How to Create Labels and Filters in Gmail
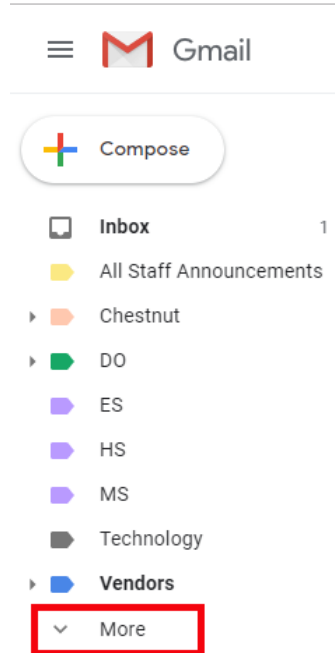
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Create a Label: This will allow you to organize your emails.

1. Log into your Colby email account. Below is an example of labels in Gmail.
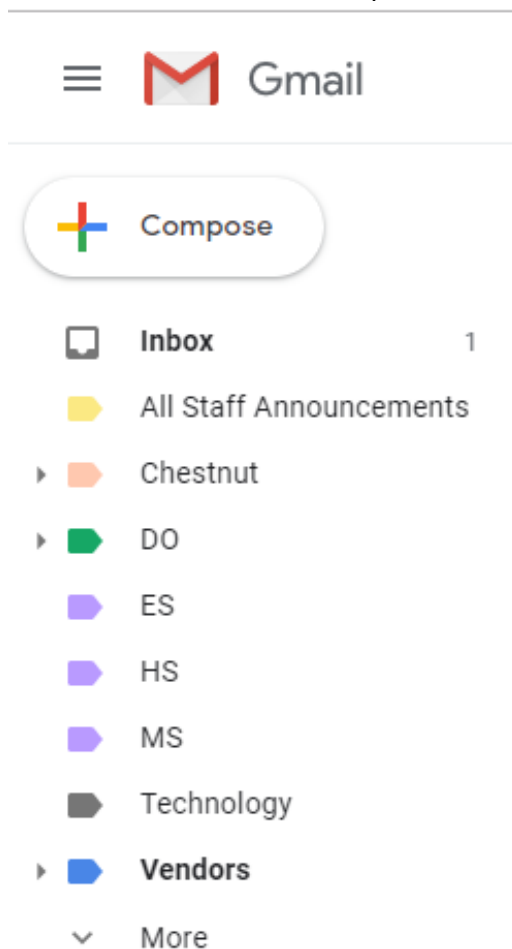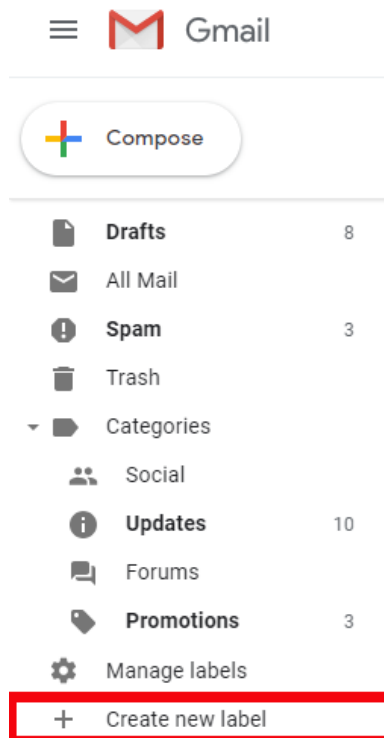
2. To create a label, select More.

3. Scroll to the bottom of this list and select Create new label.

4. Fill out the label information. You can either make a generic label as in example a or you can create a label under another label as in example b. Example c is an example of creating a label to be put under another label.

New label

×

Please enter a new label name:

| |

☐ Nest label under:

| ▼ |

Cancel   **Create**

a.

New label

×

Please enter a new label name:

| |

☑ Nest label under:

| Please select a parent... ▼ |

Cancel   Create

b.

New label

×

Please enter a new label name:

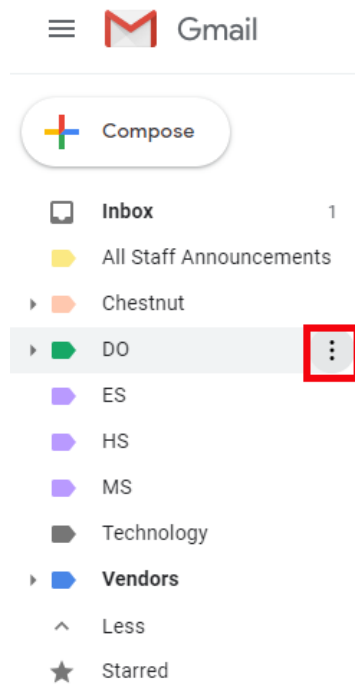| Technology |

☑ Nest label under:
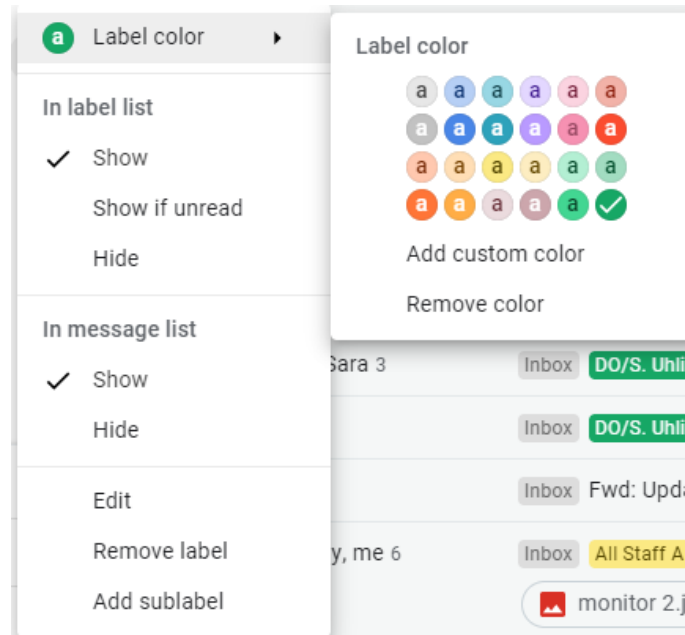
| DO ▼ |

Cancel   **Create**

c.

Change the label color:

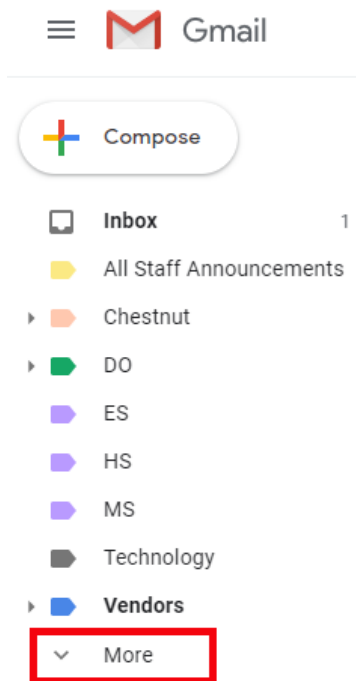1. Select the 3 dots on the right hand side of the label.
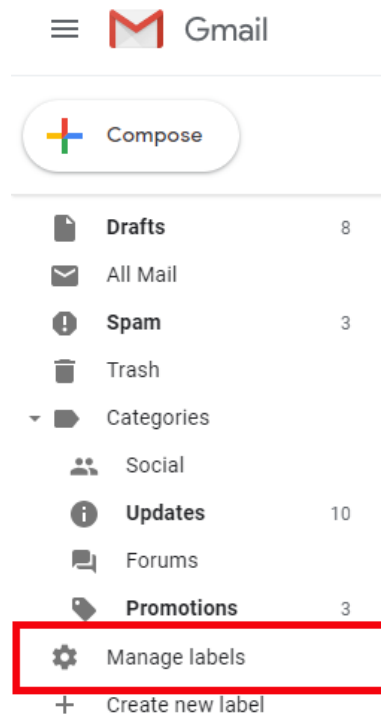

2. Select Label color.

Create a filter: This will label and automatically place emails in the labels you have created

1. Log into your Colby email account. Then select More.

2. Scroll down and select Manage labels.

3. This will bring you into the Settings portion of Gmail. Select Filters and Blocked Addresses.

Settings

General   Labels   Inbox   Accounts   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat   Advanced   Offline
Themes

System labels	Show in label list
Inbox	
Starred	show hide
Snoozed	show hide
Important	show hide
Chats	show hide
Sent	show hide
Scheduled	show hide **show if unread**
Drafts	show hide show if unread
All Mail	show hide

4. Scroll down and select Create Filter.

Create a new filter

5. In the box that pops up, fill out the email address that you would like to place in a label. For example, lets place all emails from technology in a technology label. Once the email address is entered, hit create filter.

From	akruger@colby.k12.wi.us,
To	
Subject	
Has the words	
Doesn't have	
Size	greater than ▼ MB ▼

☐ Has attachment   ☐ Don't include chats

Create filter   **Search**

6. The next screen gives us a bunch of options on what to do with the filter. Below I have the 2 boxes that should at a minimum be checked for the filter to work.

← When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☑ Apply the label: Choose label... ▾

☐ Forward it   add forwarding address

☐ Delete it

☐ Never send it to Spam

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☑ Also apply filter to matching conversations.

❓ Learn more   Create filter

7. Now let's apply a label to this email address. Select the drop down list under Choose label.

← When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☑ Apply the label: Choose label... ▾

☐ Forward it   add forwarding address

☐ Delete it

☐ Never send it to Spam

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☑ Also apply filter to matching conversations.

❓ Learn more   Create filter

8. From the provided list, you can either select a label that you have already created (shown in image a) or create a new label for this email address (shown in image b). Once completed hit create.

a.

b.

9. The last step is to hit Create filter.

10. To get out of Settings, select the Gmail logo in the upper left hand corner.