

Creating Filters in Gmail

What are filters

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically send email to a folder, apply a label, archive, delete, star, and much more, even keep it out of Spam.

Filters are very advanced and sometimes hard to comprehend. Before you can fully understand how filters can be applied it is important to understand how labels and folders work. When you create a label in Gmail, it has the potential to be used as a folder.

Understanding labels

Labels help you organize your messages into categories – work, family, to do, read later, jokes, recipes, etc. Some RMU labels might include Resumes, Co-worker’s names, Daily Menu, Student Life, Unit4, etc. Labels do all the work that folders do, but with an added bonus: you can add more than one to an email. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later," the sender will never know.

If we receive an email from Megan, you can apply a label as shown [Figure 2](#).

Understanding folders

By creating a label users can use that label as a folder. Emails can be moved into folders located in the left side pane under compose.

Again, if we receive an email from Megan, you can move the email from the inbox to the folder called “Megan” by dragging and dropping manually every time, or create a filter that will do so automatically [Figure 1](#).



Figure 2

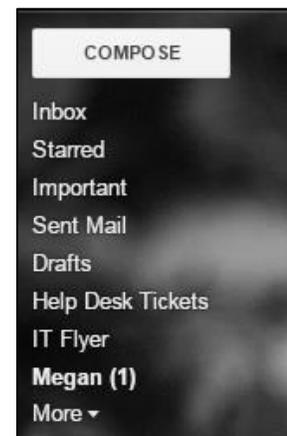


Figure 1

How to create a filter

Example 1 (Basic)

In this example, we are going to filter emails from a specific sender. If you get a lot of ads from a store restaurant, or event, etc., follow these steps to create a filter:

1. Open the email.
2. Click the **down arrow** next to Reply [Figure 3](#).
3. Select **Filter messages like these** [Figure 3](#).
4. **From** field will be auto-populated with the senders email address [Figure 3](#).
5. Click **Create filter with this search** [Figure 4](#).

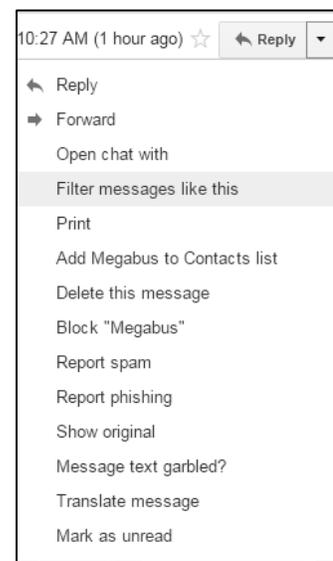


Figure 3

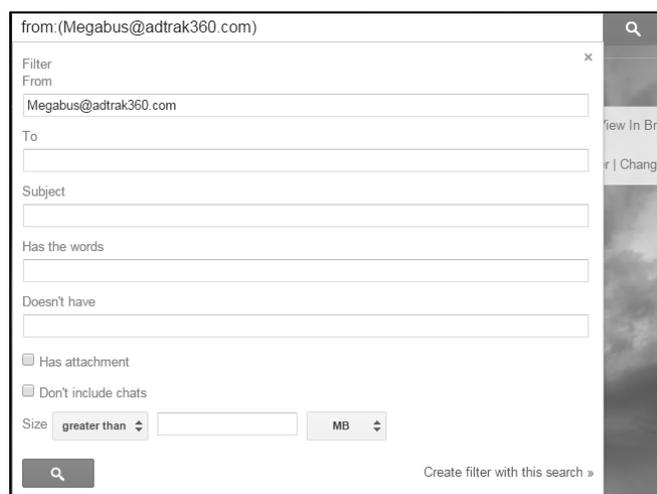


Figure 4

6. More options will appear, choose what you want to happen, the options are: **Figure 5**
 - a. Skip the Inbox (Archive it)
 - b. Mark as read
 - c. Star it
 - d. Apply the label
 - e. Forward it
 - f. Delete it (for this example)**
 - g. Never send it to Spam
 - h. Send canned response (if enabled in Labs)
 - i. Always mark it as important
 - j. Never mark it as important
 - k. Categorize as
7. If you have multiple messages that match the selected criteria in the inbox and want to apply the filter check the box **Also apply filter to # matching conversation** **Figure 5**.
8. Click **Create filter** button **Figure 5**.
9. Google will display a notification **Your filter was created** **Figure 6**.

