# How to clean up the look of Gmail                    1/24/22

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I was helping a client with Gmail the other day and found the webpage so cluttered with confusing features and buttons it was hard use the email program and to see the folders along the left side.  The client had all her webpages enlarged a bit to 110% due to eyesight problems which made it even worse.  The biggest problem was a feature called "Meet " which took up half the left column and got in the way.  Below are some settings in Gmail you can change to make things more usable.


## 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.
It's 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 on "Chat and Meet", which is a tab along the top of the settings screen.
3.  Now choose "Hide the Meet section in the main menu".
4.  Click the "Save Changes" button below.  The Gmail screen will refresh.


## 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.