

Setting Up Filters for Google Gmail

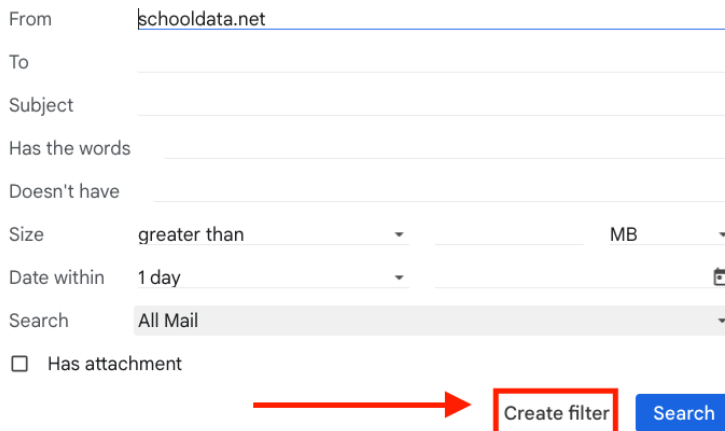
Sometimes, you get a lot of messages, and a little assistance from your email client can make all the difference in finding what you are looking for. Below, you will find instructions on creating a rule in your email client to organize all your SchoolData.net communications into one tidy place.

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1. Log in to **Google Gmail**.
2. Click the **Search in mail** field and type **from:@schooldata.net**.
3. Click the **filter** button to the right.






4. You will see a new window. Click **Create Filter**.

A screenshot of the Gmail 'Create Filter' dialog box. The 'From' field is filled with 'schooldata.net'. Below the fields are buttons for 'Create filter' and 'Search'. A red arrow points to the 'Create filter' button, which is also highlighted with a red box.

5. Click the **checkbox** next to **Apply the label: Choose label**.
6. Select (or create) the label of your choice using the **arrow**.
7. Click **Create Filter**.

← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☒ Apply the label: Choose label. 
- ☐ Forward it [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... 
- ☐ Also apply filter to matching conversations.

 [Learn more](#)

[Create filter](#)

Congratulations! You have successfully created an email rule that automatically parses all your messages in Google Gmail!