

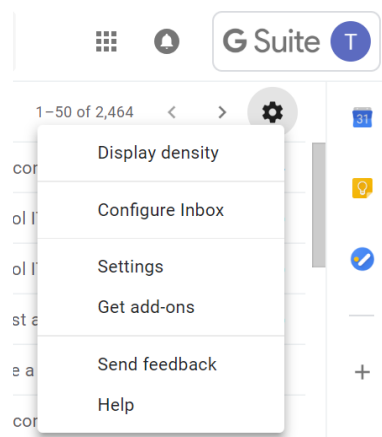


Using Filters & Labels in Gmail

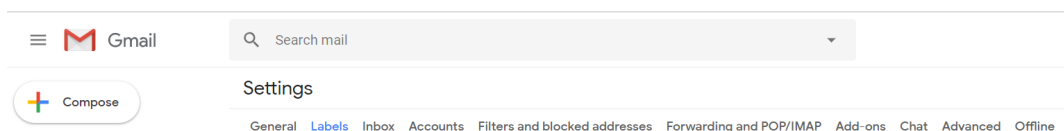
Filters and Labels are an excellent way to organise your emails automatically. In this guide we'll be creating a blue coloured label to highlight the daily bulletin and applying a filter to automatically add this label to each email, but this process can be used for any email filter or label that you would like to create.

Creating & Managing Labels

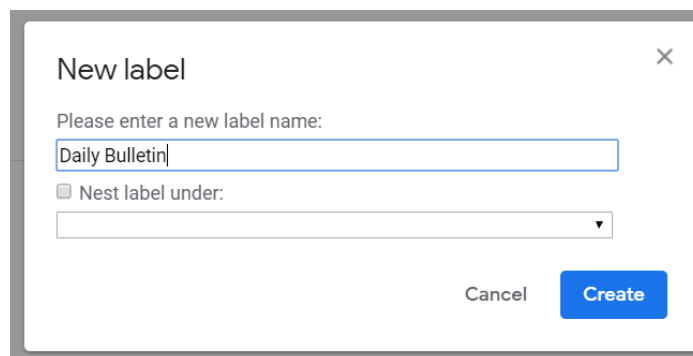
1. Sign in to your Brigshaw Trust email and click on the settings cog in the top right, and then "Settings".



2. Change section to "Labels" by clicking on it along the top bar.

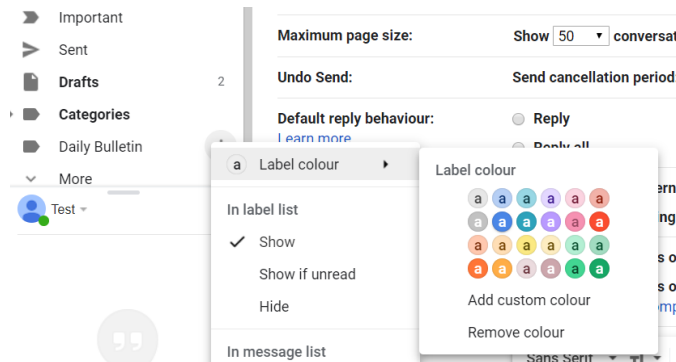


3. Scroll to the bottom of this section to reach the custom label section. Here you can manage any existing labels or create a new one. Press "Create new label". Enter a name for your label. You can also choose to nest label under another one if you want to create categories. For this example, we just want a standalone "Daily Bulletin" label. Press "Create" when you've finished.





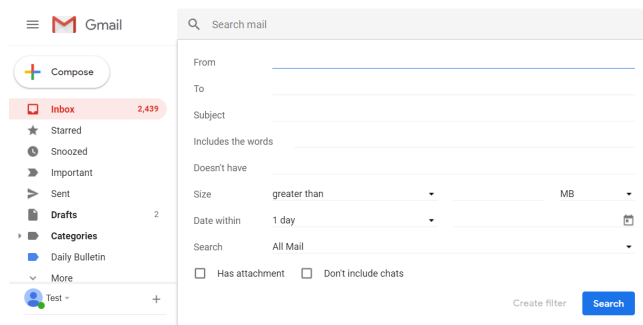
- To change the colour or design of a label, find it on the left hand side. Hover over it and click the 3 dots to the right of the label name. You can then select colours for the label and the text on the label.



