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

### Settings

- **My chat history:**
  - Save chat history: Your chats will be saved under "Chat" in your Lawrence Technological University Mail account, and you can search for them later. You can always go "off the record." [Learn more](#).
  - Never save chat history: Your chats will never be saved or searchable in your Lawrence Technological University Mail account. [Learn more](#).

- **Voice and video chat:**
  - Make voice and video calls to friends and family right from Lawrence Technological University Mail. It's free and installs in seconds. [Learn more](#).

- **Chat list location:**
  - Show the chat box above the Labels box.

- **Auto-add suggested contacts:**
  - Automatically allow people I communicate with often to chat with me and see when I'm online. [Learn more](#).
  - Only allow people that I've explicitly approved to chat with me and see when I'm online.

- **Sounds:**
  - Sounds on: Play a sound notification when new chat messages arrive. Requires Flash. [Learn more](#).
  - Sounds off

- **Emoticons:**
  - Emoticons on: When an emoticon is sent it will automatically animate. [Learn more](#).

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

- ESPN.com - John Daly, daughter arrested when bus crashes tunnel - 2 hours ago
- [Fatima Jawad](#) - Migrated - Fund: You are registered for the training session: Google Apps Direct - Jun 22
- [Carmen](#) - Next meeting scheduled - Text - Jun 15
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.