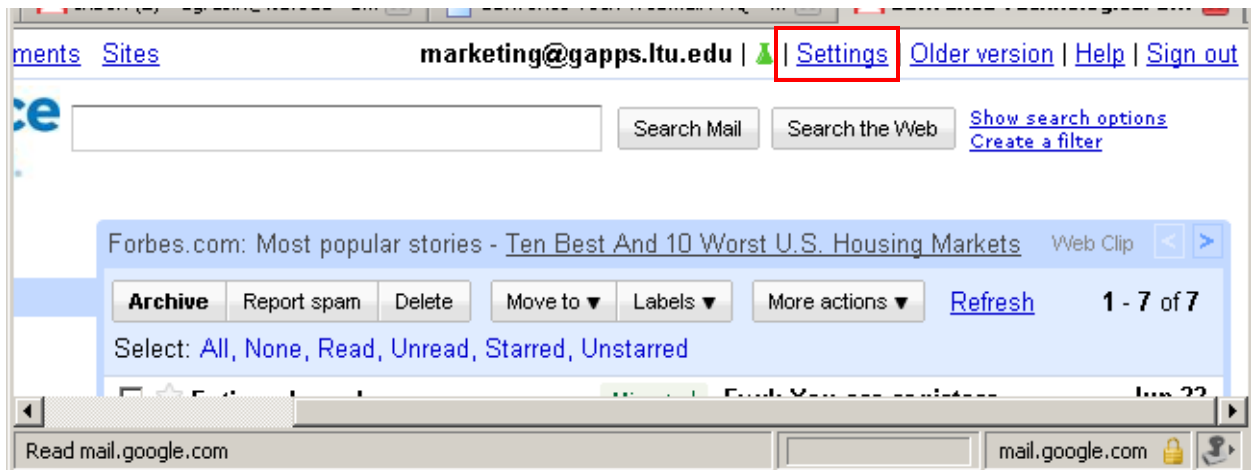


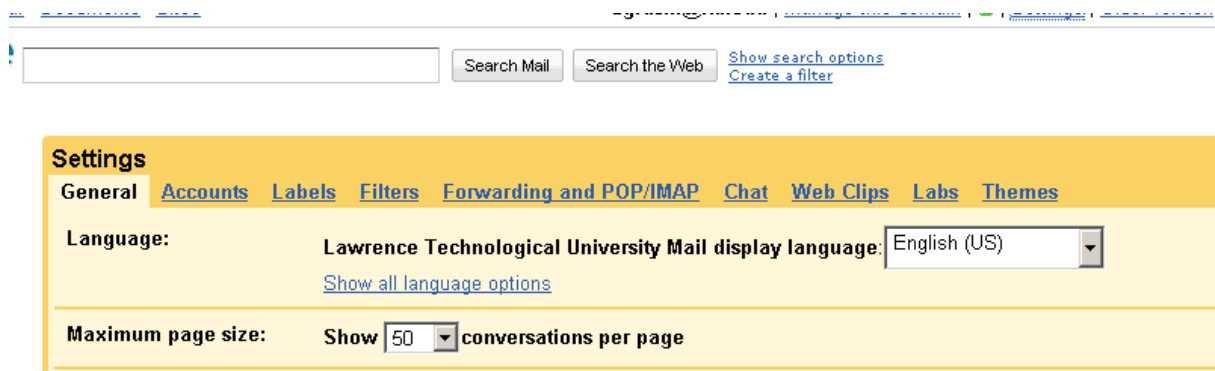
How do I change my Settings?

Settings allow you to configure your email account. You can set up a signature, choose a language, set up a vacation message, create filters for incoming messages, choose a design theme, forward your mail, and more.

