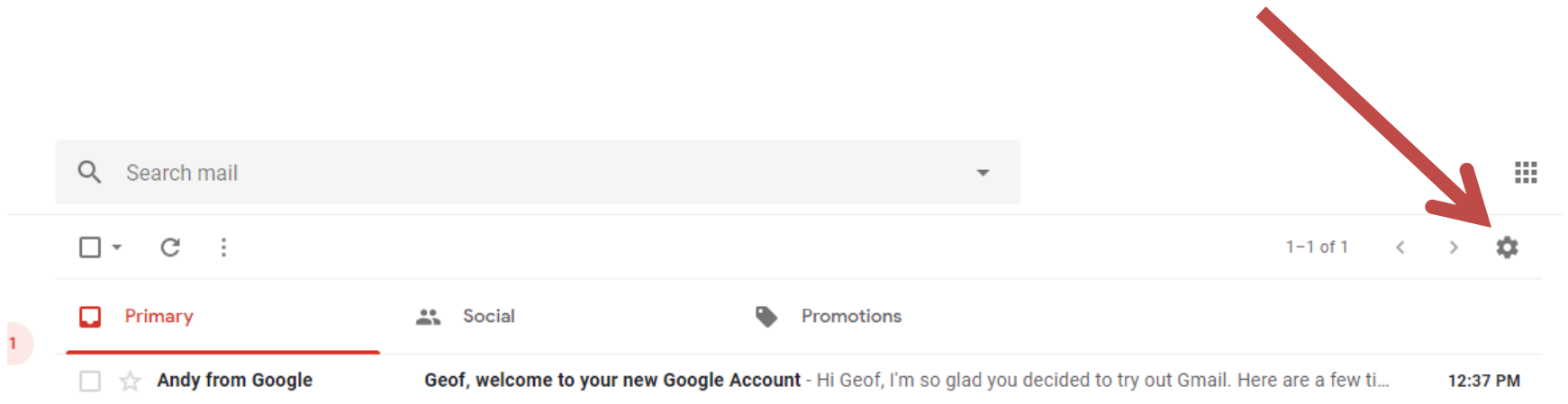


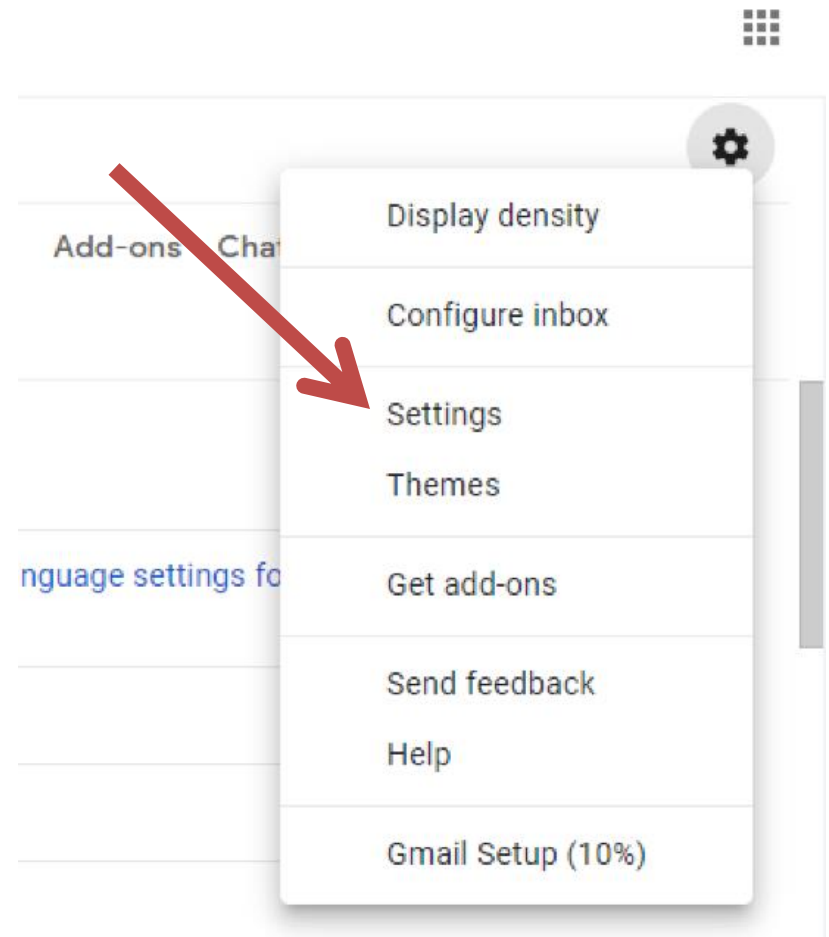
Creating filters and folders

While in your Gmail account, click the settings gear.
