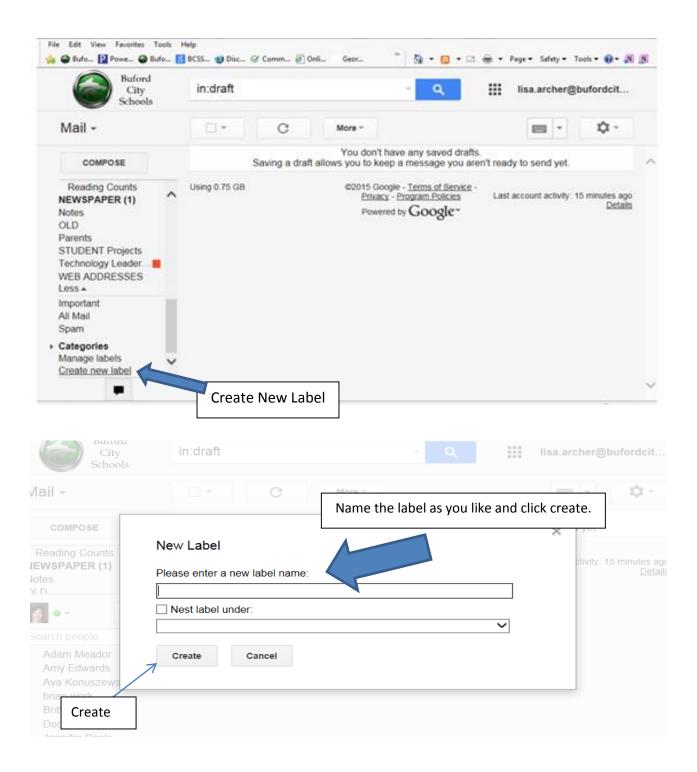
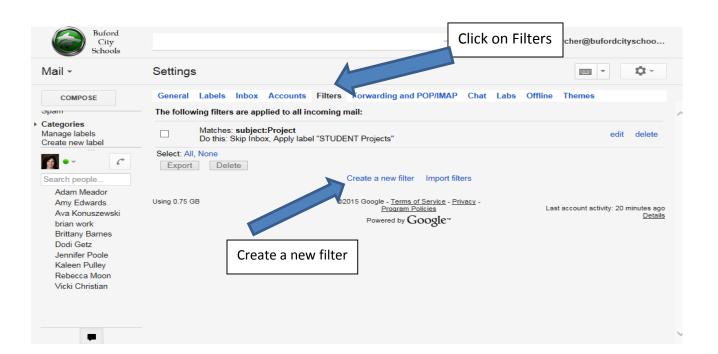
## Create Filters for Your Gmail

- 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.

> this is a project that I did about anim

his is a project I did with Mrs.Archer in

bung24730@bufordcityschools.org> wr

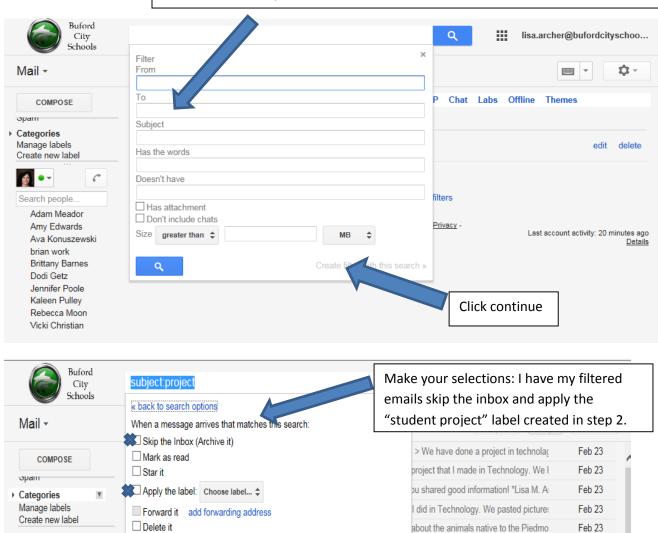
59615@bufordcityschools.org> wrote: 3

did this project with lisa archer about a

177@bufordcityschools.org> wrote: > i

ne. project - Great jour тou snared good information! \*Lisa M. Archer\* \*II

Feb 23



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).

Also apply filter to 51 matching messages.

☐ Never send it to Spam

Create filter

Learn more

Search people.

Adam Meador

Amy Edwards

brian work Brittany Barne

Create filter

Ava Konuszewski

Always mark it as important

■ Never mark it as important

☐ Categorize as: Choose category... \$

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