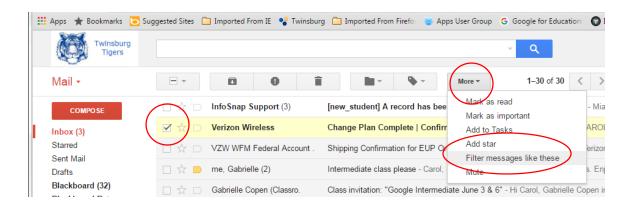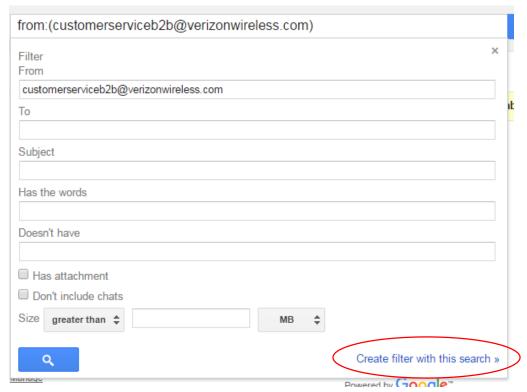**Create a Filter (Rule) in Gmail**

The easiest way to create a filter is to start in your inbox with an email you would like to filter.

Put a checkmark next to the email like the ones you want to filter.

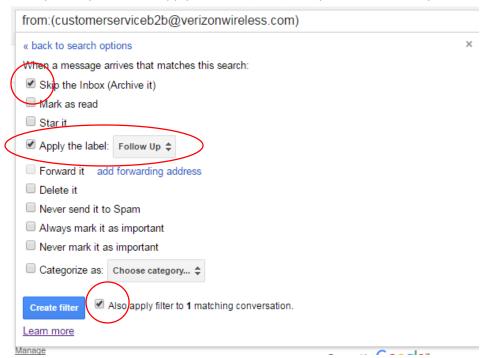Use the drop down on the MORE button to choose Filter messages like these.

A dialog box will open with some criteria already selected. You may add more criteria if you choose.

Click Create filter with this search on the bottom right.

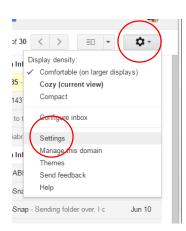Choose what you want to happen with an email that matches the criteria.

You may choose to Skip the inbox and apply a label (move it to a folder).

Also, you may choose to apply this filter (rule) to any other email in my inbox that fits the criteria.

Click Create filter to complete the action.

To view all your filters (rules) choose the Gear in the top right and choose Settings.

On the filters tab, you can review, edit and delete filters you have created.