It looks like a small gear in the upper right corner of your Gmail window.

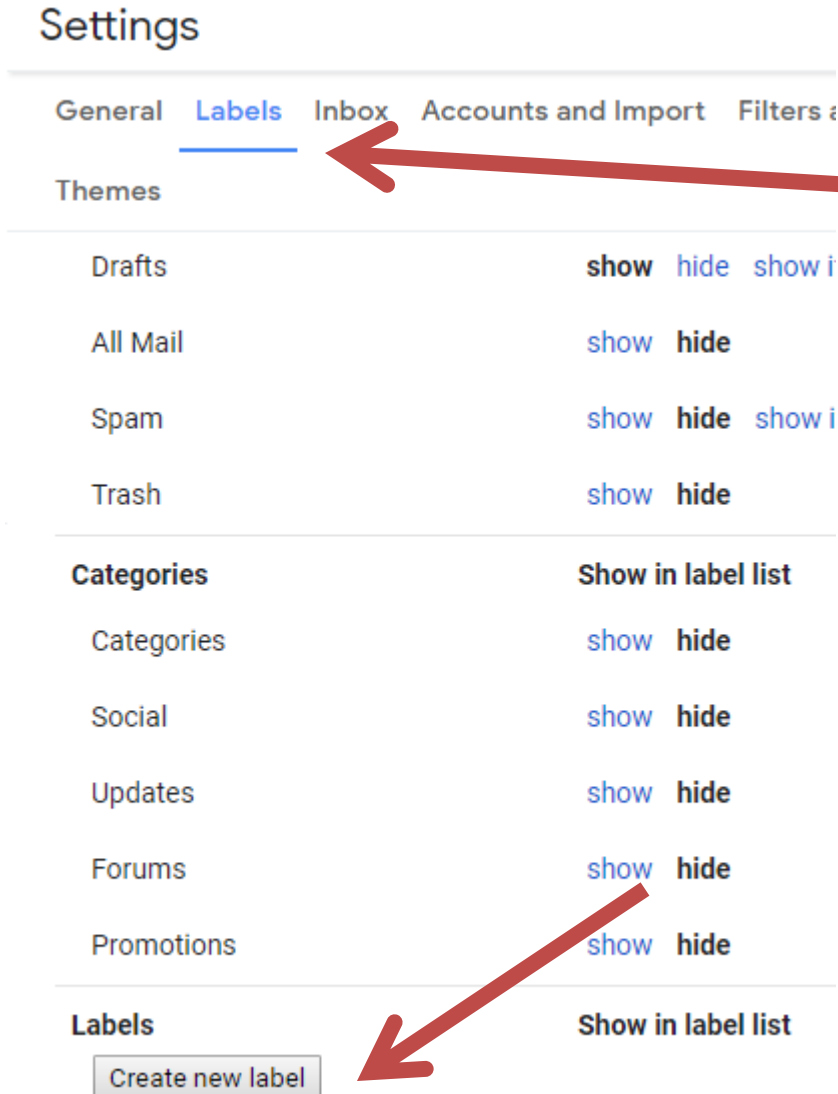


Creating filters and folders

From the drop-down, select Settings.



