

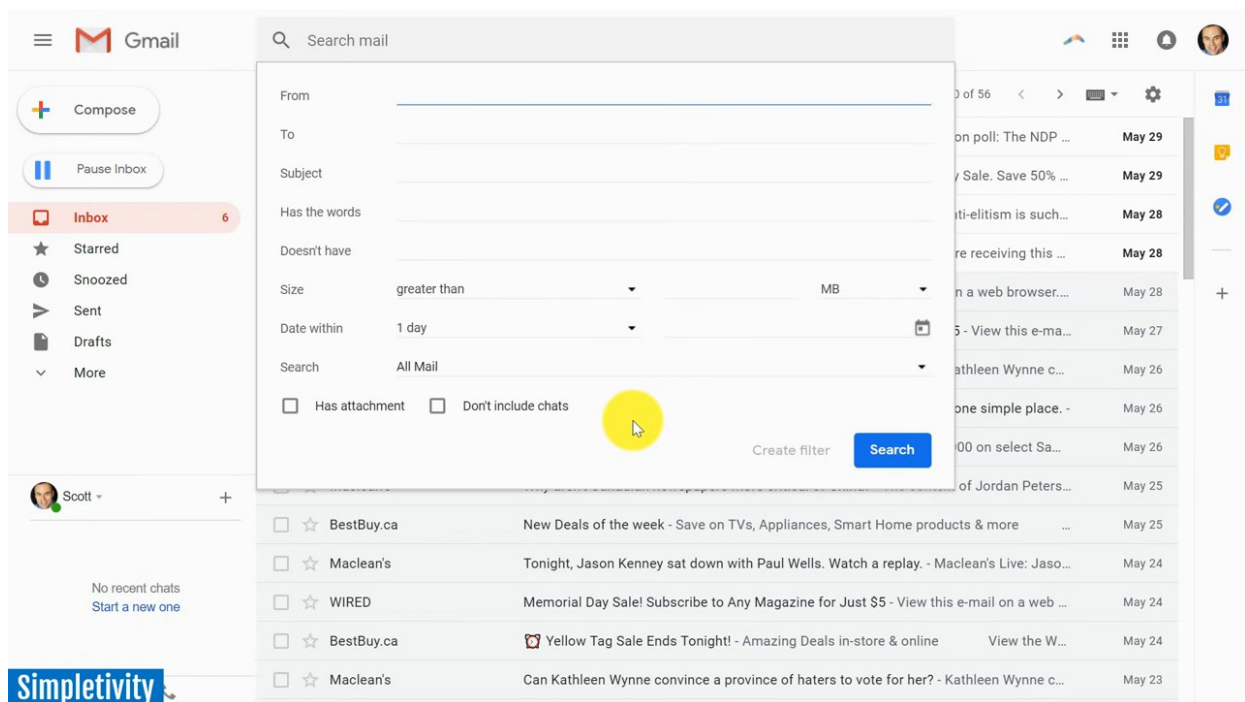
Use Gmail Filters and Labels

Automatically organize incoming messages by creating a Gmail filter and applying a label.

Before you begin: Create filters carefully. A filter can archive, delete, forward, or label every message that matches its conditions.

