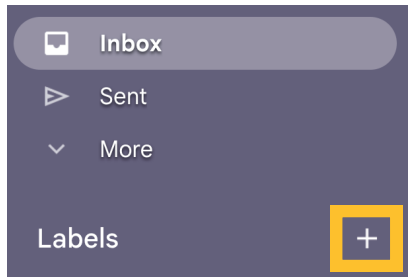


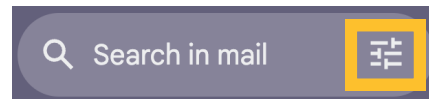
# Managing Your Williams Email

With a constant deluge of emails, you need an easy way to keep track of the important stuff and know when to send a reply. Creating filters in Gmail is an easy way to track incoming material for your courses, jobs, organizations, or teams. Declutter your email and simplify your life!



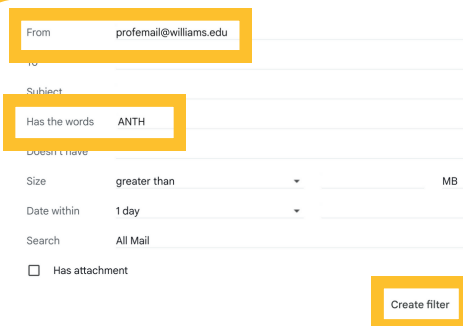
1

Go to your Williams gmail page. Create a Label for each course, organization, job, etc. that you want to create a filter for.



2

Click on the advanced search and filters icon to start creating a filter. You will need to create a filter for every label you just made.



3

Enter your professor's email in the top line. You can also add keywords to the "Has the words" line to pull in emails containing specific words. Click "Create Filter."

← When a message is an exact match for your search criteria:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☒ Apply the label:

☐ Forward it to

☐ Delete it

☐ Never send it to

☐ Always mark it as

Choose label...

New label...

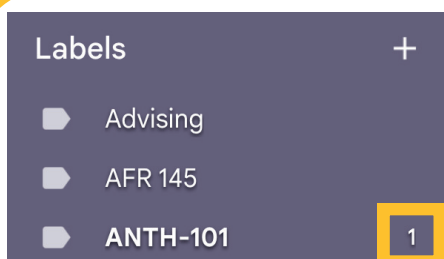
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4

Check off "Apply the label:" and choose the folder you want these emails to go in.



Incoming emails will show in your inbox and automatically be assigned to the appropriate folder and a new email notification will appear any time you receive a message.

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