

Gmail Customization ~ Stars

There are many ways in which to customize your Gmail account. The following isn't necessary in order to use Gmail, but may make the experience and use of Gmail easier for some.

To make most of your customization changes, open your email settings in the upper right corner once you've reached your Gmail Inbox. Select Settings from the dropdown list.



Stars

Stars allow a Gmail user to mark their email for later use, as important, completed, mark for later review, etc.

- Scrolling down until you see the Stars section will give you access to this valuable option in Gmail.
- The **In use:** shows you which stars you can access now. These can be dragged into the order one would like to use.
- The stars and icons in the **Not in use:** section can be dragged into the upper row to add more options.
- For now, you can leave the **Presets:** section alone. This option will limit the number of possible options available to a user.
- Scroll to the bottom of the page and press **Save Changes** to save what you've done.
- To see your changes in action, find an email you would like to mark in some way and click on the empty star to the left of the message. Repeatedly checking the star will change it in the order you've selected in your settings.

