

# TIPS & TRICKS

## DADE COUNTY TECHNOLOGY

Week of October 21, 2013

### Creating Filters in Your Gmail Account

If you have messages that are similar in various ways that you perform similar tasks with (ie. messages from a particular person or email account that you always just delete... or messages like your Tips & Tricks installments that you'd like to always keep and store in a particular folder (called labels in Gmail) in your email) then filters are a great way to manage your Inbox. There are many different actions that you can apply to incoming messages based on a combination of criteria.

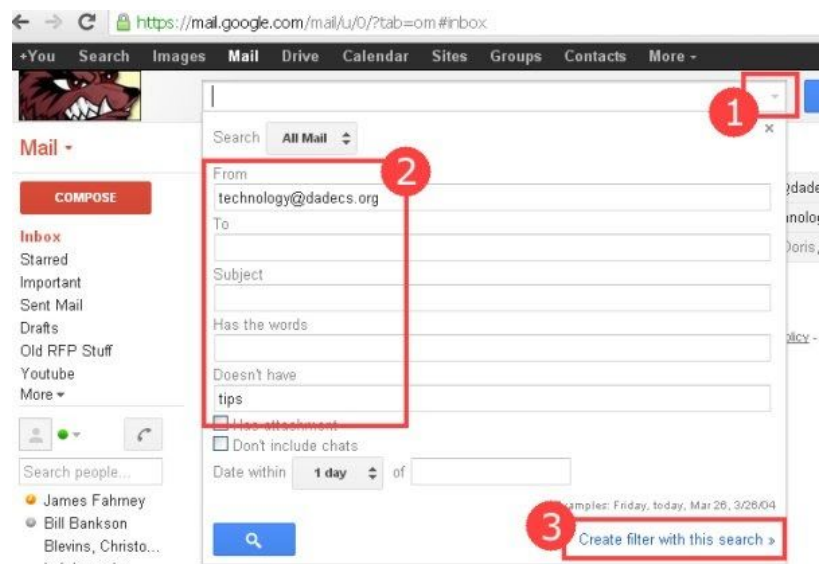
There are basically two steps to creating a filter:

1. Define which messages to filter
2. Define what actions to take on the filtered messages

#### Step 1: Define which messages to filter

To define which message to filter, you will need to add some criteria to the advanced search box:

1. Click the down-arrow at the far right of the Search bar (see #1 in image to the right).
2. Fill in some desired criteria to use to select the messages (see #2 in image to the right).
3. Click on the **Create filter with this search >** link (see #3 in image to the right).



Gmail will then filter **all** messages that meet **all** of your selected criteria. In the example above, Gmail will choose all messages that are from the [technology@dadecs.org](mailto:technology@dadecs.org) account **AND** has the word *tips* somewhere in the message. When a message comes in that meets this criteria, Gmail will perform whatever actions have been defined (see Step 2: Define what actions to take on the filtered messages).

## Step 2: Define what actions to take on the filtered messages

Clicking on the **Create filter with this search >** link in the previous step does two things... it finds all existing messages that meet your search criteria and it opens a window where you can define what actions to take on these messages.

In the example above, let's say you want to send all messages from [technology@dadecs.org](mailto:technology@dadecs.org) where the message contains the word *tips* to a folder called **Tips & Tricks**. Here's how:

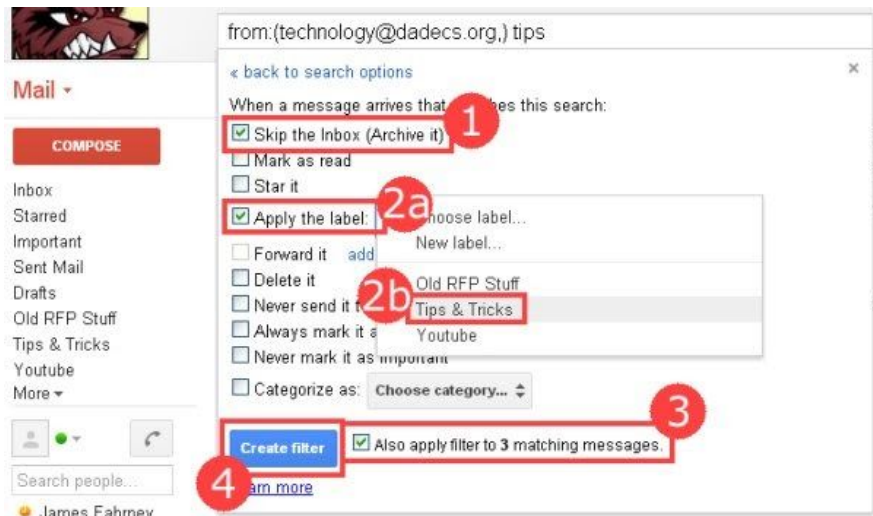
1. Place a checkmark in the **Skip the Inbox (Archive it)** choice (see #1 in image to the right).

This keeps message from appearing in the Inbox along with the desired folder.


2. Place a checkmark in the **Apply the label:** choice (see #2a in image to the right). Click on the

**Choose label...** box and select the desired label. In this case, choose *Tips & Tricks* (see #2b in the image above).

3. Place a checkmark in the **Also apply filter to matching messages** choice (see #3 in image above). This performs action on existing messages as well as any new ones that come in.
4. Click the **Create filter** button.



**NOTE:** Gmail **labels** work much like **folders** in other mail programs. The main difference is that a label can be applied to a message with that message still remaining in the Inbox. In the example above, choosing the **Skip the Inbox (Archive it)** item removes it from the Inbox much like moving the message to another folder would do in other email programs.

You can also manage your filters by visiting the filters link in the Gmail Settings area. Click the gear icon (  ) at the top right of the email window. Then click the **Filters** link in the menu at the top of the page that comes up. Here you can see all filters, change a filter's criteria, delete a filter, or even create a brand new filter.

Happy Filtering!!! :)

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Please send any questions or comments about this installment of Tips & Tricks to [technology@dadecs.org](mailto:technology@dadecs.org).