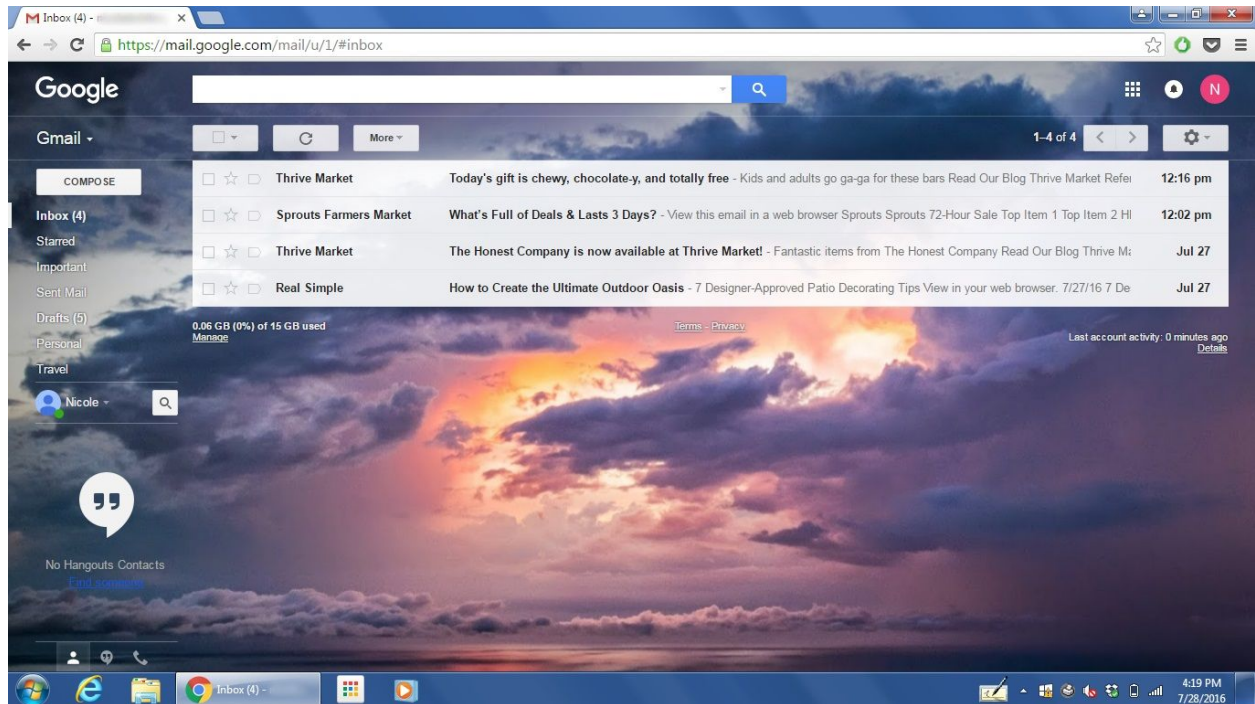

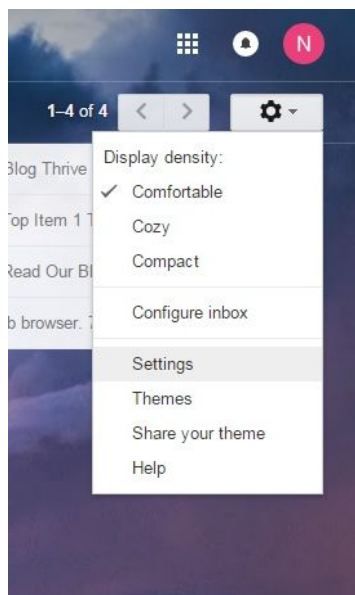


Creating filters in Gmail is quick and easy. Using filters will help you keep your email organized, and less clutter equals less stress. Imagine less time sorting your emails, and more time to do the things you'd rather be doing -like trolling Facebook or Twitter... or however you like to spend your online time!

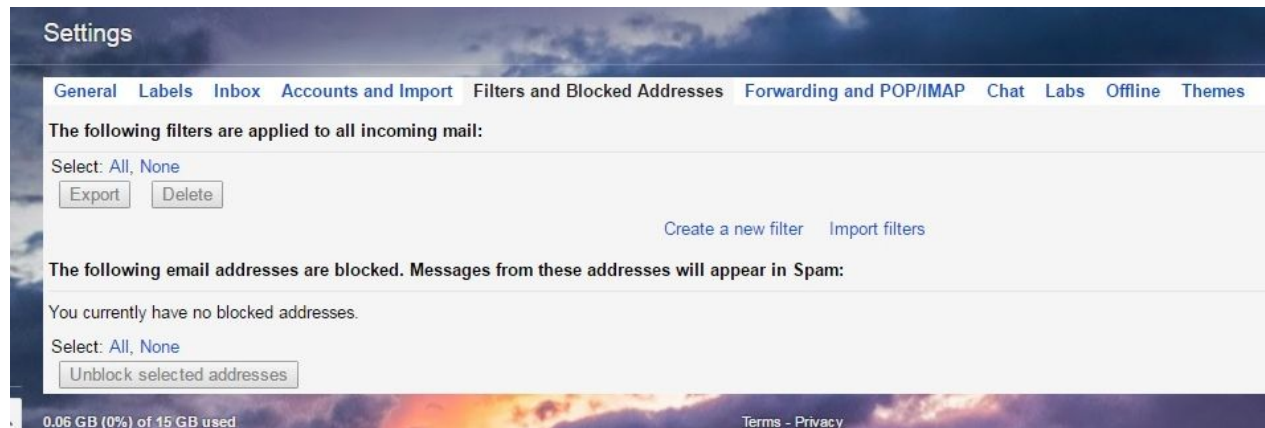
First, sign into your Gmail account.