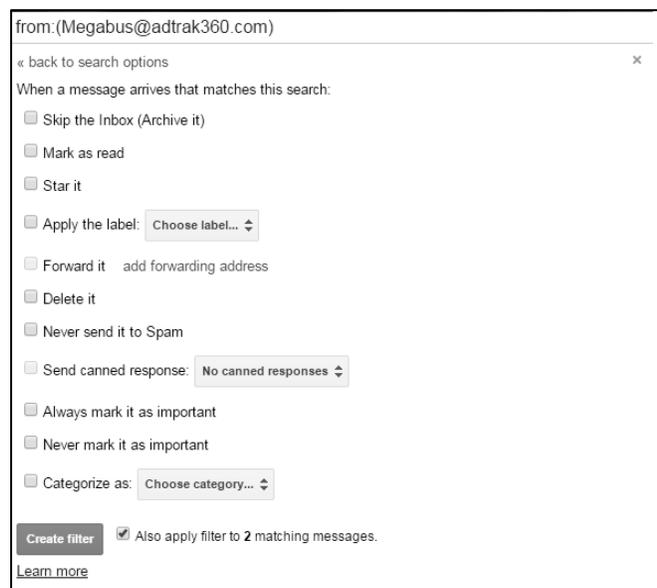


Figure 5



Figure 6

Example 2 (Intermediate)

In this example, we are going to add the label “Maria” to all incoming emails from Maria Gutierrez, and make that label pink.

1. In the inbox **click the down-arrow** attached to the search-box **Figure 7**.



Figure 7

2. In the From: field **enter a name or email** **Figure 8**.
3. Click **Create filter with this search** **Figure 8**.



Figure 8

4. Additional options will appear **Figure 9**:
 - a. Skip the Inbox (Archive it)
 - b. Mark as read
 - c. Star it
 - d. **Apply the label (for this example)**
 - i. If the label you want to apply is already created click the label
 - ii. Otherwise select **New label** → name the label → select **Create**
 - e. Forward it
 - f. Delete it
 - g. Never send it to Spam
 - h. Send canned response (if enabled in Labs)
 - i. Always mark it as important
 - j. Never mark it as important
 - k. Categorize as

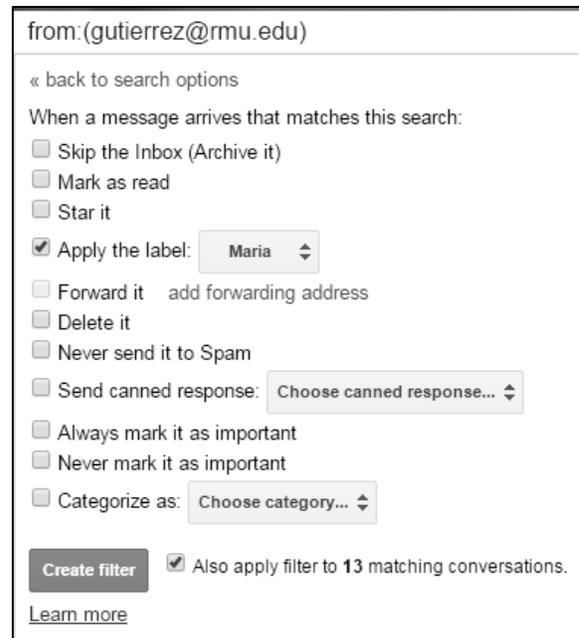


Figure 9

5. If you have multiple messages that match the selected criteria in the inbox and want to apply the filter check the box **Also apply filter to # matching conversation** **Figure 9**.
6. Click **Create filter** button **Figure 9**.
7. Google will display a notification **Your filter was created** **Figure 10**.



