

How Do I Create a Gmail “Trash” Filter?

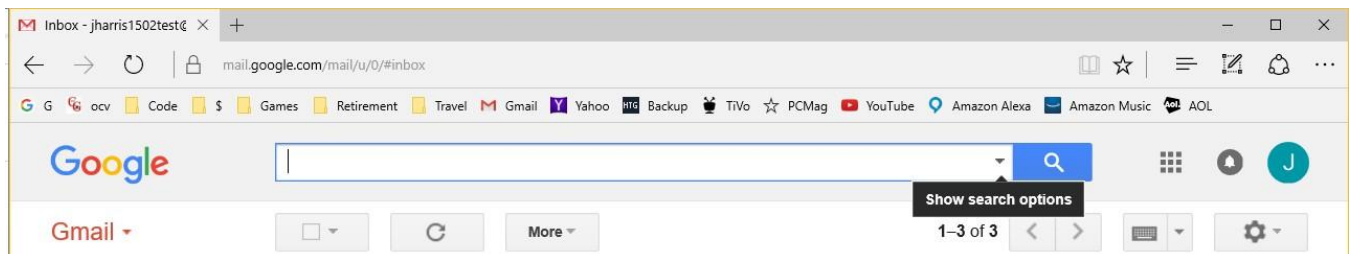
Please read this entire document before you create a Gmail filter.

A. Start Gmail and enter password if needed.

B. Method #1: (Skip 1 and 2 if you can see the email you want to Trash.)

1. In the Google search box at the top, click the Down arrow in the right corner of the box.

If you hover over the arrow it should display
“Show search options”.



2. Type in your search value, Example: “Incredible Price”.

3. Click on the Subject line you want to go directly to “Trash”. Your email should open so you can read it.

4. Click on the drop down arrow just to the right of the “Reply” button; see below in red.



5. Click on “Filter messages like this”.

Note how the “From” address is filled in for you. If you don’t see the above message start over. Stop here and consider that all emails coming from this email address will automatically be sent to “Trash”. If you want to cancel, click on the “X” that appears just above and to the right of the email address.

6. You can test before creating your new filter. The lower left corner of the box contains a blue button magnifying glass; see below. Click on this button to test. The bad part of testing is your filter form will disappear and you will need to start over. Note all the emails that will be deleted by this filter. If the filter does not perform the way you expected delete and start over with new parameters.

from:(jharris1502@gmail.com)

Filter ×

From

jharris1502@gmail.com ×

To

Subject


Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

 [Create filter with this search »](#)

Test Search

7. When you are satisfied click on: “Create filter with this search”.

8. Click on the selection box “Delete it”. This function will place all email received from this email address into the “Trash” folder where it will be deleted after 30 days. You will never have to manually delete it again.

9. If you see a line at the bottom of the box; Example:

“Also apply filter to # matching conversations”. Check that selection box too. This function will delete filtered email that is currently in the “Inbox”.

10 .To finish: Click on “Create filter”.

11 .Last Step; Check the “Trash” folder to make sure you didn’t delete something you really wanted to keep.

C. Method #2: (You can manually create a filter or edit/delete an existing one.)

- 1. Click on the “Settings” gear on the top right of the main Gmail screen.**
- 2. Click on “Settings”.**
- 3. Click on the “Filters and Blocked Addresses” tab in the middle of the screen.**
- 4. You can edit or delete an existing filter or you can create a new filter by clicking the link at the bottom center.**
- 5. When you create a new filter you can enter a phrase in the “Has the words” field to delete an email coming from anyone.**

Example: gold coins (Do not enter quotes.)

- 6. The remainder of the filter create process is the same as Method #1, Steps 6 to 11.**