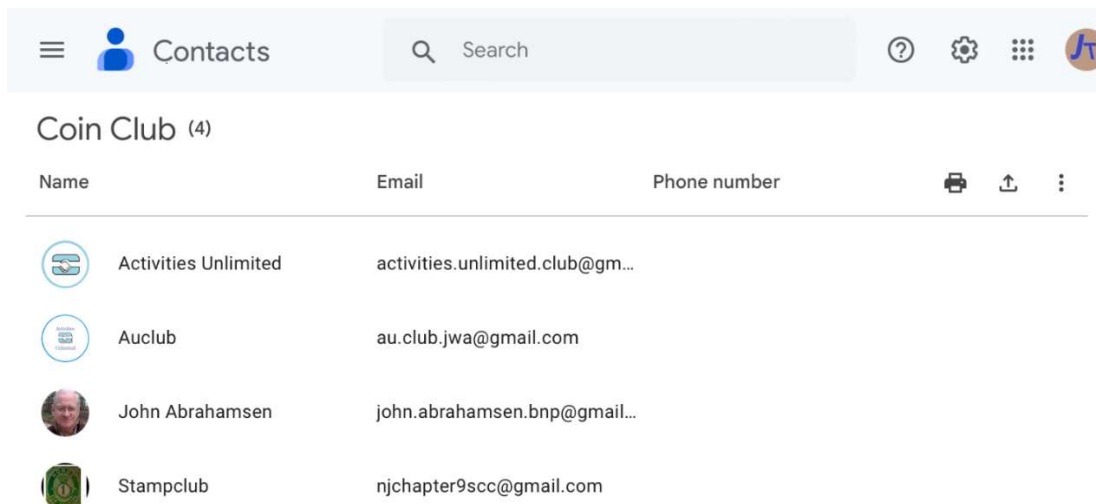On the side menu TAP **Labels +** to create a label.

Enter "Coin Club" and TAP Save. You should see the label appear in your side menu:

TAP the + to add another label. Tap the pencil to revise the label name. Or tap the garbage can to delete it.
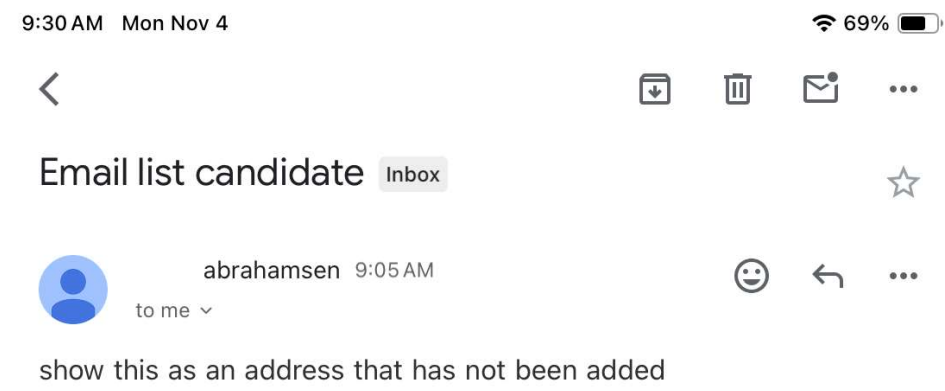
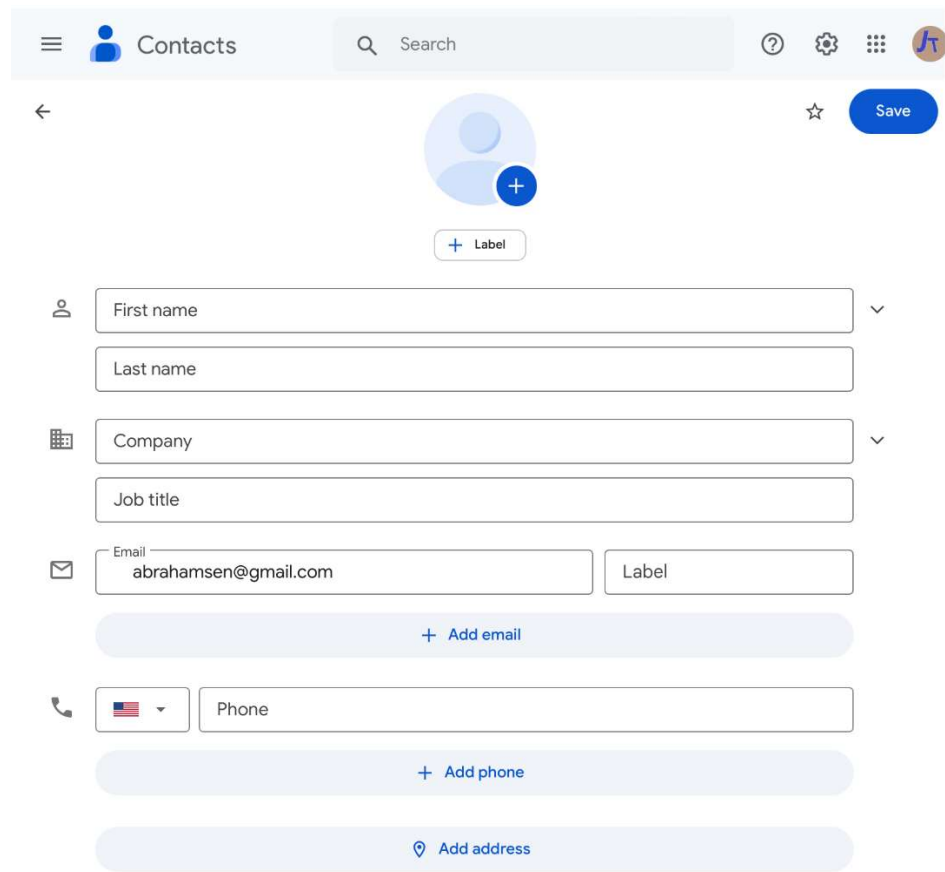TAP the label name to see there are **4 members** currently in this distribution group.

How does an email address get added to your Contacts, so that, you can flag that email address as part of the Coin Club?

While there are several ways to do this, I prefer the following:

TAP on an email from the member you want to include in the Coin Club label.
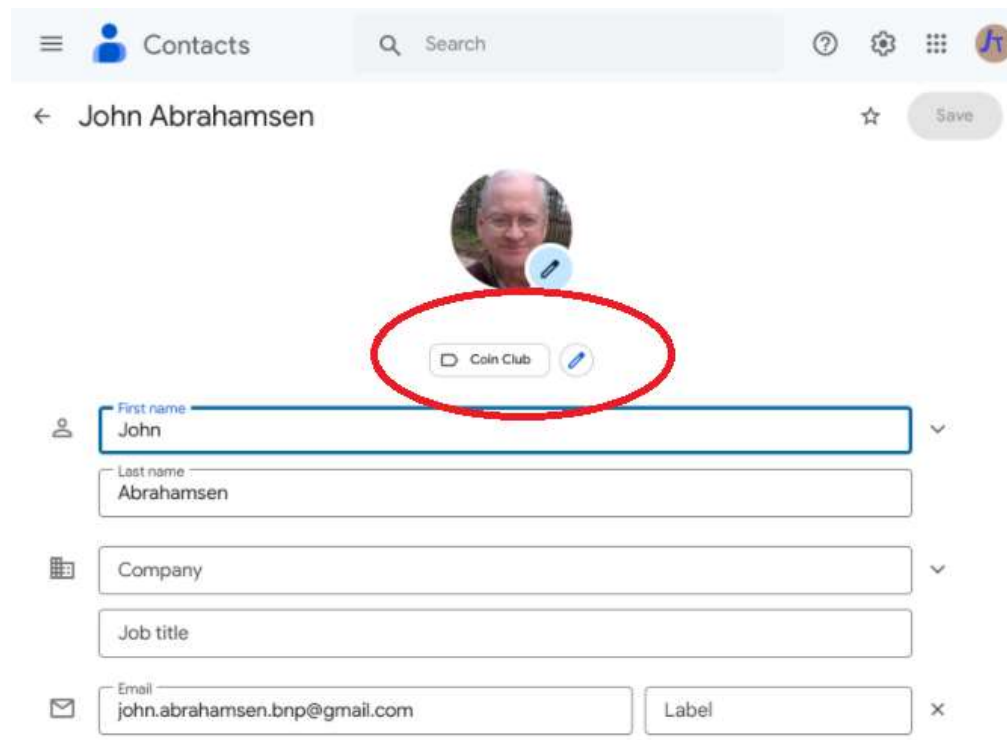

