

Using filters

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star or forward your mail, even keep it out of Spam.

Creating a filter

Click the down arrow in your search box. A window that allows you to specify your search criteria will appear. Enter your search criteria. If you want to check that your search worked correctly, click the search button. Click **create filter with this search** at the bottom of the search window.

If you need to verify the search results, you can click the x to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered



Gmail Filters

Choose the action you want the filter to take. Click **Create filter** button.

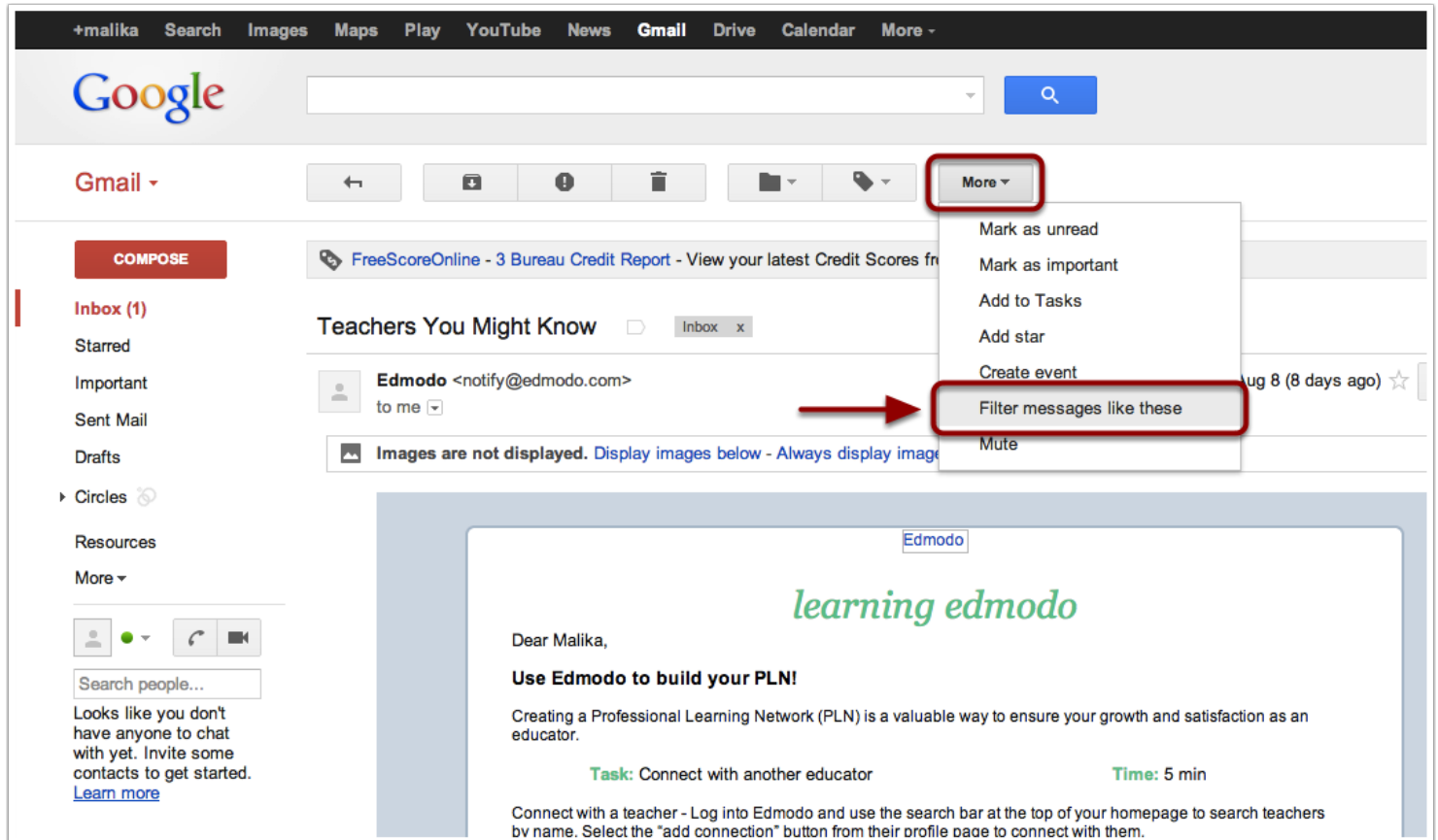
The screenshot shows the Gmail interface with a search filter dialog open. The search query is `from:(scott.sisemore@csd4.k12.mo.us)`. The dialog lists the following actions:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾

At the bottom of the dialog, there is a checkbox for Also apply filter to 0 matching conversations. and a [Learn more](#) link. The **Create filter** button is highlighted with a red box, and a red arrow points to it from the 'Search people...' input field in the left sidebar.

