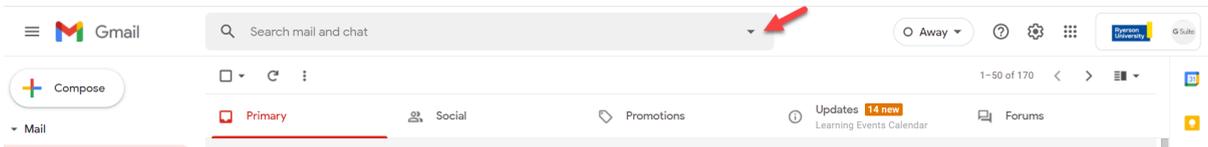
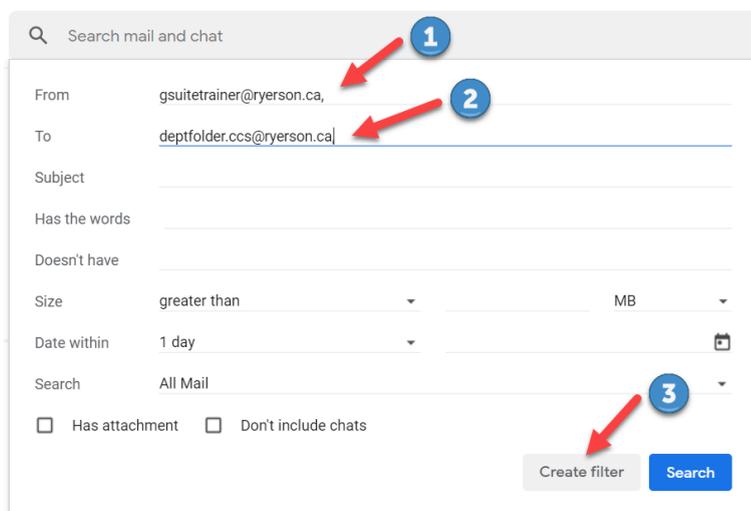


Set up a filter to delete ownership change emails from Gmail Sent label

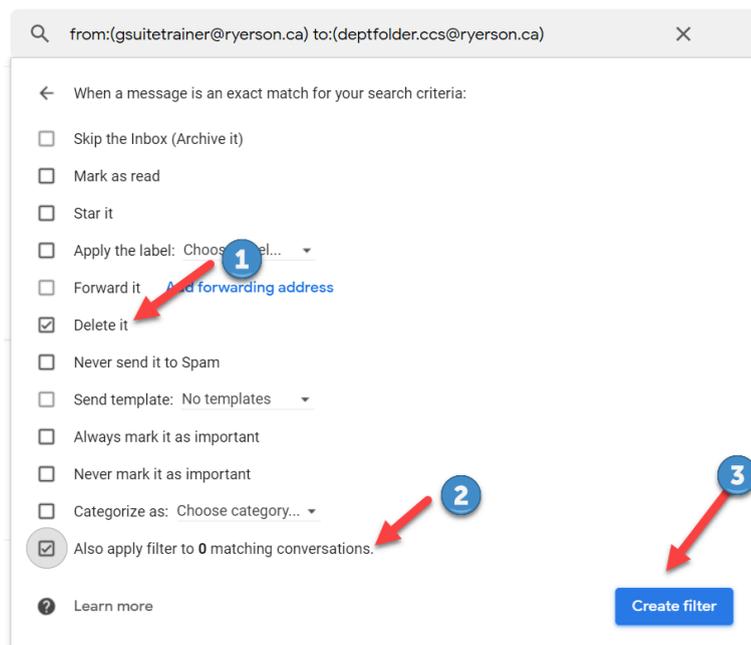
1. Open your Gmail.
2. At the top, go to the search bar and click show Search options icon.



3. In the advanced search menu, fill in your email in the "From" section with your email and in the "To" section with the ownership account and click on "Create filter".



4. In the new create filter menu, check off the following "Delete it" and "Also apply filter to xx matching conversations". Then click on "Create filter"



This will move all ownership change emails that were sent to the ownership account (ie. deptfolder.xxxxxxx@ryerson.ca) to your trash. All new emails going to deptfolder.xxxxxxx@ryerson.ca will now be sent to trash and not crowd your Sent label.