Figure 10

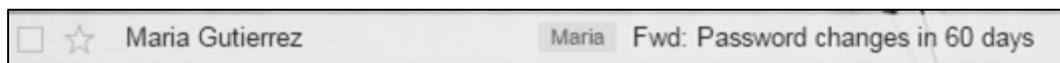
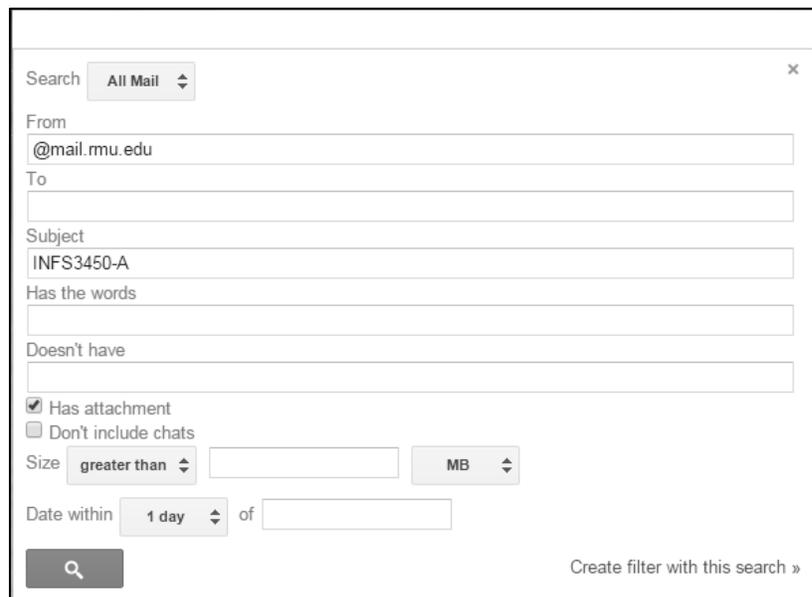


Figure 11 – Example of label shown here

Example 3 (Advanced)

In this example, you will be creating a filter as if you are a professor of the class INFS3450-A. As the professor, you want messages from your students to skip the inbox, and go straight into a folder called “INFS3450-A.”

1. Open Gmail.
2. Click the down arrow on your search box. A window that allows you to specify your search criteria will appear [Figure 12](#).
3. Enter your search criteria [Figure 12](#).
 - a. **From: @mail.rmu.edu**
 - i. This indicates you are created a filter for students only.
 - b. **Subject: INFS3450-A**
 - i. Specify in the syllabus or in class that your students include this exact phrase within the subject line.
 - c. **Has attachment**
 - i. You only want the emails with an attachment to be accepted by this filter.
4. Click **Create filter with this search** [Figure 12](#).



The screenshot shows the Gmail search filter creation window. The search criteria are as follows:

- Search: All Mail
- From: @mail.rmu.edu
- To: (empty)
- Subject: INFS3450-A
- Has the words: (empty)
- Doesn't have: (empty)
- Has attachment:
- Don't include chats:
- Size: greater than [] MB
- Date within: 1 day of []

At the bottom right, there is a button labeled "Create filter with this search »".

Figure 12

5. Choose the action(s) you want the filter to take **Figure 13**.
 - a. **Skip the Inbox (Archive it)**
 - b. **Apply the label: Choose label**
 - c. **Send canned response: Choose canned response** (this must first be enabled in Gmail Settings as a Lab, then a Canned Response must be created).
6. Click **Also apply filter to # matching conversations** **Figure 13**.
 - a. This option adds previously opened emails that match your criteria to the folder you created.
7. Click the **Create filter** button **Figure 13**.
8. Google will display a notification **Your filter was created** **Figure 14**.

