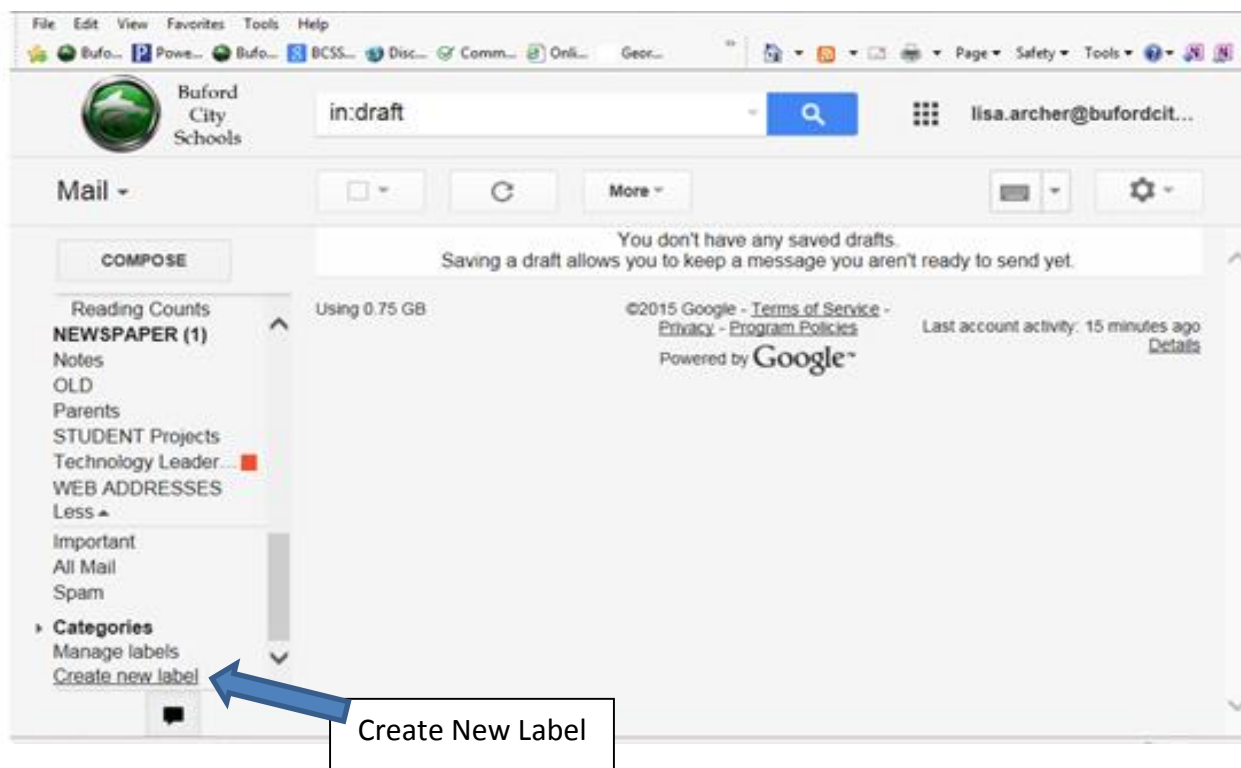
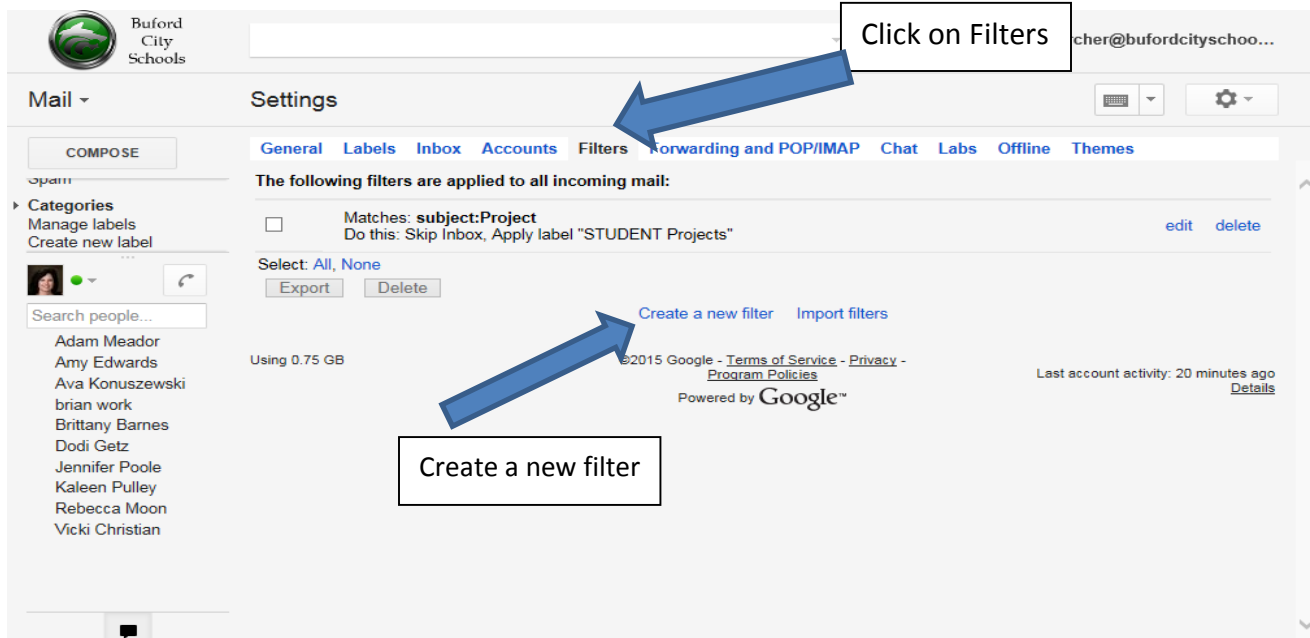
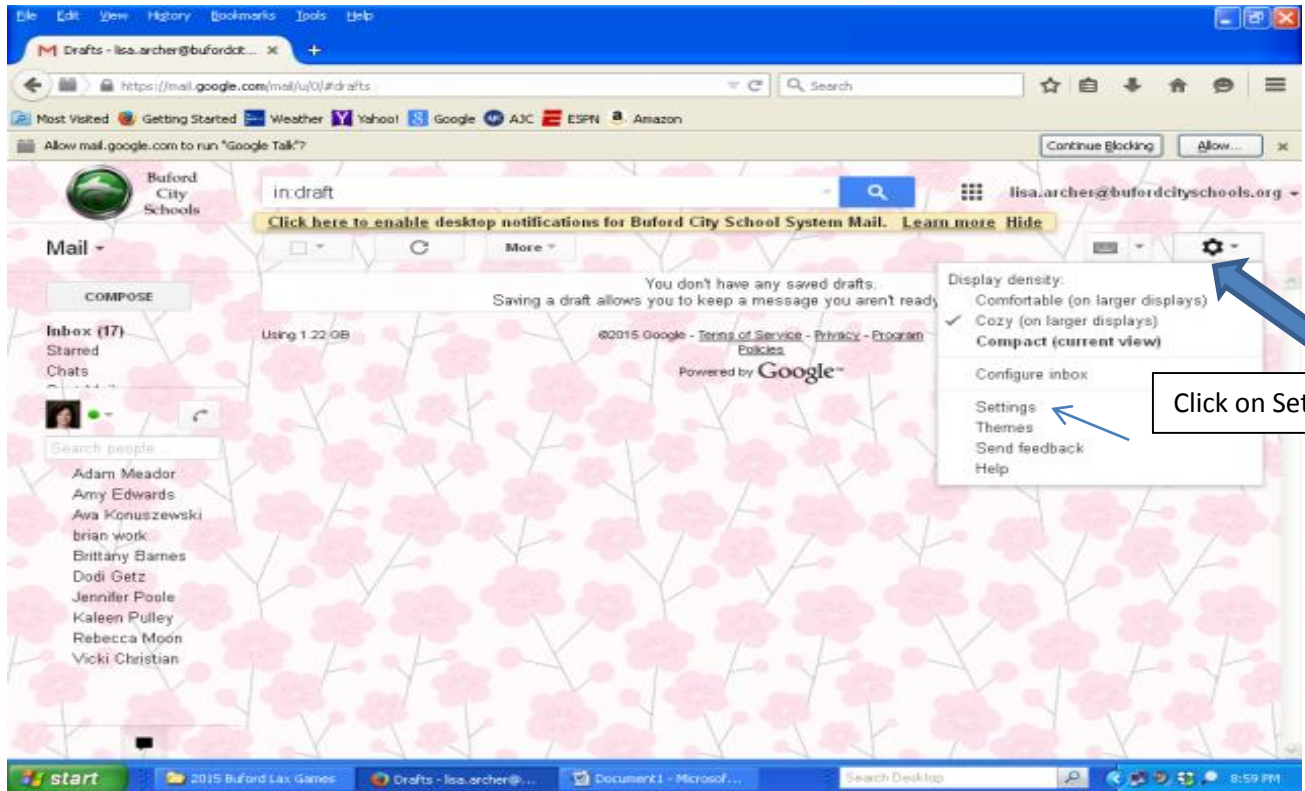


Create Filters for Your Gmail

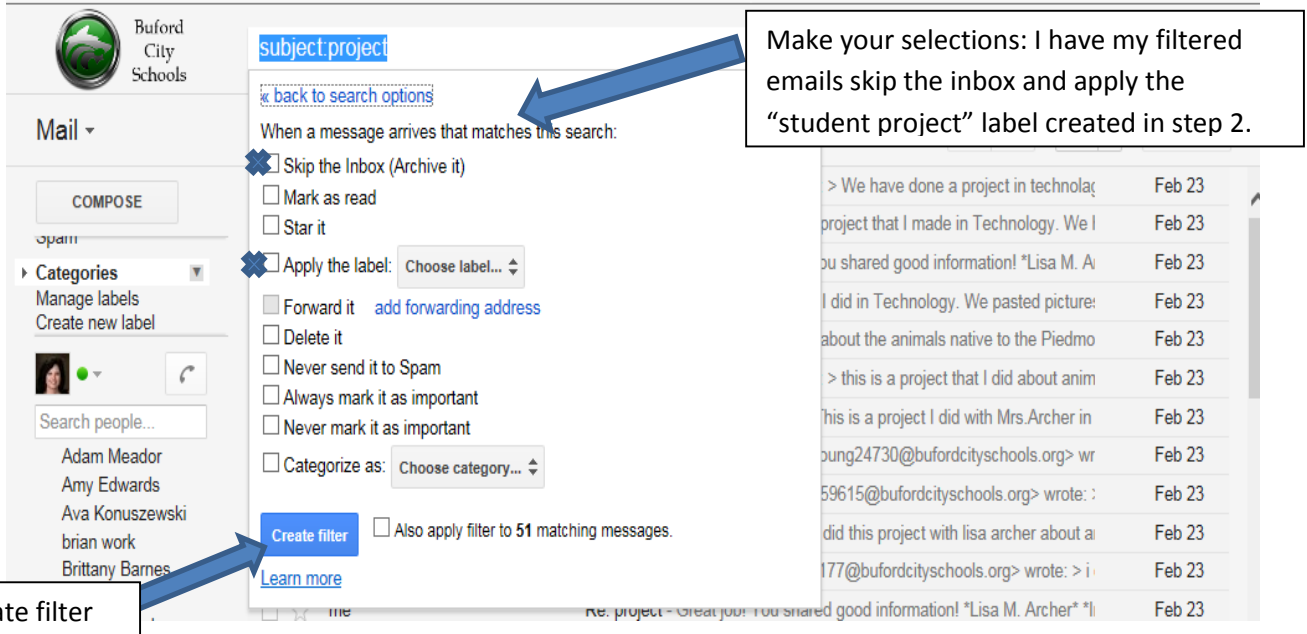
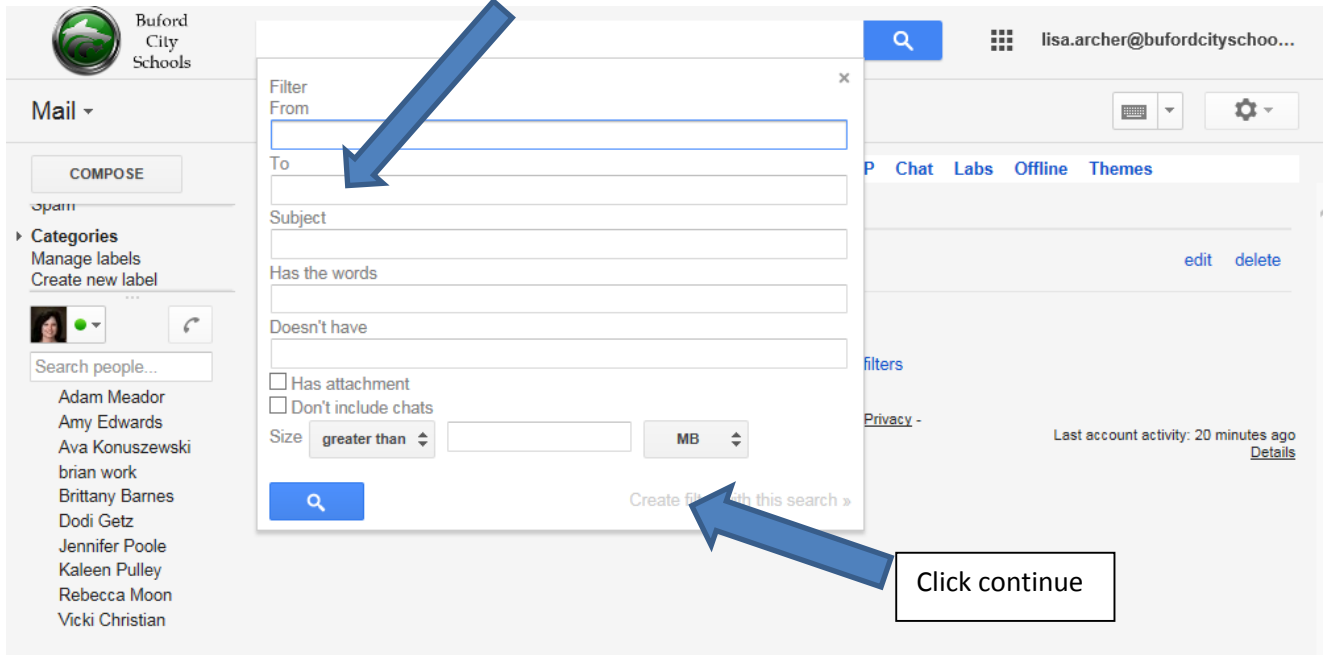
1. Go to your gmail.
2. You will need to first create a label (folder) you want your emails to filter to.



3. Create the filter: Click on settings.



Very Important – You have options to choose how you filter: from, to, subject, key words, etc. I sort by subject. When I receive any email with **project** in the subject line it automatically filters to the label I chose.



4. Once you have followed all the steps above try it out. Send yourself an email using the “filter” words you chose and see that it goes to the correct label (folder). I use the filter for all student projects that my BAT students are emailing me each day. I request that each student type **project** in the subject line and their work filters to that label (folder). Each day I receive an average of 60 student emails with their attached projects we are creating in the BATcave. This has been a HUGE benefit for me. Other important emails don’t get lost in those 60 student emails. I hope this tech tip helps you as much as it has helped me!! Lisa Archer