



Redirecting emails into folders

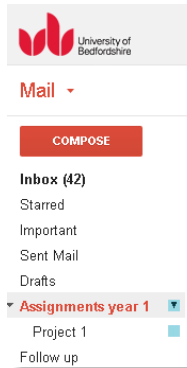
It is easy to become overwhelmed by the number of emails that come into your student Gmail inbox. To manage this it is possible to set up rules that organise incoming emails directly into their own folders bypassing the inbox altogether.

Redirecting incoming emails

1. Create a label to store your incoming emails.

Gmail uses the term labels instead of folders, essentially they are the same except you can have more than one label attached to a message.

For example: I have created a **Project 1** label contained within my **Assignments year 1** label.



Note:

See the help sheet entitled **'Using Labels'** to find out more about creating labels.

Note:

See the help sheet entitled **'Creating Filters'** to find out more about creating filters.

2. Create a Filter.

For example: I have created a filter for all mail that (1) includes the words 'Project 1'. Then, on the second pane, I have checked the boxes: (2)Skip the Inbox, so that email bypasses the inbox; and (3)Apply the label **Assignments year 1/Project 1**, so that the email goes into this folder.

Search **All Mail** ▾

From

To

Subject

Includes the words **Project 1**

Doesn't have

Has attachment

Don't include chats

Size **greater than** **MB** ▾

Date within **1 day** ▾ of

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: **Assignments year 1/Project 1** ▾
- Forward it to: **Choose an address.** ▾ [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorise as: **Choose category...** ▾

Create filter Also apply filter to 1 matching conversation.

[Learn more](#)