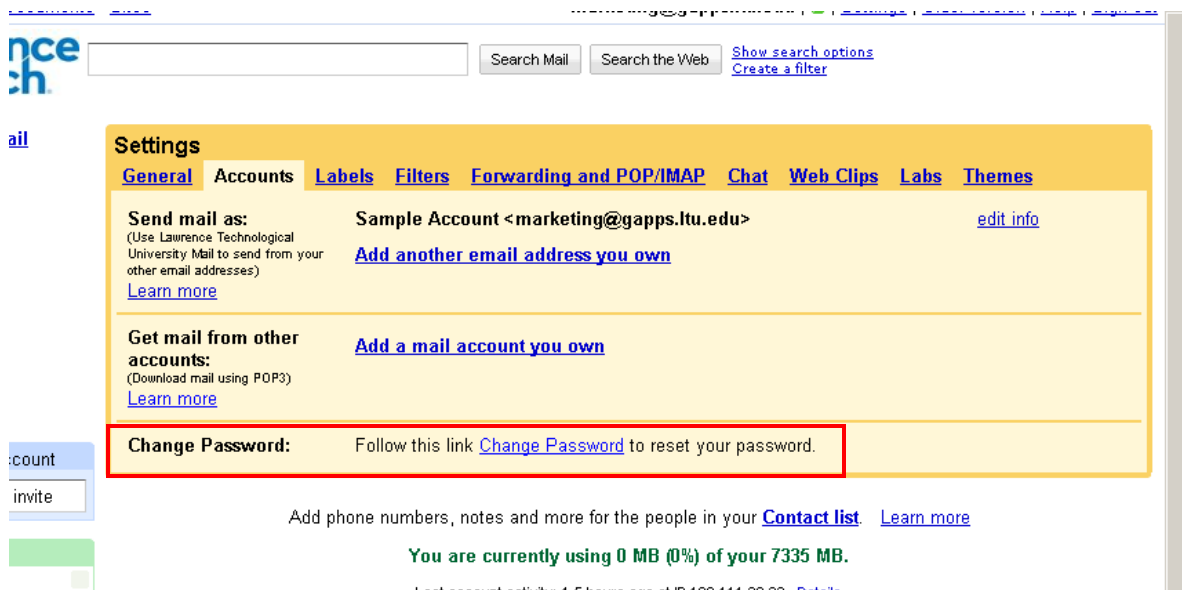
Change your account settings by clicking on the **Settings** link at the top right of the Inbox window.



In the **General Tab**, you'll find options to select a language, set up a signature, and set up a vacation message.