To use a particular message to create a filter, select the message in your message list

Click the **More** button, then **Filter messages like these**



The screenshot shows the Gmail interface. At the top, there's a navigation bar with links to various Google services. Below that is the Gmail header with a search bar and a 'More' button. The main content area shows an email from Edmodo with the subject 'Teachers You Might Know'. The email body contains a message about using Edmodo to build a Professional Learning Network (PLN). A red box highlights the 'More' button in the top right of the email header, and a red arrow points to the 'Filter messages like these' option in the dropdown menu that appears below it.

Dear Malika,

Use Edmodo to build your PLN!

Creating a Professional Learning Network (PLN) is a valuable way to ensure your growth and satisfaction as an educator.

Task: Connect with another educator **Time:** 5 min

Connect with a teacher - Log into Edmodo and use the search bar at the top of your homepage to search teachers by name. Select the "add connection" button from their profile page to connect with them.

Gmail Filters

Enter your filter criteria in the appropriate field(s)
Click **Create filter with this search**

The screenshot shows the Gmail filter creation interface. At the top, the search criteria "from:(notify@edmodo.com)" is entered. Below this, a "Filter" dialog box is open with the "From" field containing "notify@edmodo.com". A callout box with a dark background and white text is overlaid on the "From" field, stating: "The From criteria will populate. You can add additional criteria, but it's not necessary." At the bottom of the dialog, there is a search icon in a blue box and a button labeled "Create filter with this search »" which is highlighted with a red rounded rectangle. A red arrow points from the search icon towards the button.

Gmail Filters

Choose the action(s) you want the filter to take.
Click **Create filter**

from:(notify@edmodo.com)

[« back to search options](#) ×

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as:

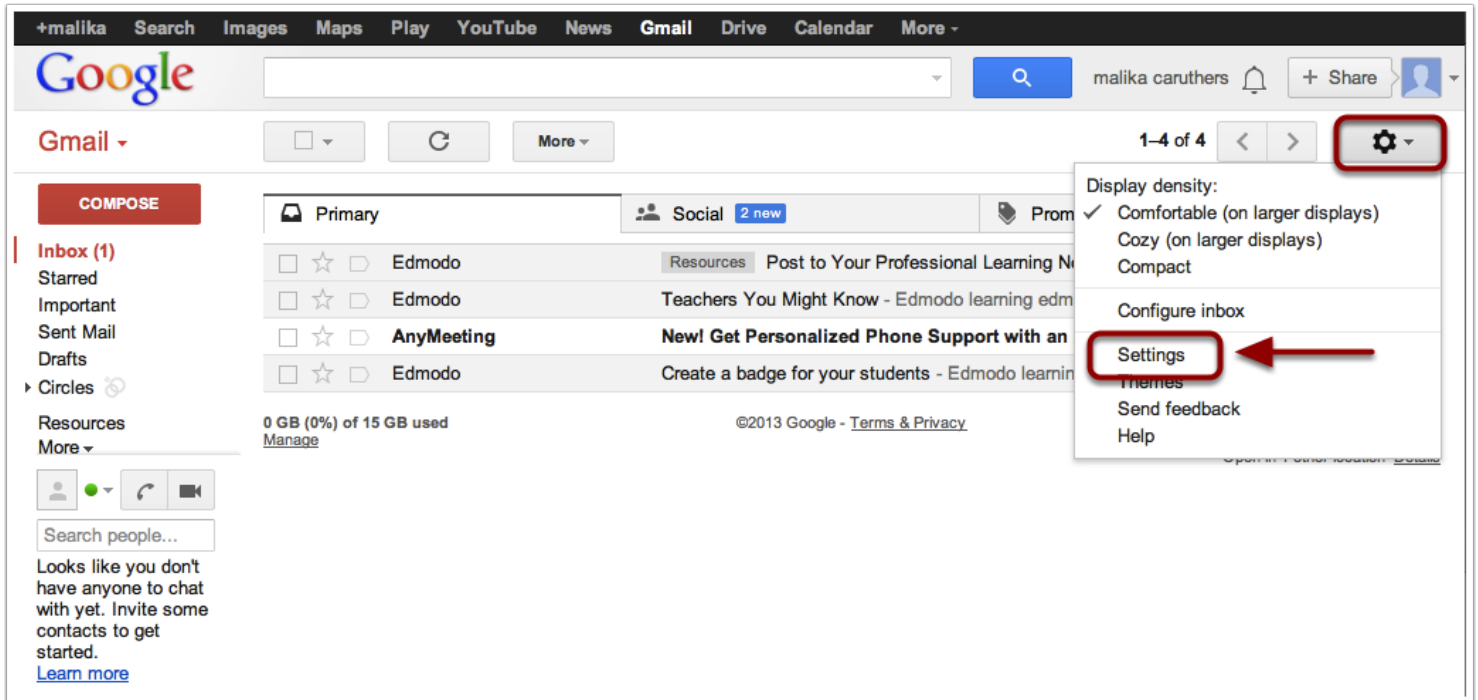
Also apply filter to **3** matching conversations.

