



Some important email may be accidentally ending up in your Spam folder. In an effort to improve security Google has increased the level of filtering on incoming mail. The Spam folder or label as it is called in Gmail is sometimes hidden.

Follow the directions below to show your Spam folder and check it every so often to make sure you are not missing important emails from families or others.

How to Hide or Show Labels in Gmail

1. Open Gmail and select the Settings gear in the upper-right corner of the screen.
2. Choose **See all settings**.
3. Select the **Labels** tab to display the Labels settings.
4. Find the Spam label in the list and select **show** or **hide**.
5. Click on your **Inbox** when you're done.

[Here is a video](#) that demonstrates making these changes in your settings.