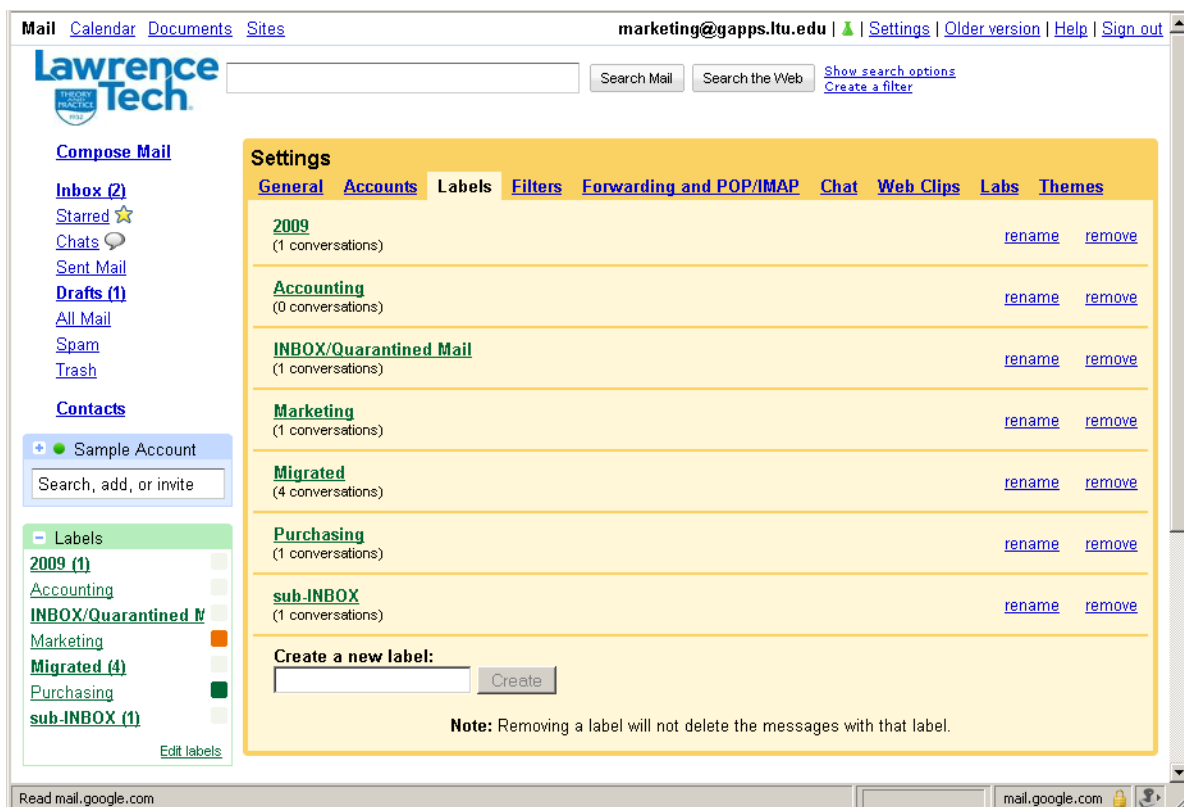


Use the **Accounts** Tab to change your password.



The screenshot shows the Gmail 'Settings' page with the 'Accounts' tab selected. The 'Send mail as' section shows 'Sample Account <marketing@gapps.ltu.edu>' with an 'edit info' link and a link to 'Add another email address you own'. The 'Get mail from other accounts' section has a link to 'Add a mail account you own'. The 'Change Password' section is highlighted with a red box and contains the text: 'Follow this link [Change Password](#) to reset your password.' Below this, there is a section for 'Contact list' and a storage usage indicator: 'You are currently using 0 MB (0%) of your 7335 MB.' The bottom of the page shows the account's last activity: 'Last account activity: 15 hours ago at IP 198.111.39.33'.

The **Labels** tab lists all your labels and allows you to access them, rename them, or remove them.



The screenshot shows the Gmail 'Settings' page with the 'Labels' tab selected. The 'Labels' section lists several labels with their respective conversation counts and 'rename' and 'remove' links:

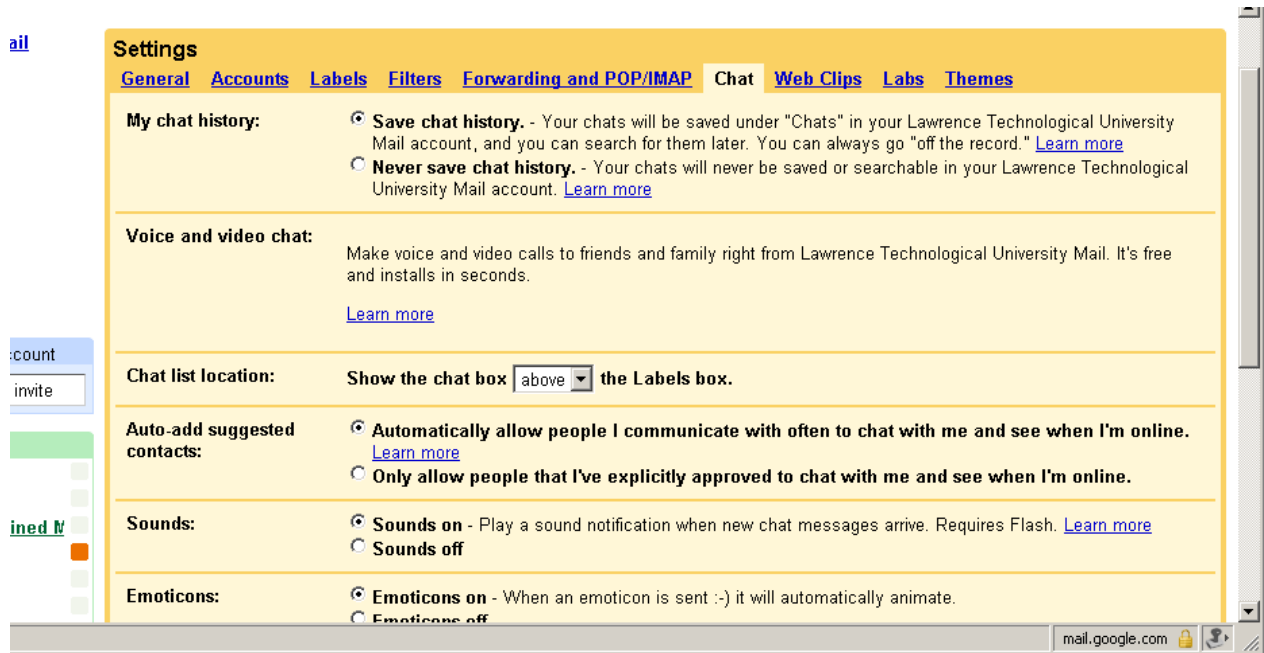
Label	Conversations	rename	remove
2009	(1 conversations)	rename	remove
Accounting	(0 conversations)	rename	remove
INBOX/Quarantined Mail	(1 conversations)	rename	remove
Marketing	(1 conversations)	rename	remove
Migrated	(4 conversations)	rename	remove
Purchasing	(1 conversations)	rename	remove
sub-INBOX	(1 conversations)	rename	remove