Then TAP on the profile circle which will open Contacts and add this emailer into Contacts.

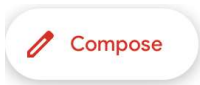Since the goal is only to add a label we will not fill in the other boxes.

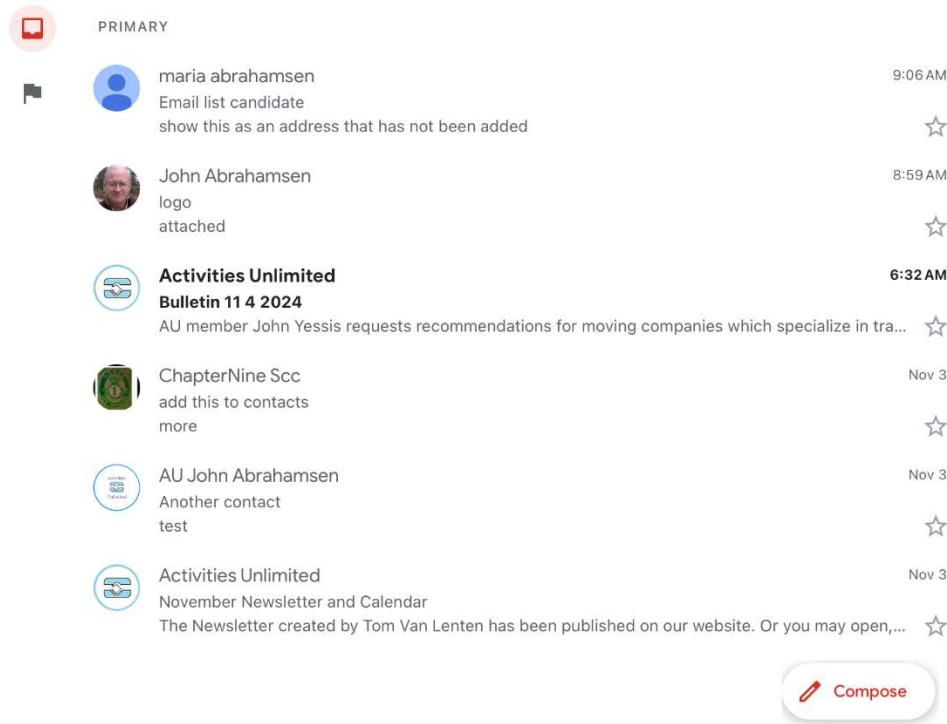TAP on the + label [+ Label] to add the Coin Club then TAP [Save]