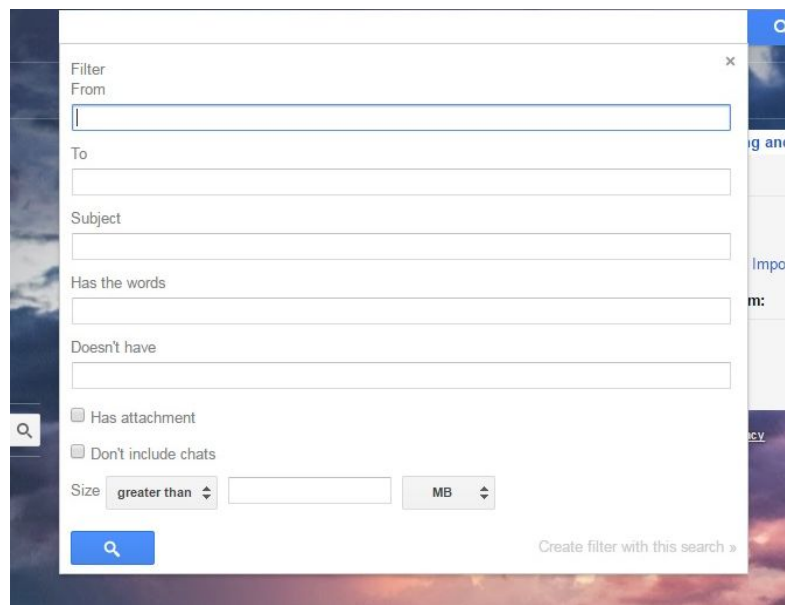
Next, you will need to click on the  gear button in the top right of your screen. You will then need to select the "settings" option from the drop down menu.



From there you will select the “Filters and Blocked Addresses” tab near the top center of your screen. Now click on the blue link “Create a new filter”.

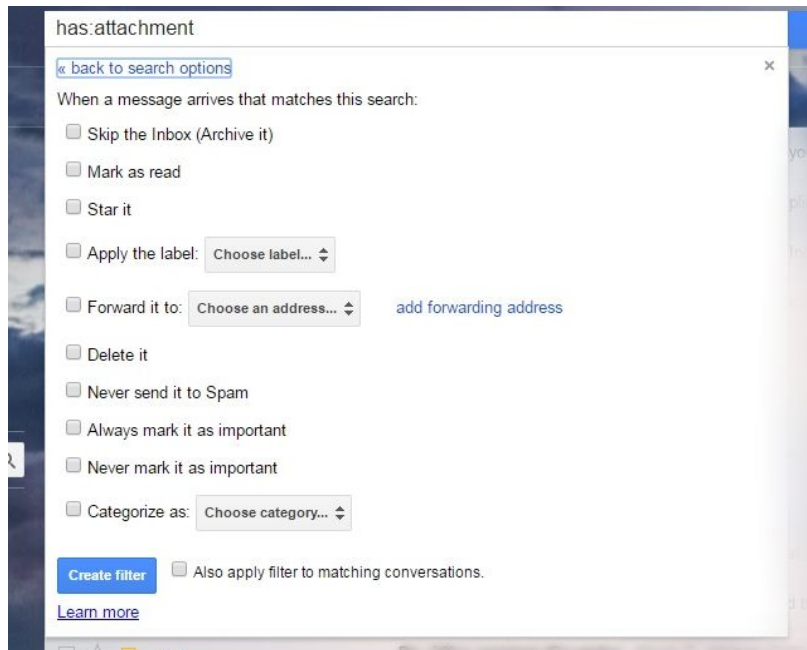


Once you do that, you will just need to customize your filter in the pop-up window. You can specify emails “to” or “from” specific people, keywords in the subject line, including or excluding specific terms, then further customize by including or excluding chat messages or emails that have attachments. You can even choose a specific size range.



Once you have customized your options, click on the link in the bottom right of the pop-up that says “Create a filter with this search”.

The next screen will have more options for what you want to do with the emails that fit your criteria. For example, you can set it to automatically archive, mark as read, star it, apply certain labels, automatically forward, and so forth. When you have finished your selection, click the blue “Create filter” button at the bottom left of the pop-up. If you want your new filter to be applied to emails you already have that fit your criteria, then make sure to check the “Also apply filter to matching conversations” option to the right of the blue button at the bottom of the screen.



Now, you're all done. Now that you have Gmail filters working for you -sit back, relax, and enjoy your new and improved (and more organized!) Gmail account.