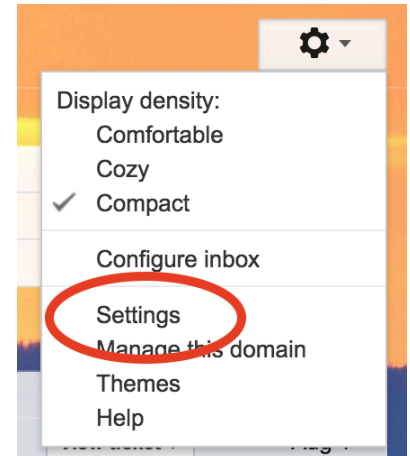


Directions for filtering "Public" (or other emails) automatically.

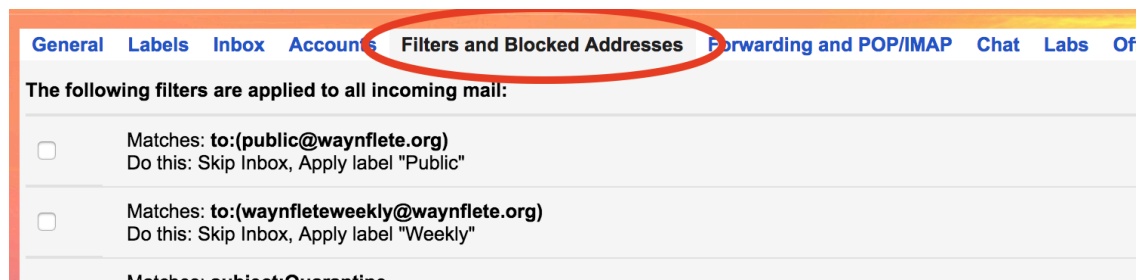
The "Public" email list should be used for non-school related emails. Follow these directions in order to label "Public" emails and to keep it from cluttering your Inbox.

****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 Addresses" 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.

A screenshot of the 'Create a new filter' dialog box. It has a title bar 'Filter' and a close button 'x'. The form contains fields for 'From', 'To', 'Subject', 'Has the words', and 'Doesn't have'. Below these are checkboxes for 'Has attachment' and 'Don't include chats'. There is a 'Size' section with a dropdown menu set to 'greater than', an input field, and a unit dropdown set to 'MB'. At the bottom, there is a blue button with a magnifying glass icon and a link 'Create filter with this search »'.

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.

[Learn more](#)