Creating filters and folders



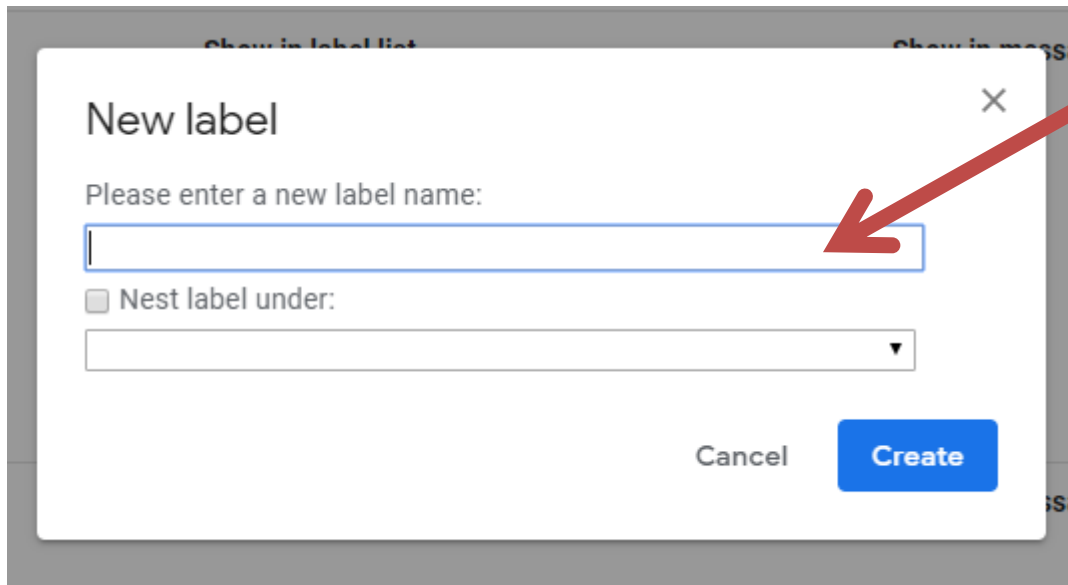
Your Gmail will change to look like the picture below.

For this process, you will want to select Labels. Scroll to the bottom of the page and click on the Create New Label button.

“Label” is Gmail’s word for “Folder.”

Note: Remove

Creating filters and folders



The image shows a 'New label' dialog box. It has a title bar with a close button (X). The main content area contains the text 'Please enter a new label name:' followed by a text input field. Below the input field is a checkbox labeled 'Nest label under:' followed by a dropdown menu. At the bottom right of the dialog are two buttons: 'Cancel' and 'Create'.

New label

Please enter a new label name:

☐ Nest label under:

Cancel Create

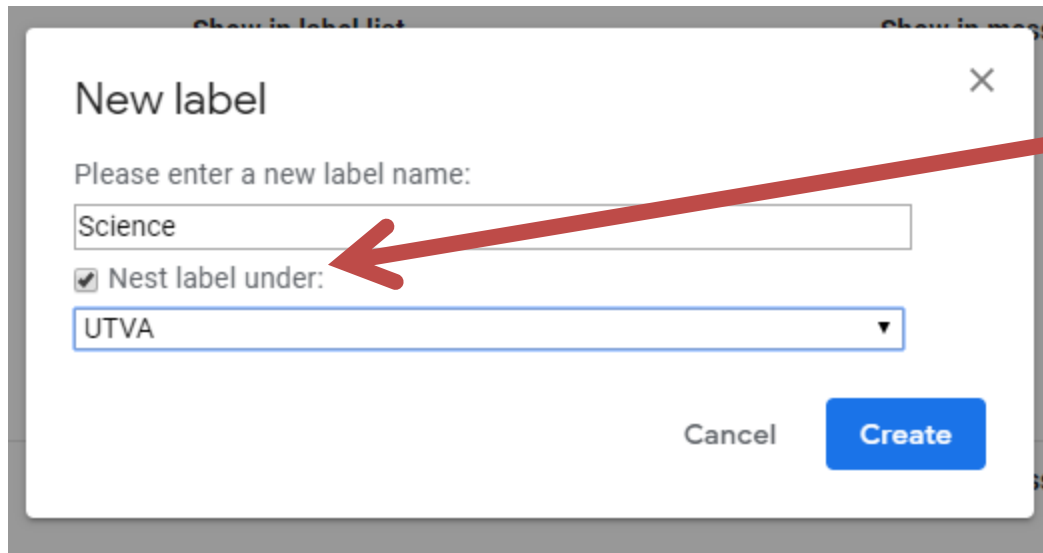
You should get a pop-up window to enter the label name.

