

How to Create Filters in Google Mail

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These are instructions for creating filters to automatically route messages to a folder (called a label), designate them as spam, or send them to the trash. All email clients have this capability and many allow filters with multiple selection criteria.

Create a Filter

1. Log into your gmail account.
2. Click the settings icon (small gear).
3. Select *Settings*.
4. Select *Filters and Blocked Addresses*.
5. Select *Create a new filter*.
6. Enter the conditions for the filter.
7. Click *Create filter*.
8. Enter the desired action.
9. Click *Create filter*.

Create a Label (a folder in the sidebar)

1. Log into your gmail account.
2. Click the settings icon (small gear).
3. Select *Labels*.
4. Click *Create new label*.
5. Enter the desired *name and location*.
6. Click *Create*.