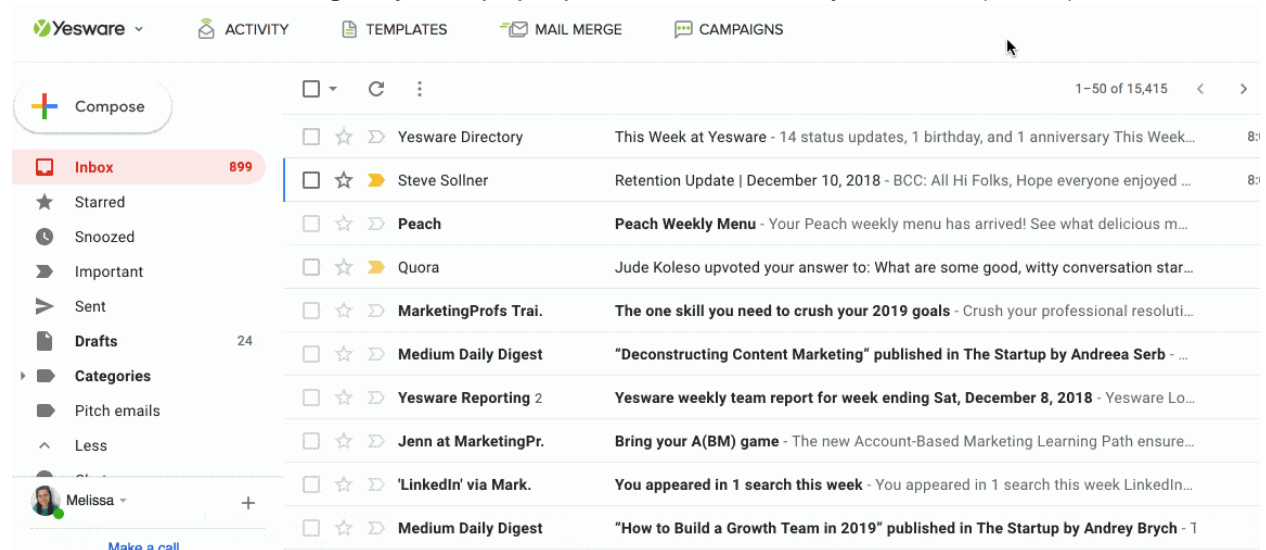# How to Create Folders in Gmail

First thing's first: In Gmail, folders are referred to as **labels**.
To create a label, all you have to do is go to the left side of your inbox and click **More**. You might need to scroll down to see more. From there, you'll see the option **Create new label**. This will give you a pop-up window to name your label (folder).

Note: You'll also notice the option to **Nest label under** — where you can create new subfolders. Check this box to make the new folder a subfolder of another.
For example, you have a main label/folder for OLLI and you'd like to organize subfolders like "Zoom invites" below that.

Another way to create labels is by going through Settings:

1. Click the **Settings** icon.
2. Go to the **Labels** tab.
3. At the bottom, click **Create New Label**.
4. Name the label.
5. Click **Save**.