

★ Gmail – Android: Inbox Types — Gmail’s “choose your own layout”

Gmail lets you choose how your inbox behaves. This is a huge help for people who feel overwhelmed.



The main options:

✓ Default (with Categories)

Tabs across the top:

- Primary
- Promotions
- Forums
- Social
- Updates

Gmail auto-sorts incoming mail into these.

✓ Important First

Gmail uses its AI to guess what matters.

✓ Unread First

Great for people who want a clean triage view.

✓ Starred First

Useful for people who use stars as tasks.

✓ Priority Inbox

A hybrid of Important + Unread + Everything else.

✓ Multiple Inboxes

Advanced, rarely used by normal users.

★ For your members

The two most helpful are:

- **Default with Categories** (less noise)
- **Unread First** (simple triage)

★ Stars — Gmail’s version of flags

Gmail has:

- A single yellow star by default
- Optional multi-colour stars (enable in Gmail web settings)

But on Android, you’ll only see:

- **Star**
- **Unstar**

No colours.

This is simpler than Apple Mail's 7-colour system, but it works well.

★ Search — Gmail's superpower

Gmail's search is *phenomenal* and works the same everywhere.

You can search by:

- from:
- to:
- subject:
- has:attachment
- older_than:
- newer_than:
- label:
- is:starred
- is:important

This is one of the reasons Gmail users rarely need folders.

★ Spam handling — Gmail is the best in the business

Gmail's spam filtering is:

- Server-side
- AI-driven
- Extremely accurate
- Consistent across all devices

Your members rarely need to manage spam manually.

★ Notifications — Gmail is very clear and predictable

Unlike Outlook or Apple Mail, Gmail's notifications are:

- Per-account
- Per-label
- Per-category
- Easy to customise

This is great for people with multiple accounts.

★ Club-friendly summary

"Gmail on Android is simple: Labels organise mail, Filters automate it, and Inbox Types control how you see it."