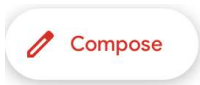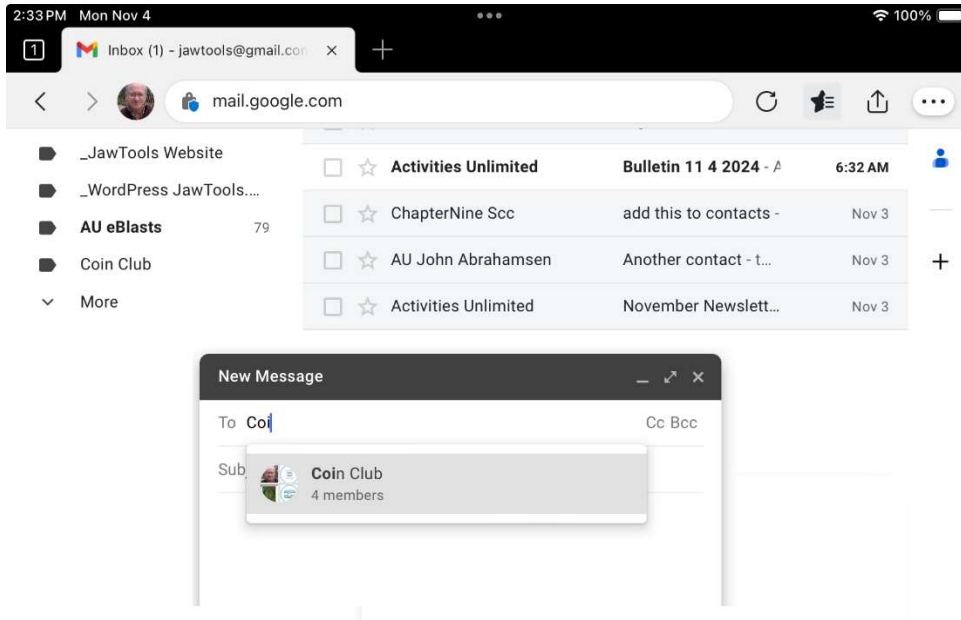If you TAP to open the contact for that email address and get the following:

You see that contact has been linked to the Coin Club. If there are more labels linked those will show up here as well. When in COMPOSE you enter Coin Club into **To:** this contact will be entered.
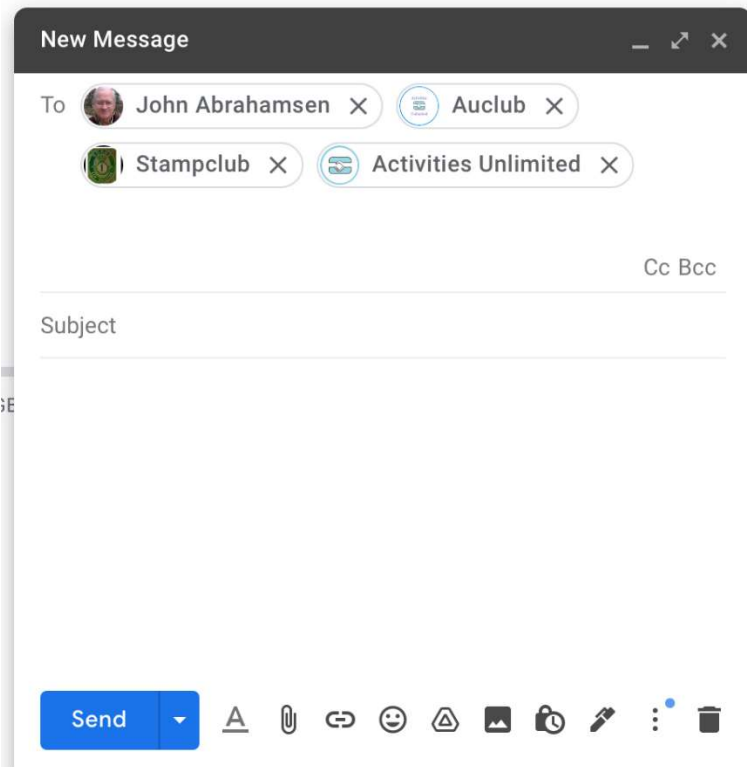
How does it work.

