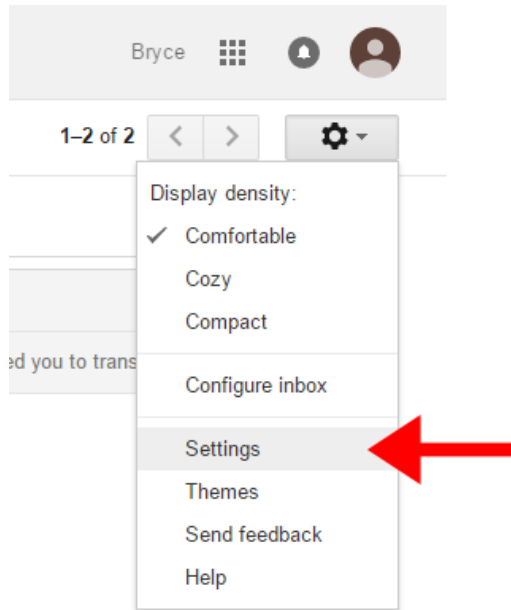


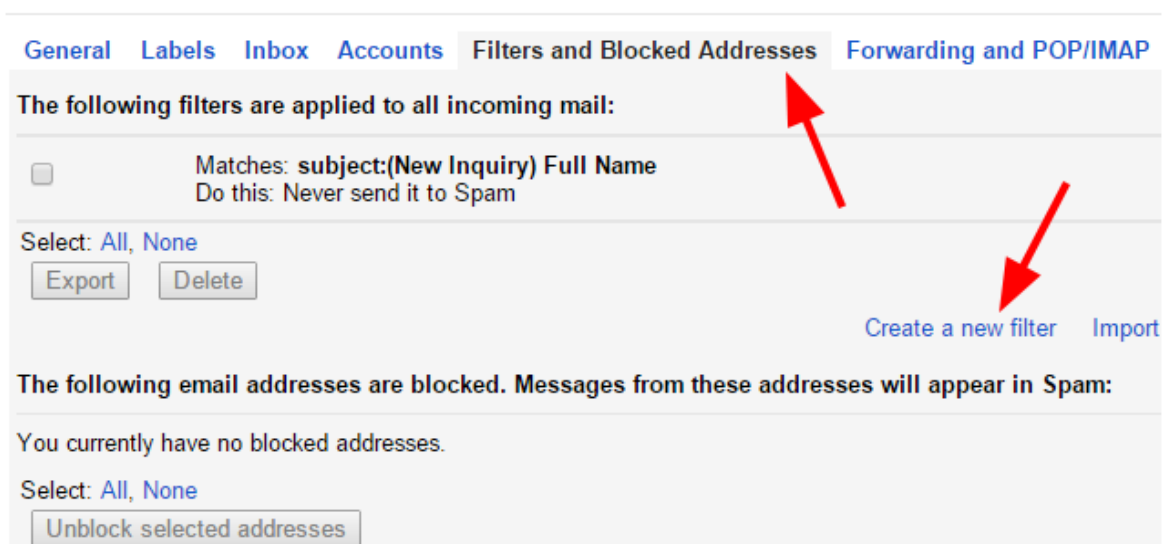
Creating a filter in Gmail

1. Open Settings



2. Click on the 'Filters and Blocked Addresses' tab and then 'Create a new filter'

Settings



3. Enter the information you would like Gmail to search for when filtering. Then click **'Create filter with this search'**

Filter ×

From
Example@web.com

To

Subject
Example

Has the words
Example

Doesn't have

Has attachment

Don't include chats

Size greater than MB

[Create filter with this search »](#)

4. Select filtering options then click **'Create filter'**
(Note: These options will be deselected by default. If you are trying to prevent an email from going to spam. Check 'Never send it to Spam')

from:(Example@web.com) subject:Example Example

« 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 0 matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

5. You're done. Enjoy!