

How to create a filter in Gmail

There are a handful of ways to start creating

1. **Directly from an email:** With an email opened, select more (⋮) > **Filter messages like this**.
2. **From an email's context menu:** Right-click on an email in your inbox > **Filter messages like this**.
3. **From Gmail's search options:** Click on the search icon (magnifying glass) which looks like three horizontal lines in Gmail's search bar.
4. **From the Gmail search bar:** Type a search term in the search bar > click on the search icon (magnifying glass) > click on the **Filter messages like this** link.
5. **From your Gmail settings:** Select **Settings** > **Filters and Blocked Addresses** > **Filters** > **email filters**, scroll down to the bottom > **Create a new filter**.