

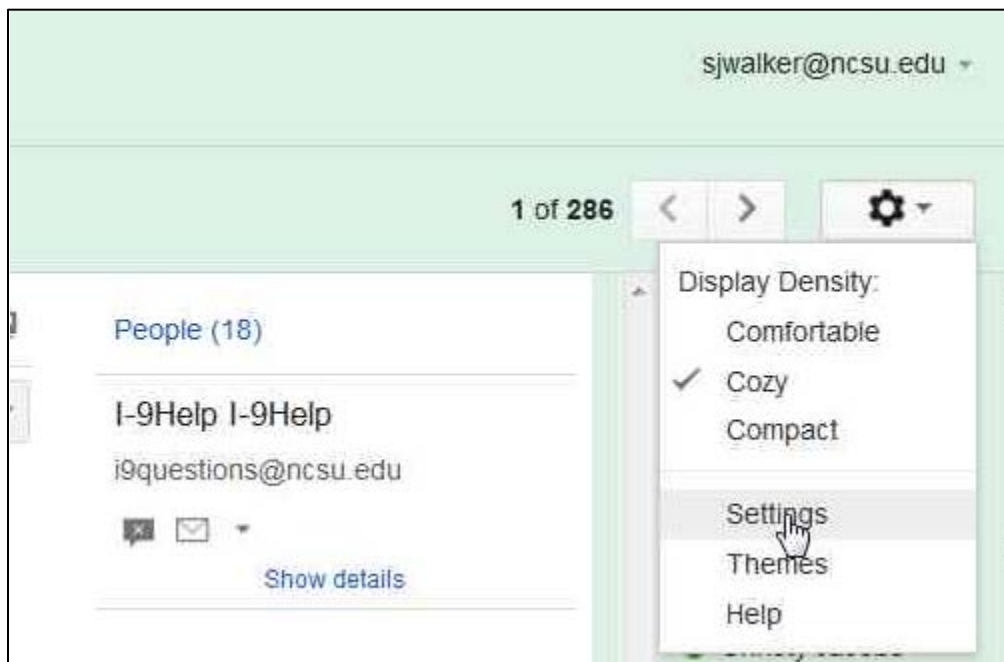
How-To: Create an E-mail Filter

Setting up an e-mail filter for your “I-9 Needed For New Hire” or “Reverification Reminders” e-mails can be a helpful way to de-clutter your inbox and streamline your incoming mail.

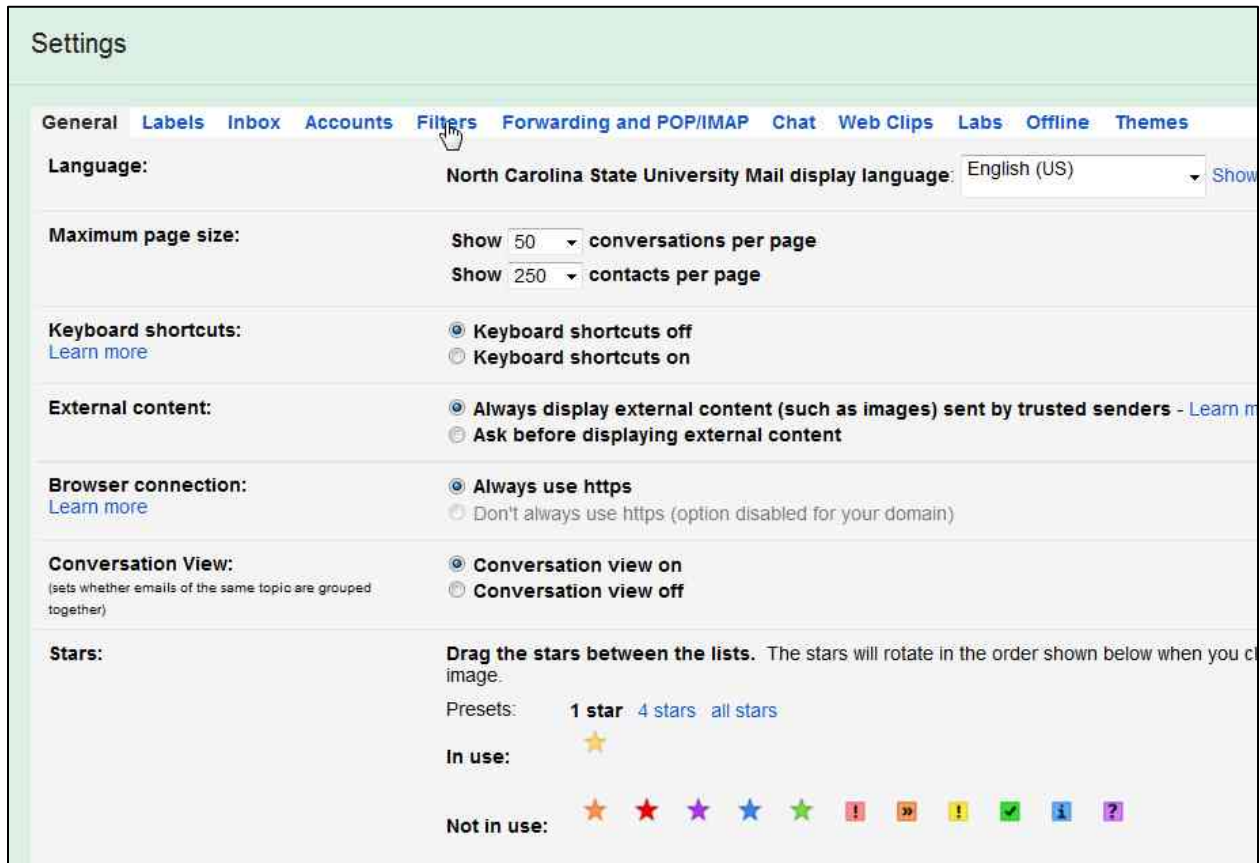
- 1) When you log-in to your NCSU Google e-mail account, on the right-hand side click on the gear button to access “Settings”.



