

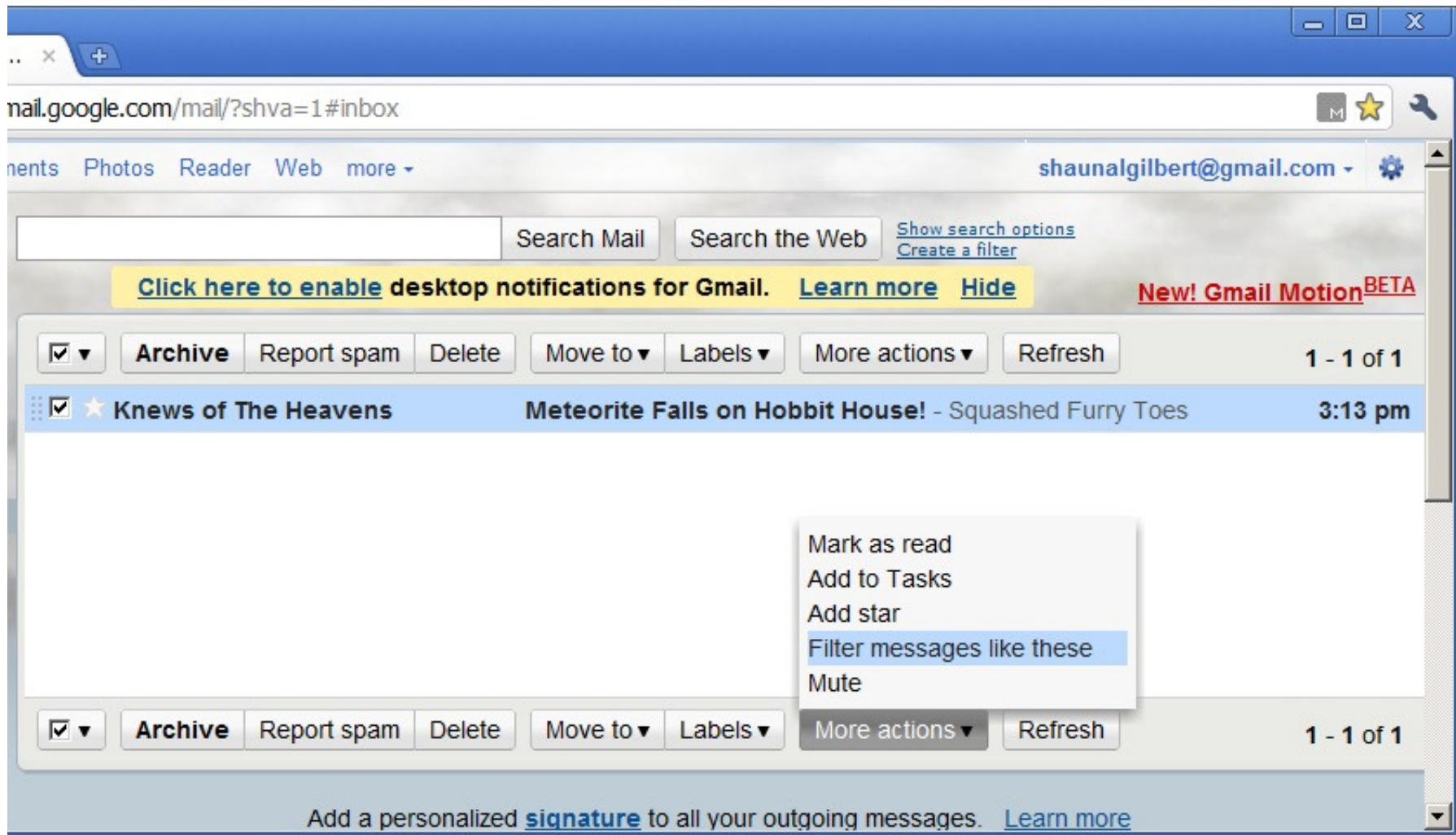
Entered on 06/14/2011 at 14:28:02 MDT (GMT-0600)

### QUESTION

How do I filter messages in MyMail?

### SOLUTION

Sign into your [MyMail](http://mymail.mines.edu) (http://mymail.mines.edu) account. Select an email that you would like to filter in the future, click the More Actions link, and select Filter messages like these.



MyMail will suggest a method for filtering future email of this type. If this will work, click Next Step. (If not, modify the filter criteria to suit.)

The screenshot shows the Gmail interface. At the top, the 'mail by Google' logo is visible. The main heading is 'Create a Filter' with a 'Hide filter options' link. Below this, instructions state: 'Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.'

The filter criteria form includes the following fields and options:

- From:** Knews of The Heavens
- To:** (empty)
- Subject:** (empty)
- Has the words:** (empty)
- Doesn't have:** (empty)
- Has attachment

Buttons at the bottom of the dialog are 'Show current filters', 'Cancel', 'Test Search', and 'Next Step »'. A yellow banner below the dialog reads: 'Click here to enable desktop notifications for Gmail. Learn more Hide'.

The search results pane shows 'Search results for: from:(sgilbert@mines.edu)'. A single result is displayed:

<input checked="" type="checkbox"/>	★	Knews of The Heavens	Inbox	Meteorite Falls on Hobbit House! - Squashed Furry	3:13 pm
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At the bottom of the search results, it says '1 - 1 of 1'. A footer message reads: 'Visit [settings](#) to save time with keyboard shortcuts!'.

What would you like to do with the message? Send it to a special folder? Directly to Trash? Make your selections.

Documents Photos Reader Web more ▾ shaunalgilbert@gmail.com ▾ ⚙

### Create a Filter [Hide filter options](#)

**Action** - Now, select the action you'd like to take on messages that match the criteria you specified. When a message arrives that matches the search: **from:(Knews of The Heavens)**, do the following:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it You have no verified forwarding addresses. [Manage your forwarding addresses](#)
- Delete it
- Never send it to Spam

[Recent filters](#)     Also apply filter to **1 conversation** below.

[Click here to enable desktop notifications for Gmail.](#) [Learn more](#) [Hide](#)

Search results for: **from:(Knews of The Heavens)** 1 - 1 of 1

<input checked="" type="checkbox"/> ★ <b>Knews of The Heavens</b>	<input type="button" value="Inbox"/>	<b>Meteorite Falls on Hobbit House! - Squashed Furry</b>	<b>3:13 pm</b>
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Create the filter (with an option to filter other matching emails already received).

**AUTHOR**  
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