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Managing your Google@Wharton Gmail Account (Students)

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This article provides instructions on how to manage your Google@Wharton Gmail account – including changing your display name, adding signatures, creating and editing labels, and more.

Before You Start

You will need one or more of the following before you can complete this task:

- An active Wharton Gmail address

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Change Your Display Name

Following the steps outlined in [Google's Documentation](#) will ensure that anyone you email will see your new Display Name as opposed to your default Wharton Account Name.

If you wish to change the way your name is displayed for all G-Suite services, send an email to support@wharton.upenn.edu.

Create an Email Signature

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Using a signature ensures that any email you send or reply to will have a standardized sign-off – usually including your name, contact information, and profession. See [Google's Documentation](#).

Remember to use your [Alumni Forwarding Address](#) in your signature -- that way your contacts will be able to reach you after you graduate.

Create, Apply, and Edit Labels

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Use **labels** to categorize your messages. Labels are like folders, but with a twist: you can apply multiple labels to a message, so you can **store** a single copy of a message in multiple labels. You can also:

- Open a label on the left side of your Mail window to see all messages with that label
- Search for all messages with a label
- See labels on messages in your Inbox, to quickly identify different types of messages

Make your labels easy to identify by applying different colors to them.

Move Emails without Labels

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Clean up your inbox by **archiving emails** – this will allow you to **move** emails to labels, similar to the way a traditional email folder works.

Create Email Filters

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Set up email filters to automatically label, block, or prioritize specific senders or domains.

Questions?

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Contact: **Wharton Computing Student Support**

Email: support@wharton.upenn.edu
