

How to create a filter in Gmail

There are a handful of ways to start creating filters in Gmail:

1. **Directly from an email:** With an email that you want to filter opened, select more (:) > **Filter messages like these**.
- 2.
3. **From Gmail's search options:** Click the show search options icon, which looks like three horizontal lines stacked on top of each other, in Gmail's search bar.
- 4.
5. **From your Gmail settings:** Select the settings cog icon > **See all settings** > **Filters and Blocked Addresses**. If you already have email filters, scroll down to the bottom of your list of filters and click **Create a new filter**.