STEP 1 Open Gmail's search options

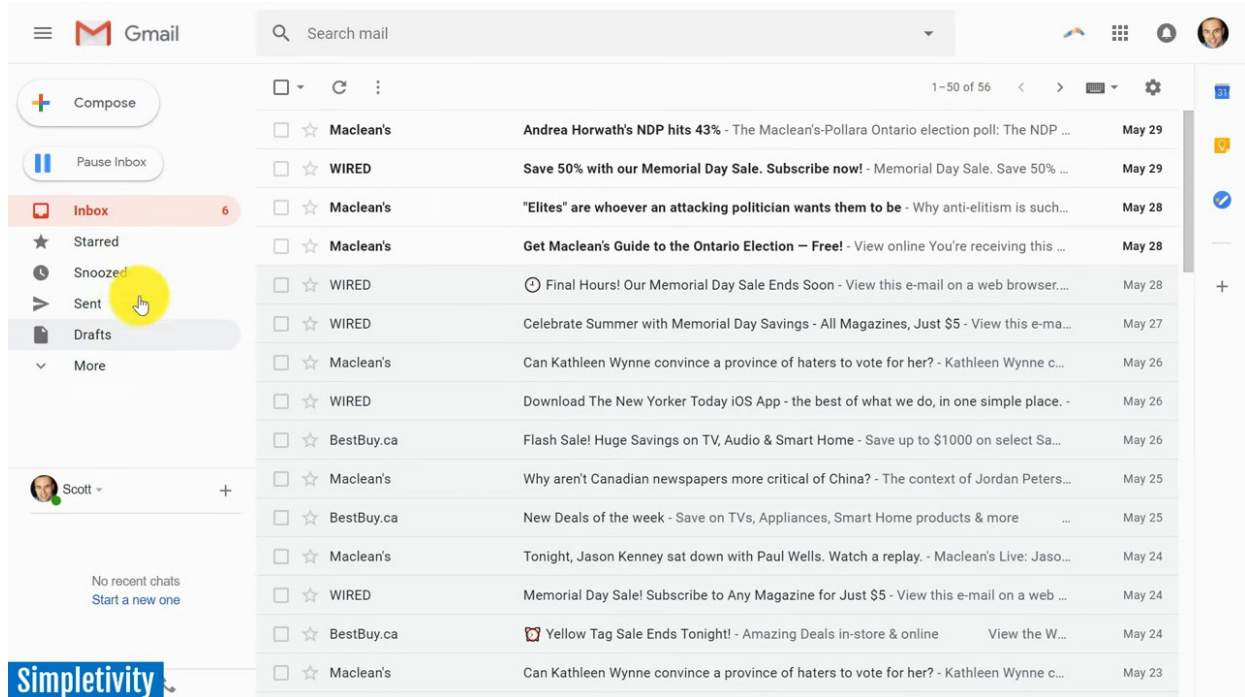
Select the Show search options icon at the right side of the Gmail search box. Enter the sender, recipient, subject, words, date, size, or attachment conditions that should identify the messages.



Open Gmail's search options.

STEP 2 Review the matching messages

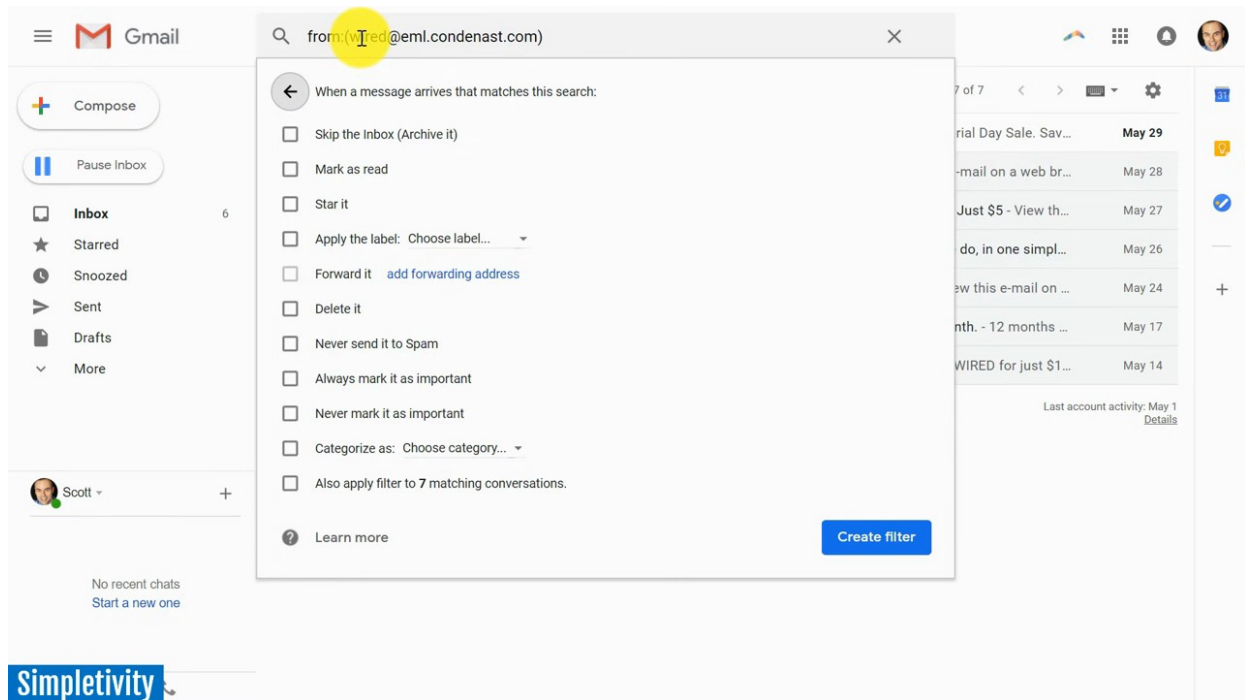
Select Search and confirm that the results include the messages you intended. Adjust the conditions before continuing if the search is too broad or too narrow.