- 2) Scroll down to “Settings”.



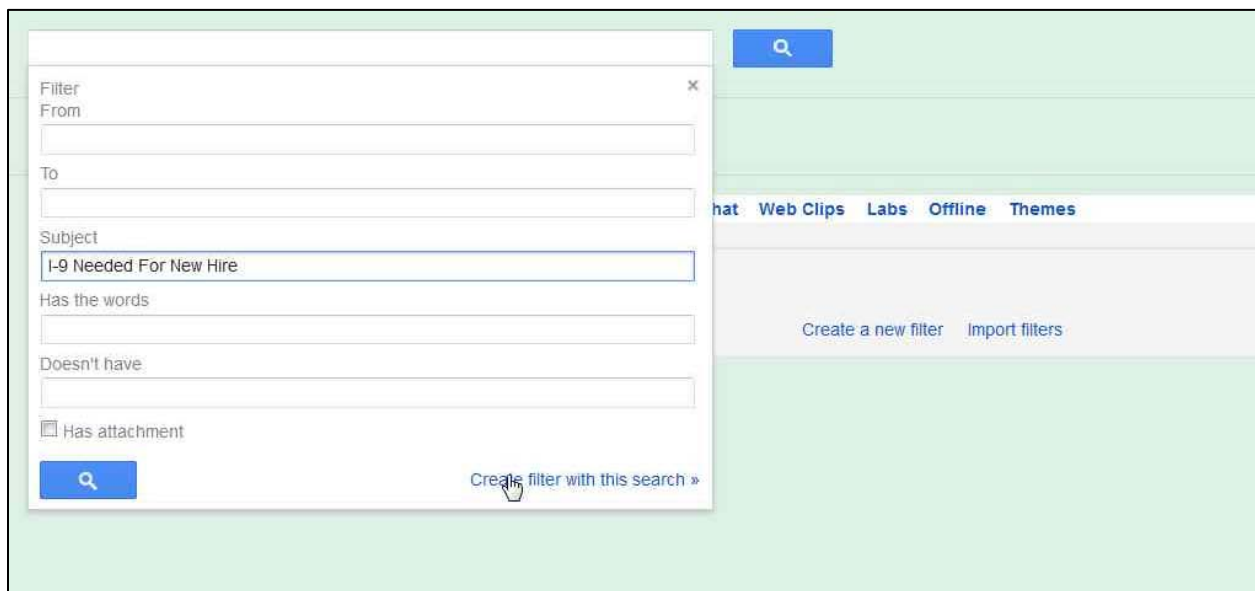
3) Next you will select “Filters”.



