

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 these**
2. **From an email:** Select an email > **Filter messages like these**
3. **From Gmail's search options:** Click the search icon which looks like three horizontal lines in Gmail's search bar.
4. **From Gmail's search options:** Click the search icon > **Filter messages like these**
5. **From your Gmail settings:** Select **Settings** > **Filters and Blocked Addresses** > **email filters**, scroll down to the bottom > **Create a new filter**