How to create filters in Gmail to classify messages?

Creating filters in Gmail helps you sort and manage your mail more quickly, you should create filters suitable for each purpose of the mail. If you do not know how to create a filter in Gmail, please follow the instructions in the article below.

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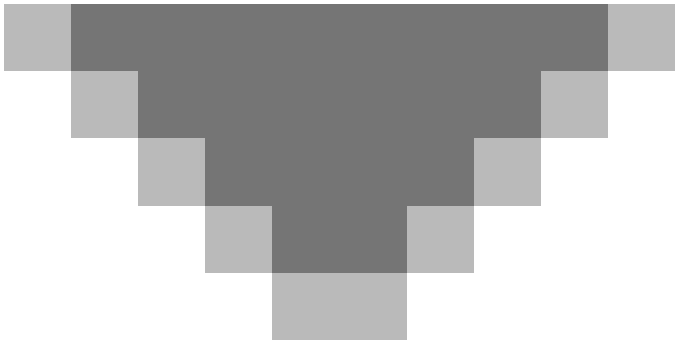
Below are detailed instructions on how to create a filter in Gmail to categorize messages.

CREATE FILTER

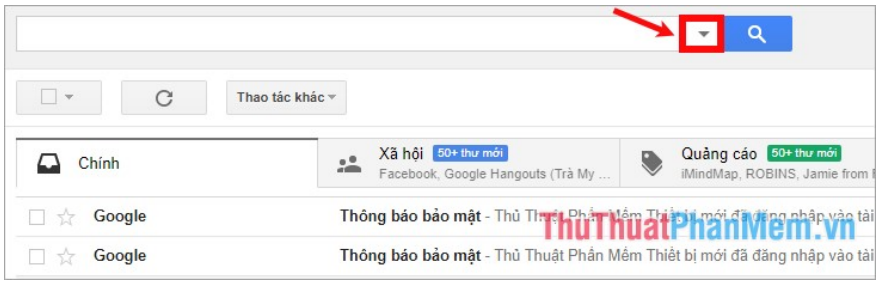
Method 1: Create a new filter

Step 1: Visit the link https://www.google.com/gmail/ and log in to your gmail account

Step 2 : Select the icon

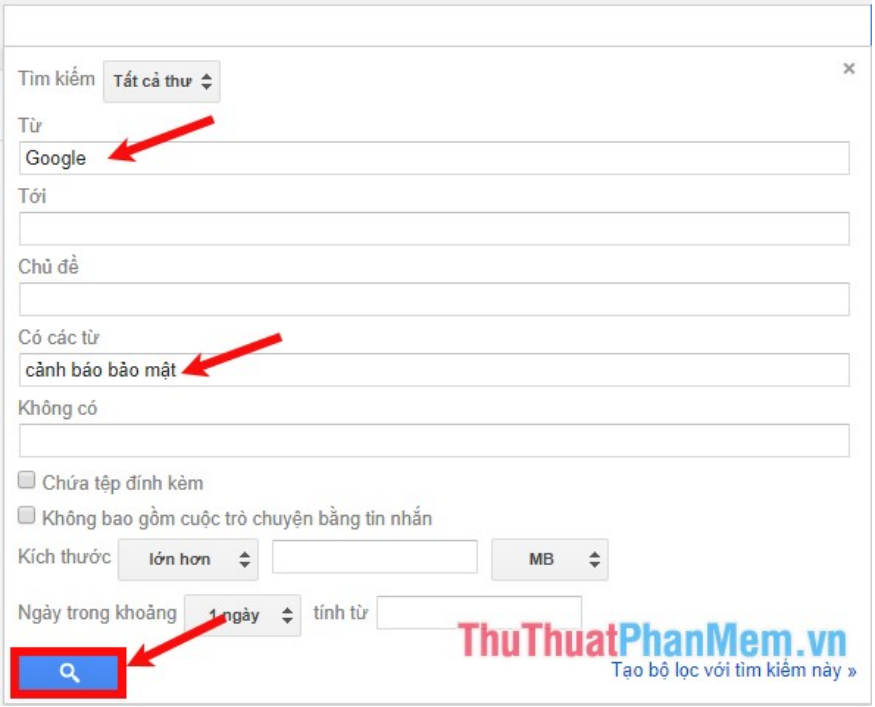


in the search box at the top of Gmail to display search options.

