How to Create Rules to Filter your Emails in Gmail

By Ravi Mahto   September 7, 2018

Gmail filter offers you some ways to organize your email list. In short, you have full control over incoming messages. It increases your productivity by quickly sorting messages into proper folders or labels. Filters and labels are one of the most important features of Gmail tools. By creating rules, keep your **unwanted emails out of your inbox**, and allowing the important emails to rise to the top.

If you **receive lots of emails** on regular basis and **it's difficult to organize** the Email list, then Gmail filters allow you to organize your email list. There are lots of things that you can do with Gmail filters. Here are **some examples** based on the filter criteria that help you automatically manage your incoming email.

• Automatically Star the Emails	• Automatically Move Email to Different Folders
• Automatically Archive Emails	• Automatically mark Emails as read
• Automatically forward the Emails	• Automatically delete Emails
• Automatically categorize Emails	• Automatically mark it as important
• Never mark as important	• Never send Emails to the spam folder

In this post, you will get exact instructions step by step on how to create a filter in Gmail, use a particular message to create a filter, remove or edit Gmail filters and how to import or export Gmail filters. To do this, you have to just **follow the steps given below**:

- How to create a filter in Gmail
- Use a particular message to create a filter
- Remove or Edit Gmail filters
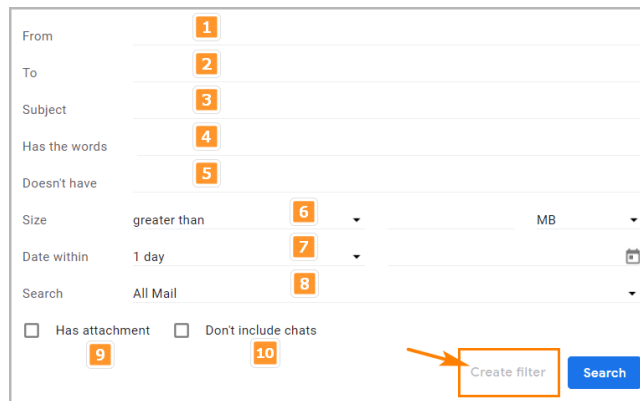- Import or Export Gmail filters

How to Create a Filter in Gmail

1. Click the down arrow in your Gmail search box
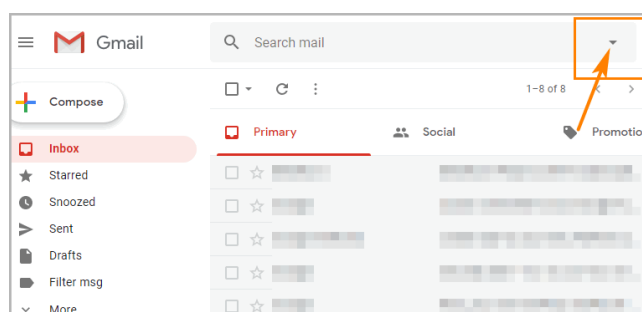
First login to your Gmail account and open your inbox. Click the**drop-down arrow** in the Gmail search bar at the top of your Gmail screen.

2. Enter your search criteria

After clicking on the drop-down arrow, a new window will pop-up. This window allows you to specify your search criteria. If you want to verify that your search worked correctly, see a list of results appear by clicking the **Search button**. After selecting the criteria for your filter, click the **Create filter** with this search. For example, you might filter all messages from a specific email address with the words "Alerts".

In this window you can see, there are multiple options to**choose the filter criteria**. The best way is to use the email address to filter the messages, but you can also choose other options. Let's highlight all these filter criteria:

No	Options	Explanations
1	From	Filter emails from a specific email address
2	To	Filter emails to a specific email address
3	Subject	Filter emails that use a specific subject line
4	Has the words	Filter emails that contain specified keywords
5	Doesn't have	Filter emails that don't contain specified keywords
6	Size	Filter emails with a file size greater or less than a specific size
7	Date within	Filter emails within the specific date
8	Search	Select emails from a specific System labels or categories

