

# TIPS & TRICKS

## DADE COUNTY TECHNOLOGY

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BONUS #1 - I like this one so much that I thought I'd send it mid-week as a bonus!!!

### **The Elusive Trash Label (Folder) in Gmail**

I don't know about you but I hate having to always scroll to the bottom of my folders to click on More so that I can find my Trash label (folder) in my Gmail account. I like having it near the top so that I can access it easily like in other email programs.

This is simple to fix...

- Click on the Gear icon (⚙)
- Click on the Settings menu item
- Click on the Labels tab
- Scroll down to the Trash label (folder)
- Click the **show** link

Now your Trash label (folder) not only is displayed but it is near the top so it is easily accessible all of the time!

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Please send any questions or comments about this installment of Tips & Tricks to [technology@dadecs.org](mailto:technology@dadecs.org).