Bard Information Technology

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Creating a Filter in Gmail

Filters

Filters will automatically file messages into labelled areas (or folders if you will). You should try to create the labels before you filter messages to those labels (You can do this in **Settings** > **Labels**).

Creating a Filter

1. Go to the **Settings icon** > **Settings** > **Filters and Blocked Addresses tab**

2. Scroll to the bottom of the page to select **Create a new filter**
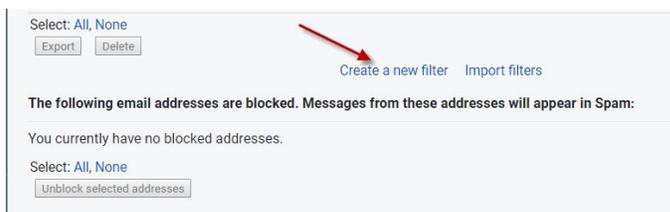

3. Fill out the criteria.

In the **From** box you can enter an email or a person's name. If, for instance, you wanted to filter your manager's email to a label (folder) on the left panel or you wanted to filter all their emails by adding a Star next to them, type their name in the **From** box. Keep in mind that if any of this information is generic or common, those emails will be filtered too.

In the **Subject** box, you can type the subject of emails you get often that you now want to filter. This can include mailing lists like PENNYSAVER or perhaps newsletters that you would like to filter to a label (folder).

NOTE: If you click the **Search** button, can test your search results before actually creating the filter to see if your criteria is correctly finding the emails you want. If you do this, however, you will have to start the creation of the filter again. Go back to the **Inbox** and start at #1 in this procedure.

4. Click **Create filter.** In the next window you decide what to do with the emails you are filtering. Some of these choices include:

- **Skip the inbox** (Archive it and keep it out of the Inbox.)

- **Apply the label** (Useful if you want to organize these messages.)

- **Also apply filter to __ matching messages** (To run the filter on current Inbox.)

- **Delete it** if you just don't want to see those emails at all.

- **Star it** if you want to make it more noticeable in your inbox.
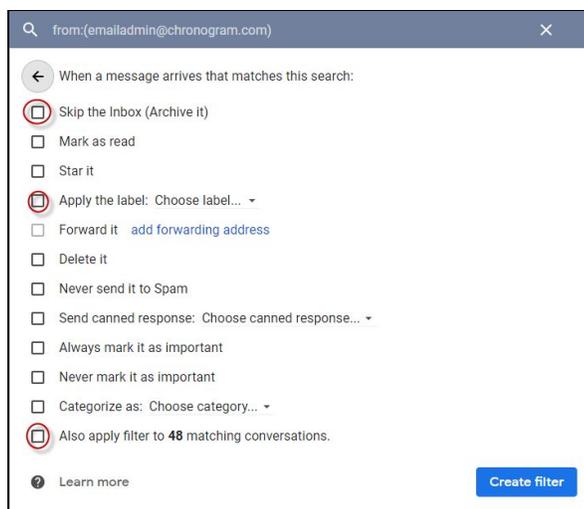
5. Click **Create filter.**

Manage Filters

To look at the filters you've created and manage them, click **Settings icon > Settings** > **Filters and Blocked Addresses**. There will be a list of all the filters you've created. You can edit or delete a filter here:
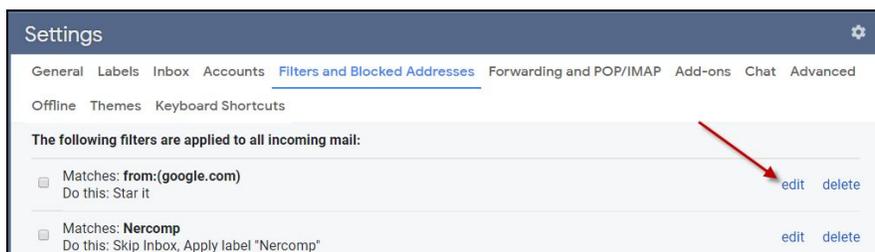
Note: If you remove a filter, those messages still retain any labels you gave them. The label will still show in the left panel, but the filters will no longer run.