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 icon 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**
   a. 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**
Related FAQs

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?