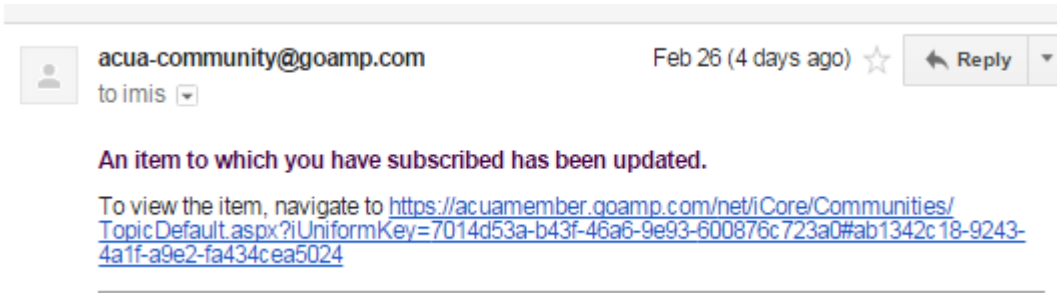
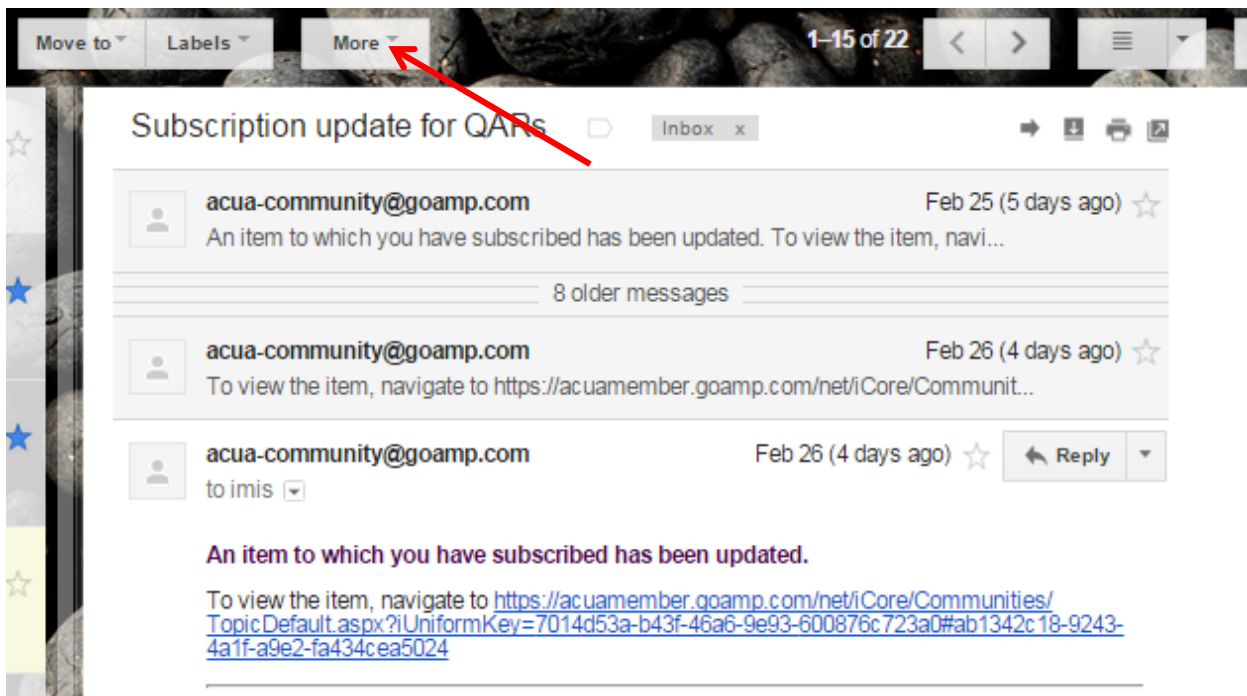


How to filter email messages in Gmail.

