

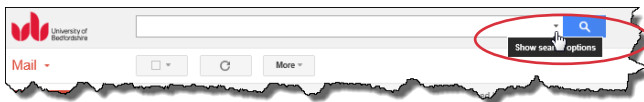


# Creating Filters

Creating a filter allows you to manage the flow of incoming messages. Using filters, you can automatically label, archive, delete, star, or forward your messages, when the message meets specified criteria.

## Creating a Filter

1. Click the down arrow in your search box. A search criteria window will be displayed.



2. Enter your filter criteria into the appropriate fields.  
**Example:** you may wish to search for messages from a particular person, enter their email address into the **From** box, which you then might wish to delete.

3. Click **Create filter with this search**. A list of actions will be displayed.

4. Select one or more actions from the list. The actions are applied in the order in which the actions are listed.
5. Click the **Create filter** button. Your filter has now been created. Filters can be edited or deleted at anytime. **See help sheet:: Editing and Deleting Filters**