Start Gmail

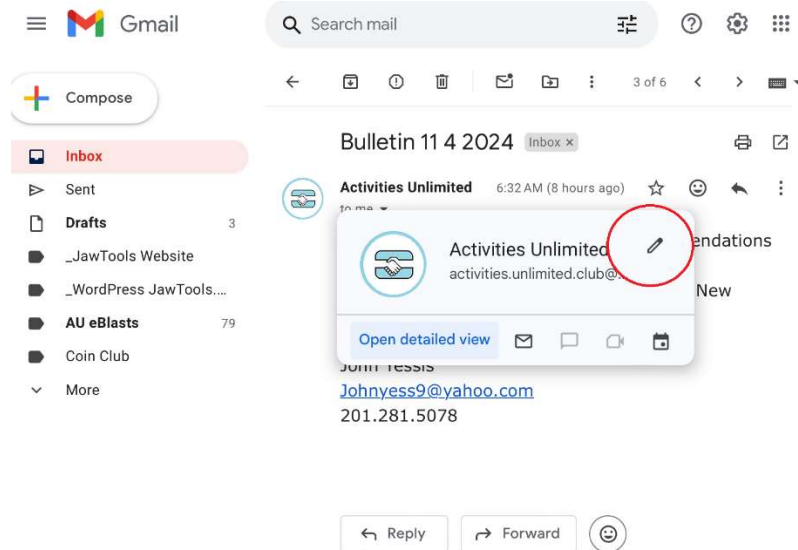TAP on   Then type Coin Club in the To: box

Only after typing COI the label Coin Club is matched. TAP on that box to add those members to the email sending box "To:"
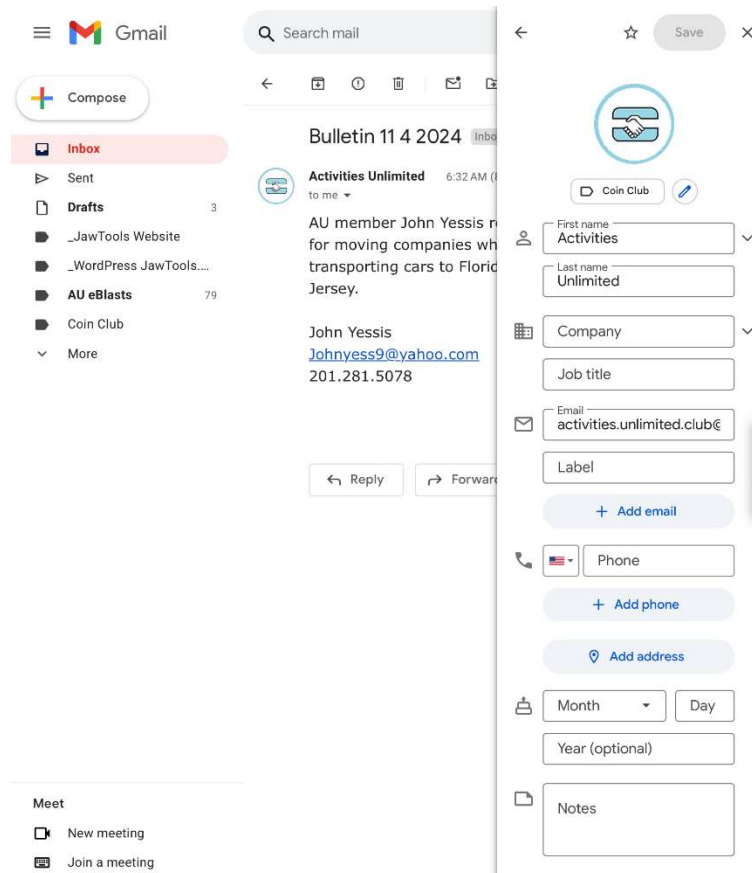
The result is:

Another use for Contacts might be to maintain a database on some of your emailers. Perhaps birthdates and or addresses on the family. Open a candidate emailer that you have added already. Then TAP the profile circle.

The TAP the pencil (circled in red above)

Fill in boxes and TAP SAVE. Note the scroll bar on right uncovers more data boxes.