Type the name the way you want it to appear. Labels will automatically sort alphabetically, so keep that in mind when you choose a name.

Once you have typed the name and you are happy with it, click Create.

(Don't worry if you make a typo, you can use the Manage Labels option to change the label name later.

Creating filters and folders



The screenshot shows a 'New label' dialog box with a close button (X) in the top right corner. It contains a text input field with the label 'Please enter a new label name:' and the text 'Science'. Below this is a checkbox labeled 'Nest label under:' which is checked. A red arrow points from the text 'Click the box, then select the main label name from the drop-down menu.' to the 'Nest label under:' checkbox. Below the checkbox is a drop-down menu showing 'UTVA'. At the bottom right are 'Cancel' and 'Create' buttons.

For maximum organization, you can create sub-folders. This is done by using the Nest Label Under option. Click the box, then select the main label name from the drop-down menu. You can have as many folders nested as you like. And you can go several levels if you choose.

Creating filters and folders

Settings

General **Labels** Inbox Accounts and Import Filters and Alerts

Themes

Drafts	show hide show i
All Mail	show hide
Spam	show hide show i
Trash	show hide

Categories

Show in label list

Categories	show hide
Social	show hide
Updates	show hide
Forums	show hide
Promotions	show hide

Labels

Show in label list

Create new label

It is sometimes easier to create all your labels at once, if you know what you will need.

If you want to create them one at a time, simply repeat the steps for each label.

If you want to create them all at once, click on the Create New Label button for each label you wish to create.

Note: Remov

Creating filters and folders

When you are ready to start adding mail to your labels, look back to the top of your Gmail window, and click on Filters and Blocked Addresses



Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#) [Offline](#)

Themes

Setup progress:

10%

[Continue setting up account](#)

Language:

Gmail display language:

English (US)

[Change language settings for other Google products](#)

[Show all language options](#)

Phone numbers:

Default country code:

United States

Maximum page size:

Show

50

conversations per page

Undo Send:

Send cancellation period:

5

seconds

Default reply behavior:

[Learn more](#)

