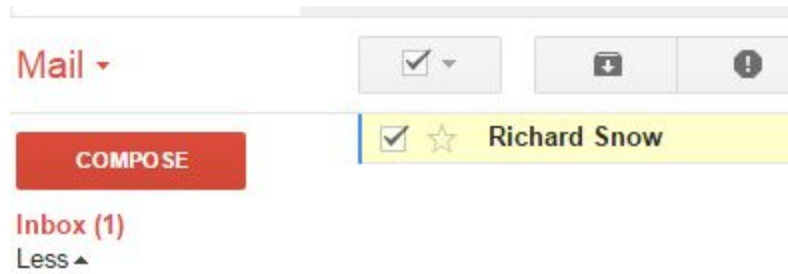




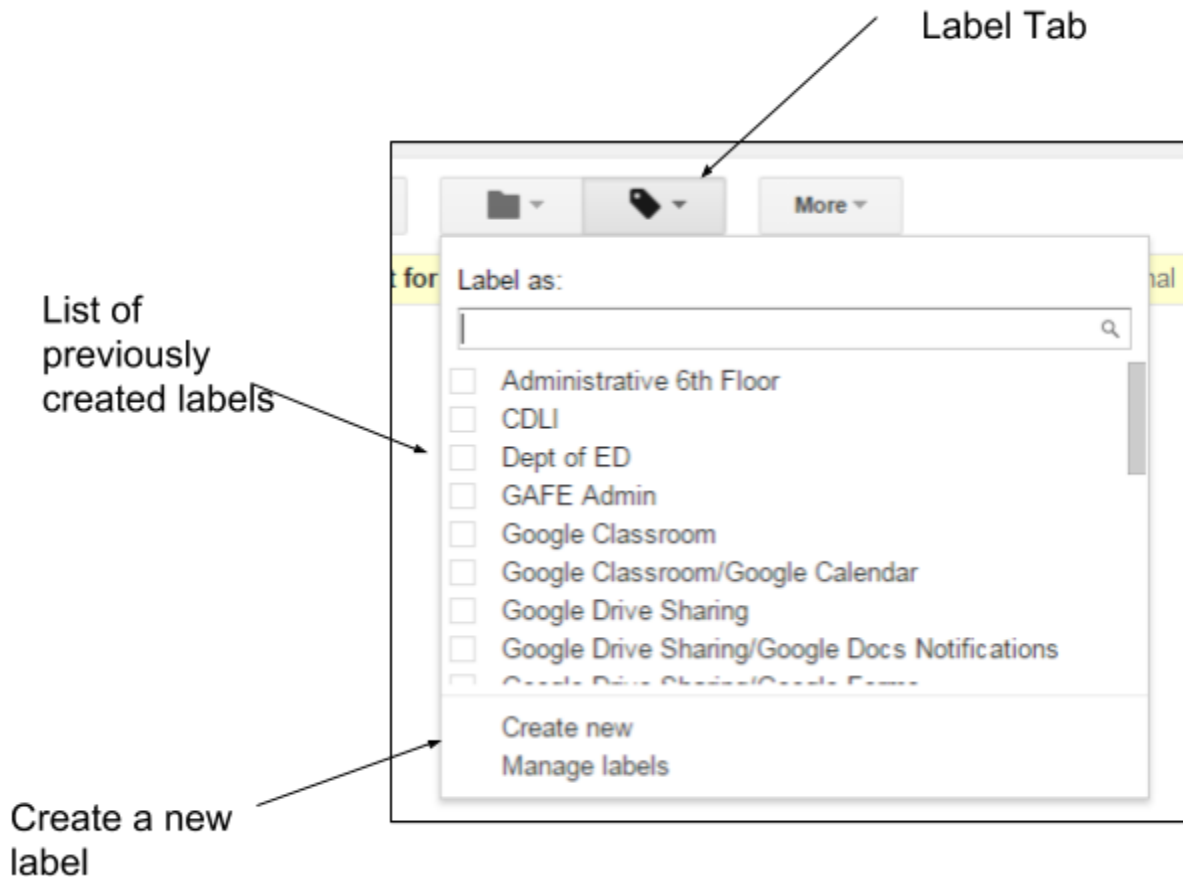
Creating Rules For Filtering and Sorting E-mails

In First Class you may be used to creating rules for your e-mails that would filter your e-mails to sent folders, sort according to person, etc... This document will help you set up that same structure for labelling, sorting and filtering your e-mails.

Select an e-mail to sort and filter:



Drop down the "Label" tab and create a new label.





Give the label a name.

New Label

Please enter a new label name:

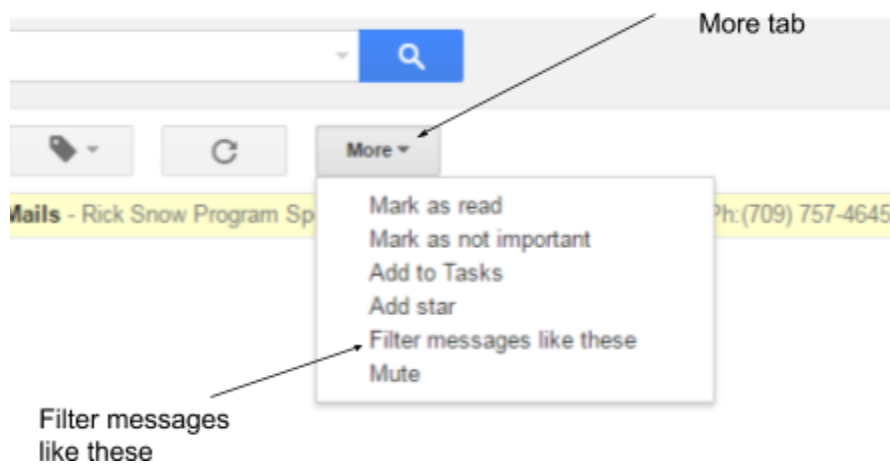
Test of labels

Nest label under:

Create Cancel

Click to create the label

Select “More” tab and select Filter messages like these”.



Enter the criteria you will use for the filter (or leave the default from the e-mail). Then select “Create filter with this search”.



These can also be names

Filter ×

From
richardsnow@nlesd.ca

To

Subject

Has the words

Doesn't have

Has attachment
 Don't include chats

Size MB

[Create filter with this search »](#)

Select the options you need and tell the filter what you want it to do with the e-mail or similar e-mails.

In the example below all present and future e-mails from richardsnow@nlesd.ca will bypass the inbox and be sorted under the label "Test of labels".



This will allow future e-mails to bypass the inbox and be automatically sorted

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾

This option sorts the email under the label you choose or create

Create filter

Also apply filter to 1 matching conversation.

Click to create the filter

This applies the filter to all other messages matching that match the label.