

# Use filters to sort and organize incoming email

---


 [help.yahoo.com/kb/SLN15994.html](https://help.yahoo.com/kb/SLN15994.html)

Clear out your inbox and stay organized by creating up to 1000 filters that tell incoming emails what folder to be delivered to. You can redirect emails to custom folders or standard folders.

## Create filters

---


A new filter only impacts future emails you receive, not existing ones already in your account.

1. Mouse over the **Settings icon**  | select **Settings**.
2. Click **Filters**
3. Click **Add**.
4. Enter a **Filter Name**.
5. Enter the filter criteria.
6. Select a folder to deliver the affected emails to or select **New Folder** to create a new one.
7. Click **Save**.
8. Click **Save** again to return to your emails.

## Edit filters

---

Modify your existing filter settings:

1. Mouse over the **Settings icon**  | select **Settings**.
2. Click a filter name from your list.
3. Click **Edit**.
4. Make your changes and click **Save**.
5. Click **Save** again to return to your email.

## Sort filter order

---


The order of your filters matters:

- Filters are prioritized from the top down.
- If two filters can apply to the same email, the **top filter** will be used.
- Move filters up or down by selecting the filter and clicking the up or down arrow.

## Delete filters

---

Remove a filter:

1. Mouse over the **Settings icon**  | select **Settings**.
2. Click a filter from your list.
3. Click **Remove**.
4. Click **Save** to return to your email.