How to clean up the look of Gmail
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Removing large tabs across the top of the email

Along the top of your email you may see tabs like Primary and Social.
These steps will remove those and make all your emails show in the Inbox.
1. Click the Settings gear button in the upper right, then click "See all settings"
2. Click on the "Inbox" tab along the top.
3. Uncheck these 4 settings: Promotions, Social, Updates, Forums
4. Scroll to the bottom and click the "Save Changes" button.

Making the folders list show or not

Along the left side of the screen you should see a list of folders with words like "Inbox". If you
see only pictures, then just click the 3 horizontal lines in the upper left corner of your Gmail
screen. It's a button to the left of "M Gmail". Click it a couple times and you'll see it toggles
between showing or hiding your folder list.

Removing Meet on the left side

This will remove the "Meet" and other related lines from the left side of the screen.
Meet is a free online video conferencing service like Zoom and Skype.
If you don't use this feature there's no reason to see it along the left.
1. Click the Settings gear button in the upper right, then click "See all settings"
2. Click the "Chat and Meet" tab along the top.
3. Now choose "Hide the Meet section in the main menu".
4. Scroll to the bottom and click the "Save Changes" button.

Changing what folders show along the left side

Along the left in the folder list you may not see all the folders you expect, like "Trash" and
"Spam". Gmail likes to hide folders under the word "More" at the bottom of the folders list. If
you click on "More" you'll be able to scroll down and see the rest. If you want to control what
folders show right away and what folders show under "More", then use these steps.
1. Click the Settings gear button in the upper right, then click "See all settings"
2. Click on "Labels", which is a tab along the top of the settings screen.
3. A list will show of all the possible folders you could see along the left side.
4. Choose either "show" or "hide" for each folder. Some have a "Remove" button as well.
    "Show" means it shows right away, and "Hide" means it's hidden under the word "More".
    Your changes are saved automatically. For me I choose "Hide" for everything except these
    folders: Inbox, Sent, Drafts, Spam, Trash
5. When done click your "Inbox" along the left to get out.