

Filtering in Gmail

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 -- all based on a combination of keywords, sender, recipients, and more.

For a video presentation of this process, click here:

http://services.google.com/tutorial/gmail_labels/

To create a filter:

- 1) Click Create a filter (next to the Search the Web button at the top of any Gmail page).
- 2) Enter your filter criteria in the appropriate field(s). ***We recommend using the "To" field and entering "adrp-list@memberclicks.com"**
- 3) Click Test Search to see which messages currently in Gmail match your filter terms.
- 4) You can update your criteria and run another test search, or click Next Step.
- 5) Select one or more actions from the list. These actions will be applied to messages matching your filter criteria in the order in which the actions are listed -- for example, you could choose to 1) have messages skip the inbox, 2) mark them as read (so you don't see them as unread at any point), and 3) apply a label of your choosing (you can create a label directly from the dropdown menu at this point in the filter setup process).
- 6) If you'd like to apply this filter to messages already in Gmail, select the Also apply filter to x conversations below checkbox.
- 7) Click Create Filter.