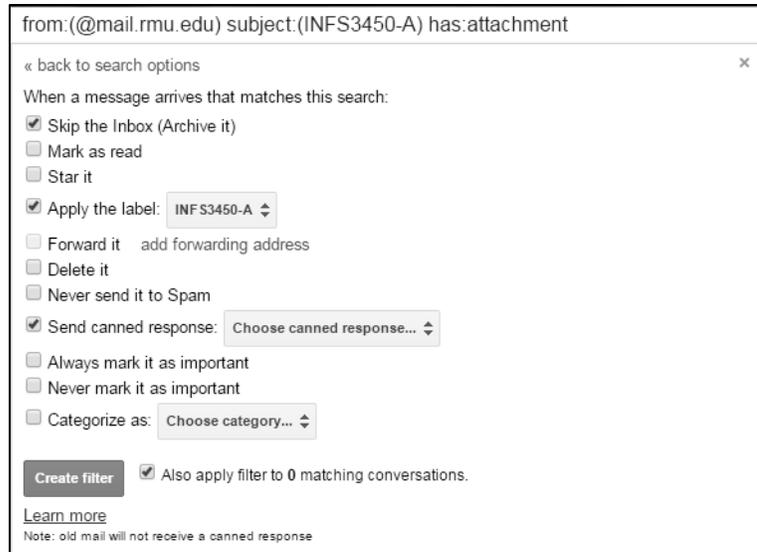


Figure 13



Figure 14

Edit or remove a filter

1. Click the **gear** icon **Figure 15**.
2. Select **Settings** **Figure 15**.
3. Select the tab **Filters and Blocked Addresses** **Figure 16**.
4. Find the filter and click **edit** or **delete** **Figure 16**.
5. From this page you can also create a new filter, or view blocked senders.

