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**

- How can I send a mass email to faculty, staff or students?
- How do I request a generic email account?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- Where did my Contacts go in the new Gmail interface?