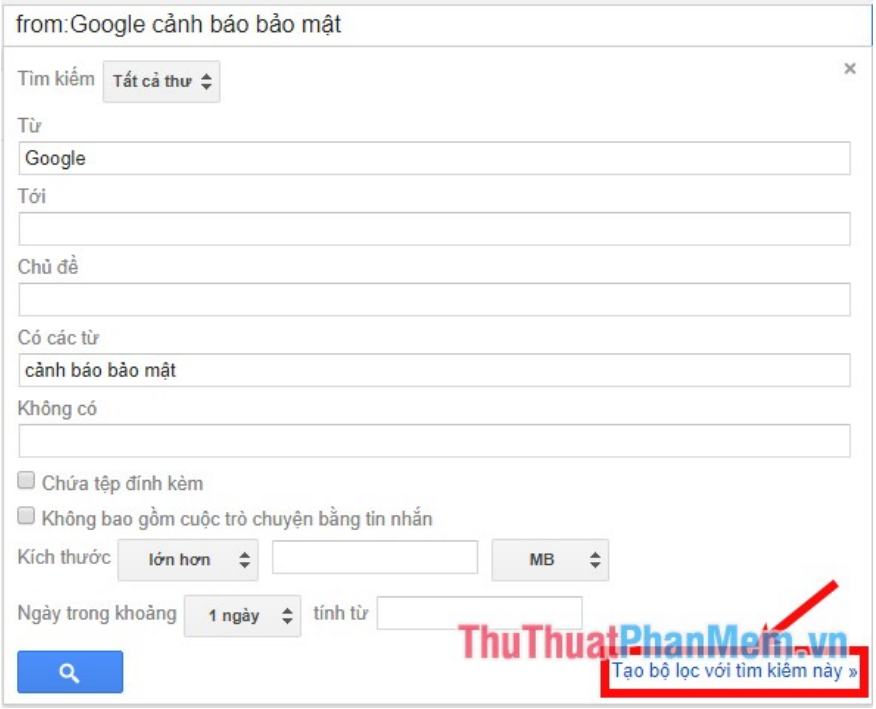


Step 3 : Enter your search criteria in the corresponding boxes you want: from (email sender), to (email recipient), subject (email subject), with words (there are words in the email), none (in emails without words), does the email contain attachments, does it include the chat by message, what size, in how many days from what date?

If you want to check that the search is correct for your purpose, then after entering the search criteria, click the **Search** icon , the mailbox will show you the messages containing the search criteria. your sword.



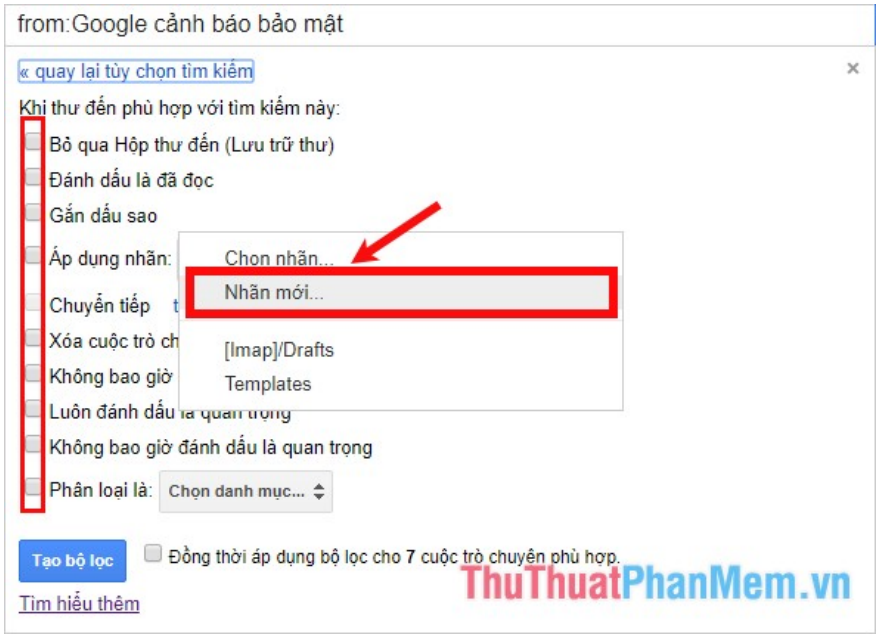
Step 4: If the search criteria gave you the desired results, then click **Create filter with this search.**



Step 5 : Select the options that you want the filter to perform by checking the boxes before that option:

1. **Skip inbox (Archives):** messages that need filtering do not appear in the inbox but are delivered directly to the folder you created.
2. **Mark as read** : messages to filter are not important and it is not necessary to read them.
3. **Starred** : all filtered messages are starred (Important mail).