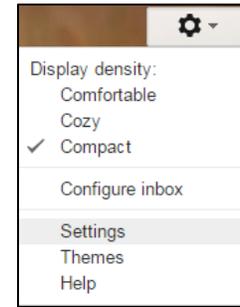


Figure 15

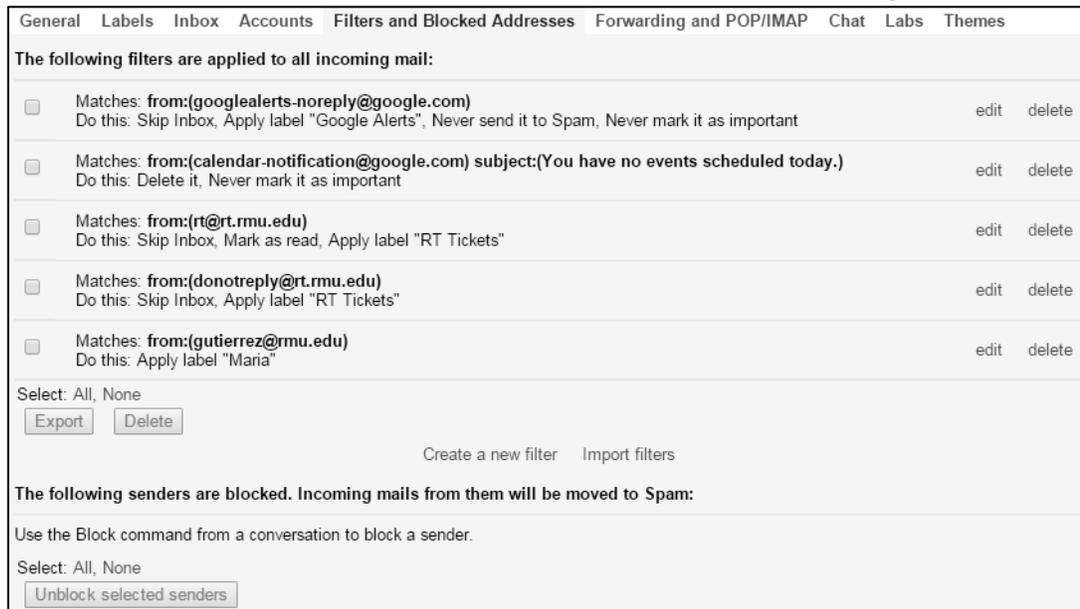


Figure 16

Change the color of a label

1. Find the label in the left-side pane under the Compose button **Figure 17**.
 - a. You may have to click **More** to view all labels.
2. Hover over the label **Figure 17**.
3. To the right of the label's name, click the **down arrow** **Figure 17**.
4. Select **Label color** **Figure 17**.
 - a. Choose a color displayed in the table.
 - b. Or click **Add custom color**.
 - i. Here you can change the background color and/or the text color.

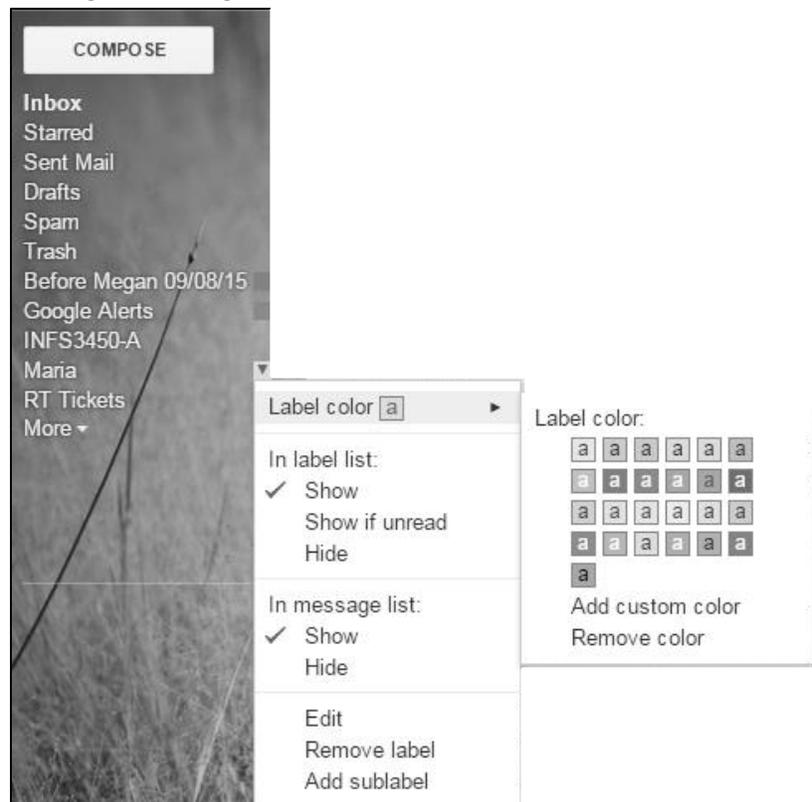


Figure 17



Still having problems

Contact the Help Desk:

HELP DESK	
<p>The Help Desk is an Information Technology organization that offers support for any computing or technical problems. The Help Desk office is located on the second floor of Hale, room 205. Walk-ins to the Help Desk are welcome!</p>	
CONTACT THE HELP DESK	
<p>Phone Support: (412) 397-2211</p>	<p>Email Support: help@mu.edu</p>
HOURS OF OPERATION	
Office Hours	Virtual Office Hours
Monday - Thursday 8am - 7pm	Monday - Thursday 7pm - 8am
Friday 8am - 5pm	Friday All Day (24 hours)
Saturday - Sunday Closed	Saturday - Sunday All Day (24 hours)
Holidays Closed	Holidays Closed
<p><i>During all other hours, you are encouraged to call and leave a message or send your request to help@mu.edu.</i></p>	