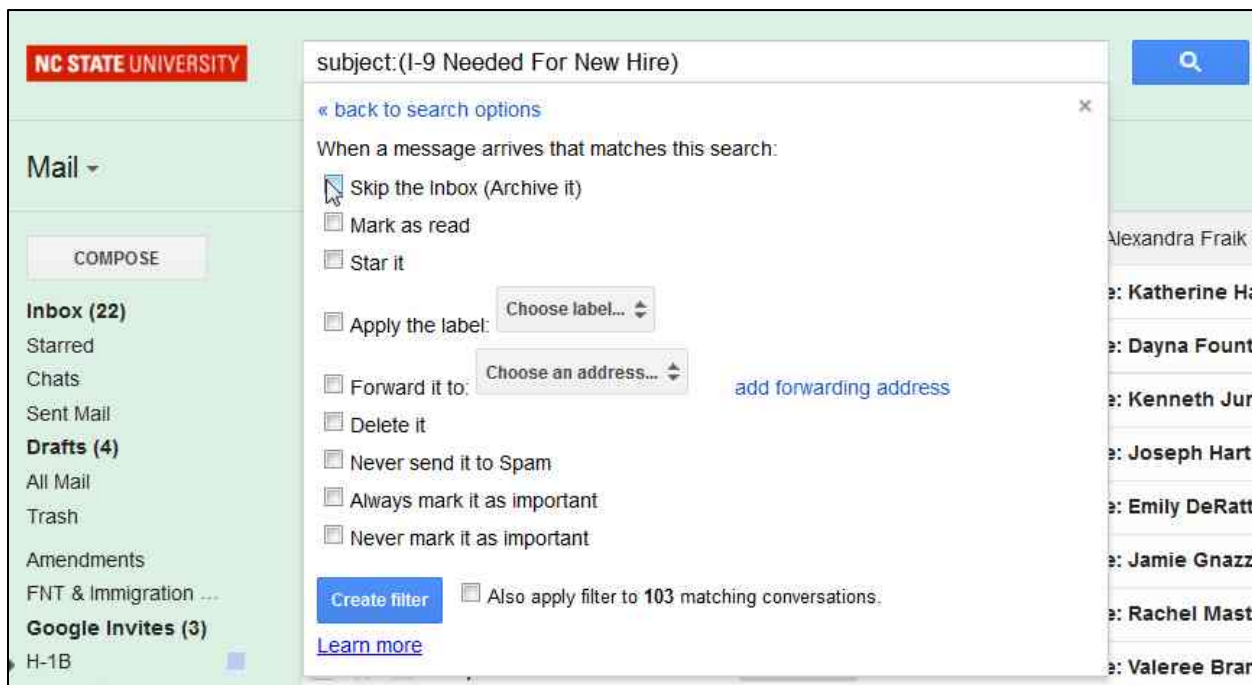
4) In order to create a filter for your incoming e-mail reminders select “**Create a new filter**”.



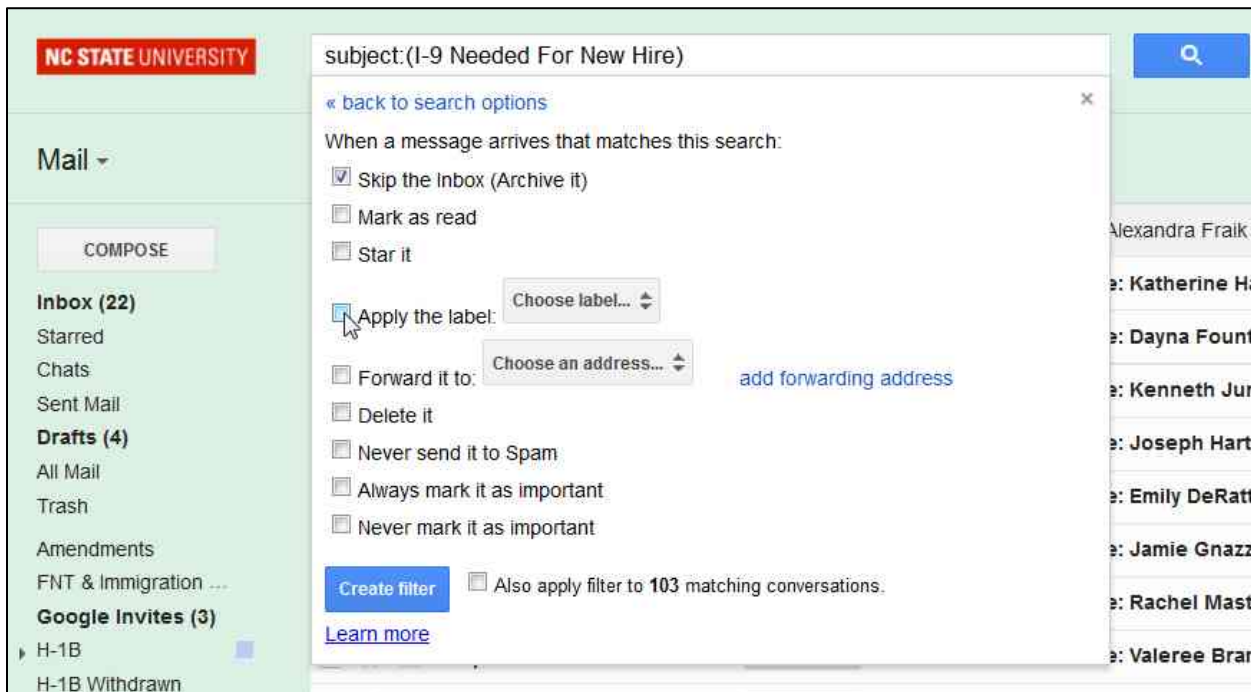
5) In this scenario, I am going to setup a filter for e-mails specifically for new hires that need I-9's completed. Since the automated reminder e-mail has the subject line of "I-9 Needed For New Hire", I will use that to "capture" those messages in a separate folder.