☐ Reply

☐ Reply all

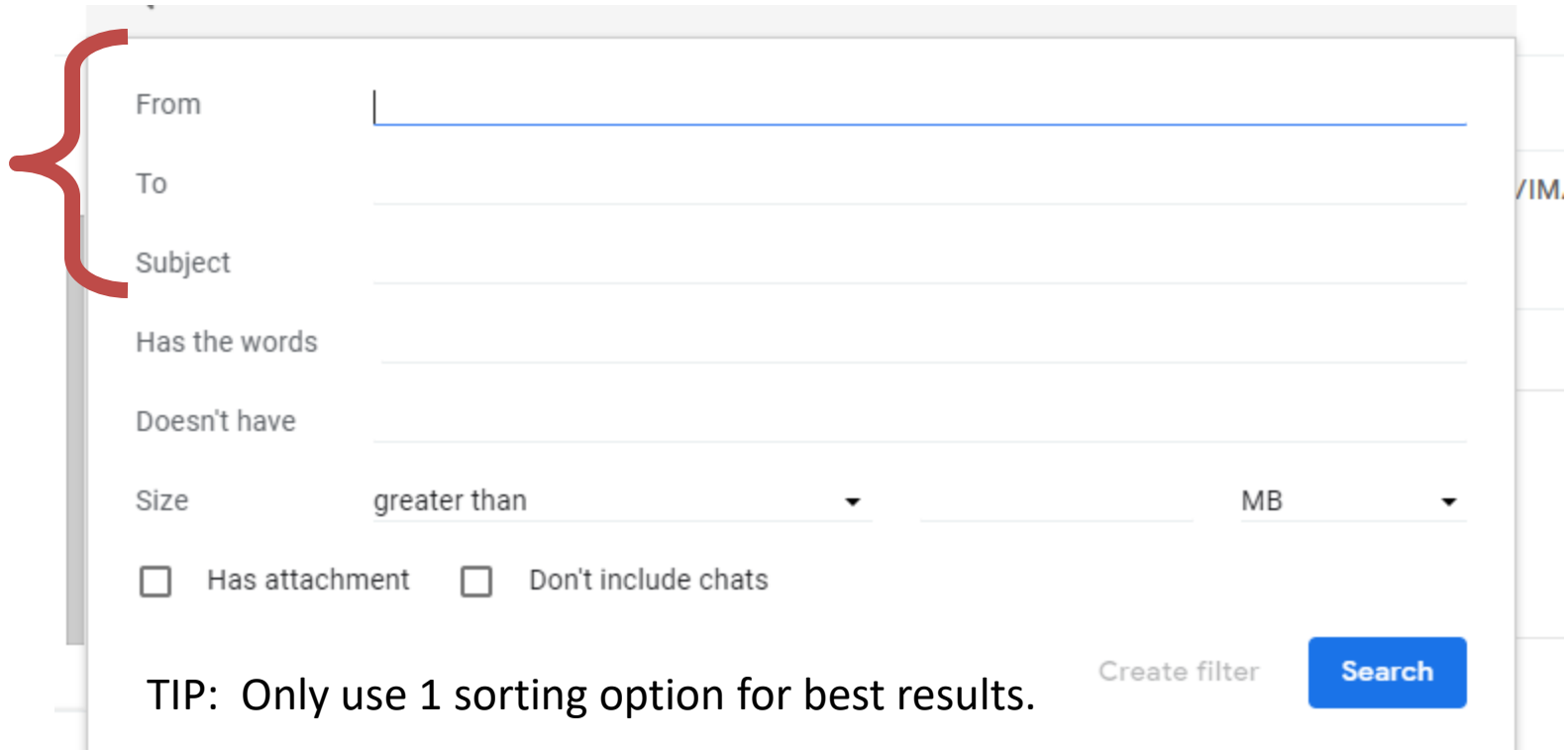
Creating filters and folders

You can use any of several methods to sort.

From: Sorts based on who sent you the email.

To: Sorts based on who they send the email to.

Subject: Sorts based on the contents in the subject line



From

To

Subject

Has the words

Doesn't have

Size greater than MB

☐ Has attachment ☐ Don't include chats

TIP: Only use 1 sorting option for best results.

Create filter Search

Creating filters and folders

Select as many of the filtering options as you would like.

from:(andy-noreply@google.com)

← When a message arrives that matches this search:

- ☐ 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... ▾
- ☐ Also apply filter to 1 matching conversation.

? Learn more

Create filter

Skip the Inbox will send the email right to your chosen label.

