

How to Create Filters (E-mail Rules) in Google Apps

Blue Ridge's Google Apps e-mail can automatically sort and filter your incoming e-mail messages for better organization and ease of access.

To create a filter:

1. Login to your Google Apps account
2. Click the gear icon in the upper right-hand corner of the e-mail client web page.
3. Select "Mail Settings"
4. Click on the "Filters" tab
5. Click "Create a new filter" toward the bottom of the filter section
6. Enter your filter criteria in the appropriate field.
 - a. **Example:** Enter helpdesk@blueridge.edu in the "From" field to capture all the e-mails from Help Desk. Click "Test Search" to see examples of the filter results.
 - b. **Example:** Enter "specials" in the "Has the words" field to capture all the e-mails that announce lunch specials from the cafeteria. Click "Test Search" to see examples of the filter results.
7. Click "Next Step" when you are finished identifying your filter criteria
8. Apply an action to the filtered e-mails
 - a. **Example:** Check the box "Apply the label." "Label" is synonymous with "Folder." From the "Choose Label" drop-down box, click an existing label or click "new label." If you choose "New label" you will be immediately prompted for a new label name. You also have the option to "nest" the new label under an existing label.
 - b. **NOTE:** Be very careful before choosing the action "Delete it." It will skip your Inbox entirely!
9. Click "Create Filter" to finish the process
 - a. **NOTE:** You have the option to apply the new filter to existing e-mails by checking the box "Also apply filter to # conversations below."