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

- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?
- How do I set up Gmail to send from my preferred/alias email address?
- How do faculty and staff request an email alias?