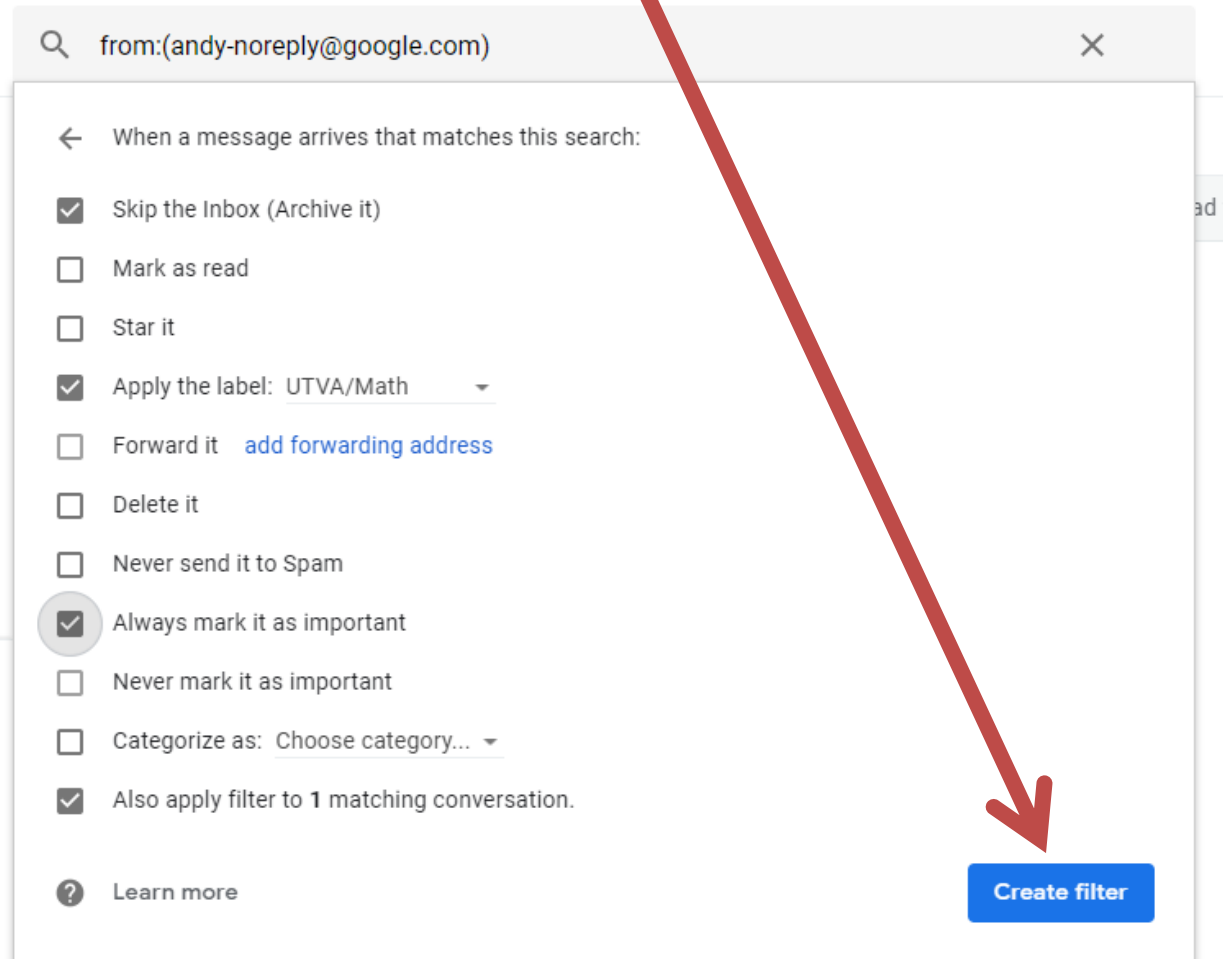
Apply the label lets you select the label to send the emails. Choose from a drop-down that will include all the labels you have created so far.

Always mark it as important adds a flag to the email to get your attention.

Also Apply Filter tells Gmail to send all the emails that meet the criteria to filter according to these selection.

Creating filters and folders

Once you have made the selections, click on Create Filter



The screenshot shows the Gmail 'Create filter' dialog box. At the top, the search criteria is 'from:(andy-noreply@google.com)'. Below this, a list of actions is shown with checkboxes. A red arrow points from the text 'click on Create Filter' to the 'Create filter' button at the bottom right.

When a message arrives that matches this search:

- ☒ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: [UTVA/Math](#)
- ☐ 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...](#)
- ☒ Also apply filter to 1 matching conversation.

[? Learn more](#)

[Create filter](#)

