**Directions for filtering "Public" (or other emails) automatically.**

The "Public" email list should be used for non-school related emails. Follow these directions in order to label "Public" emails and to keep it from cluttering your Inbox. **you can substitute in any other group email for "public" in these directions**

1. Login to your email and click on **Settings** under the Gear icon in the upper right corner of your email window.
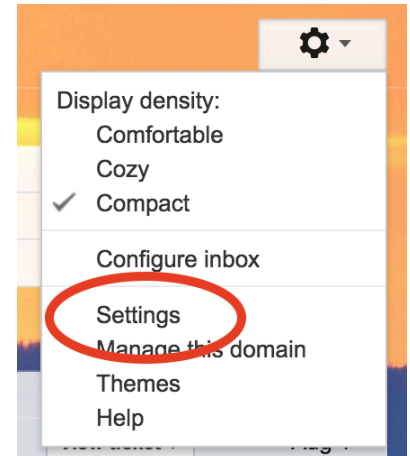
2. Click on the "Filters and Blocked Addreses" tab. And click "Create a new filter".
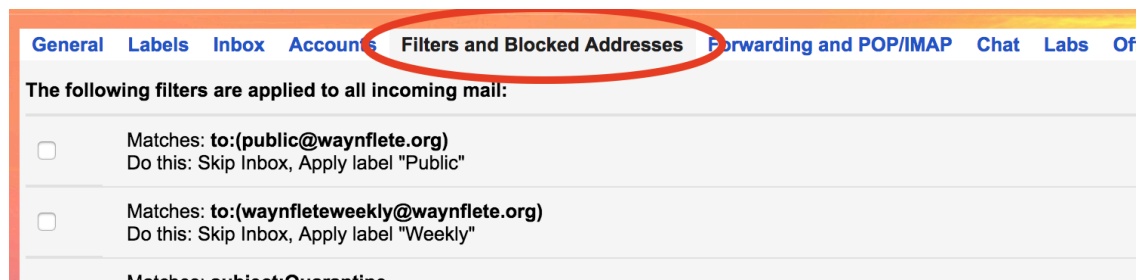
3. Fill in the information pertaining to the emails you wish to filter. For example, to filter "public" email, fill in "To:" box with "public@waynflete.org". You can filter by sender, by subject, or keyword.

4. In the next window, select your options. If you DO NOT want the Public message to appear as new mail, put a checkmark in the "Skip the Inbox" box. Then check the "Apply the Label" box and select "New Label" from the pull down menu and add Public

as a label. If you do not choose "Skip the Inbox", Public mail will appear in your Inbox and it will be marked "Public". Then click "Create Filter".

« back to search options

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
- ☐ Send canned response: [Choose canned response... ⇕]
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: [Choose category... ⇕]

[Create filter]   ☐ Also apply filter to **5** matching conversations.

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