

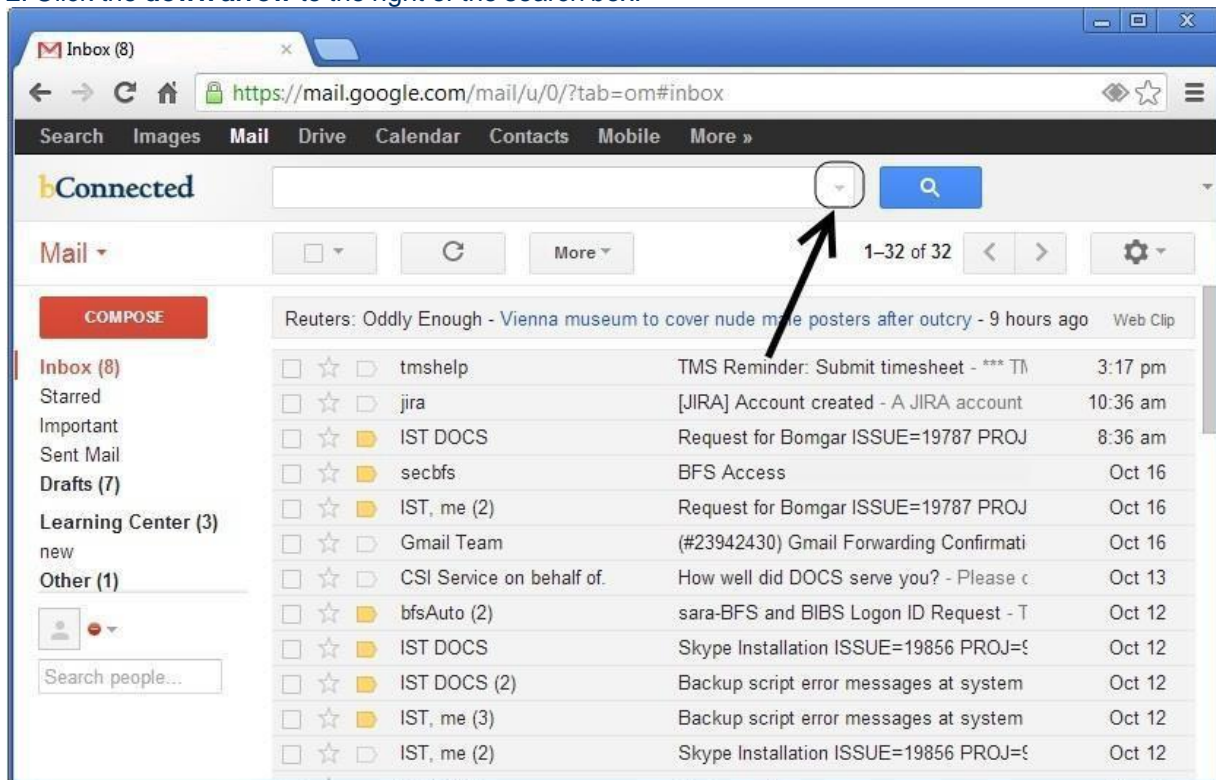


## Creating Filters in bMail

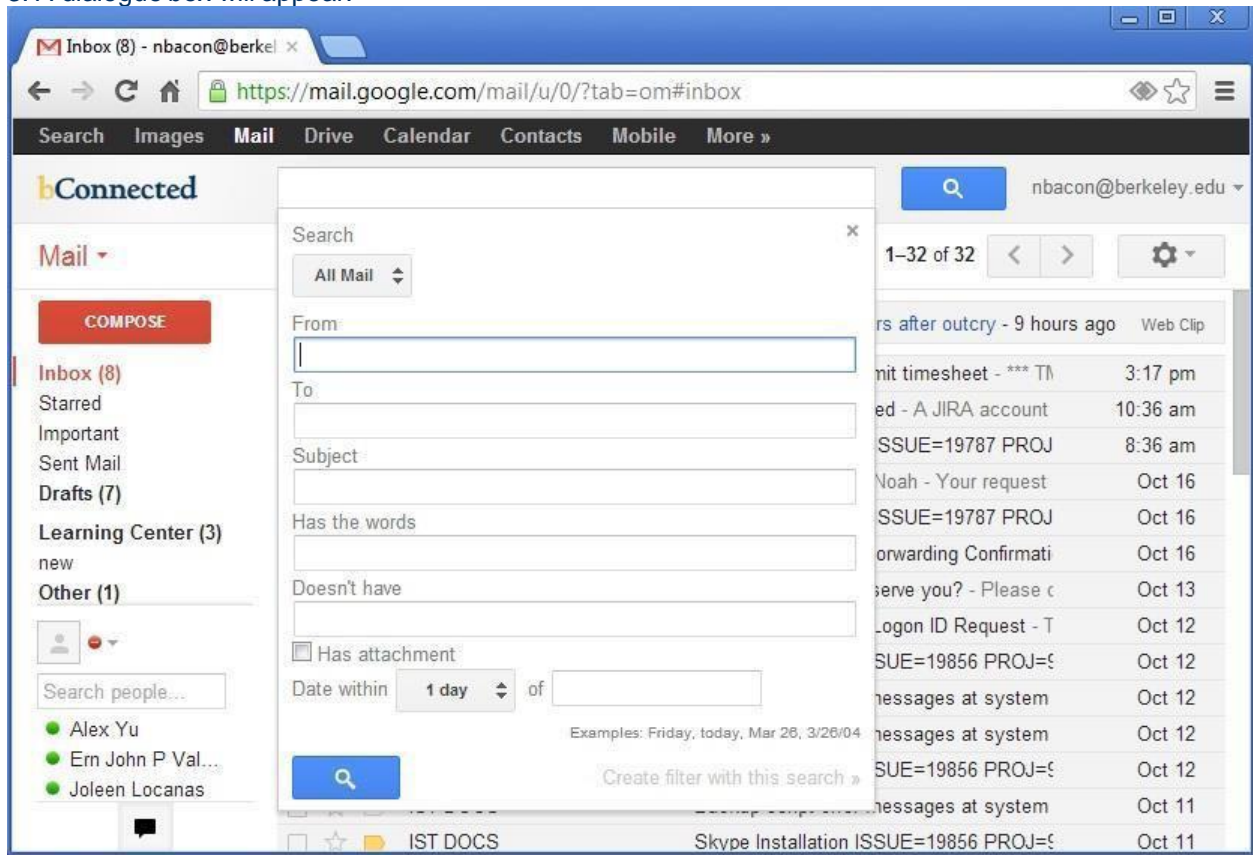
*Filters in bMail allow you to manage, redirect, and add tags to quickly identify the importance and content of messages before they are even opened. Using filters is a simple task to automatically, delete, star, rank, archive and label e-mail and keep it from being absorbed or removed as Spam.*

