**Gmail Filters**

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically [label](http://mail.google.com/support/bin/answer.py?answer=6560), archive, delete, star, or forward your mail, even keep it out of Spam -- all based on a combination of keywords, sender, recipients, and more.

To create a filter:

1. Click **Create a filter** (next to the **Search the Web** button at the top of any Gmail page).
2. Enter your filter criteria in the appropriate field(s).
3. Click **Test Search** to see which messages currently in Gmail match your filter terms. You can update your criteria and run another test search, or click **Next Step**.
4. Select one or more actions from the list. These actions will be applied to messages matching your filter criteria in the order in which the actions are listed -- for example, you could choose to **Forward** matching messages to a specific email address, then **Delete** the messages. Note that if you choose to forward messages to another address, you'll need to first [verify that you own any new forwarding addresses](http://mail.google.com/support/bin/answer.py?hl=en&answer=10957).
5. If you'd like to apply this filter to messages already in Gmail, select the **Also apply filter to x conversations below** checkbox.
6. Click **Create Filter**.

Please note: When you create a filter to forward messages, only new messages will be affected. Any existing messages that the filter applies to will not be forwarded.

To create a filter from within a message:

1. Click the drop-down menu next to **Reply**.
2. Select **Filter messages like this**.
3. Enter your filter criteria in the appropriate field(s).

To edit or delete existing filters:

1. Click the gear icon in the upper-right and select **Gmail settings** (at the top-right of any Gmail page).
2. Click **Filters**.
3. Find the filter you'd like to change and click its **edit** link, or click **delete** to remove the filter.
4. If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Next Step**.
5. Update any actions and click **Update Filter**.

You can create an unlimited number of filters, but only 20 filters can forward to other addresses. You can maximize your filtered forwarding by [combining filters](https://mail.google.com/support/bin/answer.py?answer=8870) that send to the same address.