What is a filter and how do I create one in Gmail?

Tell Me

Filters are used to automatically manage emails as you receive them. You can define a set of criteria and then select the action you want Gmail to perform when you receive emails matching the defined criteria:

1. Click the gear box located in the upper-right portion of your Gmail screen
2. Select **Settings**

3. Select the **Filters and Blocked Addresses** tab

4. Select **Create a New Filter**

5. Enter the criteria desired for the filter
6. Click **Create filter with this search** in the bottom right.

7. Mark the desired actions and click **Create filter**
   1. If you want the filter to be applied to existing messages that match your criteria, be sure to click the checkbox that says **Also apply filter to matching conversations**

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**Related FAQs**

- Is there a limit (quota) on the number of Gmail messages I can send?
- Email Alias
- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?