To create a filter:

1. Navigate to your bMail by going to [bmail.berkeley.edu](mailto:bmail.berkeley.edu) (CalNet Authentication required)
2. Click the **down arrow** to the right of the search box.



3. A dialogue box will appear.



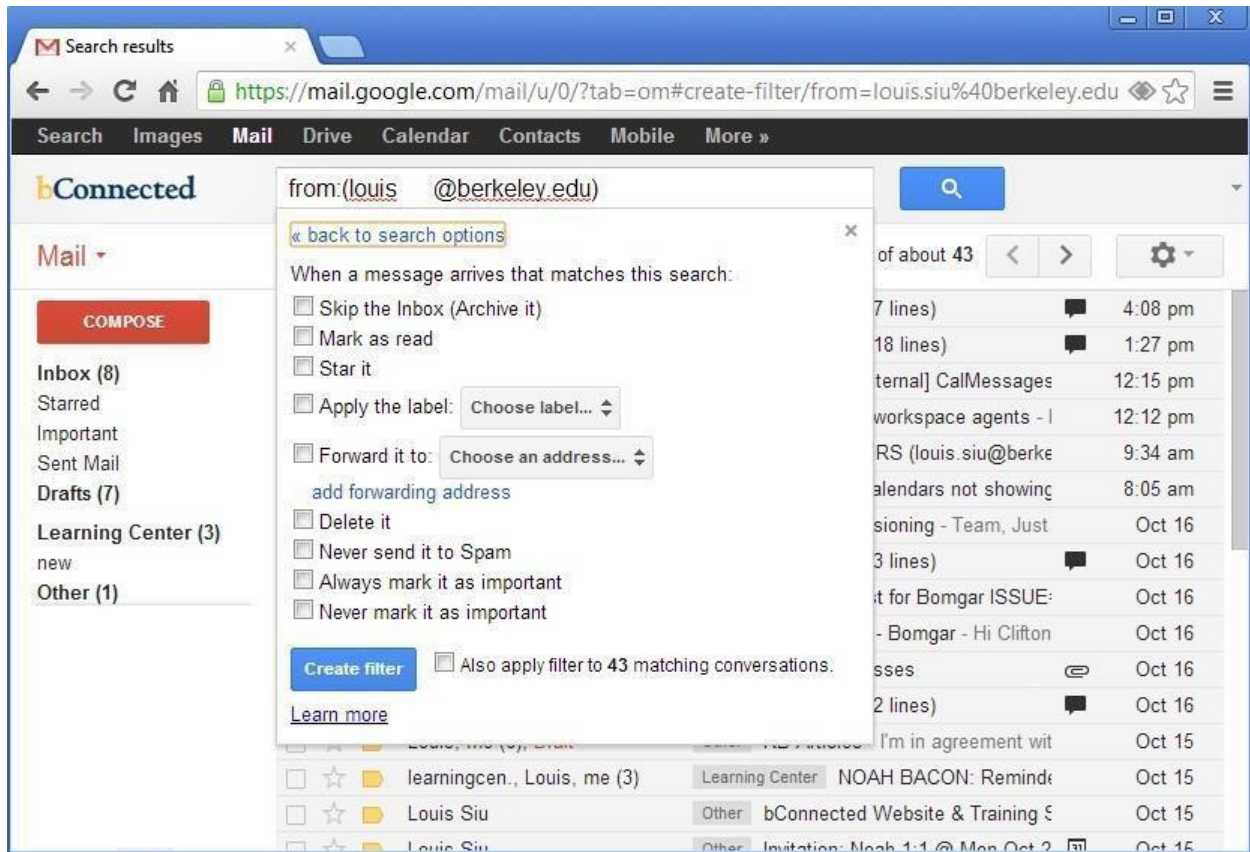
4. Enter the search criteria that reflects the messages you would like to filter.

NOTE: if categorizing e-mail from a specific person is important, add them to the **From** dialogue box. If a certain subject needs to be separated from the general inbox, add the desired line to the subject dialogue.

5. Click **Create filter with this search**, located at the bottom right of the window.

6. Choose the action or actions that the filter should take when it discovers an e-mail that fits the criteria entered in the previous screen.

TIP: automatically archiving or starring letters from co-workers, family, or friends will make it simple to quickly sort and respond to as they arrive.



Note: If you want to apply this filter to older entries in your inbox, be sure to click the **apply filter to ### matching conversations** check box before moving onto the next step.

7. Click Create filter to confirm and finalize the filter.