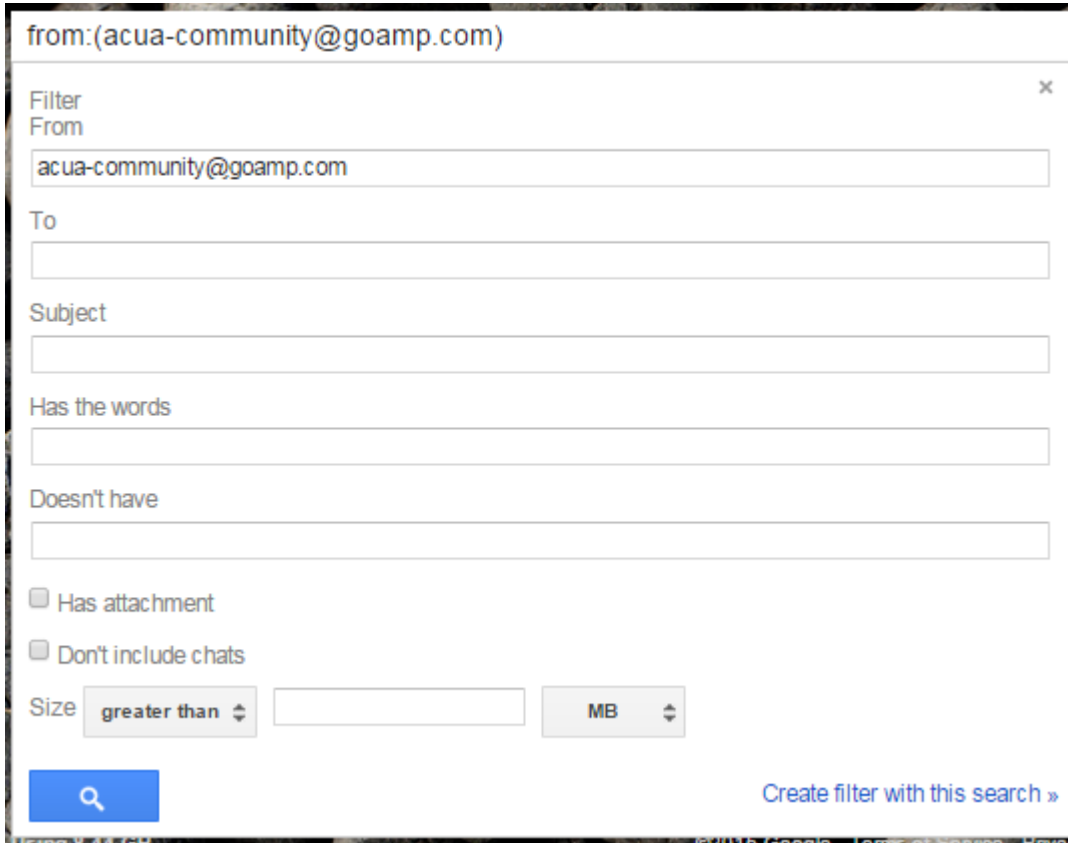
1. Select an ACUA Community email that you have received in your inbox.



2. Click the **More** button, then select **Filter messages like these**.



When you select **Filter messages like these**, the following screen appears:



from:(acua-community@goamp.com)

Filter From ×

acua-community@goamp.com

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

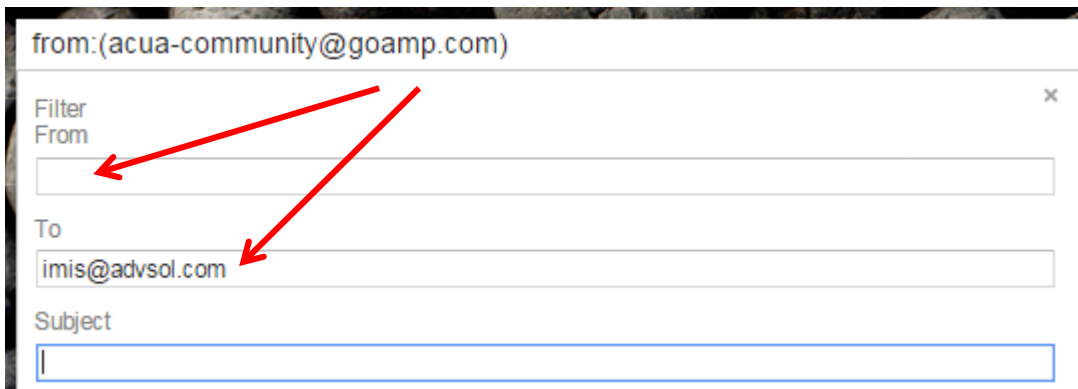
Size greater than MB

[Create filter with this search »](#)

3. Enter your filter criteria in the appropriate field(s).

Clear the **From** box by deleting acua-community@goamp.com

In the **To** box, enter imis@advsol.com



from:(acua-community@goamp.com)