4. **Forward** : forward the filtered messages to the forwarding address, you need to add forwarding addresses in the **Forwarding and POP / IMAP section** of Gmail **Settings** .
5. **Delete conversations** : the filtered messages are not important to you and you want to delete them.
6. **Never send this message to Spam** : don't want the messages you are filtering to be automatically sent to the spam section.
7. **Always mark as important** or **Never mark as important** : messages need to be filtered / not marked as important (Gmail will automatically mark whether a message is important or not based on attachments, senders, recipients, etc., and you can adjust Gmail's automatic markup with this option).
8. **Apply label** : you can create a label for the filter by clicking **Select label -> New label.**

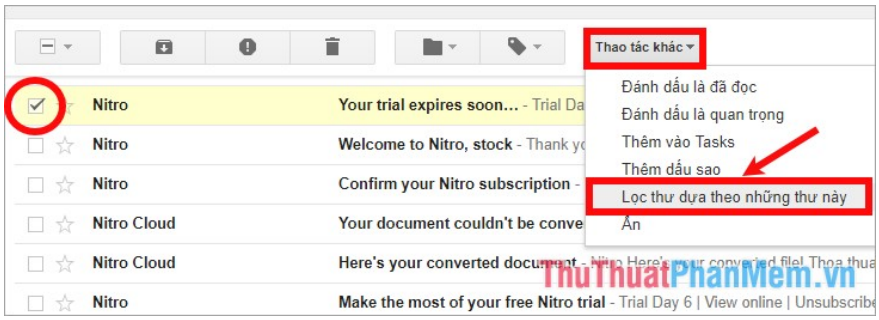


Enter the filter label name in the box below **Enter a name for the new label** . If you want to filter the mail in more detail, you can click on the "Nested Labels" section. After creating a new label, click **Create** .

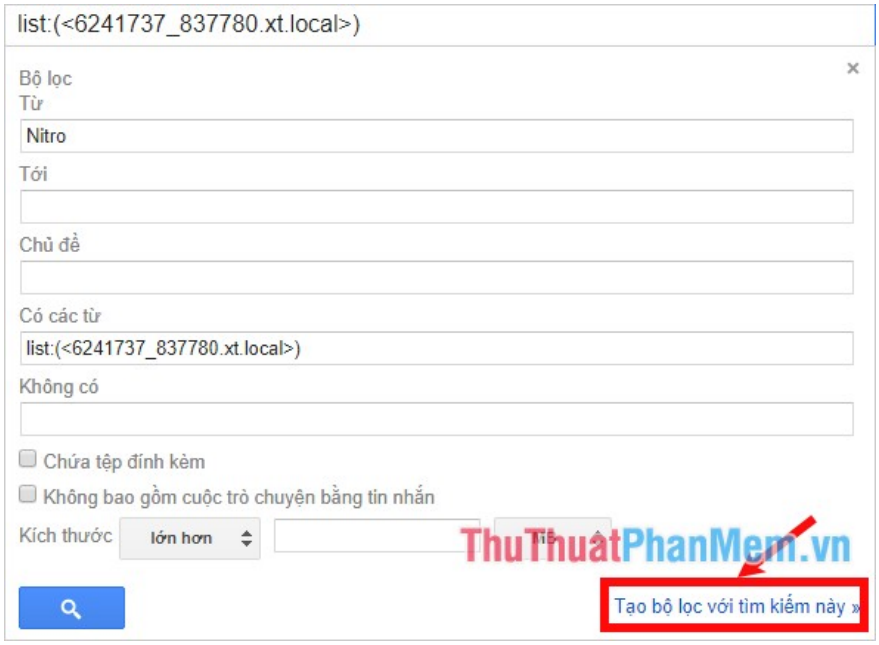
After you have selected the above customizations, if you want to apply the filter to previous messages then you check the box before the line **Also apply the filter to . appropriate conversation.** Finally click on **Create filter.**

Method 2: Use a specific message to create a filter

Step 1: Check the box before the message you want to use to create the filter. Next click **More actions -> Filter messages based on these messages.**



