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

![Filters and Blocked Addresses tab](image)

3. Select the Filters and Blocked Addresses tab

4. Select Create a New Filter

![Create a New Filter](image)

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

![Create filter with this search](image)

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 do I login to my UNC Charlotte account from Google’s login page?
- 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?