Review the matching messages.

STEP 3 Choose what the filter will do

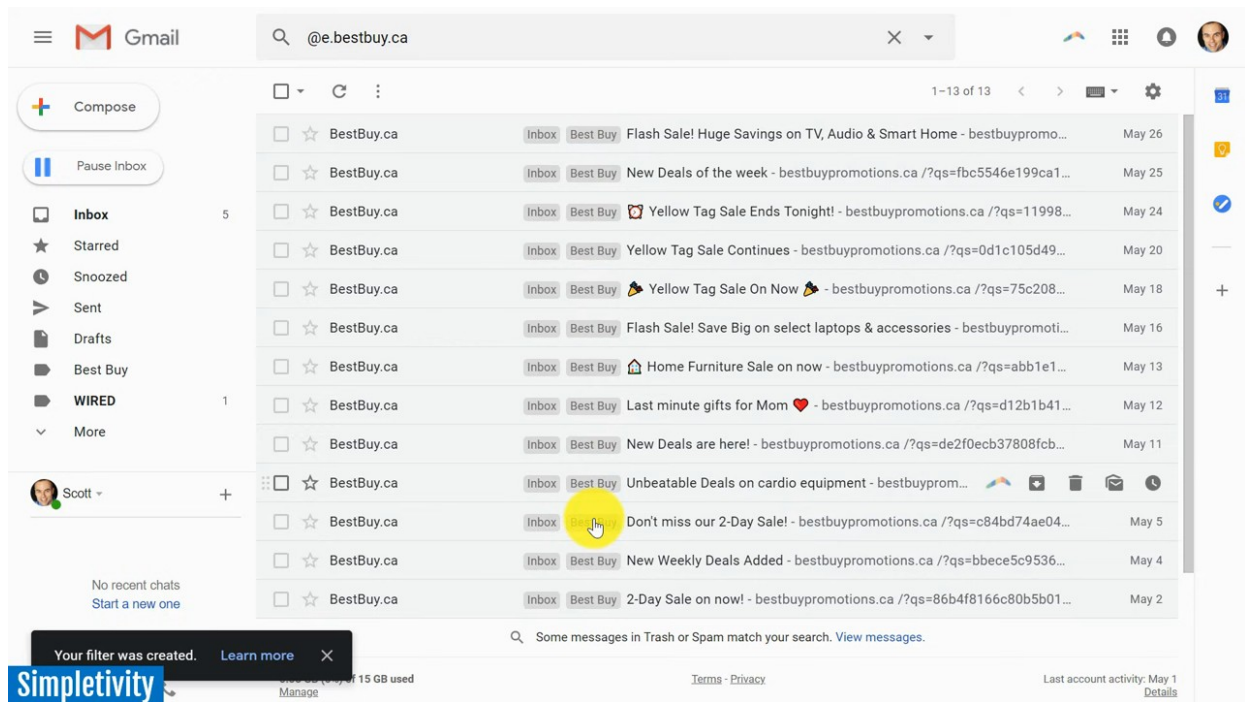
Select Create filter. Choose the appropriate actions, such as Skip the Inbox, Mark as read, Star it, or Apply the label. Use Choose label to select an existing label or create a new one.



Choose what the filter will do.

STEP 4 Create and confirm the filter

Select Create filter. Gmail will apply the selected action to future matching messages. Confirm that the label appears in the left navigation and that matching messages are organized as expected.



Create and confirm the filter.