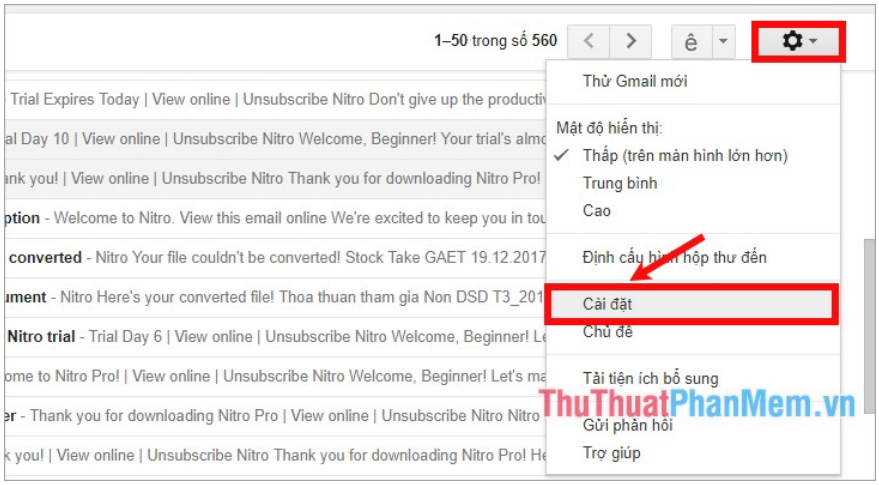
Step 2 : Enter more criteria to filter mail, and click **Create filter with this search** and do the same as the way 1.



So you have created the filter to classify mail in Gmail, you can edit or delete the filter if necessary and export and import the filter to another email.

EDIT AND DELETE THE FILTER

Step 1 : On gmail, select **the Settings icon -> Install.**



Step 2: Select **the Filter** tab **and the blocked address** , on the filter you want to edit and click **Edit.**

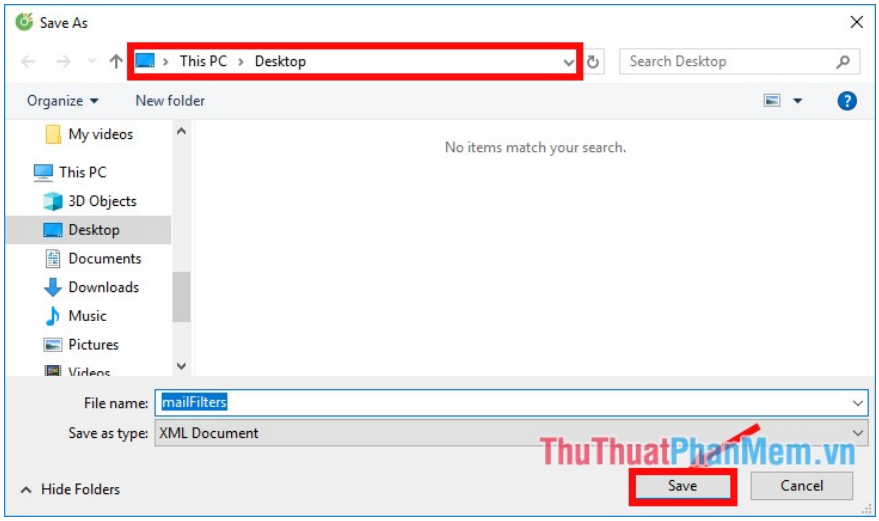
Step 3: After you have finished editing, select **Continue** , then select **Update filter** in the next interface.

Step 4 : To delete the filter, select **Delete** on the filter you want to delete.

EXPORT FILTER

Step 1: In **the** Gmail **Filter and Address** , select the filter you want to export by checking the box before that filter and choose **Export** .

Step 2 : The window to save the xml file will appear, select the location and save the filter.



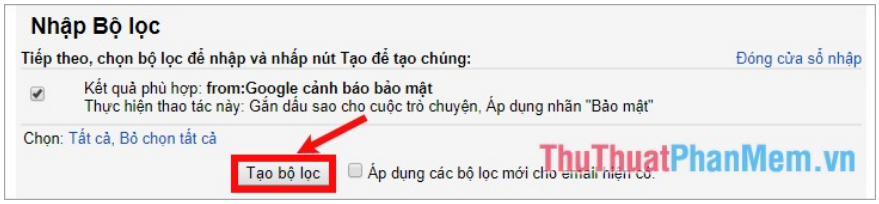
ENTER FILTER

Step 1 : Also in **the Filter and blocked addresses** of Gmail, select **Import filter.**

Step 2 : Click **Choose file** and select to the filter you want to import.

Step 3 : Select **Open file** .

Step 4 : Click **Create filter.**



Above is how to create filters in Gmail to categorize messages, hope this article will help you. Good luck!

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