Showing 1 to 8 of 10 entries

3. Create rules to filter emails
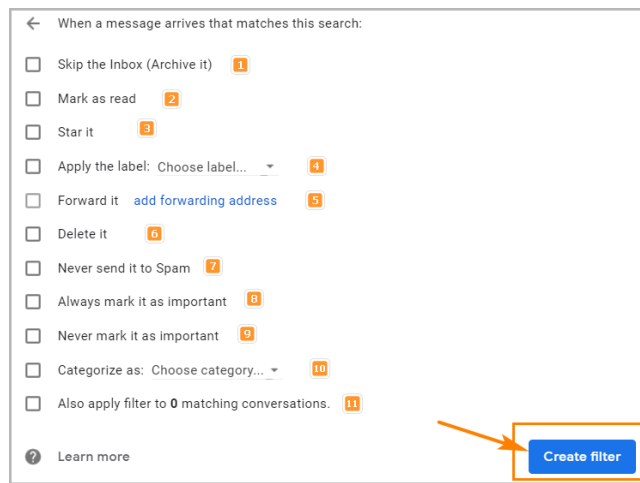
On the next screen of the filter window, choose the action you want the filter to take from the list.

Make your rule selection based on what you want to do, then click on the **Create Filter** button at the bottom of the window.

Note: When you <u>create rules to filter your emails</u>, **only new emails will be affected**. Any existing emails that the filter applies to will not be affected. But if you select the last option i.e. "Also apply filter to matching conversations" then rules are also applied on previous email as well as new emails.

I will recommend you don't check the box (Apply filter to matching conversations) if you don't want to apply a filter on previous emails. Let's see a list of rules to filter your emails:

No	Options	Explanations
1	Skip the inbox	Automatically archive the email so it doesn't appear in your inbox
2	Mark as read	If you want the email to appear in your inbox as an already-read item
3	Star it	Select this option, if you want to automatically star the email
4	Apply the label	Automatically Move Mail to Different Folders or label
5	Forward it to	Automatically forward the email to a different email address
6	Delete it	Automatically send the specific email to the trash folder
7	Never send it to Spam	If you want to prevent email from going into the spam folder
8	Always mark it as important	Automatically tag filtered emails as important

Showing 1 to 8 of 10 entries

PreviousNext

Let's see some example: If you want to automatically archive the emails from a specific email address, so it doesn't appear in your inbox. To do this first, enter the email address in the "From" section for selecting the criteria for your filter then click "create filter". On the next screen of the filter window, select the first option i.e. "Skip the inbox" (archive it) and click on

the blue create filter button. After this all your new emails from a specific email address that you have selected is automatically archive, you can see your archive emails under "All Mail" folder.

Similarly, select the rest of the options as per your requirement. If you want to automatically delete the emails from a specific email address, then select the "delete it" option.

How to use a particular message to create a filter
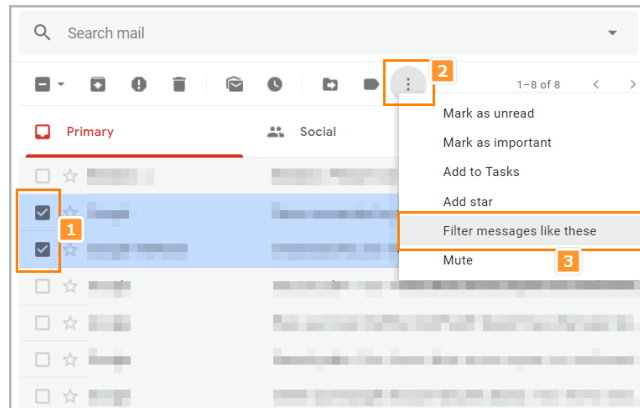
1. **Select the emails:** Select the emails in your email list that you want to apply the filter.

2. **Click the more button:** After selecting the emails, click the **more button** at the top of the window and then a small window will pop-up. On the same small window, Click "**filter messages like these**".

3. **Enter your search criteria:** This window allows you to specify your search criteria as I already explained in above. Here you can also add more information like subject, keywords to specify your search criteria.

4. **Create filter:** On the next screen of the filter window, you have the same options as shown in the above step. Now you will have to choose the option according to your requirements that meet your filter criteria.

For Example: If you want your specific emails should automatically mark it as important mail, then first select the messages in your message list. Click the more button and then click filter message like these. In the search criteria, details will be automatically filled, you have to just click on "create filter". On the next filter window select "Always mark it as important".

The questions come to your mind is that how it is different from the first one. The only difference is that in the first one, you have to manually enter the search criteria but here you need to choose a particular message to create a filter. So in the search criteria, details will be filled automatically, you have to only select the rules to filter your emails.