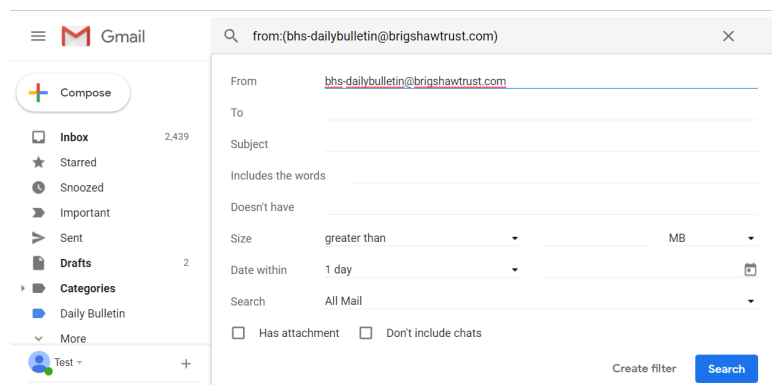
Filtering Emails

You can apply many different settings and processes to emails automatically using filters.

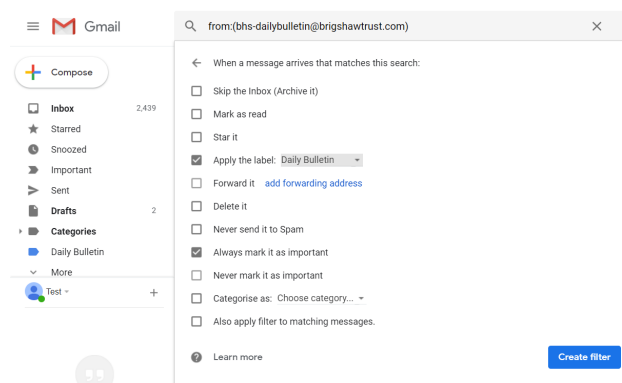
- Head to your inbox and find the search bar at the top. Press the arrow facing downward on the right hand side to open the advanced search options.



- For this example, we'll need to filter to any emails from the "bhs-dailybulletin@brigshawtrust.com" address. Many of the fields here will autocomplete just like when composing an email. You can filter using any of the categories or a combination of them.



3. Once you're happy with your criteria, press "Create filter" at the bottom.
4. On this screen you can choose what happens to the emails that match the filter. In this example, we'll apply the custom label "Daily Bulletin" and always mark the emails as Important. Press "Create Filter" once you're finished.



Your filter will now be applied to any emails that you are sent from the time of creation. If you'd like to backdate the label, press "also apply filter to matching messages" at the bottom of the create filter screen.

Explanation of Filter Options

- Skip the Inbox (Archive it): The email will instantly be archived. This will not notify you about an email if you have notifications turned on. You can still find this email in "All Mail" in the left hand side if you need it.
- Mark as Read: The email will be marked as read.
- Star it: The email will be starred. This can help you sort through the most important emails quickly.
- Apply the label... : Apply a custom label to the email. You can do this to help prioritise your emails and find important ones quickly, or to categorise them to find all of the previous emails like this.
- Forward it: Automatically forward the email. **Please be aware that forwarding school emails to a non-brigshaw account is considered a data breach. It is highly advised that you do not use this option.**



- Delete it: The email will be deleted. **It is advised that you use “Skip the Inbox” instead, as the email is in your archive should you need it.**
- Always/Never mark it as important: Importance is used by some inbox views to help you sort through your emails to deal with the critical ones first.
- Categorise as... : The email will be assigned a category. This can be used to sort your inbox.
- Also apply the filter to matching messages: Only used during filter creation. It backdates the results of the filter to all messages. **Be aware that if you set it to delete emails and select this you will delete all the emails that match.**

Please speak to the IT Team if you need any help or have any specific filters you have in mind that you are unsure of how to create.