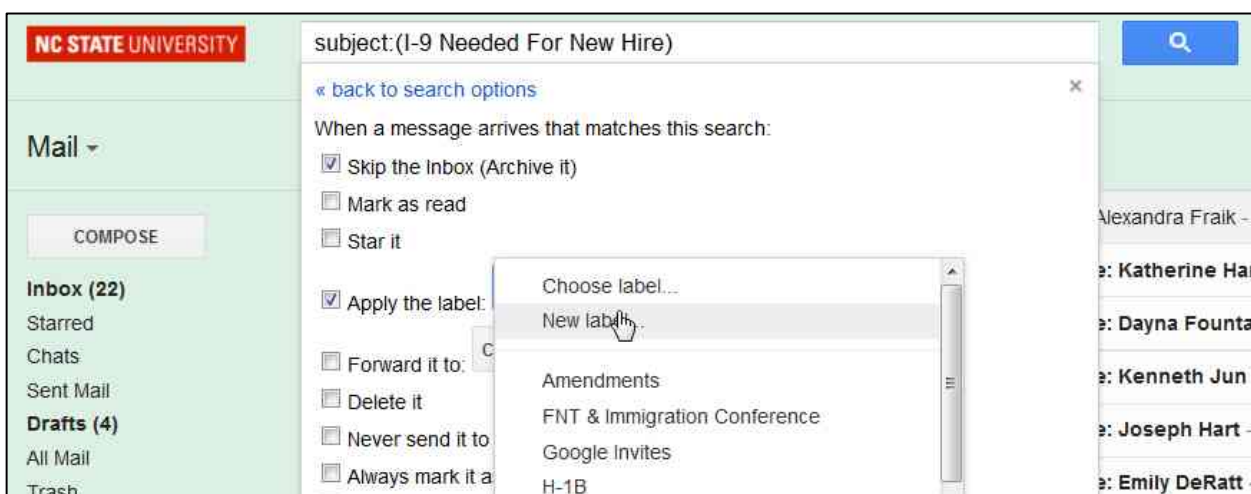
6) Next, I want to select "Skip the Inbox (Archive It)" so that any messages with a subject line of "I-9 Needed For New Hire" will automatically be captured in a designated folder and bypass my inbox.



- 7) Since I want my incoming messages with “I-9 Needed For New Hire” to be sent to a specific folder I will select “Apply the label”.



- 8) If you already created a label where you want to put your e-mails select “Choose label...” if you want to create a new folder for these e-mails select “New label...”. In this scenario I will be creating a new label for my “I-9 Needed For New Hire” e-mails.



- 9) Enter in the new label name where you wish to store your incoming e-mails with the filter under “Please enter a new label name”. You also have the option of creating it as a sub-folder by selecting “Nest label under” along with the folder.

Please keep in mind that once you create a filter for your e-mail reminders, you will need to check that folder separately from your inbox, since the filter will separate those messages from your inbox automatically.