Below the list is a 'Create a new label:' section with an input field and a 'Create' button. A note at the bottom states: 'Note: Removing a label will not delete the messages with that label.'

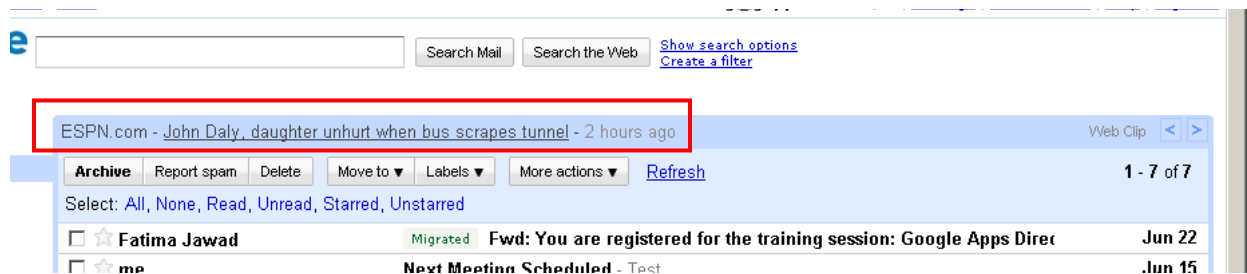
The **Filters** tab lists all the filters you have created to handle incoming mail. You can create a new filter, edit, export, or delete a filter from this page.

Use the **Forwarding the POP/IMAP** tab to set up a forwarding address.

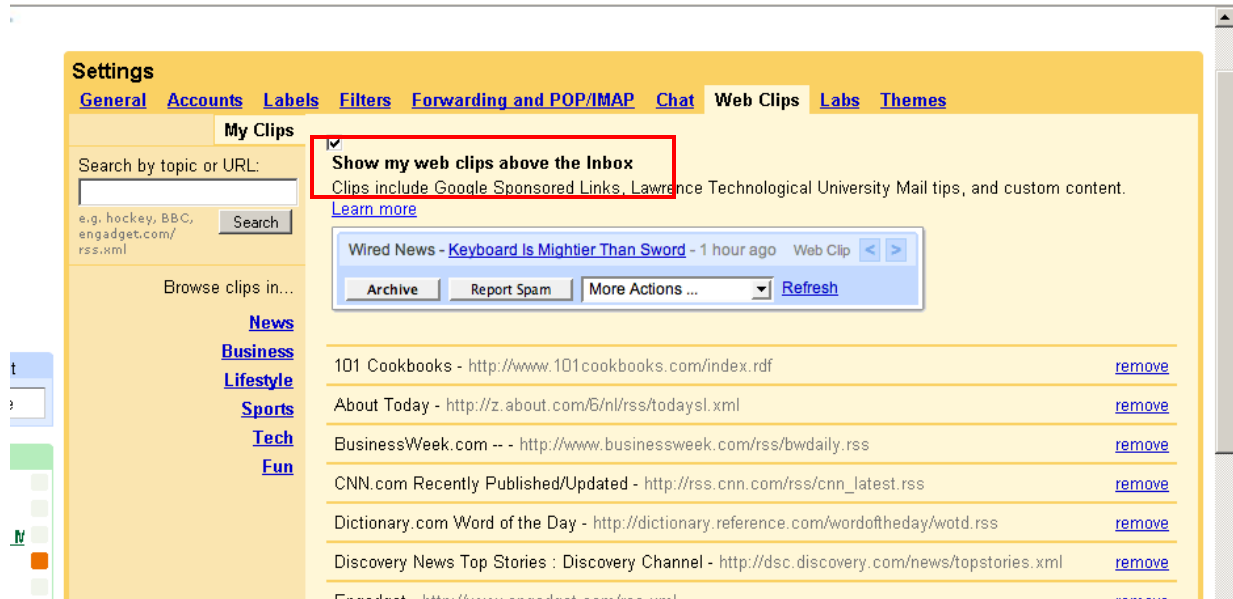
The **Chat** Tab contains settings to configure your chat sessions.



