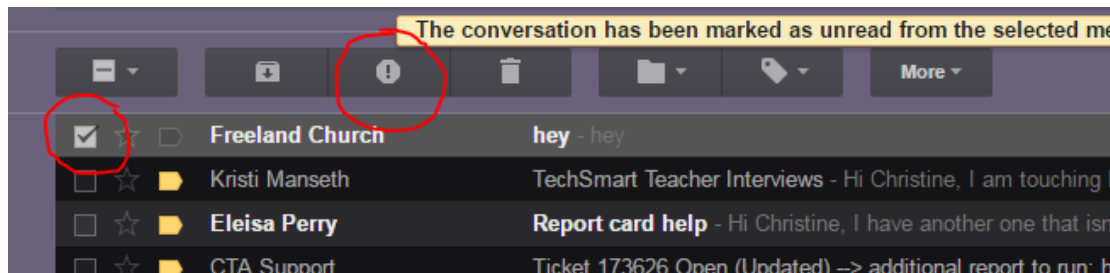


Dealing with Unwanted Email

Is your inbox cluttered with junk? Here are 2 easy and 1 other way to get those pesky emails out of sight easily.

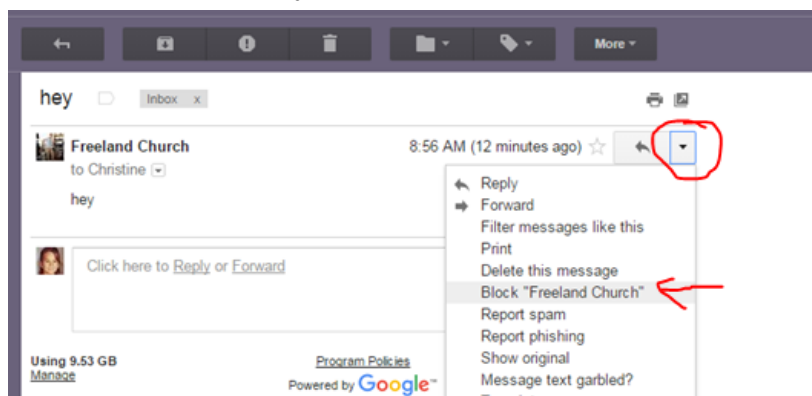
Method 1.

Super easy and especially good for senders you simply do not have any interest in getting emails from. When you have an email from one of these people, just either open it or click on the checkbox and the Spam icon will appear. Further emails from the address will go into your Spam folder.



Method 2.

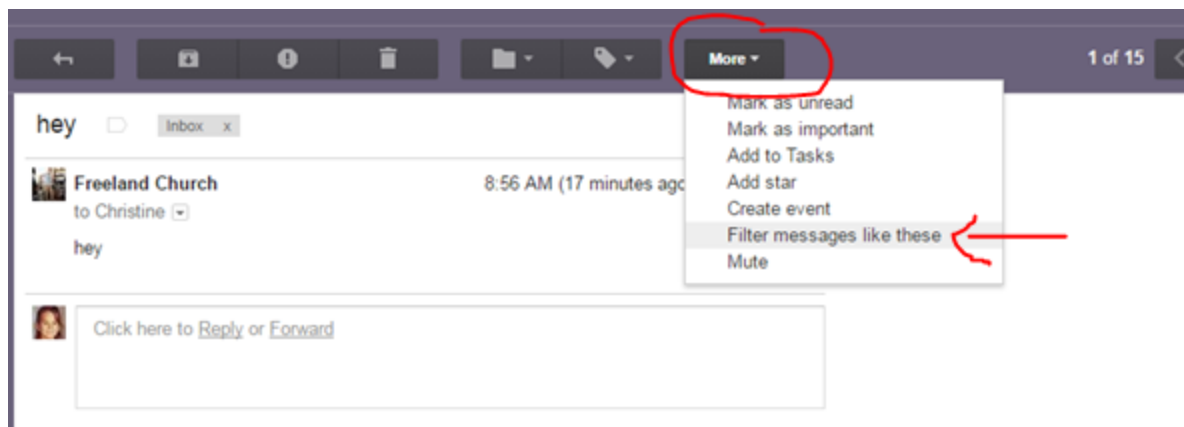
One extra step but very clear.

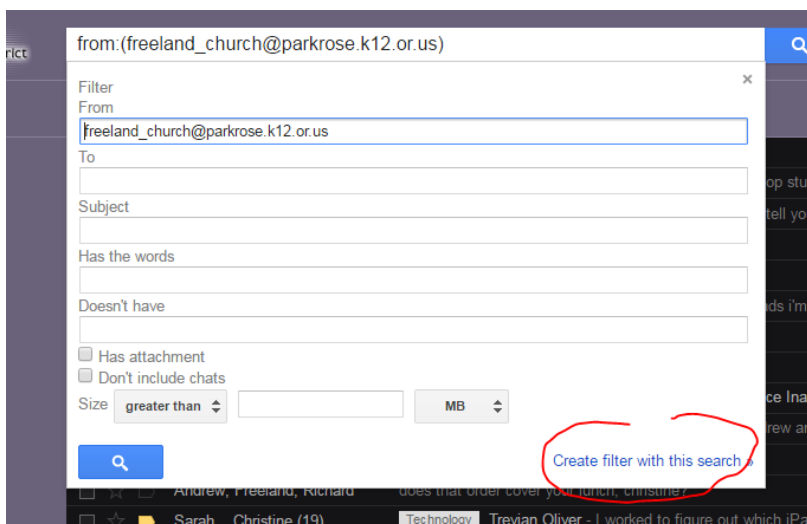


Method 3.

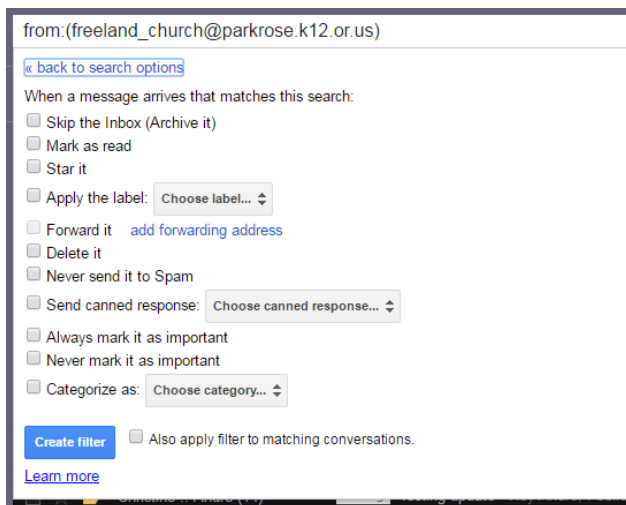
Filtering. This can be used for non-blocking reasons (like you want all emails that have a certain header to go to a specific folder) But it is still great because it gets stuff out of your inbox (yay!)

Start by creating your criteria





Choose the bits -- sender, header, subject, etc -- that you want to create a filter for and then you have another set of options for what you want to do with messages that meet that criteria.



So if I just wanted all messages from Freeland to go into a Freeland Folder without me having to read them or manage them from my Inbox, I could choose Apply the Label → Create New Label and make a folder called Free

