HOW TO CREATE AN AUTOMATIC FILTER IN GMAIL

1. Once labels are created, open an email that you would like to filter/label. Select the three vertical dots above the email and select “Filter messages like these”.

2. A menu should appear, with the “From” address populated. Confirm it’s correct and select “Create filter”.

3. To have these emails automatically filter into the label/folder, select “Skip the inbox (Archive it)”. This means it will never appear in your inbox, only in the labeled folder. If you want it to come to your inbox first, skip this step.

4. Select “Apply the label” and select the appropriate label. This will apply this label to these emails moving forward. If you completed Step 3, this is where these emails can be found moving forward.

5. To have all previous conversations filtered this way, select “Also apply filter to ## matching conversations.”

6. Select “Create Filter”

7. That’s it! Moving forward, all conversations from that email will apply the designated label. And if you completed Step 3, the emails will skip your inbox and automatically be found in the folder/label that you created.