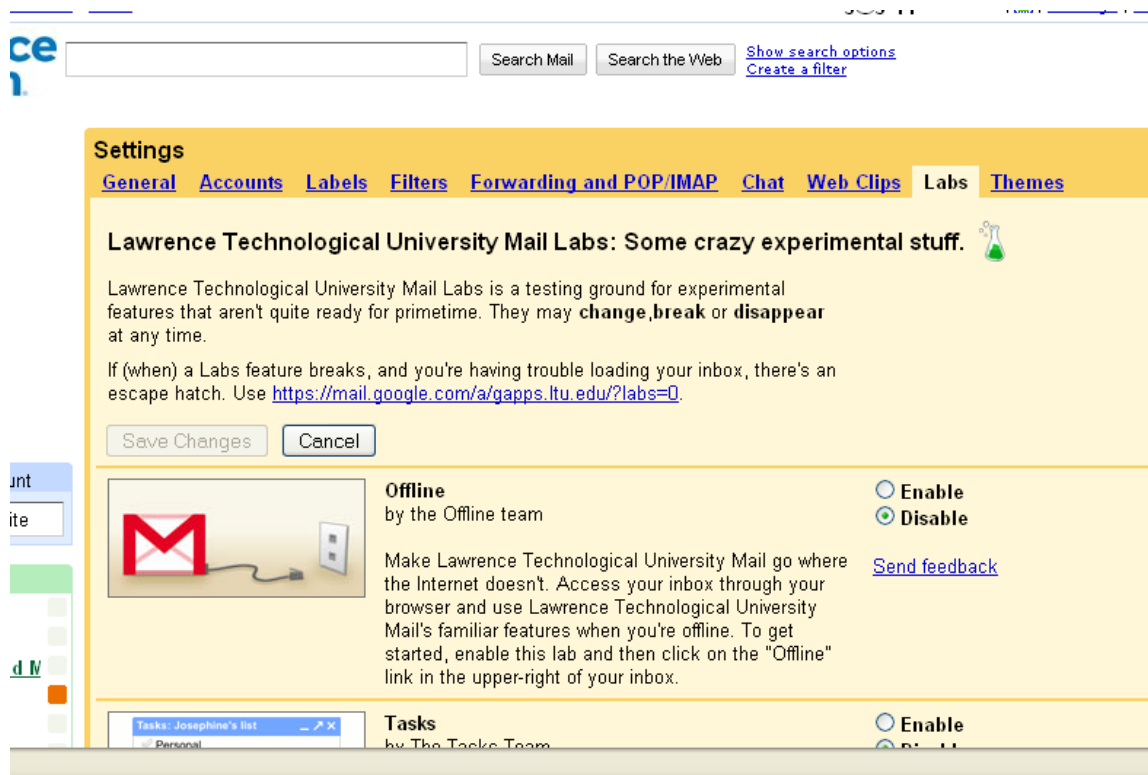
Web Clips are headlines, blog posts, and sponsored links shown above your inbox.



You can select which web clips to view, or disable this feature.



Labs are features which are being introduced and haven't been fully adopted into Gmail. These can be very useful, but they may stop working or disappear at any time.



Use the **Themes** tab to select a design scheme for your email account.