[Learn more](#)

To edit or delete existing filters

Click the gear in the top right

Select **Settings**



Screen Shot 2013-08-16 at 3.40.14 PM.png

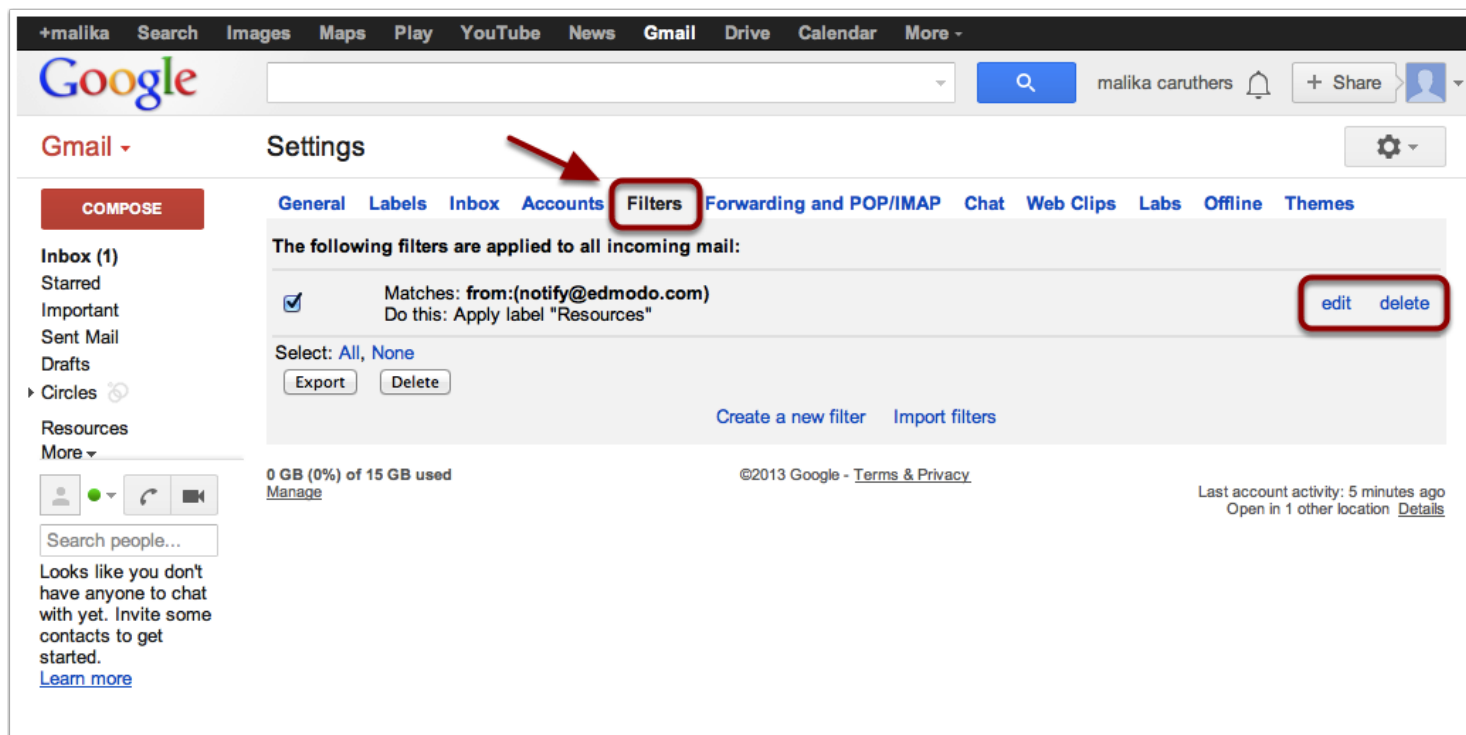
Click the **Filters** tab

Find the filter you'd like to change and click **edit** or **delete** to remove the filter

If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Edit filter actions**

Update any actions and click the **Update filter** button

**You can create an unlimited number of filters, but only 20 filters can forward to other addresses. You can maximize your filtered forwarding by combining filters that send to the same address.



The screenshot shows the Gmail Settings page with the 'Filters' tab selected. A red arrow points to the 'Filters' tab in the navigation bar. Below the navigation bar, the 'Filters' section is visible, showing a list of filters. One filter is listed with the criteria 'Matches: from:(notify@edmodo.com)' and the action 'Do this: Apply label "Resources"'. To the right of this filter, the 'edit' and 'delete' buttons are highlighted with a red box. The left sidebar shows the 'COMPOSE' button and the 'Inbox (1)' section. The bottom of the page shows storage usage (0 GB of 15 GB used) and account activity information.

You can now create, edit and delete your filters. Go forth and organize your Gmail messages!