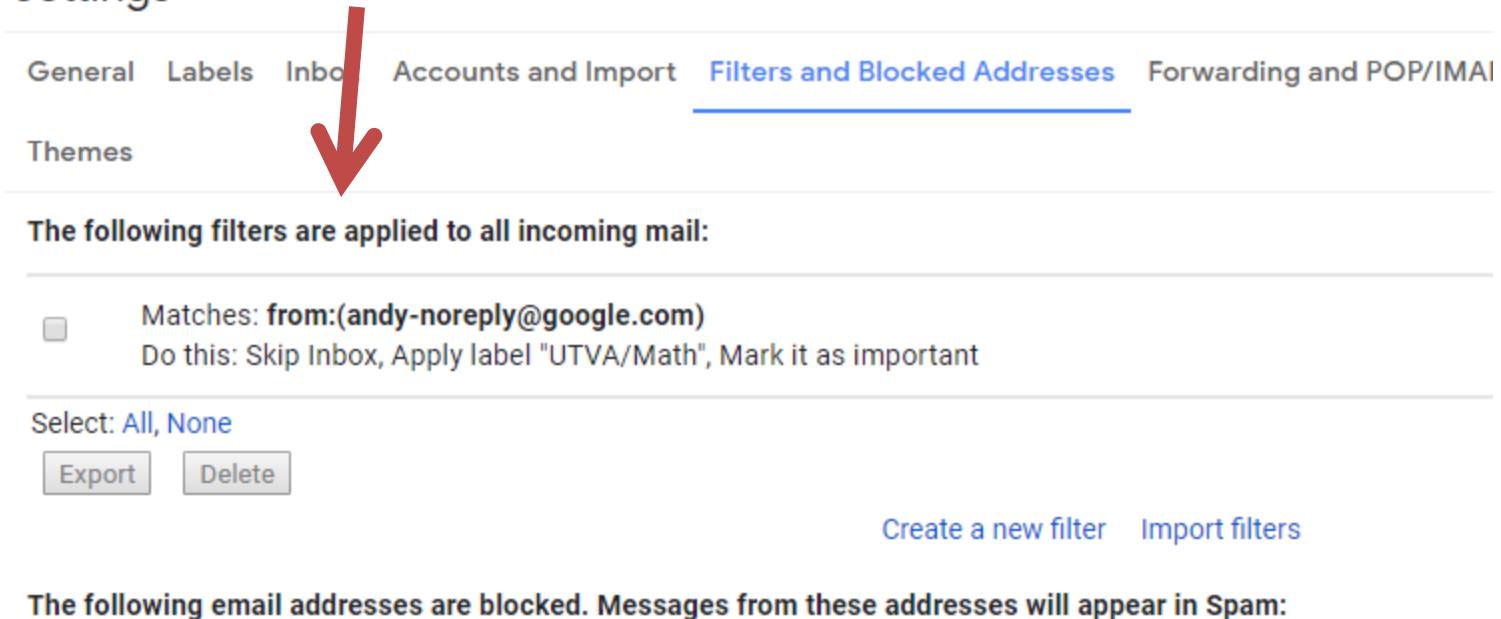
Creating filters and folders

That's all there is to it!

Once the filter is created, it will be added to a list of filters. The filter will summarize the search criteria and the sorting rules for that filter.

When you are ready to create a new filter, just click on Create a New Filter again and follow the same steps.

Settings



General Labels Inbox Accounts and Import **Filters and Blocked Addresses** Forwarding and POP/IMAP

Themes

The following filters are applied to all incoming mail:

☐ Matches: **from:(andy-noreply@google.com)**
Do this: Skip Inbox, Apply label "UTVA/Math", Mark it as important

Select: [All](#), [None](#)

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

Changing filters and folders

If you decide you don't want the filter anymore, look all the way to the right of the filter and click on delete. You will be asked to confirm if you really want to delete it. If you need to make a change, look all the way to the right of the filter and select edit. You will go back to the same pop-up where you chose your filtering criteria during creation.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline

Themes

The following filters are applied to all incoming mail:

☒ Matches: **from:(andy-noreply@google.com)**
Do this: Skip Inbox, Apply label "UTVA/Math", Mark it as important [edit](#) [delete](#)

Select: [All](#), [None](#)

[Export](#)

[Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

[Unblock selected addresses](#)

Changing filters and folders

To get rid of a label, click on the Labels option (at the top of the settings page), scroll to the bottom of the page and follow the label to the right. Click on Remove. You will get a confirmation that you really want to remove it. If you need to make a change, look all the way to the right of the label and click edit. You can remove the nest (so it isn't under another one) or add a nest (so it is). You can change the spelling, or completely rename it.



Labels	Show in label list	Show in message list	Actions
Create new label			
UTVA 0 conversations	show hide show if unread	show hide	remove edit
Math 1 conversation		show hide	remove edit
Science 0 conversations		show hide	remove edit

Note: Removing a label will not remove the messages with that label.

Changing filters and folders

One last tip:

You can create all the folders you like, but skip the filters. That way all your emails go into your inbox and you can manually sort them to the folders you want as you read them.

To do this, all you need to do is drag the email to the folder where you want it to go.

You can also select the checkbox to the left of several emails and drag them to the same folder all at once.