How do I mark a Gmail message as high priority?

Tell Me

1. Google Mail does not provide options to prioritize email based on importance level (low, normal, high). Gmail learns which emails are important to you by evaluating who you send email to frequently and which senders' email you open quickly.
2. The **Subject** can show importance using something like:
   a. "***Important - We need this documentation by the end of the day"
   b. "***Urgent - We need this documentation by the end of the day"
   c. "! - We need this documentation by the end of the day"
3. You also have the ability to mark received emails as "important" or with a star for better visibility:
   a. Put a check mark in the left box next to a message
   b. Click the **More drop down**
   c. Select **Mark as important** or **Add star**

Related FAQs

- Can I get my voicemails forwarded to my email?
- What is an email alias and am I required to have one?
- Will Cisco Unified Messaging work in Gmail?
- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?