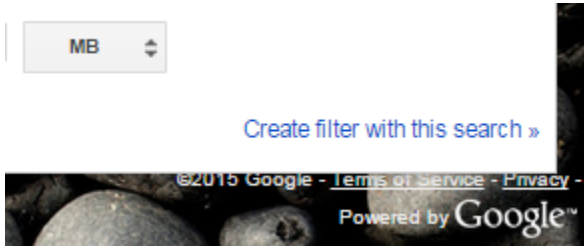
Filter From ×

To

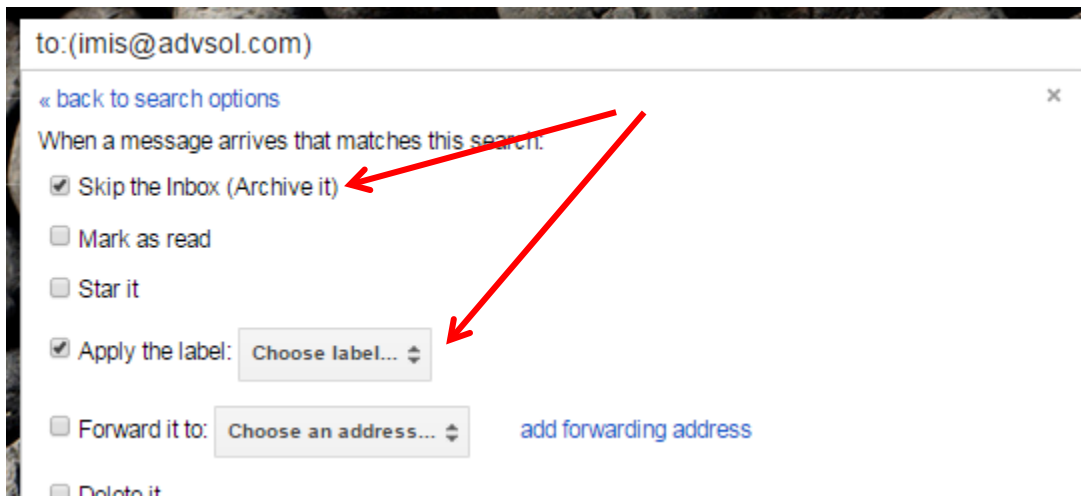
imis@advsol.com

Subject

4. Select **Create filter with this search >>** at lower right corner of the screen.

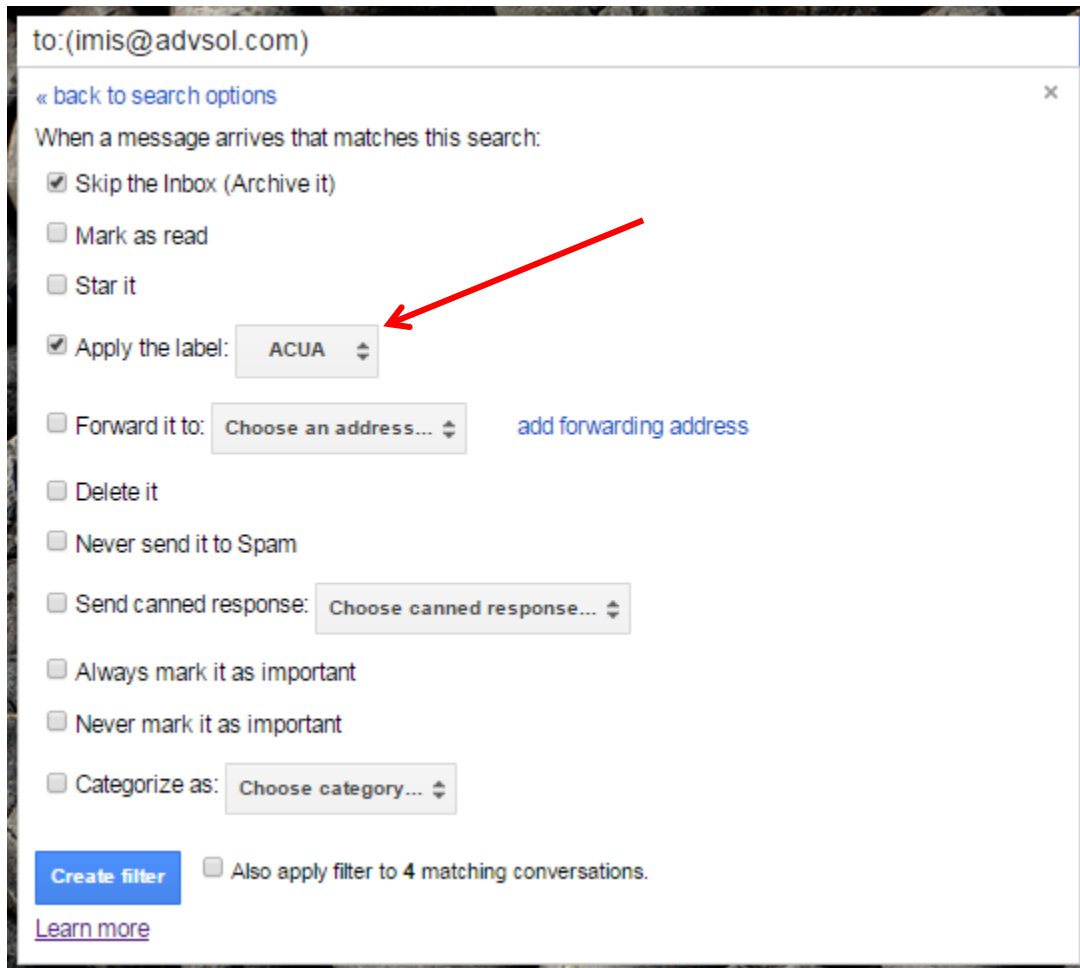


5. On the screen that comes up,
Check the **Skip the Inbox (Archive it)** option and
Check the **Apply the label:** option.



Select the label name for the label/file folder you want the messages to go to.

Click the **Choose label** button and then create a **New label...**, or select a label/file folder which you already have.



6. Select

[Create filter](#)

7. Navigate to the label/file folder you selected to view emails from the ACUA Community.