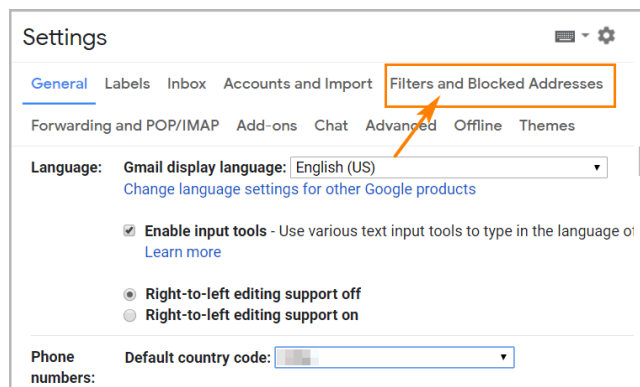## How to Remove or Edit Gmail filters

1. Open the Settings menu
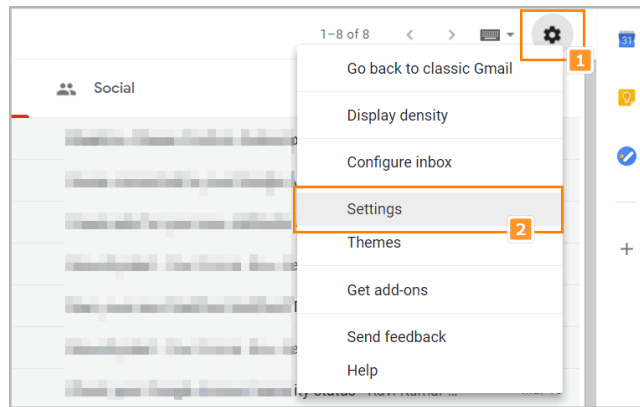
Click on the "**Gear icon**" at the top right corner of your email and then**click Settings**.

2. Click Filters and Blocked Addresses

A new window will open after clicking Settings. In this window, you can see lots of options at the top of the screen. The one you want to click on is **Filters and Blocked Addresses**. Here, you can see a list of all the Gmail filters you have created.

3. Click Edit or Delete to remove the filter
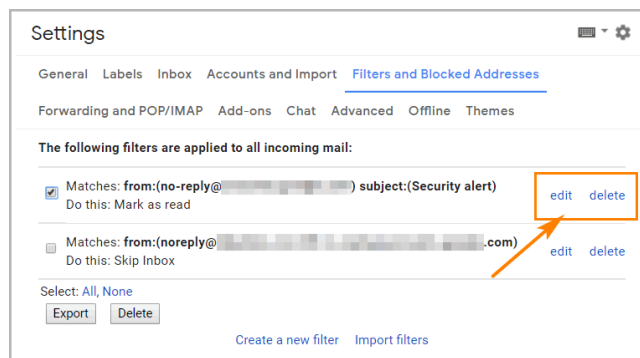
To edit the Gmail filter, click on "**Edit**". Click **continue** when you're done and on the next window update any actions and click the **update filter** button. If you want to delete the Gmail filter, just click on **delete button**. Now, your incoming mail will no longer be affected by this Gmail filter.

How to Import or Export Gmail filters
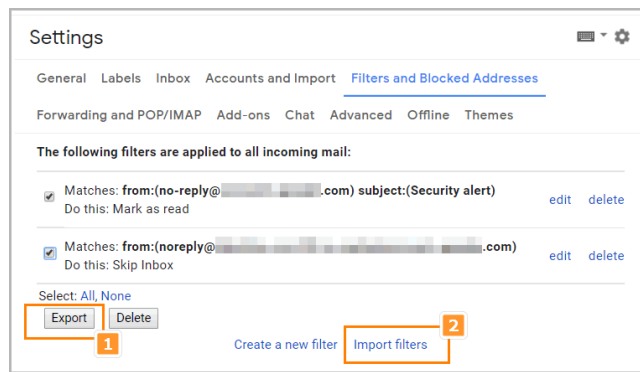
At the bottom of the page, you can see the options for Export and Import Filters. To export a filter, check the box next to the filter and click the **Export button**.

Similarly, to import a filter, click the **Import filters**. First, choose the file containing filters, then click the "Open file" button. Click the Create filters to finish importing the filter.

Note: It is useful when you want to use in another account or share with a friend, you can export and import filters.

I hope this article helped you learn how to create rules to filter your emails in Gmail. If you find this information useful, let me know your thoughts about this post in the **Comment section below**.